

**Cash Management
Fourth Shift Release 8.00**

Fourth Shift Help
Release 8.00

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Cash Management Module

The key functions of the Cash Management Module include:

- bank balance management
- accounting period cash audits and reconciliation
- communication to the GLSM, ARSM and APSM modules

The Cash Management Module allows processing updating and review of bank transactions based on accounting period and the defined bank currency. Cash books contain transaction information for a specific bank and accounting period. Cash sets identify a set of transactions, based on payment form and bank number.

The cash management process provides both accrual and cash basis balances for managing receipts, disbursements, transfers, reconciliations, and other transactions.

The Cash Management Module provides the ability to enter non-A/R and non-A/P transactions into the system using standard processing. Transactions entered in foreign currencies can be translated into the local general ledger currency.

Module Prerequisites

The Cash Management Module has the following prerequisites:

- SYSM (System Control)
- GLSM (General Ledger)

The following modules are not prerequisite modules, but each greatly enhances the functionality of the CSHM Module:

- APSM (Accounts Payable)
- ARSM (Accounts Receivable)
- MCMM (Multi-Currency Management)

The multi-currency banking feature takes advantage of available CSHM Module features.

Setting Up the Cash Management Module

Setting Up the Cash Management Module provides an overview of how to implement the module. It covers:

- guidelines to consider before you implement the module
- how to prepare your data for loading
- suggested procedures for loading your data
- suggestions for using the module

Although this section provides key information about the Cash Management Module, it does not explain generally accepted cash management principles.

Before You Implement the Module

Basic Assumptions

The CSHM Module assumes you are familiar with:

- General Ledger Module functions, such as posting journal entries
- the entry process for cash receipts and disbursements in the Accounts Receivable and Accounts Payable modules

See these modules if you need more information.

Currency Information

The local currency code used for your banking transactions is established during system installation.

Verify the currency assigned to the local bank on the Banking Configuration screen available from GLCF.

Preparing Your Data For Loading

Information about your currencies and banks may exist in a variety of forms. There is no “one best method” for preparing this data. The following suggestions and information will help minimize data entry time and effort when you enter the data during startup.

Master Account Numbers

Verify master account number combinations exist for the following accounts:

Account	Description
Bank Charges	fee for processing transactions
Bank Commissions	fee for translating transactions
Bank Exch Var	exchange rate variances
Cash	cash transactions
NSF	non-sufficient funds

Bank Statements

- Organize your bank statements in order to enter bank information during update processing. The information needed includes beginning and ending bank balances, bank charges and bank commissions.
- Identify a cutover date to begin entering bank balance information from your bank statements. Bank information is updated according to the cutover date.

Banking Configuration

Specify the local bank identifier you use for your banking transactions.

Use the **Restrict Bank Journal Entries** field to indicate if cash transactions can be entered manually to your general ledger.

N = permit entry of transactions to cash master accounts

Y = restrict entry of transaction to cash master accounts

Use the **Valid User Id** field to specify the valid user identification for entering cash transactions in your general ledger if cash transactions are permitted.

Loading Your Data

Once your data has been prepared for entry, use this section to load your data into the Cash Management module.

A **validation tool** is identified for each screen or task listed in this section. Use the validation tool to double-check the accuracy of the data you have entered. Validation tools include:

- **Screen reports.** Create these reports by choosing **Print** from the **File** menu. For more information, see "Screen Reports" in the Fourth Shift Basics manual.
- **Print screens.** When other report options are not available, you can capture an image of your screen and use it to validate your data entry. For more information, see "Using the Print Screen Key" in the Fourth Shift Basics manual.

Other validation tools, such as batch processes and data extracts, may also be listed.

1. Verify Master Accounts

Screen/Task	Module	Description	Validation Tool
GLCA and GLOS	GLSM	Verification: master account combinations used for banking	screen report
G/L ACCOUNT ATTRIBUTES window from GLCA	GLSM	Enter user-defined information for each account; add currency code for each cash account and account used the currency code assigned to the output must match the currency code assigned to the bank on BKMT	print screen

2. Prepare for Update Process

If you have just installed the CSHM Module, do not complete the Update process. The Update process is completed by existing customers, only.

Screen/Task	Module	Description	Validation Tool
GLDQ	GLSM	Verification: prior accounting period G/L cash balances	validate against bank statement
ARRJ	ARSM	batch process: receipt and payment verification	log file ARRJ report
APCK	APSM	Verification: receipts and payments	screen report
GLJE	GLSM	adjusting JEs to balance the G/L cash balance to your bank statements, if necessary	screen report
GLPC	GLSM	Verification: prior period close	GLPC reports
GLSS	GLSM	Verification: all (prior, current and future period) cash account batches have been posted	screen report

3. Perform Update Process

If you installed CSHM during a complete system installation, do not complete the Update process. The Update process is completed only when adding CSHM to an established database.

Screen/Task	Module	Description	Validation Tool
UPDTCSHM update program See "UPDTCSHM Processing"	CSHM	current G/L balance to current accrual bank balance synchronization	bank accrual balance and G/L balance comparison

UPDTCSHM Processing

UPDTCSHM Processing Overview

The Cash Management Module update program, UPDTCSHM, completes a series of phases to process prior and current period information in order to synchronize the current G/L balance with the current accrual bank balance. The UPDTCSHM update process is required only if you are adding CSHM to an existing Fourth Shift system.

The UPDTCSHM program phases are:

Phase	Description
1	Entry of ending balance of last period bank statement
2	Entry of bank charges, bank commissions and miscellaneous charges incurred since last bank statement
3	Reconciliation of transactions as of the last period's bank statement using the BKRC screen; unmark transactions not yet cleared
4	Calculation of beginning and ending bank balances for the cash and accrual accounts
5	Comparison of bank accrual balance to G/L balance

Phase	Description
6	CSHM installation completed; module ready to use

Phase 1

Phase 1 includes entering the ending balance from your previous month's bank statement. The ending balance serves as a reference point for each bank. For example, if the current banking period is May, the ending balance for April is entered. Phase 1 requires the following information:

- previous period bank statement ending balance
- any current open accounting period statements; used for reference only

Phase 2

Phase 2 includes entering bank-related charges and commissions which have occurred since your bank statement from the previous month. Phase 2 requires the following information:

- bank commissions or bank charge amounts information since the previous period
- previous period bank statement; used for reference only

If you have entered manual journal entries to adjust cash accounts for the amount of the charges for the previous period, adding transactions leads to double posting. Reversing journal entries may be required in Phase 5 to prevent double posting, as well as to force the local accrual bank balance and general ledger to tie out.

Transaction records with **Source** = ..XXnn, where XX = bank identifier and nn = transaction identifier, are automatically created when related charges are added to a header record on the ARCD and APDS screens.

Phase 3

In Phase 3 you reconcile only those transactions which appear on the previous month bank statement or earlier bank statements. The reconciliation should be done as it would have been accomplished the day the previous month bank statement was generated.

Phase 3 requires the following information:

- all previous period bank statements with unreconciled transactions
- other information you used to perform the reconciliation for the prior period

Transactions are created in an unreconciled state, regardless of how old the transactions are. Prior period transactions can be reconciled together in one prior period or separated into the individual periods in which they actually cleared the bank. Because it is time consuming to reconcile all the transactions in the system individually, the following reconciliation process is recommended:

- Use the **Mass Reconciliation** feature on the BKRC screen to speed reconciliation by entering a date range. The beginning date is 010180 and ending date is your previous month's statement date.
- Then, individually unmark transactions within that date range that had not cleared the bank as of your previous month's bank statement date.

It is important to **leave all transactions not appearing on the previous month bank statement in an unreconciled status** on the BKRC screen, even if they are shown on the current month statement, or you know by other means that they have in fact cleared the bank.

Phase 4

Phase 4 includes a system calculation of the beginning accrual bank balance and the current accrual bank balance based on the information you have entered and updated in the previous phases. Phase 4 creates an empty CASHAUD.FIL file that is subsequently updated with accrual and current bank balance information during Phase 5 processing.

The bank balance calculations are:

Balance	Calculation
beginning accrual bank balance	(Ending balance entered in Phase 1) + (amounts associated with unreconciled transactions dated prior to the current period)
current accrual bank balance using the bank's currency	(Current period beginning balance) + (amounts associated with unreconciled transactions dated in the current period)
Beginning Local and Current Balance	(Foreign balance / current exchange rate shown on CCEX for today's date)

Phase 5

In Phase 5, the system reviews all unposted batches and displays an error message if any batches are found which contain bank cash master accounts. Phase 5 includes a system comparison of the current G/L balance with the current accrual bank balance.

Phase 6

Phase 6 includes using the system to ensure that the updated cash management information is accurate. You will use screens in the following modules to perform the verification:

- APSM (Accounts Payable)
- ARSM (Accounts Receivable)
- CSHM (Cash Management)
- GLSM (General ledger)

It is important to have key personnel examine the database information for accuracy now before indicating that you are ready to begin normal Cash Management Module processing.

1. Gather Required Information

Action	Completed
Retrieve previous period bank statement for all banks.	
Retrieve previous period bank statements with unreconciled transactions.	
Retrieve journal entries already entered for banking transactions.	
Retrieve any current, open accounting period statements, for each bank, showing commissions or bank charges since the previous period.	

2. Start the UPDTCSHM Program

Verify that the database services and lockserver service are running. No users should be connected to the Fourth Shift database when UPDTCSHM is run. You must use the -C parameter to specify the location of the appropriate FS.CFG file for the system.

Action	Completed
From a command prompt, go to the MFGSYS\SYSTEM directory on the drive where your system is installed.	
Type: UPDTCSHM -C followed by the pathname for the location of the fs.cfg file and press ENTER. (For example, type UPDTCSHM -CM:\Mfgsys\Fs.cfg .)	
The CSHM Module -- Bank Balance Setup screen is displayed. This screen is used to enter bank balance information and keep track of the status of each program phase.	

3. Perform Phase 1

Action	Completed
Enter the ending balances from Previous Month bank statement for each bank listed. If you have received statements for the current month, please disregard these for usage with UPDTCSHM processing.	
Press ENTER to accept the ending balance values. Press CTRL+ENTER to confirm the ending balance values.	
Enter Phase Completed = Y when this phase is complete, then press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically to indicate the phase status is complete.	
Exit from the UPDTCSHM screen.	

4. Perform Phase 2

Action	Completed
Sign in to your Fourth Shift system.	
Enter bank charges, commissions and miscellaneous transactions which have occurred since the previous month bank statement using the following screens: ARCD (A/R Cash Deposits) APDS (A/P Disbursements) SUND (Sundry Disbursements) SUNR (Sundry Receipts) ARPD (A/R Prior Period Cash Deposits) APPD (A/P Prior Period Disbursements) SUPD (Prior Period Sundry Disbursements) SUPR (Prior Period Sundry Receipts)	
Exit Fourth Shift.	

Action	Completed
From the MFGSYS\SYSTEM directory, type: UPDTCSHM -C followed by the pathname for the location of the fs.cfg file and press ENTER. (For example, type UPDTCSHM -CM:\Mfgsys\Fs.cfg.) The UPDTCSHM screen is displayed.	
Enter Phase Completed = Y when this phase is complete, then press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically to indicate the phase is complete.	
Exit from the UPDTCSHM screen.	

5. Perform Phase 3

Action	Completed
Create a backup of your system.	

Repeat the following steps for each bank defined in your system.

Action	Completed
Sign onto your Fourth Shift system.	
Enter the bank number, previous month's statement date and prior accounting period on the BKRC screen. Press ENTER.	
Press ALT+M to open the Mass Reconciliation window.	
Select receipt transactions to reconcile (Type = R). You must mass reconcile receipt and disbursement transactions separately.	
Select Method = D (date). This allows you to specify the range of dates to include in this reconciliation process.	
Press ENTER. Enter 010180 as your beginning date. Enter your previous month's statement date as your ending date.	
Press ENTER. Transactions within the criteria specified are selected and marked with an X on the BKRC screen.	
Open the Mass Reconciliation window again to select disbursement transactions (Type = D).	
Select Method = D (date). This allows you to specify the range of dates to include in this reconciliation process.	
Press ENTER. Enter 010180 as your beginning date. Enter your previous month's statement date as your ending date.	
Press ENTER. Transactions within the criteria specified are selected and marked with an X on the BKRC screen.	
Review the marked transactions. Use the bank balance information in the header to verify that each selected transaction is listed on your previous month's bank statement or on earlier statements.	

Action	Completed
Deselect any transactions not listed on your previous months' bank statement.	
Press CTRL+ENTER to reconcile all marked transactions. The reconciliation process may take several minutes, based on your database and configuration.	
Exit from your Fourth Shift system.	
From the MFGSYS\SYSTEM directory, type: UPDTCSHM -C followed by the pathname for the location of the fs.cfg file and press ENTER. (For example, type UPDTCSHM -CM:\Mfgsys\Fs.cfg.) The UPDTCSHM screen is displayed.	
Enter Phase Completed = Y when this phase is complete, then press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically to indicate the phase status is complete.	

6. Perform Phase 4

Action	Completed
Enter Ready To Start Phase = Y on the UPDTCSHM screen. Press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically after the computation to indicate the phase status is complete.	
Exit the UPDTCSHM screen.	
Sign onto your Fourth Shift system.	
Use the BKCB (Bank Cash Book) screen to review the beginning and ending balances calculated by the system.	
Exit Fourth Shift.	

7. Perform Phase 5

Action	Completed
Create a backup of your system.	
Sign in to Fourth Shift.	
Make sure that all G/L batches which contain bank cash master accounts are posted. Use the GLSS (G/L Batch Submission Status) screen to review the status of all existing batches.	
Exit Fourth Shift.	
From the MFGSYS\SYSTEM directory, type: UPDTCSHM -C followed by the pathname for the location of the fs.cfg file and press ENTER. (For example, type UPDTCSHM -CM:\Mfgsys\Fs.cfg.) The UPDTCSHM screen is displayed.	
Enter Phase Completed = Y, then press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically to indicate the phase has been completed.	

Action	Completed
Exit the UPDTCSHM screen.	
Print the CASHAUD.FIL report, in the MFGSYS directory, to review the differences between the current accrual bank balance and G/L balance.	

8. Review and Resolve Balance Differences

Possible causes for balance differences are:

- previous month charges not entered in Phase 2
- transactions were reconciled, but were not on a bank statement
- transactions on a bank statement were not reconciled
- exchange rate fluctuations occurred on foreign currency
- manual journal entries were entered prior to UPDTCSHM processing
- incorrect G/L balance

The difference in the balances may be caused by a combination of several of these causes. It is important to not simply create a journal entry to force the G/L balance to be equal to the local accrual balance, or to add a one-sided entry on the SUND screen to force the local accrual balance to equal the G/L balance. The key is to find the cause of the out-of-balance condition, and only then take corrective action.

Reconcile any differences using the following information.

Previous Month Charges Not Entered In Phase 2

Action	Completed
Enter the missing transactions using the necessary APSM and ARSM screens	
Post the transactions.	
Rerun Phase 5.	

Transactions Were Reconciled, but Were Not on a Bank Statement

Action	Completed
Restore the database you saved prior to running Phase 3 of the UPDTCSHM program and go through the process again.	
OR	
Create a one-sided entry on the SUND screen, adding amounts to compensate for the error. Leave the local amount set to 0, so that the general ledger is not affected by the transaction.	

Transactions on a Bank Statement Were Not Reconciled

Action	Completed
Reconcile those transactions shown on the previous month bank statement using the BKRC screen and rerun Phase 5.	

Exchange Rate Fluctuations Occurred on Foreign Currency

Phase 4 does the bank translation process using today's date. The G/L balance may be based on the use of older exchange rates. If you suspect that this is the case, there are two relevant questions:

- Has the exchange rate changed enough to explain the size of the difference? The difference may be partially caused by exchange rate float and partially from some other cause.
- Has the rate been changing in the correct direction relative to your local currency (either up or down) to explain the difference?

For example, the exchange rate may have changed from *2 to *3 over the last month. You could therefore expect the local accrual balance to be less than the G/L balance.

The accrual balance is based on today's rate (*3), while the G/L amount is an accumulation of the use of older rates, probably closer to *2.

Action	Completed
If the difference can be explained by exchange rate fluctuation:	
Create a manual journal entry to force G/L to equal the local accrual balance.	

Manual Journal Entries Were Entered Prior to UPDTCSHM Processing

Manual journal entries may have been created to reflect miscellaneous bank charges/commissions prior to starting the UPDTCSHM process. These miscellaneous A/R and A/P transactions had to be reflected in the general ledger using manual journal entries prior to using the CSHM Module.

In Phase 2, transactions occurring since the previous month bank statement were entered. Additional automatic journal entries were then created, leading to double-posting for the bank charges/commissions. In order to correct the double-posting, reversing manual journal entries may need to be created.

Action	Completed
Use the SUND screen to create reversing transactions for the amounts occurring in the previous month, but which did not appear on the previous month bank statement. This assumes that you did not enter transactions in Phase 2, which appeared on the previous month bank statement or earlier.	

Incorrect G/L Balance

The G/L balance is tying to an actual bank balance within your Fourth Shift system.

Action	Completed
Verify that you have entered all of the proper information, including ending balances, on the UPDTCSHM screen, all receipts/disbursements, bank charges and commissions.	
If you suspect the G/L balance is incorrect, you may need a manual adjusting entry on the SUND screen to bring it into line with the local accrual bank balance.	
If you are certain that the G/L balance is correct, you may make a one-sided adjustment on the SUND screen to force the local accrual balance to match the G/L balance. This is not the preferred method. If you are audited, it will not be possible to justify the local accrual bank balance shown in the system, with references to bank statement amounts, and unreconciled transactions.	

9. Perform Phase 6

Action	Completed
Use the CSHM screens, as well as screens in the ARSM, APSM and GLSM modules, to ensure that the following information is accurate: - cash receipt amounts - cash disbursement amounts - cash payment reference numbers - invoice numbers	
From the MFGSYS\SYSTEM directory, type: UPDTCSHM -C followed by the pathname for the location of the fs.cfg file and press ENTER. (For example, type UPDTCSHM -CM:\Mfgsys\Fs.cfg.) The UPDTCSHM screen is displayed.	
Enter Phase Completed = Y, then press ENTER. Press CTRL+ENTER to confirm. St = X is displayed automatically to indicate the phase status is complete.	
Restart the database server processes.	
Begin normal operations.	

Suggestions for Using the Module

The ways in which the Cash Management Module is used vary from company to company. The following guidelines may be helpful for using the Cash Management Module in your company.

Transaction Updates

Transactions entered on the GLJE (G/L Journal Entry) screen do not update the cash information on the CSHM Module screens. Use the CSHM Module screens, such as SUND (Sundry Disbursements) and SUNR (Sundry Receipts), to process transactions previously entered on the GLJE screen.

When the GLAU (G/L Account Update) task is run, cash sets are automatically created for cash transactions entered on the GLJE screen. These automated cash sets are created to keep the bank balance and G/L balance synchronized.

Creating Cash Sets

Cash set transactions are created on several screens in the CSHM, APSM and ARSM Modules. Use the following information to determine which screens create cash sets and on which screens cash sets can be viewed:

Cash Sets Creation Screen	Cash Set Review/Update Screen
CSHM Module:	
BKFT	SUND and SUNR
BKTR	SUND and SUNR
SUND	SUND
SUNR	SUNR
SUPD	SUPD
SUPR	SUPR
APSM Module:	
APCV	APDS
APCW	APDS
APDS	APDS
APPD	APPD
ARSM Module:	
ARCD	ARCD
ARCR	ARCD
ARPD	ARPD

Cash sets are automatically created during UPDTCSHM processing with a **Source** = UPDT. Cash sets with a **Source** = UPDT and **Type** = 10 (A/P Disbursement) or 20 (A/R Cash Receipt) can be reviewed on the APDS or ARCD screen.

Local and Foreign Currency

The currency used throughout the system is based on the local currency code defined.

Trading Partner Amounts

The values for trading partners are displayed based on the currency code assigned to the customer or vendor. This currency code may be the same or different than the bank or system currency.

Bank Amounts

The local bank currency code is specified when you install your system. The currency code is used for banking transactions and the currency code displays after the currency values for the bank throughout the system.

Transaction Anchor Records

Within the cash set, each receipt or disbursement is an anchor record. An anchor record is assigned **Seqn** = 0000. Charges related to the anchor record, such as a bank charge related to the anchor record, are assigned **Seqn** = 0001 or greater.

For example, a cash receipt transaction (**Type** = 30) is assigned **Seqn** = 0000. A bank commission for that cash receipt is assigned **Seqn** = 0001, because it is directly associated with the receipt, but is entered as a separate transaction.

- Anchor records used in A/P processing identify the original disbursement transaction, such as a check payment. Subsequent sequence numbers to the anchor record are charges or commissions associated with the payment. If the payment is voided, any associated transactions are not automatically canceled.
- Anchor records used in A/R processing identify the amount of cash received. Subsequent sequence numbers to the anchor record are charges or commissions associated with the cash receipt. If a cash receipt is deleted or canceled as an NSF transaction, the associated charges are not automatically removed.
- The SUND and SUNR screens do not use anchor records, because each transaction is entered as the main transaction.

Anchor records are not associated to the cash set in which they are created, but are associated to the source identifier and payment reference number combination for the vendor. For example, an A/P disbursement (**Type** = 10) can be entered for Bank 1 and is assigned **Seqn** = 0000.

System Generated Identifiers

Several source identifiers are generated by the system for each established bank and are used automatically to identify specific bank transactions. The format of the identifier is ..xxNN, where xx is the bank identifier and NN is the transaction identifier. The system generated identifiers include:

Identifier	Description Name
..xxAD	Bank xx Bank Adjustment
..xxCG	Bank xx Bank Charge
..xxCM	Bank xx Bank Commission
..xxFT	Bank xx Funds Transfer
..xxTR	Bank xx Translation

Maintaining Bank Master

Use the BKMT (Bank Master) screen, available with the General Ledger Module, to maintain your company's record of each bank with its associated number, currency code, status, name, reference name, report format and period close translation ability. Use the following detail windows to maintain bank detail information:

- Name, Address & Contacts window
- Cash Receipts window
- Disbursements window

Entering Sundry Transactions

Use the SUND (Sundry Disbursements) and SUNR (Sundry Receipts) screens to enter sundry disbursement and receipt transactions into the system. Bank charges, bank commissions, bank adjustments and non-A/R and non-A/P amounts are included as sundry transactions. The **Source** field identifies the source responsible for the transaction.

- Use the **Bank Batch Amt** and **Local Batch Amt** fields to validate the amounts entered for the bank compared to your internal control documents, prior to distributing the amounts to the general ledger.
- Use the Print Selection window, opened by choosing **Print** from the **File** menu on the SUND and SUNR screens, to print sundry summary reports.
- Use the G/L Distribution screen to update amounts to the appropriate master accounts in General Ledger.

Translating Currency Amounts

Use the BKTR (Bank Balance Translation) task to translate the ending bank balance amount for a specified bank into a local currency amount when the bank currency is a foreign currency. A translation is a re-evaluation of the local value of the bank balance, based on the current exchange rate. The exchange rate used during the processing is based on the mode selected and the **Curr Type** records on the CCEX screen:

Mode	Currency Type	Description
Simulate	E = Evaluation	Used on a daily basis to review the impact of changing exchange rates
Simulate	T = Treasury	Used to review the bank balance translation prior to the update
Update	T = Treasury	Used to update the local bank balance amounts based on the exchange rate effectivity date and to create the G/L journal entries.

Use the BKTR task to determine the local value of foreign bank balance amounts anytime.

A variance, if existing, is applied to the Cash and Bank Exch Var master accounts on the BKMT screen. The Banking master account on the MCCF (Multi-Currency Configuration) screen is used if the Bank Exch Var master account is blank.

Transferring Bank Funds

Use the BKFT (Bank Funds Transfer) screen to record the transfer of funds from one bank to another bank using the appropriate bank currencies.

A transfer of funds may be made between any two banks regardless of bank currencies. The G/L account balances are updated accordingly using the local currency, based on the exchange rate(s) specified. Because conversions for EMU member states require triangulation through the euro currency, two exchange rates may be specified. Press CTRL+ENTER to process the bank transfer. A cash set is created for the "from bank" transaction and can be viewed using the SUND screen. Another cash set is created for the "to bank" transaction and can be viewed using the SUNR screen.

System assigned reference numbers are assigned to each fund transfer. The format of the reference number is: xFTnnn:999999999 where:

Format Identifier	Description
-------------------	-------------

x	Payment Form
FT	Funds Transfer
nnn	"To Bank" identifier = -IN "From Bank" identifier = OUT
999999999	Cash Set Number assigned, including the payment form identifier

Use the SUND (Sundry Disbursements) and SUNR (Sundry Receipts) screen to view the system assigned reference numbers for the "To Bank" and "From Bank" transactions for each bank. Examples of system assigned reference numbers include:

- a check type funds transfer displayed on the SUND screen is CFTOUT:C00000045.
- a check type funds transfer displayed on the SUNR screen is CFT-IN:C00000045.

Entering a Bank Adjustment

Use the SUND screen to enter an adjustment to your bank balance. Bank adjustments can be made to the bank amount using the **Disbursement Amount** field, to the local bank amount using the **Local Amt** field and can be distributed to the general ledger without changing the bank amount or local bank amount. Bank adjustment combinations include:

Entry for Bank Amount adj: Disburse Amount field	Entry for Local Bank Amount adj: Local Amt field	Change G/L values:	Adjustment Description
non-zero amount	0.00	No	Bank amount adjustment only
0.00	non-zero amt	No	Local bank amount adjustment only; Accept G/L Distribution screen default zero amounts.
0.00	0.00	Yes	G/L account adjustment only; Enter amounts on G/L Distribution screen

Bank balance adjustments can only be entered by a valid user, as defined on the Banking Configuration window. An adjustment transaction does not create a reconciliation record. Use the Bank Cash Journal report as an audit trail of adjustments.

See the SUND screen help for more information on entering bank adjustments.

Reconciling Cash Transactions

Use the BKRC (Bank Reconciliation) screen to reconcile the bank statement to the cash transactions existing in the system. The bank and local currency amounts are displayed for both disbursements and receipts. Enter an **X** in the field immediately before the **Receipt/Disbursement Reference No** field to mark each transaction to be reconciled. Those marked transactions are reconciled by pressing CTRL+ENTER.

- Use the Reconciliation Detail window to view additional transaction information. The **Source** field identifies the screen where the transaction was created.
- Use the Mass Reconciliation window to specify reconciliation criteria. After entering the selection criteria, press ENTER to mark the selections. Each transaction within the criteria

range is marked with an **X** in the field immediately before the **Receipt/Disbursement Reference No** field.

Use the Mass Reconciliation window to mark multiple transactions within one cash set. For example, when a cash deposit is made at the bank, the bank records the total deposit amount on the statement, not the individual check amounts that are included in the deposit. Use the Mass Reconciliation window to reconcile this deposit, by selecting the entire deposit by cash set number (**Method** = C). On the BKRC screen, each check included in the deposit is selected for reconciliation. Deselect any checks that have not yet cleared the bank.

To deselect a transaction, use the F1 key to clear the **X** out of the field prior to the transaction line you wish to deselect. Press ENTER to confirm.

- Use the Cash Basis Periods Detail window, available from the BKBL (Bank Balance) and BKCB (Bank Cash Book) screens, to review reconciliation information for a specific accounting period.

Transactions selected or deselected for reconciliation do not have to be processed during the session in which they were marked or unmarked. Transactions stay marked or unmarked until CTRL+ENTER is pressed to process the reconciliation.

Note: Use the bank balance information in the header to verify that each selected transaction has cleared the bank and is listed on your bank statement. Reconciled transactions cannot be unreconciled.

Period-End Analysis

Use the CSCP (Cash Mgmt Close Period Analysis) task to print a report specifying the status of each cash set in a specified accounting period. The CSCP task must be completed before using the GLPC (G/L Period Close) task to close the period.

Review the report to see the status of each cash set. The following cash set statuses are available:

- Cash sets with a **Status** = 1-3 are brought forward to the next accounting period.
- Cash sets with **Status** = 4 list the transaction line that has not been distributed to the general ledger. Review the transaction, take the appropriate action and rerun the CSCP task.
- Cash sets with **Status** = 5 are closed for processing in the current period and are changed to **Status** = 6 using the ARCP (A/R Close Period Analysis) and APCP (A/P Close Period Analysis) tasks.
- Cash sets with **Status** = 6 are closed to allow the GLPC (G/L Period Close) task to be completed.
- Cash sets with **Status** = 7 indicate the receipt or disbursement transactions have been purged.
- Cash sets with **Status** = 8 indicate the cash set was deleted and can be purged.

Reviewing Automatically Created Cash Sets

Use the SUNU screen to review cash sets automatically created by the GLAU (G/L Account Update) task. The GLAU task automatically creates a cash set for G/L batches containing a cash master account while processing transactions created by modules that do not create cash sets at the time the transaction was entered. For example, cash sets are not created by the PYCM (Payroll Connection) or GLSM (General Ledger) Modules, and therefore GLAU must create the cash sets necessary to synchronize the bank balance and G/L balance.

The GLAU task creates the Bank Balance Update Report which lists the bank identifier, automatically created cash set identifier and master account number.

Cash set transactions automatically created have a **Type** = 56 and a cash set identifier with **Pay Form** = A (automatic). The **Source Id** field displays the batch number. The sequence identifier is displayed in the transaction comment line.

Use the BKRC (Bank Reconciliation) screen to review the reconciliation records created for the automatic cash set. Use the BKCJ (Bank Cash Journal) task report to review the status of the automatic cash set.

Auditing Cash Transactions

Use the BKCJ (Bank Cash Journal) task to print the bank cash journal for accounting periods that are closed. All cash transactions, not purged from the system, print in date, cash set and reference number sequence. The subtotals are printed by cash set and date along with the report totals.

The report starts with the beginning bank balances and keeps a "running total" of the bank balance for each cash transaction. A summary report is printed at the end of the report, and includes the posted debit and credit amounts for each of the G/L master account numbers.

Print the BKCJ report immediately after the period close processing and retain for future use when auditing of the cash accounts is required.

Using the Multi-Currency Feature

When the Multi-Currency Management (MCM) Module is installed, it extends the functionality of this module by allowing you to enter multi-currency transactions. The **currency information window** can be displayed whenever you review or update monetary values using a foreign currency. You can press ALT+C to toggle between local and foreign currency values.

For information on using the window, see "Using the Currency Information Window" in the Fourth Shift Basics manual.

Module Communication

The Cash Management Module communicates directly with the General Ledger module as cash amounts are transferred, translated, and adjusted.

Cash Management financial transactions are considered internal (Fourth Shift) transactions and are automatically batched (**Batch Type** = A). A **Trans Code**, assigned on the GLSC (G/L Source Code Maintenance) screen, identifies each transaction as follows:

Trans Code	Transaction
BKFT00	Bank Funds Transfer
BKTR00	Bank Balance Translation
SUND50	Sundry Miscellaneous Disbursement
SUND51	Sundry Disbursement Bank Charge
SUND52	Sundry Disbursement Bank Commission
SUND55	Sundry Bank Adjustment
SUND56	GLAU-created Bank Adjustment
SUNR70	Sundry Miscellaneous Receipt
SUNR71	Sundry Receipt Bank Charge

SUNR72	Sundry Receipt Bank Commission
SUPD51	Prior Period Sundry Disbursement Bank Charge
SUPD52	Prior Period Sundry Disbursement Bank Commission
SUPD56	Prior Period GLAU-created Bank Adjustment
SUNR70	Prior Period Sundry Miscellaneous Receipt
SUNR71	Prior Period Sundry Receipt Bank Charge
SUNR72	Prior Period Sundry Receipt Bank Commission

System Administration

The System Administration manual outlines the tasks involved in maintaining Fourth Shift. The Cash Management Module includes special considerations in the areas of security and periodic tasks.

Screen Level Security Considerations

Screen/Task	Security for
BKRC	User id must be permitted to make GLJE entries
BKTR	User id must be permitted to make GLJE entries
SUND	All require access to the G/L Distribution screen using Func Code = CS2E
SUNR	All require access to the G/L Distribution screen using Func Code = CS2F

Batch Processing Considerations

The following tasks need to be run to efficiently maintain the most up-to-date Cash Management information. See **Batch Processing** in the System Administration manual for task prerequisites and processing frequency.

- Use the BKTR (Bank Balance Translation) task to translate the ending balance amount for a specified bank into a local currency amount using a specified exchange rate based on an effectivity date, if the Multi-Currency Management Module is installed.
- Use the CSCP (Cash Mgmt Close Period Analysis) task to evaluate the status of each cash set in a specified accounting period.
- Use the CSPG (Cash Management Purge) task to remove sundry receipt and disbursement information from your system.

Cash Account Entry Considerations

The GLJE (G/L Journal Entry) and GLSS (G/L Batch Submission Status) screens, available in the GLSM Module, do not allow changes to the accounting period or changes to the batch source codes that contain cash accounts, if the CSHM Module is installed.

Based on your configuration, if **Restrict Bank Journal Entries** = N on the Banking Configuration screen, the following screens do not allow cash account entries:

- GLJE (G/L Journal Entry)
- GLJR (G/L Journal Entry - Recurring Templates)
- GLJP (G/L Journal Entry - Prior Period Adjustment)

Cash Management Purge File

The CSPG (Cash Management Purge) task creates a file for sundry disbursements, sundry receipts and cash set information purged from the system. The user-specified file is in standard delimited format (SDF).

See "Cash Management Purge File" under "History File Layouts" in the **Administration Reference** section of the System Administration manual for file layout information.

BKBL – Bank Balance

Use this screen to view bank balance information. The bank balance information is displayed by bank number or accounting period sequence. The screen is divided into accrual basis and cash basis balances. Accrual basis identifies balances that have been posted to your general ledger. Cash basis identifies balances that have been reconciled with your bank statement. The information for each balance includes bank number, accounting period, local currency amount, bank currency amount and bank currency description.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Accrual Basis Period Detail	F8
Cash Basis Period Detail	F9
BKCB (Bank Cash Book)	F10

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Accrual Detail	Tab at top of screen
Cash Detail	Tab at top of screen
BKCB (Bank Cash Book)	Screen label: Bank No
BKMT (Bank Master)	Screen label: Bank No

Reports

Bank Balance (BKBL screen)

Lists of bank accrual and cash balance information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

For more information on report templates, see "Reporting for SQL Server Systems" in the System Help topics.

Screen Reference

Format

The BKBL screen can display bank balance information by bank number or accounting period. Use **Display Sequence** = B (bank number) or A (accounting period). Only the bank balance information available based on the bank number or accounting period specified is displayed.

Fields

Accrual Basis Balance

Accrual Basis Balance is the bank balance after deposits and withdrawals have been posted to the general ledger. **Accrual Basis Balance** is displayed in both local and bank currency.

Where Used: BKBL

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Currency

Bank Currency Amount is the value of the cash transaction in the currency used in the specified bank account. The currency code or description associated with the bank is displayed automatically. Entry is up to 9999999999999999.

Where Used: APCP; APCV; APRC; APRL; ARCP; BKBL; BKCB; Cash Set Selection; CSCP; Reconciliation Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Reference Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

Bk No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Basis Balance

Cash Basis Balance is the bank balance after all deposits and withdrawals have been reconciled with the bank statement. **Cash Basis Balance** is displayed in both local and bank currency.

Where Used: BKBL

Display Sequence

Display Sequence is used to request how bank balance accrual and cash information is displayed. **Display Sequence** indicators are:

B = Bank Number

A = Account Period

Display Sequence default is Bank Number.

Where Used: BKBL

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Currency

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Accrual Basis Period Detail

Use this window to review accumulative accrual basis information for a specific cash book. The receipts, disbursements and other transactions are displayed in both local and bank currency amounts. The date is displayed for the beginning and ending bank balance amounts. The accrual basis amounts are posted to the general ledger.

When you enter the Accrual Basis Period Detail window, the accrual information for the cash book is displayed in local and bank currency amounts. The displayed amounts are the accumulative totals from all cash sets included in the cash book that have been posted to the general ledger.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Cash Basis Period Detail	F9

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Return	Tab at top of screen
Cash Detail	Tab at top of screen

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU;

GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG;
Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC;
ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Adjustment

Adjustment is the amount of funds used to adjust the transactions during the last accounting period.

Where Used: Accrual Basis Period Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Beginning Bank Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Date

Cash Book Date is the date the cash book was closed.

Where Used: Accrual Basis Period Detail; BKCB

Disbursement Amt

Disbursement Amount is the amount of cash paid out from the specified bank during the accounting period. The currency code or description associated with the disbursement is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC; SUND; SUPD

Disbursement Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Disbursement Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Ending Bank Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Receipt Amt

Bank Receipt Amount is the amount of cash received for the specified bank during the accounting period. The currency code or description associated with the receipt is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC

Receipt Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Receipt Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Ref Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

St

Cash Book Status indicates the status of a cash book in the cash management process.

Cash Book Statuses include:

3 = an open future accounting period

4 = current accounting period

5 = closed accounting period

6 = closed accounting period; detail translations may have been purged

Where Used: Accrual Basis Period Detail; BKCB; Cash Basis Period Detail

Transfer In

Transfer In is the amount of funds transferred into the specified bank during the last accounting period.

Where Used: Accrual Basis Period Detail

Transfer Out

Transfer Out is the amount of funds transferred out of the specified bank during the last accounting period.

Where Used: Accrual Basis Period Detail

Translation

Translation Amount is the amount of funds used in translating non-local currency to local currency during the accounting period.

Where Used: Accrual Basis Period Detail; BKCB

Cash Basis Period Detail

Use this window to review accumulative cash basis information for a specific cash book. The cleared receipts, disbursements, bank charges and bank commissions are displayed in both local and bank currency amounts. The beginning and ending cash balance amounts are also displayed. The cash basis amounts are reconciled with the bank statement.

When you enter the Cash Basis Period Detail window, the cash information for the cash book is displayed in local and bank currency amounts. The displayed amounts are the accumulative totals from all cash sets included in the cash book that have been reconciled with the bank statement.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Accrual Basis Period Detail	F9

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Return	Tab at top of screen
Accrual Detail	Tab at top of screen

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU;

GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG;
Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC;
ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Beginning Cash Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the **Ending Cash Balance** from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

Cleared Bank Chg

Cleared Bank Charges is the amount of bank charges that have been reconciled with the bank.

Where Used: Cash Basis Period Detail

Cleared Bank Comm

Cleared Bank Commissions is the amount of bank commissions that have been reconciled with the bank.

Where Used: Cash Basis Period Detail

Cleared Disbursements

Cleared Disbursements is the amount of disbursements that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Cleared Receipts

Cleared Receipts is the amount of cash receipts that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Currency Description

Currency Description is the user-defined description of the currency record. The Currency Description identifies the currency in effect for the current multi-currency transaction. Entry is any alphanumeric combination of up to 15 characters.

Where Used: APRL; Cash Basis Period Detail; CCEX; CCMT; EXRU; Foreign Cash Reference; IVPP; POOR

Ending Cash Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the **Ending Cash Balance** from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

Ref Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

St

Cash Book Status indicates the status of a cash book in the cash management process.

Cash Book Statuses include:

3 = an open future accounting period

4 = current accounting period

5 = closed accounting period

6 = closed accounting period; detail translations may have been purged

Where Used: Accrual Basis Period Detail; BKCB; Cash Basis Period Detail

BKCB – Bank Cash Book

Use this screen to view cash book balance information in local and bank currency amounts. The date when the period closed is displayed for each balance account. Cash set information for the specific cash book is displayed in the scrolling lines section. The cash set information includes the cash set number, date, status, type, local and bank currency amounts, transaction source and user id.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Accrual Basis Period Detail	F8
Cash Basis Period Detail	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
Bank Payment Approval	Bank No	ALT+F4

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Accrual Detail	Tab at top of screen
Cash Detail	Tab at top of screen
BKRC (Bank Reconciliation)	Screen label: Bank No
BKMT (Bank Master)	Screen label: Bank No

Reports

Bank Cash Book

Lists all cash sets for a specific bank.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

For more information on report templates, see "Reporting for SQL Server Systems" in the System Help topics.

Fields**Acctg Period**

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Cash Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the **Ending Cash Balance** from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Currency

Bank Currency Amount is the value of the cash transaction in the currency used in the specified bank account. The currency code or description associated with the bank is displayed automatically. Entry is up to 9999999999999999.

Where Used: APCP; APCV; APRC; APRL; ARCP; BKBL; BKCB; Cash Set Selection; CSCP; Reconciliation Detail

Bank Name

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: APCA; APCK; APCW; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCB; BKCJ; BKMT; Name, Address & Contacts; Vendor Master Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Beginning Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Cash Disbursements

Cash Disbursements is the amount of disbursements from the specified bank during the period.

Where Used: BKCB

Cash Receipts

Cash Receipts is the total amount of cash received into the specified bank during the period.

Where Used: ARRJ; BKCB

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Cleared Disbursements

Cleared Disbursements is the amount of disbursements that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Cleared Receipts

Cleared Receipts is the amount of cash receipts that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Date

Cash Book Date is the date the cash book was closed.

Where Used: Accrual Basis Period Detail; BKCB

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BKCJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Ending Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Currency

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Status

Cash Book Status indicates the status of a cash book in the cash management process.

Cash Book Statuses include:

3 = an open future accounting period

4 = current accounting period

5 = closed accounting period

6 = closed accounting period; detail translations may have been purged

Where Used: Accrual Basis Period Detail; BKCB; Cash Basis Period Detail

Translation

Translation Amount is the amount of funds used in translating non-local currency to local currency during the accounting period.

Where Used: Accrual Basis Period Detail; BKCB

Translation Date

Translation Date is the date of the last translation of local currency.

Where Used: BKCB

Ty

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

Bank Payment Approval

Use this window to review bank balances and payments currently approved for the specified bank. Payment amounts are divided into APRQ approved amounts and voucher approved amounts.

Features

Transportation Shortcuts

You can use shortcut keys to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

There are no tabs or hyperlinks available for this screen.

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Ref Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

Bank St

Bank Status indicates the status of a bank in the cash management process. **Bank Statuses** are:

2 = Default bank only

3 = Setup

4 = Active

5 = Inactive

6 = Closed

Where Used: Bank Payment Approval; BKCJ; BKMT; BKTR

Current Bank Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Payments Approved For This Bank

Payments Approved For This Bank identifies the total transaction amount for each bank that have already been approved. The total amounts are listed by **APRQ Amount** and **Voucher Amount**.

Where Used: Bank Payment Approval

Starting Bank No

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CIMT; CMCF; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ;

GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection;
GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB;
ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST;
MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on
Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI;
PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL;
Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item;
SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TXTA; VAT Summary (APSM
Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

BKCJ – Bank Cash Journal

The BKCJ (Bank Cash Journal) task prints a report listing all cash receipt and disbursement transactions for a bank for a specific accounting period, except amounts from GLAU posted cash sets. The G/L distribution summary for the selected bank and accounting period is also included in the report; however, GLAU created entries will not be included in the GL Distribution Summary report.

The Bank Cash Journal Summary Report identifies each transaction by date, cash set, source id, reference number, status and type. The bank amounts are identified as disbursement, receipt and ending balance values in the bank currency. The Accrual Basis amounts are identified by debit or credit transaction amount and running balance. The general ledger distribution is identified by master account number in the G/L Distribution Summary.

Parameters

To request a Bank Cash Journal, you enter the BKCJ task as one of the sequenced tasks in a batch process. See "Batch Processing" in the System Administration manual for the task prerequisites and processing frequency.

The BKCJ task has the following parameters:

Task Parameter	Format	Entry Is...
1: Bank No	BXX	Required
2: Accounting Period	P9999	Required

Parameter 1: Bank Identification

Specify the bank identifier for the BKCJ report. A bank identifier must be specified.

Parameter 2: Accounting Period

Specify the accounting period for the BKCJ report. Accounting period is specified as the period and year. Period is an entry between 01 and the number of periods identified in the accounting cycle. Year is two numbers identifying the year. An accounting period must be defined for the report.

Example

For example, to request the Bank Cash Journal

- as the first task in the process
- for bank number 01
- in accounting period 0197,

the **Seq Num**, **Task** and **Parameters** fields in the task line are entered like this:

```
01 BKCJ B01 P0197
```

Entry Field	Example Value	Description
Seq Num	01	First task in process
Task	BKCJ	Bank Cash Journal
Parameter 1	B01	Bank Identification

Entry Field	Example Value	Description
Parameter 2	P0197	Accounting Period

To run the bank cash journal, use the BEXE (Batch Process Execution) screen to execute the process in which the BKCJ task is entered. Check the LOG file produced if the BKCJ task does not execute successfully.

Bank amounts are printed for cash set records with a **Status** = 3 or lower, and the amounts are not included in the ending balance totals. For these records, a 0.00 total is printed with the message "NO DISTRIBUTION" in the **G/L Transaction Amount** field.

Payment records are included for future accounting periods, but the beginning and ending balances are not included.

Reports

Bank Cash Journal Summary Report

Lists all cash receipt and disbursement transactions for a bank for a specific accounting period.

Access Method

To generate the report, execute the task as part of a batch process on the BEXE screen. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Acct

Bank Account identifies your account at the specific bank. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APCA; APCK; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR; Vendor Master Detail

Bank Name

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: APCA; APCK; APCW; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCB; BKCJ; BKMT; Name, Address & Contacts; Vendor Master Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Set No

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Contact

Contact is the name of the person at the financial institution who can handle inquiries. Entry is any alphanumeric combination of up to 20 characters.

Where Used: APCK; APRL; BKCJ; Name, Address & Contacts

Credits

Credits is the total value of credit entries impacting a master account for a specific batch. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Master Account Recap; GLDQ

Customer/Vendor/Source Id

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Customer/Vendor/Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Customer/Vendor/Source Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

Customer/Vendor/Source Reference No

Payment Reference Number is the identification of the original customer, vendor or source transaction. **Payment Reference Number** consists of a payment form identifier and up to 20 characters as the user-defined reference identifier. The payment forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

For example, **Payment Reference Number** = C12000 identifies a check with the check number 12000.

Where Used: ARAH; ARCD; ARCP; ARCR; ARIH; ARIP; ARPD; ARPH; ARTB; BKCJ; BKRC; CSCP; Customer Invoice List; Customer Payment List; G/L Distribution (ARSM Module); IVPP

D/C

Debit/Credit Code identifies the distribution amount as a debit or a credit. **Debit/Credit Codes** are:

D = Debit

C = Credit

Where Used: ARCJ; ARIR; ARRJ; ARTX; BKCJ; Foreign Cash Reference; IVPR; IVRR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BKCJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Debits

Debits is the total value of debit entries impacting a master account for a specific batch. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Master Account Recap; GLDQ

Disbursement

Cleared Receipts is the amount of cash receipts that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Ending Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Ending Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the **Ending Cash Balance** from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

G/L Account No Description

General Ledger Account Number Description identifies the G/L account in terms of its use. When space is limited, a partial description is displayed. Entry is any alphanumeric combination of up to 70 characters.

Where Used: APRG; ARCJ; ARIR; ARRJ; BKCJ; CINV; G/L Account Group/No List; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAG; GLAT; GLAU; GLAW; GLBL;

GLBU; GLCA; GLCI; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; RTEK;
RTPR; Sales and COGS Account Numbers; WIPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction and/or to establish budgets or plans. Entry is up to 20 alphanumeric characters.

Where Used: A/P Invoice Matching Detail; A/P Receiving Detail; ACCT; APRG; APVT; ARCJ; ARIR; ARRJ; ARTX; BKCJ; BKFT; CINV; CWIP; Foreign Cash Reference; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; G/L Year/Types List; GLAU; GLBL; GLBU; GLCO; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; GLMC; GLPC; GLTG; ICCR; Invoice Line Item Detail; IVIE; IVII; IVPR; IVRR; LRRP; PORI; PORV; WIPR

Phone No

Bank Phone is the primary phone number at the financial institution. Entry is any alphanumeric combination of up to 15 characters.

Where Used: APCK; APRL; BKCJ; Name, Address & Contacts

Receipt

Cleared Disbursements is the amount of disbursements that have been reconciled with the bank.

Where Used: BKCB; BKCJ; Cash Basis Period Detail

Routing

Bank Route is the routing number of the financial institution to which transactions should be directed. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APDS; APPD; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Status

Bank Status indicates the status of a bank in the cash management process. **Bank Statuses** are:

2 = Default bank only

3 = Setup

4 = Active

5 = Inactive

6 = Closed

Where Used: Bank Payment Approval; BKCJ; BKMT; BKTR

Transaction Amount

Credit Amount is the value of a transaction or the sum of a set of transactions that increases a liability, income or capital account or decreases an asset, expense, volume or balance account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Transaction Amount

Debit Amount is the value of a transaction or the sum of a set of transactions that increases an asset, expense, volume or balance account or decreases a liability, income or capital account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- **Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- **Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- **Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- **Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in
72 = Bank commission	

Where Used: APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

BKFT – Bank Funds Transfer

Use this screen to record the transfer of funds from one bank to another bank using the appropriate bank currency. The G/L account balances are updated accordingly using the local currency.

In both the disbursement (from bank) and receipt (to bank) sections of the screen, the master account number is listed for the bank charge, bank commission, cash transfer amount and exchange rate. The amounts are displayed in the bank's currency.

Transfer transactions can be viewed using the SUND (Sundry Disbursements) and SUNR (Sundry Receipts) screens. The **Bank Exchange Rate** master account number is used as the clearing account for the bank transfer transactions.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
BKRC (Bank Reconciliation)	F8
BKCB (Bank Cash Book)	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
Bank Payment Approval	From Bank To Bank	ALT+F4

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
BKBL (Bank Balance)	Screen label: From Bank
BKCB (Bank Cash Book)	Screen label: From Bank
BKRC (Bank Reconciliation)	Screen label: From Bank
BKMT (Bank Master)	Screen label: From Bank
BKBL (Bank Balance)	Screen label: To Bank
BKCB (Bank Cash Book)	Screen label: To Bank
BKRC (Bank Reconciliation)	Screen label: To Bank

Go to Screen...	By clicking...
BKMT (Bank Master)	Screen label: To Bank
GLMA (G/L Master Account)	Screen label: From Bank/Master Account No
GLMA (G/L Master Account)	Screen label: To Bank/Master Account No

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Screen Reference

Format

The BKFT screen contains two transfer sections: **Summary** and **Detail**.

The **Transfer Summary** section contains the identification for the cash transfer including the date, accounting period, transfer form, bank number to transfer funds from, bank number to transfer funds to and the transfer amount in the bank's currency where the funds are transferred from. A comment line is available to enter additional bank transfer information.

The **Transfer Detail** section lists each of the disbursement and receipt amounts associated with the transfer including the bank charges, bank commissions, cash transfer amount and exchange rate. Also listed is the G/L amount associated with the transfer which is displayed in local currency.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Cash From Amt

Cash From Amount is the total cash value transferred from the specified bank displayed in the bank's currency.

Where Used: BKFT

Cash To Amt

Cash To Amount is the total cash value transferred to the specified bank displayed in the bank's currency. The **Cash To Amount** is determined by the transfer amount in the general ledger and the exchange rate in effect for the currency code associated with the bank to transfer the amount to.

Where Used: BKFT

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BKCJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Ex Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

From Bank

From identifies the beginning or source for the specified process.

Where Used: BKFT; GLCO; GLHP; GLRC

From Bank Amt

From Bank Amount is the value of the cash transfer in the currency used in the specified bank. The currency code associated with the bank is displayed automatically. Entry is up to 9999999999999999.

Where Used: BKFT

From Bank Cash Set

From Bank Cash Set is the system-generated identifier for the from bank transfer information.

Where Used: BKFT

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

G/L Amt

G/L Amount is the total amount of the bank transfer displayed in the general ledger local currency. The **G/L Amount** is determined by the cash amount being transferred and the associated exchange rate in effect for that currency code.

Where Used: BKFT

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction and/or to establish budgets or plans. Entry is up to 20 alphanumeric characters.

Where Used: A/P Invoice Matching Detail; A/P Receiving Detail; ACCT; APRG; APVT; ARCJ; ARIR; ARRJ; ARTX; BKCJ; BKFT; CINV; CWIP; Foreign Cash Reference; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; G/L Year/Types List; GLAU; GLBL; GLBU; GLCO; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; GLMC; GLPC; GLTG; ICCR; Invoice Line Item Detail; IVIE; IVII; IVPR; IVRR; LRRP; PORI; PORV; WIPR

To Bank

Thru identifies the ending or target for the specified process.

Where Used: BKFT; GLCO; GLRC

To Bank Cash Set

To Bank Cash Set is a unique system-generated identifier for the **To Bank** transfer information.

Where Used: BKFT

Transfer Form

Payment Form indicates the standard method of payment for this vendor. **Payment Forms** are:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

T = Bank Transfer

Where Used: APCW; APRL; BKFT; Disbursements; Payment Selection; Vendor Master Detail

BKRC – Bank Reconciliation

Use this screen to reconcile the bank statement to the cash transactions existing in the system. The screen displays both disbursement and receipt amounts in bank and local currency. A change to the local reconciliation amount is attached to a new cash set for the transaction. The reconciled amounts update the Cash Basis Balance section on the BKBL (Bank Balance) screen. Use the SUND (Sundry Disbursements) and SUNR (Sundry Receipts) screens to view the reconciliation changes. Use the Reconciliation Detail window to view additional transaction information. Use the Mass Reconciliation window to specify reconciliation criteria.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
BKCB (Bank Cash Book)	F8
BKBL (Bank Balance)	F9
BKCJ (Bank Cash Journal)	F10
Reconciliation Detail	ALT+F8

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Mass Maintenance

You can perform the following mass maintenance functions by choosing **Mass Maintenance** from the **Tools** menu:

Function
Mass Reconciliation

For more information, see "Mass Maintenance Actions" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Reconcile Detail	Tab at top of screen

Go to Screen...	By clicking...
BKBL (Bank Balance)	Screen label: Bank No
BKCB (Bank Cash Book)	Screen label: Bank No
BKMT (Bank Master)	Screen label: Bank No

Reports

Bank Reconciliation

Lists bank reconciliation information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

For more information on report templates, see "Reporting for SQL Server Systems" in the System Help topics.

Fields

Acctg Prd

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Disb Amt

Disbursement Amount is the amount of cash paid out from the specified bank during the accounting period. The currency code or description associated with the disbursement is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC; SUND; SUPD

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Rcpt Amt

Bank Receipt Amount is the amount of cash received for the specified bank during the accounting period. The currency code or description associated with the receipt is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BKCJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Ending Cash Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the **Ending Cash Balance** from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Amt

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Marked For Reconciliation

Reconciled This Session is the amount of all deposits and withdrawals that have cleared through the bank and have been marked with an "X" during this session. Amounts marked with an "X" during a prior session are included if CTRL+ENTER had not been pressed to process the reconciliation.

Where Used: BKRC

Name

Source Name is the name of the vendor or customer who is responsible for the receipt or disbursement amount.

Where Used: BKRC; Location Index; Reconciliation Detail

Receipt/Disbursement Reference No

Payment Reference Number is the identification of the original customer, vendor or source transaction. **Payment Reference Number** consists of a payment form identifier and up to 20 characters as the user-defined reference identifier. The payment forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

For example, **Payment Reference Number** = C12000 identifies a check with the check number 12000.

Where Used: ARAH; ARCD; ARCP; ARCR; ARIH; ARIP; ARPD; ARPH; ARTB; BKCJ; BKRC; CSCP; Customer Invoice List; Customer Payment List; G/L Distribution (ARSM Module); IVPP

Recon Cash Sets

Reconciled Cash Sets are the locations where payment control sets were created and any changes in the reconciliation amounts can be viewed. **Reconciled Cash Sets** consist of a payment form identifier and a system-generated sequential number. Payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Where Used: BKRC

Ref Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Starting Cash Balance

Cash Balance is the currency total after all deposits and withdrawals have been reconciled with the bank statement. The current **Beginning Cash Balance** is brought forward from the

Ending Cash Balance from the previous period when it was closed. **Cash Balance** information is displayed in the Cash Basis Balance section of the BKBL screen.

Where Used: BKCB; BKCJ; BKRC; Cash Basis Period Detail

Starting Reference No

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APCR; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Starting Type

Starting Transaction Type is used to request a list of transaction types, either receipt, disbursement or all, where the requested type appears first on the list. Entry options include:

R = Receipt

D = Disbursement

A = All

Where Used: BKRC

Stmt Date

Statement Date is the date printed on the statement received from the bank.

Where Used: APCR; BKRC

Ty

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

X

X indicates that the receipt or disbursement transaction should be included in the next bank reconciliation process. Entry options include:

X = selection mark

Where Used: BKRC

Reconciliation Detail

Use this window to review reconciliation information for the bank transaction for the specified bank. The **Source** field identifies the screen where the transaction originated.

Features

Transportation Shortcuts

You can use shortcut keys to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Bank Reconciliation	Tab at top of screen

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Bank Amount

Bank Currency Amount is the value of the cash transaction in the currency used in the specified bank account. The currency code or description associated with the bank is displayed automatically. Entry is up to 9999999999999999.

Where Used: APCP; APCV; APRC; APRL; ARCP; BKBL; BKCB; Cash Set Selection; CSCP; Reconciliation Detail

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BK CJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BK CJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Exchange Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Currency Amount

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Name

Source Name is the name of the vendor or customer who is responsible for the receipt or disbursement amount.

Where Used: BKRC; Location Index; Reconciliation Detail

Payment Reference No

Payment Reference Number is the identification of the original payment. **Payment Reference Numbers** consist of a payment form identifier and up to 20 characters as the user-defined reference identifier. The payment forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous or master account number

T = Bank Transfer

For example, **Payment Reference Number** = C12000 identifies a check with the check number 12000.

Where Used: A/P Invoice Payment Detail; A/P Payment Application Detail; A/P Payment Void Detail; A/P Payment Void Range; A/R Invoice Payment Detail; A/R Payment Application Detail; APAH; APCA; APCK; APCR; APCV; APCW; APDS; APIH; APPA; APPD; APPH; APRC; APRL; APTP; APTX; APVT; Reconciliation Detail

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source Currency Amount

Source Currency Amount is the value of the cash transaction in the source currency used in the specified bank account. Entry is up to 99999999999999.

Where Used: Reconciliation Detail

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Mass Reconciliation

Use this window to specify the criteria for mass reconciliation. The selections for the **Type to Reconcile** and **Method** fields determine which fields are open in the lower part of the window.

Features

Transportation Shortcuts

You can use shortcut keys to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

There are no tabs or hyperlinks available for this screen.

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Starting Reconciliation Date is used to request the beginning date of transactions to include in the mass reconciliation. The **Starting Reconciliation Date** field is required when **Method** = D (date).

Where Used: Mass Reconciliation

Method

Reconciliation Method indicates the method to use for including transactions in the mass reconciliation. **Methods** include:

C = Cash Set

D = Date

R = Reference Number

Where Used: Mass Reconciliation

Starting Reference

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APRC; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Thru

Ending Reconciliation Date is used to request the ending date of transactions to include in the mass reconciliation. The **Ending Date** field is required when **Method** = D (date).

Where Used: Mass Reconciliation

Thru Reference

Thru Reference Number is used to request the ending reference number to include in the mass reconciliation. The **Thru Reference Number** field is required when **Method** = R (reference number). The starting information consists of 1 character for the pay form identifier and up to 20 alphanumeric characters for the reference number. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous or master account number

T = Bank Transfer

Where Used: Mass Reconciliation

Type to Reconcile

Type to Reconcile indicates the type of transactions to include in the mass reconciliation.

Types include:

R = Receipt

D = Disbursement

Where Used: Mass Reconciliation

BKTR – Bank Balance Translation

The BKTR (Bank Balance Translation) task translates a specified bank's current accounting period ending bank balance into a local currency amount using a specified exchange rate based on an effectivity date. A translation is a reevaluation of the bank balances. The **Tr** field on the BKMT (Bank Master) screen identifies whether the bank balance can be translated to local currency. The BKTR task adjusts the general ledger cash accounts when Update mode is selected. Future and prior accounting periods cannot be reevaluated using the BKTR task.

The Bank Cash Translation report is created when the BKTR task is run. The report lists the results of an update to the bank balance amounts based on the exchange rate effectivity date specified.

The BKTR process can be run at any time, but is typically run before the monthly accounting period ends or whenever a specific currency rate changes.

The BKTR process has two modes: simulation and update. Use Simulation mode to analyze translated bank balance amounts before the bank balance amounts are updated or to review changes to the values of bank accounts as exchange rates are fluctuating. Use Update mode to update the bank balance amounts based on an exchange rate effectivity date. The **Currency Type** used in the translation process varies based on the mode selected.

Parameters

To request a Bank Balance Translation, you enter the BKTR task as one of the sequenced tasks in a batch process. See "Batch Processing" in the System Administration manual for the task prerequisites and processing frequency.

The BKTR task has the following parameters:

Task Parameter	Format	Entry Is...
1: Simulate or Update, Curr Code Type (T, E)	ST, SE or UT	Required
2: Bank No	BXX BALL	Required
3: Accounting Period	P9999	Required
4: Ex Rate Effectivity Date	D999999	Required

Parameter 1: Simulate or Update/Currency Code Type

Specify simulation or update mode. Simulation mode prints a report to identify the bank balance translation impact but does not update the records. Update mode prints a report, modifies the ending bank balances and updates the general ledger accounts, if necessary. Enter **S** to request simulation mode or **U** to request update mode. A simulation or update mode must be specified.

Specify the currency code type to use in the simulation or update. The currency code type selected must have a **Currency Type** = E (evaluation) or T (Treasury) identified when simulation mode is specified. The currency code selected must have a **Currency Type** = T (Treasury) identified when update mode is specified. A currency type must be specified.

Parameter 2: Bank Identification

Specify the bank identifier for the BKTR report. To include all banks, specify ALL. The bank identification parameter is required.

Parameter 3: Accounting Period

Specify the current accounting period for the BKTR report. Accounting period is specified as the period and year. Period is an entry between 01 and the number of periods identified in the

accounting cycle. Year is two numbers identifying the year. The current accounting period must be defined for the report. Future and prior accounting periods cannot be reevaluated using the BKTR task.

Parameter 4: Exchange Rate Effectivity Date

The bank translation is performed using the exchange rate in effect as of the date entered. An exchange rate effectivity date must be specified.

Example

For example, to request a simulation Bank Balance Translation as the first task in the process:

- using a treasury currency code type
- for bank number 01
- in accounting period 0197
- using exchange rate effectivity date 011297

the **Seq Num**, **Task** and **Parameters** fields in the task line are entered like this:

```
01 BKTR ST B01 P0197 D011297
```

Entry Field	Example Value	Description
Seq Num	01	First task in process
Task	BKTR	Bank Balance Translation
Parameter 1	ST	Simulate Using Treasury Currency Type
Parameter 2	B01	Bank Identification
Parameter 3	P0197	Accounting Period
Parameter 4	D011297	Exchange Rate Effectivity Date

To run the bank balance translation and generate the Bank Cash Translation report, use the BEXE (Batch Process Execution) screen to execute the process in which the BKTR task is entered. Check the LOG file produced if the BKTR task does not execute successfully.

The BKTR task can be run at any time for any open accounting period.

Reports

Bank Cash Translation Update

Lists the results of an update to the bank balance amounts based on an exchange rate effectivity date.

Access Method

To generate the report, execute the task as part of a batch process on the BEXE screen. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Balance

Bank Balance is the currency total after deposits and withdrawals have been distributed to the general ledger. The current **Beginning Bank Balance** is brought forward from the **Ending Bank Balance** from the previous period when it was closed. **Bank Balance** information is displayed in the Accrual Basis Balance section of the BKBL screen.

Where Used: Accrual Basis Period Detail; Bank Payment Approval; BKCB; BKCJ; BKTR

Bank Curr

Currency Code identifies the source or target currency associated with the trading partner or bank.

- Local currency codes are defined separately for trading partner (**Curr Code** = 00000) and banking (for example, **Curr Code** = USD) transactions.
- Non-local currency codes, which are specified only if the MCMM Module is installed, are used for both trading partner and banking transactions.

Entry is an alphanumeric combination of up to 5 characters. Available characters include alphabetic letters (A-Z), numbers (0-9) and the space character ().

Where Used: A/P Payment Void Detail; APCV; APIP; APRL; AREX; ARIP; BKMT; BKTR; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CCEX; CCMT; CCON; Customer + General; Customer Financial Detail; Disbursements; EXRU; Foreign Cash Reference; G/L Transaction Detail; ITPB; ITPI; Multi-Currency; Name, Address & Contacts; Open Order Detail; Payment Selection; Vendor Master Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Ref Name

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

Bank Status

Bank Status indicates the status of a bank in the cash management process. **Bank Statuses** are:

2 = Default bank only

3 = Setup

4 = Active

5 = Inactive

6 = Closed

Where Used: Bank Payment Approval; BKCJ; BKMT; BKTR

Bank Translation

Translate Non-local Currency identifies if the bank balance for a non-local currency is translated into the local currency. **Translate Non-local Currency** values include:

Y = Yes.

Translate non-local currency into local currency when Bank Balance Translation (BKTR) is run.

N = No.

Do not translate non-local currency into local currency.

Where Used: BKMT; BKTR

Currency Type

Currency Type indicates where the currency exchange rate is used. Entry options include:

S = Standard.

Standard exchange rate for a specific currency code.

T = Treasury.

Used as the bank currency rate.

C = Customer.

Used for customer order and invoice transactions.

V = Vendor.

Used for purchase order, invoice and payment transactions.

B = Both.

Used for both customer and vendor transactions. A Customer or Vendor (C or V) currency type supersedes a **Currency Type** = B.

E = Evaluation.

Used when financial information is consolidated or exchange rates throughout the system are reviewed or updated.

I = Intrastat.

Used for intrastat transactions and re-valuation.

Where Used: BKTR; CCEX

Current Local

Current Local is the translated value of non-local bank balances into a local currency balance using the exchange rate already in effect for each currency.

Where Used: BKTR

Effective

Effectivity Date is the exchange rate effectivity date specified for the bank cash translation task.

Where Used: BKTR

New Local Amount

New Local Amount is the translated value of non-local bank balances into a local currency balance using the specified exchange rate. The difference between the **Current Local Balance** amount and the **New Balance** amount is listed in the **Change** field. The change percent is listed in the % field.

Where Used: BKTR

CSCP – Cash Mgmt Close Period Analysis

The CSCP (Cash Mgmt Close Period Analysis) task evaluates all cash management cash sets up to and including the current accounting period specified. You can optionally update cash sets based on cash set status.

If the update option is selected:

- current period open cash sets (**Status** = 3) which have not been distributed to the general ledger are moved into the next accounting period.
- prior period open cash sets (**Status** = 3) which have not been distributed to the general ledger are not moved into the next accounting period. Prior period open cash sets must be distributed to the general ledger for the accounting period they were entered.
- open cash sets that do not contain any transaction lines are closed (**Status** = 6).
- distributed cash sets are reviewed and closed (**Status** = 6) if appropriate.
- if specific receipts in a cash set have not been distributed (**Status** = 3), messages are printed on the exception report.

The Cash Mgmt Close Period Analysis report identifies the cash set evaluated. Bank information and any additional actions required before you can close the period are also listed.

A bank balance report should be printed from the BKBL (Bank Balance) screen before closing the period using the GLPC (G/L Period Closing) task. All cash sets for the accounting period must be closed before the G/L accounting period can be closed. You can use the CSCP task multiple times within an accounting period if necessary.

Parameters

To request a Close Period Analysis for the CSHM Module, you enter the CSCP task as one of the sequenced tasks in a batch process. See "Batch Processing" in the System Administration manual for the task prerequisites and processing frequency.

The CSCP task has the following parameters:

Task Parameter	Format	Entry Is...
1: Accounting Current Period to Close	P9999	Required
2: Update or Simulate	U or S	Required

Parameter 1: Current Accounting Period

Specify the current accounting period you wish to close. All open cash sets prior to and including the accounting period specified are evaluated. Enter the period and year associated with the current accounting period. **Parameter 1** is required.

Parameter 2: Update or Simulate

Specify update or simulation mode. Update mode updates the specified accounting period and prints a report. Simulation mode does not update the records, but prints a report to identify the analysis results. Enter **U** to request update mode or **S** to request simulation mode. An update or simulation mode must be specified.

Example

For example, to request a simulation Cash Mgmt Close Period Analysis

- as the first task in the process
- for accounting period 0197,

the **Seq Num**, **Task** and **Parameters** fields in the task line are entered like this:

01 CSCP P0197 S

Entry Field	Example Value	Description
Seq Num	01	First task in process
Task	CSCP	Cash Mgmt Close Period Analysis
Parameter 1	P0197	Accounting Period
Parameter 2	S	Simulation Mode

To run the Cash Mgmt Close Period Analysis, use the BEXE (Batch Process Execution) screen to execute the process in which the CSCP task is entered. Check the LOG file produced if the CSCP task does not execute successfully.

Reports

Cash Mgmt Close Period Analysis

Lists the cash set evaluated. Bank information and any additional actions required before you can close the period are also listed.

Access Method

To generate the report, execute the task as part of a batch process on the BEXE screen. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Fields

Bank Amount

Bank Currency Amount is the value of the cash transaction in the currency used in the specified bank account. The currency code or description associated with the bank is displayed automatically. Entry is up to 9999999999999999.

Where Used: APCP; APCV; APRC; APRL; ARCP; BKBL; BKCB; Cash Set Selection; CSCP; Reconciliation Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Mgmt Close Period Action Message

Cash Management Close Period Action Message displays the action message associated with the transaction during the close period audit process.

Where Used: CSCP

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Amount

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Reference No

Payment Reference Number is the identification of the original customer, vendor or source transaction. **Payment Reference Number** consists of a payment form identifier and up to 20 characters as the user-defined reference identifier. The payment forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

For example, **Payment Reference Number** = C12000 identifies a check with the check number 12000.

Where Used: ARAH; ARCD; ARCP; ARCR; ARIH; ARIP; ARPD; ARPH; ARTB; BKCJ; BKRC; CSCP; Customer Invoice List; Customer Payment List; G/L Distribution (ARSM Module); IVPP

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Src

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in

Manual Entries	Automatic Entries
72 = Bank commission	

Where Used: APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

Vendor Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

CSPG – Cash Management Purge

The CSPG (Cash Management Purge) task removes sundry receipt and disbursement information from your system. The purged information is transferred to a user-specified file. See "Cash Management Purge File" in the System Administration manual for the cash management history file layout.

Use the CSPG task to reduce the amount of information stored in your database. It is recommended that a purge schedule be established by your company controller or financial manager.

Cash set header and detail information for sundry receipts, disbursements and transfers information is deleted based on the following conditions:

- cash set type is 11 (sundry disbursement), 12 (transfer disbursement), 21 (sundry receipt) or 22 (transfer receipt)
- cash set header status is 6 or higher
- cash set detail status is 5 or higher
- the GLPC (G/L Period Close) task has been run for the accounting period referenced in the cash set header

The Cash Management Purge Report lists purge activity by cash set and is printed for the selected bank and accounting period range. The purge activity is identified by bank reference name, cash set number, status and source. The purge action description "Partial Purge-Review Cash Set" is listed if the cash set could not be totally purged based on the status of a transaction record. Review the transaction to determine why it was not purged. Update the transaction and rerun the CSCP (Cash Mgmt Close Period Analysis) and CSPG tasks.

Parameters

To request a Cash Management Purge, you enter the CSPG task as one of the sequenced tasks in a batch process. See "Batch Processing" in the System Administration manual for the task prerequisites and processing frequency.

The CSPG task has the following parameters:

Task Parameter		Format	Entry Is...
1:	Purge Bank Range	FXX TXX	Required
2:	Purge Period Range	S9999 E9999	Required
3:	Disk Drive:History File Name	HX:XXXXXXXX.X	Required

Parameter 1: Purge Bank Range

Specify the from and through bank identifier range for purging history information. All banks, regardless of bank status, can be included in the bank range. A bank range to purge must be specified.

Parameter 2: Purge Period Range

Specify the starting and ending dates of the accounting period for purging history information. Accounting period is specified as the period and year. Period is an entry between 01 and the number of periods identified in the accounting cycle. Year is two numbers identifying the year. Current and future accounting periods cannot be specified. An accounting period range to purge must be specified.

Parameter 3: History File Name

Enter the name of the cash management history file to be created for purged information. The file name includes the identifier of the disk drive you are using to copy purged information. For example, HM:CS072216.HIS indicates a file should be created on drive M:. If no drive identifier is included, the cash management history file is created on the mapped drive in the MFGSYS directory.

Note: Specifying drive identifier C: or C:\ will direct the file to the user logged into the server in the following path: C:\Users\UserAccount\AppData\Local\VirtualStore\CS072216.HIS. The user running CSPG will not be able to see this file.

Cash management history can be transferred and retained in a history file. If you select a network drive, the history file is stored in the current directory for that drive.

Purged information must be transferred to a new history file name each time the CSPG task is run. The CSPG task does not complete successfully when an existing file matches the file name specified for Parameter 3.

Example

For example, to request a Cash Management Purge:

- as the first task in the process
- for banks 01 through 10
- for accounting period 0116 through 0616
- copying information to file HM:CS072216.HIS on drive M:

the **Seq Num**, **Task** and **Parameters** fields in the task line are entered like this:

```
01  CSPG  F01  T10  S0116  E0616  HM:CS072216.HIS
```

Entry Field	Example Value	Description
Seq Num	01	First task in process
Task	CSPG	Cash Management Purge
Parameter 1	F01 T10	Bank Identifier Range
Parameter 2	S0116 E0616	Accounting Period Range
Parameter 3	HM:CS072216.HIS	History File Name

To run the Cash Management Purge task, use the BEXE (Batch Process Execution) screen to execute the process in which the CSPG task is entered. Check the LOG file produced if the CSPG task does not execute successfully.

Reports

Cash Management Purge Report

Lists purge activity by cash set and is printed for the selected bank and accounting period range.

Access Method

To generate the report, execute the task as part of a batch process on the BEXE screen. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Fields**Acct Periods From: Thru:**

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Acct Prd

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank Ref

Bank Reference Name identifies the financial institution as referenced throughout the system. Entry is any alphanumeric combination of up to 10 characters.

Where Used: Accrual Basis Period Detail; APCV; Bank Payment Approval; BKBL; BKMT; BKRC; BKTR; Cash Basis Period Detail; CSPG; Payee Detail; SUND; SUNR; SUPD; SUPR

Banks From: Thru:

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BK CJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bk No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BK CJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BK CJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

History File

History File identifies the history file created for purged information. The file name includes the identifier of the disk drive you are using to copy the purged information.

Where Used: CSPG

Purge Description

Purge Description is an explanation of the purge activity.

Where Used: CSPG

Src

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

SUND – Sundry Disbursements

Use this screen to process miscellaneous disbursement transactions. The transaction amount is charged directly to the appropriate general ledger account. The only transaction types which can be entered on the SUND screen include bank charges, bank commissions, bank adjustments and miscellaneous. A/P disbursement transactions should not be entered on this screen.

You can also use the SUND screen to review cash sets automatically created by the GLAU (G/L Account Update) task. The GLAU task automatically creates a cash set for G/L batches containing a cash master account while processing transactions created by modules that do not create cash sets at the time the transaction was entered. For example, cash sets are not created by the PYCM (Payroll Connection) or GLSM (General Ledger) Modules, and therefore the GLAU process must create the cash sets necessary to synchronize the bank balance and G/L balance. The GLAU task creates the Bank Balance Update Report which lists the bank identifier, automatically created cash set identifier and master account number.

Cash set transactions automatically created have a **Type** = 56 and a cash set identifier with **Pay Form** = A (automatic). The **Source Id** field displays the batch number. The sequence identifier is displayed in the transaction comment line.

Use the BKRC (Bank Reconciliation) screen to review the reconciliation records created for the automatic cash set. Use the BKCJ (Bank Cash Journal) task report to review the status of the automatic cash set.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
G/L Distribution	F8
BKCB (Bank Cash Book)	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
Cash Set Selection Setup	Cash Set	ALT+F4
Cash Set Selection	Cash Set Selection Setup window	CTRL+ENTER

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse window	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Mass Maintenance

You can perform the following mass maintenance functions by choosing **Mass Maintenance** from the **Tools** menu:

Function
Auto G/L Distribution; available from the Sundry Disbursement Detail section only

For more information, see "Mass Maintenance Actions" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
G/L Distribution	Tab at top of screen
BKBL (Bank Balance)	Screen label: Bank No
BKCB (Bank Cash Book)	Screen label: Bank No
GLMA (G/L Master Accounts)	Screen label: Master Account No

Reports

Bank Balance (SUND screen)

Lists the current sundry disbursement summary information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

Format

The SUND screen contains two sections: **Cash Set** and **Sundry Disbursement Detail**.

The **Cash Set** section contains the identification for the overall cash disbursement. The cash set information updates bank totals when the Cash Management Module is installed.

The **Sundry Disbursement Detail** section lists each of the disbursements associated with the cash set. The source identification, disbursement sequence identifier, type, status and amount are also available. Disbursement amounts are available in both your local currency and the bank currency. The cumulative value of the disbursements entered is displayed at the bottom of the

screen. The disbursement information is used when reviewing sundry accounts. Valid sundry disbursements entered on this screen include bank charges, bank commissions, adjustments and non A/P miscellaneous.

Fields

Acct

Bank Account identifies your account at the specific bank. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APCA; APCK; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR; Vendor Master Detail

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: BKMT; SUND; SUNR; SUPD; SUPR

Bank Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Total

Bank Total Amount is the amount associated with a receipt or disbursement transaction in bank currency. The **Bank Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

A = Automatic

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BKCJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Disbursement Amount

Disbursement Amount is the amount of cash paid out from the specified bank during the accounting period. The currency code or description associated with the disbursement is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC; SUND; SUPD

Disbursement Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Local To Bank Amount

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local To Bank Exch Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Total

Local Total Amount is the amount associated with a receipt or disbursement transaction in your local currency. The **Local Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Route

Bank Route is the routing number of the financial institution to which transactions should be directed. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APDS; APPD; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Starting Master Account No

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APRC; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Starting Source Id

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CIMT; CMCF; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ; GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection; GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB; ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST; MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI; PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL; Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item; SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TXTA; VAT Summary (APSM Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

Status

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

- 10 = A/P Disbursement**
- 11 = A/P Sundry Disbursement**
- 12 = A/P Transfer Disbursement**
- 13 = A/P Reconciliation Disbursement**
- 20 = A/R Cash Receipt**
- 21 = A/R Sundry Receipt**
- 22 = A/R Transfer Receipt**
- 23 = A/R Reconciliation Receipt**

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- **Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- **Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- **Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out

Manual Entries	Automatic Entries
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- **Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in
72 = Bank commission	

Where Used: APCV; APDS; APPD; APCR; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

G/L Distribution

Use this screen to distribute transaction amounts to the appropriate master accounts. The G/L Distribution screen is used to transfer information to the general ledger. Transactions are automatically batched based on batch source code, status, type and accounting period. Batches created as a result of distributions can be viewed on the GLSS (G/L Batch Submission Status) screen.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	F8

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
G/L Org No List	Master Account No	ALT+F4

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Return	Tab at top of screen
GLMA (G/L Master Accounts)	Screen label: Master Account No
GLJE (G/L Journal Entry)	Screen label: No

Reports

G/L Distribution (CSHM Module)

Lists all the general ledger distributions created for the transaction

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

G/L Distribution – Before You Begin

Transactions with the same batch source code, status, type and accounting period are combined into the same batch, with a maximum of 9950 transactions per batch.

- The **Batch Source Code** and **Batch Status** used to combine transactions are maintained on the GLSC screen.
- Accounts Payable and Accounts Receivable transactions have a **Batch Type** = A (automatic).
- The accounting period is based on the transaction date.

A sequential **Batch No** is assigned to each new batch, starting with the **Last Batch No** initialized on the GLCF (G/L Configuration) screen.

When you enter the G/L Distribution screen, transaction amounts are distributed automatically. You can add, change and delete distribution amounts. In all cases, the debit and credit amounts must be equal before the system accepts the distribution.

Fields

Batch No

Batch Number is a system-assigned, sequential identifier for a set of transactions. A new **Batch Number** is assigned for each unique set of transactions. Entry is 6 numbers.

Where Used: G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLJP; GLMC; GLPC; GLSI; GLSS; GLTG; IVPR; IVRR

Credit Amount

Credit Amount is the value of a transaction or the sum of a set of transactions that increases a liability, income or capital account or decreases an asset, expense, volume or balance account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Debit Amount

Debit Amount is the value of a transaction or the sum of a set of transactions that increases an asset, expense, volume or balance account or decreases a liability, income or capital account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Difference

G/L Distribution Difference is the discrepancy amount between **Total Debits** and **Total Credits** within a set of transactions. The **G/L Distribution Difference** must be equal to 0 (zero) before the set of normal or memo transactions (**Batch Type** = N or M) can be submitted for posting.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR

Dist Amt

Distribution Amount is the total amount transferred to the general ledger. Entry is up to 999,999,999.99.

Where Used: APRG; ARCJ; ARIR; ARRJ; ARTX; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); IVPR; IVRR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

G/L Account No Description

General Ledger Account Number Description identifies the G/L account in terms of its use. When space is limited, a partial description is displayed. Entry is any alphanumeric combination of up to 70 characters.

Where Used: APRG; ARCJ; ARIR; ARRJ; BKCJ; CINV; G/L Account Group/No List; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAG; GLAT; GLAU; GLAW; GLBL; GLBU; GLCA; GLCI; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; RTEK; RTPR; Sales and COGS Account Numbers; WIPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction and/or to establish budgets or plans. Entry is up to 20 alphanumeric characters.

Where Used: A/P Invoice Matching Detail; A/P Receiving Detail; ACCT; APRG; APVT; ARCJ; ARIR; ARRJ; ARTX; BKCJ; BKFT; CINV; CWIP; Foreign Cash Reference; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; G/L Year/Types List; GLAU; GLBL; GLBU; GLCO; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; GLMC; GLPC; GLTG; ICCR; Invoice Line Item Detail; IVIE; IVII; IVPR; IVRR; LRRP; PORI; PORV; WIPR

Organization Description

Organization Description identifies the organization portion of the **Master Account No** in terms of its use. Entry is any alphanumeric combination of up to 35 characters.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Organization Group/No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAV; GLBL; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; GLOS; GLOT; GLOW; RTEX; RTPR; WIPR

Payment No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCI; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Ref No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Seqn No

Sequence Number identifies the order in which a transaction is carried within a batch. Duplicate **Sequence Numbers** within a batch are not allowed. Entry is up to 4 numbers.

Where Used: EXRU; Foreign Cash Reference; G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMC; GLTG

Source Code

Batch Source Code is the identifier used to group transactions together for processing. Transactions are added to an existing batch if a matching batch is available. Otherwise a new batch is created. Entry is any alphanumeric combination of up to 6 characters.

Where Used: G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Source Code List; G/L Transaction Detail; GLAU; GLDQ; GLEX; GLHP; GLJD; GLJE; GLJI; GLJL; GLJP; GLMC; GLPC; GLSC; GLSI; GLSS; GLTG; IVPR; IVRR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Total

Total is the sum of the credit or debit amounts distributed to the general ledger.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLPC

Trans Date

Transaction Date is the date the **Seqn No** for the batch was created or modified.

Where Used: APEX; G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (CSHM Module); GLAU; GLEX; GLJD; GLJE; GLJI; GLJL; GLJP; GLTG

G/L Distribution

Use this screen to distribute transaction amounts to the appropriate master accounts. The G/L Distribution screen is used to transfer information to the general ledger. Transactions are automatically batched based on batch source code, status, type and accounting period. Batches created as a result of distributions can be viewed on the GLSS (G/L Batch Submission Status) screen.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	F8

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
G/L Org No List	Master Account No	ALT+F4

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
Return	Tab at top of screen
GLMA (G/L Master Accounts)	Screen label: Master Account No
GLJE (G/L Journal Entry)	Screen label: No

Reports

G/L Distribution (CSHM Module)

Lists all the general ledger distributions created for the transaction

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

G/L Distribution – Before You Begin

Transactions with the same batch source code, status, type and accounting period are combined into the same batch, with a maximum of 9950 transactions per batch.

- The **Batch Source Code** and **Batch Status** used to combine transactions are maintained on the GLSC screen.
- Accounts Payable and Accounts Receivable transactions have a **Batch Type** = A (automatic).
- The accounting period is based on the transaction date.

A sequential **Batch No** is assigned to each new batch, starting with the **Last Batch No** initialized on the GLCF (G/L Configuration) screen.

When you enter the G/L Distribution screen, transaction amounts are distributed automatically. You can add, change and delete distribution amounts. In all cases, the debit and credit amounts must be equal before the system accepts the distribution.

Fields

Batch No

Batch Number is a system-assigned, sequential identifier for a set of transactions. A new **Batch Number** is assigned for each unique set of transactions. Entry is 6 numbers.

Where Used: G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLJP; GLMC; GLPC; GLSI; GLSS; GLTG; IVPR; IVRR

Credit Amount

Credit Amount is the value of a transaction or the sum of a set of transactions that increases a liability, income or capital account or decreases an asset, expense, volume or balance account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Debit Amount

Debit Amount is the value of a transaction or the sum of a set of transactions that increases an asset, expense, volume or balance account or decreases a liability, income or capital account. Entry is up to 999,999,999.99.

Where Used: BKCJ; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; WIPR

Difference

G/L Distribution Difference is the discrepancy amount between **Total Debits** and **Total Credits** within a set of transactions. The **G/L Distribution Difference** must be equal to 0 (zero) before the set of normal or memo transactions (**Batch Type** = N or M) can be submitted for posting.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR

Dist Amt

Distribution Amount is the total amount transferred to the general ledger. Entry is up to 999,999,999.99.

Where Used: APRG; ARCJ; ARIR; ARRJ; ARTX; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); IVPR; IVRR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

G/L Account No Description

General Ledger Account Number Description identifies the G/L account in terms of its use. When space is limited, a partial description is displayed. Entry is any alphanumeric combination of up to 70 characters.

Where Used: APRG; ARCJ; ARIR; ARRJ; BKCJ; CINV; G/L Account Group/No List; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAG; GLAT; GLAU; GLAW; GLBL; GLBU; GLCA; GLCI; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; RTEX; RTPR; Sales and COGS Account Numbers; WIPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction and/or to establish budgets or plans. Entry is up to 20 alphanumeric characters.

Where Used: A/P Invoice Matching Detail; A/P Receiving Detail; ACCT; APRG; APVT; ARCJ; ARIR; ARRJ; ARTX; BKCJ; BKFT; CINV; CWIP; Foreign Cash Reference; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; G/L Year/Types List; GLAU; GLBL; GLBU; GLCO; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; GLMC; GLPC; GLTG; ICCR; Invoice Line Item Detail; IVIE; IVII; IVPR; IVRR; LRRP; PORI; PORV; WIPR

Organization Description

Organization Description identifies the organization portion of the **Master Account No** in terms of its use. Entry is any alphanumeric combination of up to 35 characters.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Organization Group/No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAV; GLBL; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; GLOS; GLOT; GLOW; RTEK; RTPR; WIPR

Payment No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCI; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Ref No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Seqn No

Sequence Number identifies the order in which a transaction is carried within a batch. Duplicate **Sequence Numbers** within a batch are not allowed. Entry is up to 4 numbers.

Where Used: EXRU; Foreign Cash Reference; G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMC; GLTG

Source Code

Batch Source Code is the identifier used to group transactions together for processing. Transactions are added to an existing batch if a matching batch is available. Otherwise a new batch is created. Entry is any alphanumeric combination of up to 6 characters.

Where Used: G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Source Code List; G/L Transaction Detail; GLAU; GLDQ; GLEX; GLHP; GLJD; GLJE; GLJI; GLJL; GLJP; GLMC; GLPC; GLSC; GLSI; GLSS; GLTG; IVPR; IVRR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Total

Total is the sum of the credit or debit amounts distributed to the general ledger.

Where Used: G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); GLAU; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLPC

Trans Date

Transaction Date is the date the **Seqn No** for the batch was created or modified.

Where Used: APEX; G/L Batch Detail; G/L Distribution (APSM Module); G/L Distribution (CSHM Module); GLAU; GLEX; GLJD; GLJE; GLJI; GLJL; GLJP; GLTG

G/L Account No List

Use this window to select a G/L account number to be used as part of a master account number for a transaction. The G/L Account No List window displays the identification for existing G/L account numbers and the corresponding description, account type and active/inactive indicator.

Features

Transportation Shortcuts

You can use shortcut keys to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

There are no tabs or hyperlinks available for this screen.

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

AI

Active or Inactive determines if the G/L account corresponding to the master account is active or inactive. **Active or Inactive** codes are:

A = Active.

Transactions can be posted to this account.

I = Inactive.

Transactions cannot be posted to this account.

Where Used: G/L Account No List; G/L Master Account Detail; GLAV; GLCA; GLCI; RTPR

AT

Account Type identifies the nature of the account. **Account Types** are:

A = Asset

L = Liability

I = Income

C = Capital

E = Expense

V = Volume.

Used for statistical accounts only.

B = Balance.

Used for statistical accounts only.

Where Used: G/L Account Group/No List; G/L Account No List; G/L Master Account Detail; GLAG; GLAT; GLAU; GLAV; GLAW; GLBL; GLBU; GLCA; GLCI; GLDQ; GLMA; GLPC; GLTG; GLTP; RTPR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

G/L Account No Description

General Ledger Account Number Description identifies the G/L account in terms of its use. When space is limited, a partial description is displayed. Entry is any alphanumeric combination of up to 70 characters.

Where Used: APRG; ARCJ; ARIR; ARRJ; BKCJ; CINV; G/L Account Group/No List; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Recurring/Template Trans Detail; G/L Transaction Detail; GLAG; GLAT; GLAU; GLAW; GLBL; GLBU; GLCA; GLCI; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; RTEK; RTPR; Sales and COGS Account Numbers; WIPR

G/L Acct No

General Ledger Account Number lists all G/L account numbers classified as either posted, memo or statistical accounts. All G/L account numbers listed are the same **Category Type**.

Where Used: G/L Account No List

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction and/or to establish budgets or plans. Entry is up to 20 alphanumeric characters.

Where Used: A/P Invoice Matching Detail; A/P Receiving Detail; ACCT; APRG; APVT; ARCJ; ARIR; ARRJ; ARTX; BKCJ; BKFT; CINV; CWIP; Foreign Cash Reference; G/L Account No List; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Master Account Detail; G/L Master Account Recap; G/L Org No List; G/L Recurring/Template Trans Detail; G/L Transaction Detail; G/L Year/Types List; GLAU; GLBL; GLBU; GLCO; GLDQ; GLGQ; GLJD; GLJE; GLJI; GLJL; GLJP; GLJR; GLMA; GLMQ; GLPC; GLTG; ICCR; Invoice Line Item Detail; IVIE; IVII; IVPR; IVRR; LRRP; PORI; PORV; WIPR

Starting G/L Account No

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CMT; CMCF; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ; GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection; GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB; ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST; MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI; PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL; Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item; SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TXTA; VAT Summary (APSM Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

Cash Set Selection Setup

Use this window to specify the order in which the cash set record list is sequenced. Cash set records can be sequenced by cash set, bank number, accounting period, currency code or user id. Press CTRL+ENTER to open the Cash Set Selection window. Cash set record information is redisplayed based on the selection.

Features

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Additional Information

Window	Available From	Shortcut Key(s)
Cash Set Selection	Any location on the screen	CTRL+ENTER

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

There are no tabs or hyperlinks available for this screen.

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU;

GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMQ; GLPC; GLSI; GLSS; GLTG;
Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC;
ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

A = Automatic

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Currency Code

Currency Code identifies the source or target currency associated with the trading partner or bank.

- Local currency codes are defined separately for trading partner (**Curr Code** = 00000) and banking (for example, **Curr Code** = USD) transactions.
- Non-local currency codes, which are specified only if the MCMM Module is installed, are used for both trading partner and banking transactions.

Entry is an alphanumeric combination of up to 5 characters. Available characters include alphabetic letters (A-Z), numbers (0-9) and the space character ().

Where Used: A/P Payment Void Detail; APCV; APIP; APRL; AREX; ARIP; BKMT; BKTR; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CCEX; CCMT; CCON; Customer + General; Customer Financial Detail; Disbursements; EXRU; Foreign Cash Reference; G/L Transaction Detail; ITPB; ITPI; Multi-Currency; Name, Address & Contacts; Open Order Detail; Payment Selection; Vendor Master Detail

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

Cash Set Selection

Use this window to select or search for cash set records currently in the Bank Master. Use the Cash Set Selection Setup window to specify sequence criteria for the Cash Set Selection window.

Features

Transportation Shortcuts

You can use shortcut keys to go to the following related screens.

Destination	Shortcut Key(s)
Previous screen	ESC

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

There are no tabs or hyperlinks available for this screen.

Reports

A standard report is not generated for this screen. Use the Print Screen key or any screen capture program to create an image of the screen.

Fields

Amount

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Bank Amount

Bank Currency Amount is the value of the cash transaction in the currency used in the specified bank account. The currency code or description associated with the bank is displayed automatically. Entry is up to 99999999999999.

Where Used: APCP; APCV; APRC; APRL; ARCP; BKBL; BKCB; Cash Set Selection; CSCP; Reconciliation Detail

Bank Curr

Currency Code identifies the source or target currency associated with the trading partner or bank.

- Local currency codes are defined separately for trading partner (**Curr Code** = 00000) and banking (for example, **Curr Code** = USD) transactions.
- Non-local currency codes, which are specified only if the MCMM Module is installed, are used for both trading partner and banking transactions.

Entry is an alphanumeric combination of up to 5 characters. Available characters include alphabetic letters (A-Z), numbers (0-9) and the space character ().

Where Used: A/P Payment Void Detail; APCV; APIP; APRL; AREX; ARIP; BKMT; BKTR; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CCEX; CCMT; CCON; Customer + General; Customer Financial Detail; Disbursements; EXRU; Foreign Cash Reference; G/L Transaction Detail; ITPB; ITPI; Multi-Currency; Name, Address & Contacts; Open Order Detail; Payment Selection; Vendor Master Detail

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Cash Set Number

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BK CJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUN D; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BK CJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUN D; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BK CJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMQ; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUN D; SUNR; SUPD; SUPR

Srce

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BK CJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUN D; SUNR; SUPD; SUPR

St

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Ty

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

- 10 = A/P Disbursement**
- 11 = A/P Sundry Disbursement**
- 12 = A/P Transfer Disbursement**
- 13 = A/P Reconciliation Disbursement**
- 20 = A/R Cash Receipt**
- 21 = A/R Sundry Receipt**
- 22 = A/R Transfer Receipt**
- 23 = A/R Reconciliation Receipt**

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

User

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

SUNR – Sundry Receipts

Use this screen to process miscellaneous receipt transactions. The transaction amount is charged directly to the appropriate general ledger account. The only transaction types which can be entered on the SUNR screen include receipts, bank charges, bank commissions and non A/R miscellaneous. A/R cash receipt transactions should not be entered on this screen.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
G/L Distribution	F8
BKCB (Bank Cash Book)	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
Cash Set Selection Setup	Cash Set	ALT+F4
Cash Set Selection	Cash Set Selection Setup window	CTRL+ENTER

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Mass Maintenance

You can perform the following mass maintenance functions by choosing **Mass Maintenance** from the **Tools** menu:

Function
Auto G/L Distribution; available from the Sundry Receipt Detail section only

For more information, see "Mass Maintenance Actions" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
G/L Distribution	Tab at top of screen
BKBL (Bank Balance)	Screen label: Bank No
BKCB (Bank Cash Book)	Screen label: Bank No
GLMA (G/L Master Accounts)	Screen label: Master Account No

Reports

Sundry Receipts

Lists the current sundry receipt summary information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

Format

The SUNR screen contains two sections: **Cash Set** and **Sundry Receipt Detail**.

The **Cash Set** section contains the identification for the overall cash deposit. The bank information, bank related charges and overall totals are also displayed. The cash set information updates bank totals when the Cash Management Module is installed.

The **Sundry Receipt Detail** section lists each of the receipts associated with the cash set. The source identification, receipt sequence identifier, type, status and amount are also available. Receipt amounts are available in both your local currency and the bank currency. The cumulative value of the receipts entered is displayed at the bottom of the screen. The receipt information is used when reviewing sundry accounts. Valid sundry receipts entered on this screen include receipts, bank charges, bank commissions, and non A/R miscellaneous.

Fields

Acct

Bank Account identifies your account at the specific bank. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APCA; APCK; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR; Vendor Master Detail

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BK CJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: BKMT; SUND; SUNR; SUPD; SUPR

Bank Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BK CJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Total

Bank Total Amount is the amount associated with a receipt or disbursement transaction in bank currency. The **Bank Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BK CJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BK CJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Amt

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Local To Bank Exch Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Total

Local Total Amount is the amount associated with a receipt or disbursement transaction in your local currency. The **Local Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Receipt Amount

Receipt Amount is the value of the receipt in bank currency. The currency code for the bank is displayed automatically after the receipt value. Entry is up to 14 numbers based on your decimal precision format.

Where Used: ARCD; ARPD; SUNR; SUPR

Receipt Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Route

Bank Route is the routing number of the financial institution to which transactions should be directed. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APDS; APPD; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Starting Master Account No

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APRC; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Starting Source Id

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CIMT; CMCf; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ; GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection; GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB; ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST; MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI; PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL; Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item; SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TXTA; VAT Summary (APSM Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

Status

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- **Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- **Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- **Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- **Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in
72 = Bank commission	

Where Used: APCV; APDS; APPD; APCR; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

SUPD – Sundry Prior Period Disbursements

Use this screen to enter a cash set of miscellaneous disbursement transactions from a prior period or after reconciliation has been completed. The transaction amount is charged directly to the appropriate general ledger account. The only transaction types which can be entered on SUPD include bank charges, bank commissions and miscellaneous. Use the APPD (A/P Prior Period Disbursements) screen to enter prior period A/P disbursement transactions.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
G/L Distribution	F8
BKCB (Bank Cash Book)	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
Cash Set Selection Setup	Cash Set	ALT+F4
Cash Set Selection	Cash Set Selection Setup window	CTRL+ENTER

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
G/L Distribution	Tab at top of screen
BKBL (Bank Balance)	Screen label: Bank No
BKCB (Bank Cash Book)	Screen label: Bank No

Go to Screen...	By clicking...
GLMA (G/L Master Accounts)	Screen label: Master Account No

Reports

Sundry Prior Period Disbursements

Lists the prior period sundry disbursement summary information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

Format

The SUPD screen contains two sections: **Cash Set** and **Prior Period Sundry Disbursement Detail**.

The **Cash Set** section contains the identification for the overall prior period cash disbursement. The bank information, bank related charges and overall totals are also displayed. The cash set information updates bank totals when the Cash Management Module is installed.

The **Prior Period Sundry Disbursement Detail** section lists each of the disbursements associated with the cash set. The source identification, master account number, sequence, type, status and amount are also available. Disbursement amounts are available in both your local currency and the bank currency. The cumulative value of the prior period disbursements entered is displayed at the bottom of the screen. The disbursement information is used when reviewing sundry accounts.

Before You Begin

Prior period cash set transactions may be entered for any accounting period prior to the current period. Each transaction line of a prior period cash set must be individually distributed to the general ledger and a new batch is created for each different prior period.

If an intermediate period (a period in between the prior period and current period) exists, the intermediate period bank balance is updated during the distribution processing. The local value of the updated bank balance is translated, or reevaluated, based on the exchange rate for that period. Any translation variance is posted to the appropriate master account. A cash set is created for each intermediate period that includes a bank balance translation amount.

Prior period transactions create a reconciliation record. After entering and distributing the transaction to the general ledger, use the BKRC (Bank Reconciliation) screen to reconcile the transaction.

Fields

Acct

Bank Account identifies your account at the specific bank. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APCA; APCK; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR; Vendor Master Detail

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: BKMT; SUND; SUNR; SUPD; SUPR

Bank Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Total

Bank Total Amount is the amount associated with a receipt or disbursement transaction in bank currency. The **Bank Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BK CJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Disbursement Amount

Disbursement Amount is the amount of cash paid out from the specified bank during the accounting period. The currency code or description associated with the disbursement is displayed automatically.

Where Used: Accrual Basis Period Detail; BKRC; SUND; SUPD

Disbursement Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Local To Bank Amount

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local To Bank Exch Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Total

Local Total Amount is the amount associated with a receipt or disbursement transaction in your local currency. The **Local Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Route

Bank Route is the routing number of the financial institution to which transactions should be directed. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APDS; APPD; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Starting Master Account No

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APRC; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Starting Source Id

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CIMT; CMCF; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ; GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection; GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB; ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST; MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI; PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL; Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item; SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TTXA; VAT Summary (APSM Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

Status

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

10 = A/P Disbursement

11 = A/P Sundry Disbursement

12 = A/P Transfer Disbursement

13 = A/P Reconciliation Disbursement

20 = A/R Cash Receipt

21 = A/R Sundry Receipt

22 = A/R Transfer Receipt

23 = A/R Reconciliation Receipt

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- **Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in
72 = Bank commission	

Where Used: APCV; APDS; APPD; APCR; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR

SUPR – Sundry Prior Period Receipts

Use this screen to enter a cash set of miscellaneous receipt transactions from a prior period. The transaction amount is charged directly to the appropriate general ledger account. The only prior period transaction types which can be entered on the SUPR screen include receipts, bank charges, bank commissions and miscellaneous. Use the ARPD (A/R Prior Period Cash Deposits) screen to enter prior period A/R cash receipt transactions.

Transportation Shortcuts

You can use shortcut keys or transport buttons to go to the following related screens.

Destination	Shortcut Key(s)
G/L Distribution	F8
BKCB (Bank Cash Book)	F9
BKBL (Bank Balance)	F10

Additional Information

Window	Available From	Shortcut Key(s)
G/L Account No List	Master Account No	ALT+F4
Cash Set Selection Setup	Cash Set	ALT+F4
Cash Set Selection	Cash Set Selection Setup window	CTRL+ENTER

Browse Windows

You can open browse windows by choosing **Browse/Detail** from the **Tools** menu in the following fields:

Browse	From Fields
Bank Browse	Bank No

For more information, see "Selecting from a Browse List" in the Fourth Shift Basics manual.

Web Links

If you use Web UI, you can link to other screens by clicking tabs or hyperlinks.

Go to Screen...	By clicking...
G/L Distribution	Tab at top of screen
BKBL (Bank Balance)	Screen label: Bank No
BKCB (Bank Cash Book)	Screen label: Bank No

Go to Screen...	By clicking...
GLMA (G/L Master Accounts)	Screen label: Master Account No

Reports

Sundry Prior Period Receipts

Lists the prior period sundry receipt summary information.

Access Method

To generate the report, choose **Print** or **Print Preview** from the **File** menu. For more information on reporting in general, see "Printing and Reporting" in the Fourth Shift Basics manual.

Report Template

This report is not a template-based report.

Screen Reference

Format

The SUPR screen contains two sections: **Cash Set** and **Prior Period Sundry Receipt Detail**.

The **Cash Set** section contains the identification for the overall prior period cash deposit. The bank information, bank related charges and overall totals are also displayed. The cash set information updates bank totals when the Cash Management Module is installed.

The **Prior Period Sundry Receipt Detail** section lists each of the prior period receipts associated with the cash set. The source identification, master account number, sequence, type, status and amount are also available. Receipt amounts are available in both your local currency and the bank currency. The cumulative value of the receipts entered is displayed at the bottom of the screen.

The receipt information is used when reviewing sundry accounts.

Before You Begin

Prior period cash set transactions may be entered for any accounting period prior to the current period. Each transaction line of a prior period cash set must be individually distributed to the general ledger and a new batch is created for each different prior period.

If an intermediate period (a period in between the prior period and current period) exists, the intermediate period bank balance is updated during the distribution processing. The local value of the updated bank balance is translated, or reevaluated, based on the exchange rate for that period. Any translation variance is posted to the appropriate master account. A cash set is created for each intermediate period that includes a bank balance translation amount.

Prior period transactions create a reconciliation record. After entering and distributing the transaction to the general ledger, use the BKRC (Bank Reconciliation) screen to reconcile the transaction.

Fields

Acct

Bank Account identifies your account at the specific bank. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APCA; APCK; APDS; APPD; APRC; APRL; ARCD; ARPD; BKCJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR; Vendor Master Detail

Acctg Period

Accounting Period is the period and year based on the transaction date. Entry is 2 numbers representing the period and 2 numbers identifying the last 2 digits of the fiscal year (1980 to 2079).

Where Used: A/P Invoice Matching Detail; A/P Invoices by PO/Seqn; Accrual Basis Period Detail; APCP; APCV; APCW; APDS; APID; APIE; APII; APPA; APPD; APPO; ARCD; ARCP; ARCR; ARPD; BKBL; BKCB; BKCJ; BKFT; BKRC; BKTR; Cash Basis Period Detail; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; G/L Distribution (APSM Module); G/L Distribution (ARSM Module); G/L Distribution (CSHM Module); G/L Transaction Detail; GLAU; GLBU; GLCO; GLDQ; GLHP; GLJD; GLJE; GLJI; GLJL; GLMC; GLPC; GLSI; GLSS; GLTG; Inventory History List; Invoice Header Detail; Invoice Line Item Detail; Item History; ITHC; ITHR; IVIE; IVII; SUND; SUNR; SUPD; SUPR

Bank

Bank Name identifies the financial institution. Entry is any alphanumeric combination of up to 60 characters.

Where Used: BKMT; SUND; SUNR; SUPD; SUPR

Bank Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Bank Chg

Bank Charge is the fee amount associated with the bank for processing the cash receipt, disbursement, transfer transaction or other miscellaneous charges.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank Comm

Bank Commission is the amount the bank charges in commission fees for translating the cash receipt, disbursement or transfer transaction.

Where Used: Accrual Basis Period Detail; APDS; APPD; ARCD; ARPD; BKCB; BKFT; SUND; SUNR; SUPD; SUPR

Bank No

Bank Number is the identification for a bank. The currency code associated with the bank is displayed automatically. Several bank numbers are reserved for display with specific documents including:

00 = default bank number

CM = credit memo

CR = credit memo

DM = debit memo

Entry is 2 alphanumeric characters.

Where Used: A/P Invoice Payment Detail; A/R Invoice Payment Detail; Accrual Basis Period Detail; APAH; APCA; APCK; APCP; APCV; APCW; APDS; APIH; APIP; APPA; APPD; APPH; APRC; APRL; APRQ; APTP; APTX; ARAH; ARCD; ARCP; ARCR; ARIP; ARPD; ARTB; Bank Payment Approval; BKBL; BKCB; BKCJ; BKMT; BKRC; BKTR; Cash Basis Period Detail; Cash Receipts; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Customer Payment List; Disbursements; Name, Address & Contacts; SUND; SUNR; SUPD; SUPR

Bank Total

Bank Total Amount is the amount associated with a receipt or disbursement transaction in bank currency. The **Bank Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Cash Set

Cash Set is the system-generated identification of a set of transactions. **Cash Set** consist of a payment form identifier and a system-generated sequential number. **Cash Set** payment forms include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

For example, the first **Cash Set** for a set of checks would be C00000001.

Where Used: APCK; APCP; APDS; APPD; APRL; ARAH; ARCD; ARPD; ARPH; ARRJ; BKCB; BKCJ; BKRC; Cash Set Selection; Cash Set Selection Setup; CSCP; CSPG; Mass Reconciliation; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Date

Date is the day, month and year by which system transactions are identified.

Where Used: APDS; APIP; APPD; APRC; ARCD; ARIP; ARPD; ARST; AUDT; BKCB; BK CJ; BKFT; BKRC; Cash Set Selection; CCAN; Customer + Credit; Fourth Shift Sign-On; GTED; History Detail; Inventory Adjustment Application; Inventory Transaction History Report; Lot Inventory Transaction History Report; Reconciliation Detail; REDI; RVED; SUND; SUNR; SUPD; SUPR; Template Browse; Transaction Detail; Transaction History; TRUD

Function

Function codes are four-character abbreviations for screen names. Each screen has a unique code used for identification and transportation. For example, ITMB identifies the Item Master screen. Entry is 4 alphanumeric characters.

Where Used: screens and reports

Local Amt

Local Currency Amount is the value of the cash transaction in your local currency. The currency code or description associated with the bank is displayed automatically. Entry is up to 14 numbers based on your decimal precision format.

Where Used: APCP; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKBL; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Batch Amt

Batch Amount is the local or bank amount impacting the general ledger as a result of the account update process.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Local To Bank Exch Rate

Exchange Rate is the rate used to convert local and non-local currency amounts. Since conversions for EMU member states require triangulation through the euro currency, two exchange rates may be displayed. Entry must be greater than zero and up to 9999999999 preceded by a calculation operator * or /.

Where Used: APCW; APDS; APPD; APRL; APRQ; ARCD; ARIP; ARPD; BKFT; Customer; Customer Item + General; Customer Order; EXRU; Foreign Cash Reference; Line Item Details + General; Multi-Currency; Open Order Detail; POMI; POMT; Purchase Order Line Item Detail; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Local Total

Local Total Amount is the amount associated with a receipt or disbursement transaction in your local currency. The **Local Total Amount** is updated after the transactions are distributed to the general ledger.

Where Used: APDS; APPD; ARCD; ARPD; SUND; SUNR; SUPD; SUPR

Master Account No

Master Account Number is the identification of the account used to update the general ledger for a transaction. **Master Account Number** consists of a **Payment Form** identifier and a master account number. Entry options for the payment form include:

B = BOE (Bill of Exchange)

C = Check

D = Bank draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank transfer

Entry is up to 20 alphanumeric characters for the **Master Account Number**.

Where Used: G/L Distribution (CSHM Module); SUND; SUNR; SUPD; SUPR

Receipt Amount

Receipt Amount is the value of the receipt in bank currency. The currency code for the bank is displayed automatically after the receipt value. Entry is up to 14 numbers based on your decimal precision format.

Where Used: ARCD; ARPD; SUNR; SUPR

Receipt Comment

Comment is any additional information pertaining to the cash set, receipt or disbursement transaction. Entry is any alphanumeric combination of up to 50 characters.

Where Used: APCV; APDS; APPD; ARCD; ARPD; BKFT; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Route

Bank Route is the routing number of the financial institution to which transactions should be directed. Entry is any alphanumeric combination of up to 30 characters.

Where Used: APDS; APPD; ARCD; ARPD; BK CJ; Name, Address & Contacts; Payee Detail; SUND; SUNR; SUPD; SUPR

Seqn

Sequence is the system-generated sequential identifier of a receipt, disbursement, transfer or other transaction. A sequence number is assigned for each unique combination of source identifier, payment control number and transaction type. A **Sequence** = 00000000 is assigned to the main transaction type even if it is not the first transaction entered for the set. For example, a receipt transaction (**Type** = 30) is automatically assigned **Seqn** = 00000000. A disbursement transaction (**Type** = 20) in the same cash set is also automatically assigned **Seqn** = 00000000.

Where Used: APCK; APCV; APDS; APPD; APRC; ARCD; ARCP; ARPD; BKRC; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source

Cash Set Source identifies the method used to create the cash set. For example, **Cash Set Source** = ARCD identifies that the ARCD screen was used to create the **Cash Set**.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKCJ; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Source Id

Source Id identifies the vendor, customer, or source responsible for the receipt or disbursement amount. Entry is up to 13 characters.

Where Used: BKCJ; BKRC; CSCP; G/L Distribution (CSHM Module); Location Index; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

St

Reference Number Status identifies the status of individual transactions in a specified cash set. The available statuses include:

3 = Preliminary.

No G/L distribution has been completed since this transaction was entered.

4 = Active.

G/L distribution has been completed for this transaction. The cash transaction is active and can be used elsewhere in the system.

5 = Closed.

The cash transaction has been reconciled or cleared. No further transactions can be completed.

6 = Voided or Partially Purged.

The cash transaction has been voided, recorded as an NSF type transaction or some receipt reference information has been purged from the system. The amounts no longer correspond to the cash set totals.

7 = Vacated.

The cash transaction for this cash set detail record has been vacated. The reference number can be used again.

Where Used: APDS; APPA; APPD; ARCD; ARCP; ARPD; BKCJ; CSCP; SUND; SUNR; SUPD; SUPR

Starting Master Account No

Starting Reference Number is used to request a list where the specified information appears first on the list. The starting information may consist of 1 character for the form identifier, up to 20 characters as the user-defined reference identifier and 4 for the sequence value. The forms available include:

B = BOE (Bill of Exchange)

C = Check

D = Bank Draft

G = GIRO/BACS (Banker's Automated Clearing System)

M = Miscellaneous

T = Bank Transfer

Where Used: APCA; APCK; APCW; APDS; APPD; APPH; APRC; ARCD; ARPD; BKRC; Customer Payment List; Mass Reconciliation; SUND; SUNR; SUPD; SUPR

Starting Source Id

The **Starting** field is used to request a list where the specified information appears first on the list. **Starting** entries may consist of a partial entry and if the entry is not in the list, the next highest entry appears first on the list. The **Starting** field can include one or more field combinations, each with its own entry requirements.

Where Used: A/P 1099 Distribution; A/P Payment Application Detail; A/P Payment Void Detail; A/P Received Item List; A/P Receiving Detail; A/R Payment Application Detail; APAH; APDS; APEX; APID; APIE; APII; APIR; APIV; APPA; APPD; APPI; APPO; APTX; ARAH; ARCD; AREX; ARIC; ARIH; ARPD; ARPH; ARSR; BAMT; Bank Payment Approval; BILL; BILL; BKMT; Browse Setup (customer); Browse Setup (item); Browse Setup (vendor); CACF; CCAN; CCAT; CCEX; CCMT; CIMT; CMCF; CMTA; CMTI; CNFA; COAN; COMI; COMT; Contract Item Detail/Pricing; CORV; CPMT; CUID; CUII; CUSI; CUST; FCMT; FCST; G/L Account Group/No List; G/L Account No List; G/L Batch Detail; G/L Journal Entry List; G/L Master Account Recap; G/L Org No List; G/L Org/Acct Group List; G/L Organization Group/No List; G/L Report List; G/L Source Code List; GLAG; GLAV; GLBD; GLCA; GLCI; GLDQ; GLEX; GLGQ; GLJD; GLJE; GLJI; GLJP; GLJR; GLMA; Global Extended Text Selection; GLOS; GLRD; GLRL; GLSC; GLSI; GLSS; ITBI; ITCB; Item Master; Item Shortages; ITMB; ITMI; ITPB; ITPI; IVCO; IVIA; IVIE; IVII; IVRV; LMMT; Location Selection Setup; MCST; MOAN; MOMI; MOMT; MORI; MORV; MPED; MPIT; MSMT; NMTA; OPSL; Orders on Shipment; ORST; Packaging Detail; PASS; PBCI; PBCT; PBMI; PBMT; PCMT; PCST; PICI; PICK; POAN; POAS; POCI; POCT; POMI; POMT; PORI; PORV; REDI; RTMT; RVED; SBOL; Selection Setup; Serial Number List; Serial Numbers Shipped; SHIP; Shipments by Line Item; SHPI; SSII; STAD; SUND; SUNR; SUPD; SUPR; TEXT; TTXA; VAT Summary (APSM Module); VATT; VEDI; VEID; VEND; VENI; Workcenter Master

Status

Cash Set Header Status identifies the status of the cash set for the specified bank. Available statuses include:

3 = No G/L distribution has been completed for any transactions.

4 = G/L distribution has been completed for some or all transactions.

5 = Cash set status is system maintained for banking transactions from tasks such as BKTR or BKFT

6 = Cash set has been closed by a period close process, such as CSCP, APCP or ARCP.

7 = Some of the cash set detail records have been purged. The cash set total is not the sum of the detail line items listed.

8 = Cash set header can be purged.

No cash set detail records exist for this cash set.

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; Cash Set Selection; CSCP; CSPG; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Cash Set Header Type is the overall identifier for the type of transactions included in the cash set. Available types include:

- 10 = A/P Disbursement**
- 11 = A/P Sundry Disbursement**
- 12 = A/P Transfer Disbursement**
- 13 = A/P Reconciliation Disbursement**
- 20 = A/R Cash Receipt**
- 21 = A/R Sundry Receipt**
- 22 = A/R Transfer Receipt**
- 23 = A/R Reconciliation Receipt**

Where Used: APCP; APDS; APPD; ARCD; ARCP; ARPD; BKCB; BKRC; Cash Set Selection; CSCP; Reconciliation Detail; SUND; SUNR; SUPD; SUPR

Type

Transaction Type identifies the type of transaction. The following table lists the values that can be manually or automatically entered in the **Type** field, grouped by accounts payable, accounts receivable and sundry transactions:

- **Accounts Payable**

Manual Entries	Automatic Entries
10 = Disbursement	
11 = Bank charge	
12 = Bank commission	
19 = A/P miscellaneous	

- **Accounts Receivable**

Manual Entries	Automatic Entries
30 = Cash receipt	36 = NSF cash receipt
31 = Bank charge	40 = Reversed cash receipt
32 = Bank commission	37 = NSF A/R miscellaneous
39 = A/R miscellaneous	49 = Reversed A/R miscellaneous

- **Sundry Disbursement**

Manual Entries	Automatic Entries
50 = Sundry disbursement	53 = BKTR bank amount decrease
51 = Bank charge	54 = BKFT transfer out

Manual Entries	Automatic Entries
52 = Bank commission	56 = G/L bank adjustment
55 = Bank adjustment	

- **Sundry Receipts**

Manual Entries	Automatic Entries
70 = Sundry receipt	73 = BKTR bank amount increase
71 = Bank charge	74 = BKFT transfer in
72 = Bank commission	

Where Used: APCV; APDS; APPD; APCR; ARCD; ARCP; ARPD; BKCJ; CSCP; Customer Payment List; SUND; SUNR; SUPD; SUPR

User Id

User Identification is the identification of the person who completed the transaction.

Where Used: APDS; APPD; ARCD; ARPD; BKCB; BKCJ; Cash Set Selection; Cash Set Selection Setup; SUND; SUNR; SUPD; SUPR