Infor System21 Cash Management

Product Guide

Important Notices

Trademark Acknowledgements

Publication Information

Release: Infor System21 3.1

Publication date: November 29, 2016

Document code: CS

Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Cash Management Module.

Intended audience

The guide is intended for any users of the CS Cash Management business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Chapter 1 Overview

1

The Cash Management Application

The Cash Management application provides you with control over cash flow. When used with Accounts Payable, Accounts Receivable and General Ledger, it provides powerful cash management features with comprehensive multi-currency processing. It integrates with the other financial applications to provide a total financial management system. The following are some of the main features available to you when you use the Cash Management application:

- Cash Management is completely integrated with the other Financial and Customer Services and Logistics applications.
- Multiple companies are supported.
- The application fully supports processing in multiple currencies.
- Bank accounts are maintained in any prime or local currency.
- Customer and journal receipts and payments are processed.
- Bank-to-bank transfers can be made in any currency.
- Cash can be allocated in the currency of the transaction or in a base currency.
- A wide range of flexible enquiries and reports provide you with easy access to account and transaction details, including single and multiple currency accounts and transactions.
- The application has support for collection documents (bills of exchange).

Credit card processing is supported and has the following flow of events:

1. Identification of an order to be paid by credit card at order entry
2. Entry of credit card details at order entry passed to the service provider* for combined authorisation and settlement request, the order is suspended until authorised.
3. On credit card authorisation, cash is posted to the customer account, and as suspended on the bank account, the order is de-suspended.
4. On despatch and invoice creation, auto allocation of the invoice to the cash takes place.
5. On settlement by the credit card company, or as part of bank reconciliation, the cash is transferred from suspense to bank.

The function includes:

1. Credit checking excludes credit card orders from the calculation.

2 Invoice prints identify invoices paid by credit card.

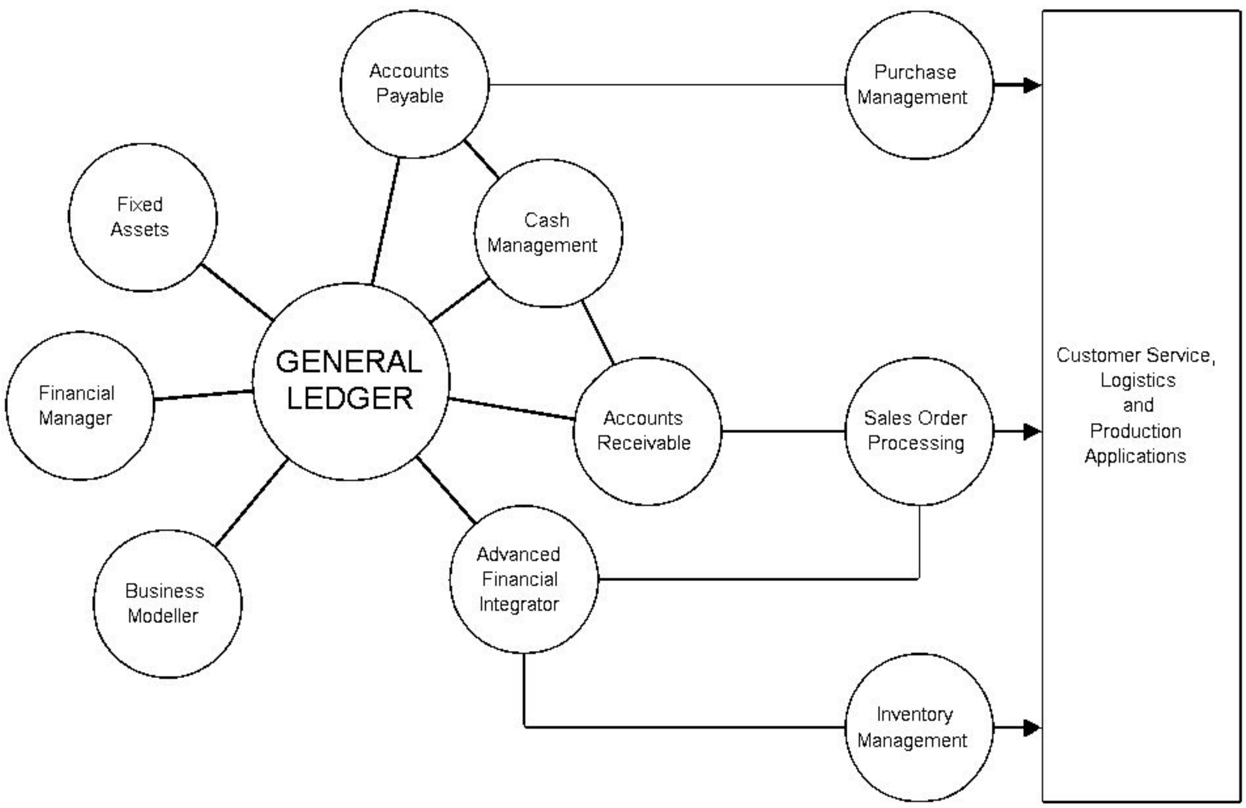
3 Accounts Receivable allows the clearance of balance/items by credit card.

4 Processing for order amendment/cancellation is allowed.

5 Refunds on credit cards can be made where returns are made/credit notes issued.

The Cash Management Application Environment

Broadly addressing all the needs of production, distribution and financial management, the range of applications is illustrated below:



Financial Management is a suite of comprehensive and fully integrated applications, which may be considered as a single financial management tool. It addresses specific business functions (such as debtor management) within a common framework.

At its heart lies the General Ledger, collecting, organising and analysing all your company's financial information, with the processing of invoices and other procedures being supported by the Accounts Payable, Accounts Receivable and Cash Management applications.

This application is designed to present information which is relevant, timely and accurate to support your operational procedures and your executive decisions within a framework which fully conforms to international legal and audit requirements.

Multi-national Accounting

A company trading only within its own national boundaries may set up a very straightforward set of single-currency ledgers, where all the multi-currency features are hidden.

For the international trading company, on the other hand, the system provides full multi-currency trading and accounting features in all relevant applications. Thus you can process sales and purchase orders in any currency and hold bank accounts in any currency, with each account able to receive cash and make payments in its own or any other defined currency.

Each General Ledger company has a base currency, which is the common currency of all applications linked into it. All financial transactions, in whichever currency they are posted (known as the prime currency), are also expressed in this base currency.

In Cash Management, each bank account has an associated currency. You can post values to the bank account in any valid currency and these values are converted at the time of posting into the bank account currency and into the base currency of the linked General Ledger. You can re-value bank balances at any time to give realised gains and losses.

Finally, you can record ledger transactions in the transaction or prime currency as well as in the base currency of the ledger. Translation procedures provide for the expression of base currency values in another currency, this being used primarily for reporting multi-national company results in a common currency.

Three further features enhance the multi-national capability of the system:

- Language translation provides facilities for translating report text and on-line help text into your own language.
- Tax accounting procedures are designed to meet the accounting and reporting requirements of most taxation authorities (and specifically those of the European Community).
- Application parameters allow you to set up and use only those features appropriate to your needs.

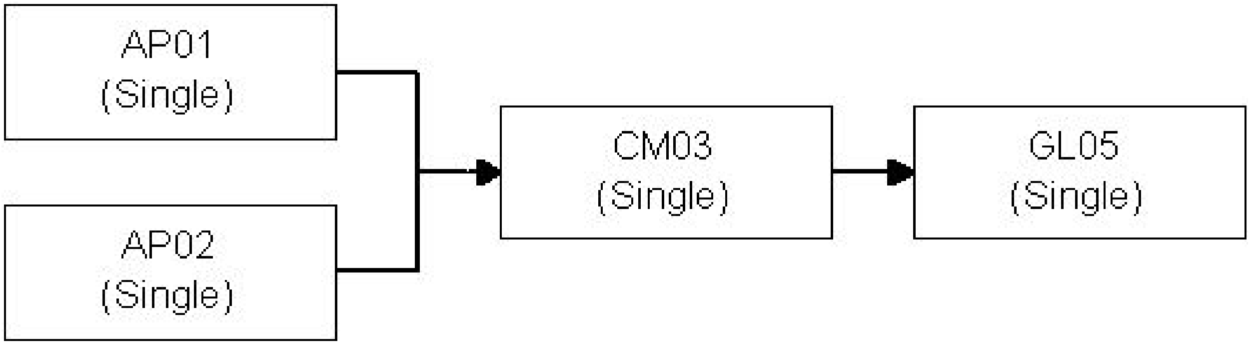
Multi-company Accounting Environment

Each accounting environment is controlled by its General Ledger. Within each environment, you can have multiple Accounts Payable, Accounts Receivable and Cash Management companies.

You can create two types of environment:

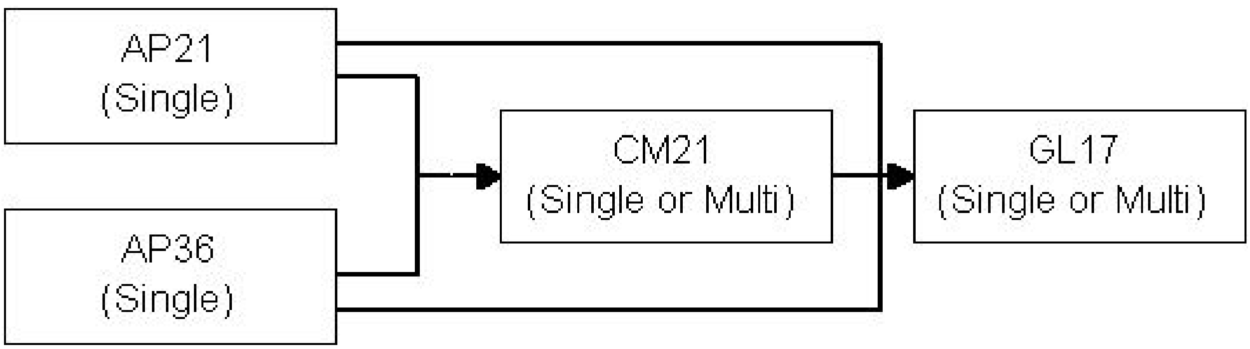
Simple

This structure meets the complete accounting requirements of a company trading in its own local currency. Single-currency Accounts Payable and Receivable companies link to a single-currency Cash Management application, which in turn links to a single-currency General Ledger.



Comprehensive

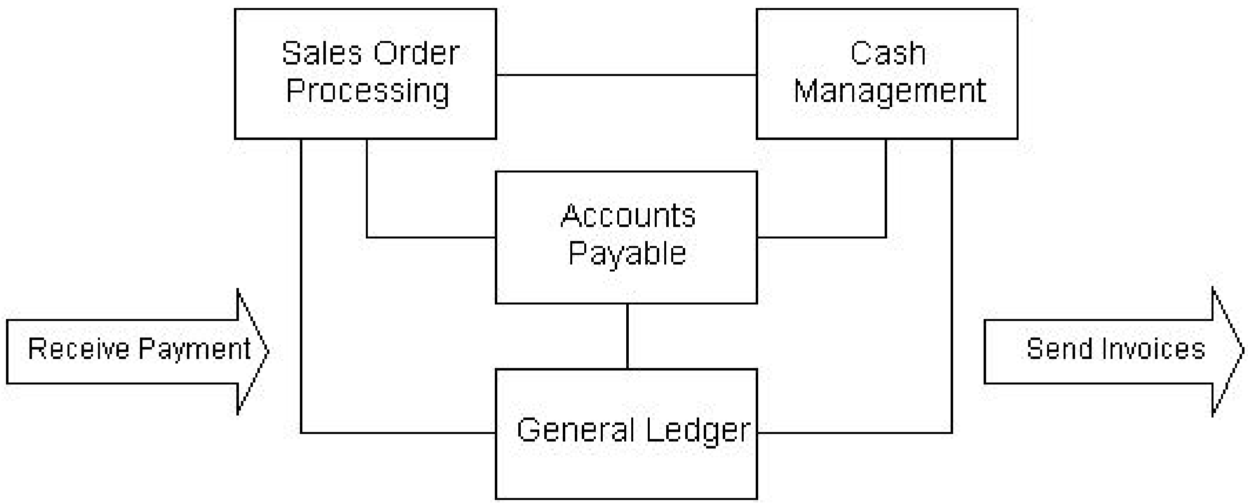
This structure is used where the company has multi-currency suppliers and/or customers. The Payable and Receivable companies and their linked Cash Management company must both link to the same General Ledger.



***Note**: Single-currency and multi-currency Accounts Payable and Accounts Receivable companies can be linked to single-currency or multi-currency Cash Management companies in any combination. The General Ledger company to which they are all linked can itself be single-currency or multi-currency.*

Links to Other Applications

Cash Management is at its most effective when implemented as part of a full suite of applications:



Cash Management is used to process an actual payment either from a customer or to the supplier, once payment has been authorised. Methods of payment include cheques, automatic bank transfers and bills of exchange (now generally referred to as collection documents). Multi-currency payments rely on currency data held by the General Ledger, to which appropriate journals are also posted.

General Ledger is the repository for collecting, organising and analysing all your company's financial information. It also includes multi-currency exchange rates and Tax data used by Cash Management.

Standard Interface

A standard interface is available from your software supplier if you need to link data from any non-System21 application into General Ledger.

Essentially, it requires the external application to create work files containing the transaction, in the correct format. The interface procedure then validates the transactions, posts them to the General Ledger, and produces an audit report.

Please ask your software supplier for more information about this facility.

Preparing to use Cash Management

Preparing to use the Cash Management application requires careful planning and preparation. Your existing cash management procedures and data need to be transferred to the application.

Entering Basic Data

You must start by entering the following basic data:

Company Profile

This is a record containing control and parameter information for the operation of your company within the application.

Bank Accounts

Every bank account used within the application must have its type, interest rate, currency code etc. defined to the system.

Period Calendar

The period calendar defines the number of financial periods that your company uses within Cash Management for a financial year. You can create several period calendars for future years as well.

Miscellaneous Creditors

Any suppliers not defined to Accounts Payable must be defined as miscellaneous creditors within Cash Management.

Extended Term

If you wish to pay suppliers using a complex payment pattern, you can define this pattern to Cash Management. It can then be used within the Accounts Payable application.

Payment Methods

Basic payment methods, including cheque, BACS, and so on, are already defined to the system. However, if you wish to define your own (particularly to distinguish between different types of collection document) you may do so.

Chapter 2 Maintenance

2

Maintenance

Cash Management Maintenance Functions

The most important control information of any module is the company profile. Cash Management supports multiple companies, and each company must have a company profile. Each company profile holds the rules that govern the operation of Cash Management.

This section describes how you create and maintain a company profile in Cash Management, and how you set up the basic data necessary to operate the module.

Set up options as follows:

- Set up the company profile (windows 1 and 2).
- Set up the names and addresses of all the banks your company uses. This must be done before entering the bank account numbers themselves in the company profile (window 3).
- Any suppliers who are not defined to Accounts Payable must be defined in Cash Management as miscellaneous creditors so that journal or manual payments can be made to them.
- Set up Reason Codes in CS Parameters to use, for example, in writing off unpaid collection documents.
- Set up other parameters, such as the payment class PCLS. Payment methods are an extensively used feature of Cash Management and Accounts Payable, and should be set up with some care, as should any extended terms definitions, which govern the payment of invoices received by Accounts Payable.
- In the Maintain Bank Account task, create cash apportionment tables. These enable you to divide received cash between bank accounts in order to benefit from different interest rates, etc. The Maintain External Bank Details task is used if your bank needs to be notified of a customer's bank details, for example, to collect on a matured document.
- Use the Maintain Interest and Commission Charges task to apply expected bank charges to your accounts before receiving your statement, thus keeping the accounts up to date.
- Register cheque numbers (two tasks are available), particularly where a cheque is missing or out of sequence.

- Define schedules of settlement discounts for documents with the Maintain Discount Codes task.

Each maintenance task has a corresponding report task, which will provide you with a print out of the data entered.

Maintain CS Company Profile [4/ASCO]

This section describes how to create or maintain the CS company profile.

Caution: First, you must ensure that you General Ledger is installed, with a complete chart of accounts. Each Cash Management company must have a corresponding company profile in general Ledger

***Note**: You cannot maintain a company profile when other users are using the module.*

Caution: You should avoid changing existing company profiles once the application is in use, as this may corrupt your data. If a change is essential, it must be strictly controlled.

Maintain Cash Management Company Selection Window

To display this window, select **Maintain CS Company Profile** task.

Fields

Company

Enter the code of the company you want to maintain.

Press Enter to display the Maintain Cash Management Company Profile window.

Maintain Cash Management Company Profile Window

To display this window, select a company Press Enter on the Maintain Cash Management Company Selection window.

Use this window to enter your GL accounts and other posting options for Cash Management.

Fields

Company Description

If this is a new company, you must enter a company description.

The existing description will be displayed for an existing company.

General Ledger Company

Enter the two-character code of the General Ledger company with which this company is linked.

***Note**: If you are in a multi-company environment, you must ensure that any Accounts Receivable or Accounts Payable companies linking to this company link to the same General Ledger.*

Multi-Currency Posting

Use this checkbox as follows:

Checked - If bank accounts can be held in any currency

Unchecked - If bank accounts can be held in base currency only

If this company is linked to multi-currency Accounts Payable or Accounts Receivable, payments can be made or received in any currency. Cash journals in this module can only be made in base currency.

Currency Rate Code

For multi-currency Cash Management, you can enter the default rate code to be used to convert prime into base.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Currency Trading Account

Enter the default General Ledger account code. This must be a valid account code set up in the General Ledger company specified above, and may be changed at any time.

Alternatively, use the prompt facility to select from the Select Trading Account pop-up.

Default Charge Account

Enter the default General Ledger account code for bank charges. This must be a valid account code set up in the General Ledger company specified above, and may be changed at any time.

Alternatively, use the prompt facility to select from the Select Charge Account pop-up.

Default Bank Account

Enter the default General Ledger account code. This must be a valid account code set up in the General Ledger company specified above. It may be changed at any time.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

***Note**: During initial set up, use the prompt facility and then select **Display Accounts Eligible to Become Bank Accounts (F15)**.*

Cash Mgmt Reference

The module will allocate a reference number to all Cash Management transactions.

Enter a suitable starting number.

Petty Cash Reference

The module will allocate a reference number to any transaction involving a bank account defined as a petty cash account.

Enter a suitable starting number.

Cash Mgmt Payment Run No

Payments made via Cash Management are from a sequential run number.

Enter the next number to be allocated.

Print Output Lib/Queue

Enter the name of the output queue to which reports are to be sent, and the library in which it resides.

Cheque Output Lib/Queue

Enter the name of the output queue to which cheques and remittances are to be sent, and the library in which it resides.

A/P Cheque Sequence

The value entered here controls the sequence in which cheques are printed in Accounts Payable.

Enter one of the following:

1 - To print by ascending value

2 - To print in supplier alpha code sequence

3 - To print in supplier code sequence

4 - To print in post code sequence

5 - To print in supplier group 1 sequence

6 - To print in supplier group 2 sequence

7 - To print in supplier group 3 sequence

8 - To print in supplier group 4 sequence

Country Code

Enter the country code to act as the default code for Cash Management bank account details.

This field does not affect the financial workings of the system; this is done by the country code of the General Ledger company profile in conjunction with the country-specific parameters in the General Ledger utilities.

The code is not related to language or currency codes.

You can use the prompt facility to select from the Parameter Codes pop-up.

Default Payment Method

Payment methods are user-defined within the Cash Management module. Any number of methods may be defined, although each will be of one of the following types:

- Cheque
- Transfer
- Electronic
- Collection Documents

- Cash
- Credit Card
- EDI

You can use the prompt facility to select from the Select Payment Method pop-up.

Additional Bank Details

Use this checkbox as follows:

Checked - If you want to specify additional bank details to this company profile

Unchecked - If you do not want to specify additional bank details to this company profile

Collection Documents Reqd

Use this checkbox as follows:

Checked - If you want to be able to post collection documents to this company

Unchecked - If you do not want to be able to post collection documents to this company

Enter or amend the data and Press Enter. A series of extension code pop-ups will be displayed, each pop-up corresponding to an account code you have entered on the window. You may change the default extension codes given, or Press Enter to accept them.

Maintain Company Profile Collection Documents Window

To display this window, **check** the Collection Documents Reqd field on the Maintain Cash Management Company Profile window.

Use this window to enter collection document details.

Fields

Next Bank Session Number

Collection documents are sent to the bank in batches known as sessions.

Enter the number at which the automatic session numbering system is to begin.

Next Document Ref

Each collection document has a unique internal reference number.

Enter the number at which the numbering system is to begin.

Next Journal Number

This field is for future development.

Document Payable Account

Enter the GL account to which the value of the document will be credited once the document is created.

Alternatively, use the prompt facility to select from the Select Documents Payable Account pop-up.

Document Receivable Account

Enter the GL account that will hold the balance of documents accepted but not yet sent to the bank.

Alternatively, use the prompt facility to select from the Select Documents Receivable Account pop-up.

Sold to Bank Account

Enter the GL account to be used to show the balance of documents sold to the bank. The account will be downdated when the document matures.

Alternatively, use the prompt facility to select from the Select Sold to Bank Account pop-up.

Sent to Bank Account

Enter the GL account to be used to show the balance of documents sent to the bank. The account will be downdated when the document matures.

Alternatively, use the prompt facility to select from the Select Sent to Bank Account pop-up.

Unpaid Documents Account

Enter the account to be used if a document is not paid.

The balance on the account will reflect the total value of unpaid documents. It will be downdated following the use of the Manage Unpaids task.

Alternatively, use the prompt facility to select from the Select Unpaid Documents Account pop-up.

Auto Create Item Types

If collection documents are to be created automatically by the system, enter the item types to be included for creation.

Summarise G/L Postings

Use this checkbox as follows:

Checked - To summarise GL postings

Unchecked - To keep each posting separate

This provides a more detailed audit trail.

Cash Apportionment

Use this checkbox as follows:

Checked - If cash from collection documents can be apportioned to different banks

In this case, no credit checking will be done when selling to the bank.

Unchecked - If cash from collection documents cannot be apportioned to different banks

The way in which you want to apportion cash is specified in the Maintain Cash Apportionment Table task.

Document Write Off Limit

This field is for future development.

Minimum Document Value

Enter the minimum amount for which a collection document may be created.

Document Creation Days

Enter the number of days before the invoice due date when collection documents are to be created.

Send to Bank Days

Enter the number of days before maturity that collection documents are to be sent to the bank.

Caution Days

Enter the number of days between maturity and confirmation.

Recalled Doc. Reason Code

If you are using third party documents (where a customer settles a debt by passing on a third party's collection document), the system keeps a count of the following:

- Recalled documents (documents which are unpaid but not through the customer's fault)
- Unpaid Cambiale documents (Italian collection documents)
- Unpaid Riba documents (Italian direct debits)

Third party documents have a standard reason code set up. If the code you enter here is the same as this standard one, the recalled documents counter will be increased by 1.

Otherwise, the counter (Cambiale or Riba) will be determined from the setting of the unpaid counter type on the payment method of the unpaid document.

You can use the prompt facility to select from the Select Unpaid Reason Code pop-up.

Complete the fields and Press Enter. A series of extension code pop-ups is displayed. Each pop-up corresponds to an account code you have entered on the window. You may change the default extension codes given, or simply Press Enter to accept them.

Press Enter on the final extension code pop-up to return to the Maintain Cash Management Company Selection window and complete the updates.

Print CS Company Profile [14/ASCO]

Use this task to print out details of a selected Cash Management company profile.

Report Company Profile Selection Window

To display this window, select the **Print CS Company Profile** task.

Fields

Company Number

Enter the company code for which you want to print the profile details.

Press Enter to submit the job to print the details. A confirmation message will be displayed.

Maintain Bank Accounts [1/CSM]

This task enables you to define the parameters of each bank account to be used in this module. Once you have defined an account as a bank account, postings can take place only within Cash Management.

***Note**: Before defining this account, you must first take the Maintain Bank Names and Addresses task and enter the name and address of the bank branch concerned.*

***Note**: The Bank Detail Maintenance window displayed at the end of Bank Account Maintenance varies depending on the country code set in the Maintain Bank Names and Addresses task. This will be in the form of the country's domestic bank account format.*

However, if the Country-specific Parameter 47 in the General Ledger is on, the country's IBAN bank account format will be displayed. If the parameter is 1, only the IBAN format is displayed. If the parameter is 2, both IBAN and country-specific formats are displayed.

Maintain Bank Accounts Selection Window

To display this window, select the **Maintain Bank Accounts** task.

Use this window to specify a bank account to maintain.

Fields

Bank Account

Enter a bank account to maintain.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Enter a bank account and Press Enter to display the Maintain Bank Accounts window.

Maintain Bank Accounts Window

To display this window, enter a bank account and Press Enter on the Maintain Bank Accounts Selection window.

Use this window to specify bank account details.

Fields

Bank Account

This field displays the account number for this bank account.

Bank Account Name

This field displays the name by which this account is known, but you can amend it.

Bank Account Description

You can optionally enter further descriptive text about the account. This could include the account number.

Bank

This code refers to the bank in which the account is held. This code must have been previously set up in Cash Management, using the Maintain Bank Names and Addresses task.

You can use the prompt facility to select from the Select Bank Code pop-up.

Bank Account Type

Enter a valid account type, which must have been set up in the Parameters file.

Alternatively, use the prompt facility to select from the Select Bank A/C Type pop-up.

Cheque Type

Enter a valid cheque type, which must have been set up in the Parameters file.

Alternatively, use the prompt facility to select from the Select Cheque Type pop-up.

Cheque Form

Enter a valid cheque form code, which must have been set up in the Parameters file.

Alternatively, use the prompt facility to select from the Select Cheque Form Type pop-up.

BACS User ID

Enter a valid BACS ID to be used with this bank account for BACS payments.

***Note**: The option to enter a BACS user ID is only available if Country-specific Parameter 0046 in the General Ledger utilities is set on.*

Interest Rate

Enter an interest rate, if one is to be applied to the account. This is a reference field only, and the rate entered will not be used in calculations.

Overdraft Limit

Enter an overdraft limit, if one is to be applied to the account. This is a reference field only, and the figure entered will not be used in calculations.

Currency

This field displays the currency in which this account is held.

If this field is input-capable, you can use the prompt facility to select from the Select Currency pop-up.

Suspense Account

Enter a General Ledger account, which will act as a suspense account for this bank account.

If this field is left blank, any suspended transactions will be posted to the bank account itself.

You can use the prompt facility to select from the Select Suspense Account pop-up.

Auto Suspension

Use this checkbox as follows:

Checked - To suspend all postings to this bank account

Unchecked - Not to suspend all postings to this bank account

Charge Account

Enter a General Ledger account code to which bank charges will be debited.

Alternatively, use the prompt facility to select from the Select Charge Account pop-up.

Journal Code

Enter a valid journal code.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Cash Apportionment

Use this checkbox as follows:

Checked - If cash apportionment is to be used for this bank account

Unchecked - If cash apportionment is not to be used for this bank account

Press Enter. A series of account code extension pop-ups will be displayed. Press Enter on each of these to display the Maintain Bank Accounts Detail window, which asks for collection document processing details.

Maintain Bank Accounts Detail Window

To display this window, Press Enter on the Maintain Bank Accounts window.

Use this window to enter collection document processing details.

Fields

Documents Payable

Enter the account to be credited when a collection document is created.

Alternatively, use the prompt facility to select from the Select Bills Payable pop-up.

Documents Receivable

Enter the account to be debited when a collection document is accepted.

Alternatively, use the prompt facility to select from the Select Bills Receivable pop-up.

Sent to Bank

Enter the account to be debited when the collection document is sent to the bank to mature.

Alternatively, use the prompt facility to select from the Select Sent-to-Bank Account pop-up.

Sold to Bank

When collection documents are sold to the bank, the document receivable account is credited and the bank account is debited, while the sales suspense account is debited.

Enter the account to be debited when the sales suspense account is credited.

Alternatively, use the prompt facility to select from the Select Sold-with-Discount Account pop-up.

Unpaid

If a collection document is not paid on maturity, whichever account the document is currently in will be credited, and the account defined here as the unpaid documents account will be debited.

Enter the account to be debited.

Alternatively, use the prompt facility to select from the Select Unpaid Account pop-up.

Interest

Enter the account to hold interest charges.

Alternatively, use the prompt facility to select from the Select Commission Account pop-up.

Sales Suspense

When collection documents are sold to the bank, the document receivable account is credited and the bank account is debited, while the sales suspense account is debited.

Enter the sales suspense account.

Alternatively, use the prompt facility to select from the Select Sales Suspense Account pop-up.

Charges Tax Code

Bank charges incurred when sending a document to bank are recorded against a tax code.

Enter the tax code to use for this purpose.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Commission Tax Code

Bank commission charges incurred when sending a document to bank are recorded against a tax code.

Enter the tax code to use for this purpose.

Alternatively, use the prompt facility to select from the Select tax Code pop-up.

Maximum Bill Value

This field is for future development.

Maximum Session Value

This field is for future development.

Sold Documents Credit Limit

The bank may refuse to buy documents whose total value is over a certain limit.

Enter that limit here.

If the Cash Apportionment field on the previous window is **unchecked** and you try to sell documents of too great a value, a warning will be displayed.

Bank Charges per Document

Use this checkbox as follows:

Checked - To record bank charges against individual documents

Unchecked - To record charges against a session

In this case, you simply enter the charges total for a session against that session. The system will then apportion the total value across each document in the session based on document value.

Press Enter to validate your entries or select **Update (F8)** to perform the update. Press Enter on each pop-up as the extension codes of the different accounts are displayed for maintenance. If no bank suspense account is used, select **Update (F8)** to remove the error message querying the lack of a suspense account.

Bank Detail Maintenance Pop-up - Bank Detail

To display this pop-up, select **Update (F8)** on the Maintain Bank Accounts Detail window, if extended bank details have been set in the Company Profile and the IBAN flag (General Ledger Country-specific Parameter 47) is not set to **1** (i.e. is **0** or **2**). The pop-up will vary depending on the country code set in the Maintain Bank Names and Addresses task and will be in the form of the country's domestic bank account. The UK format is displayed below.

Fields

Bank Sort Code

Enter the code for the bank.

Account Number

Enter the account number.

Account Name

Enter the name of the account.

Press Enter to close the window.

Bank Detail Maintenance Pop-up - IBAN Details

To display this pop-up, select **Update (F8)** after confirming the required extension codes or Press Enter on the Bank Detail pop-up.

If Country-specific Parameter 47 in the General Ledger is set to **1**, this pop-up will be displayed after you have confirmed the required extension codes.

If the parameter is set to **2**, this pop-up will be displayed when you Press Enter on the Bank Detail pop-up.

Fields

IBAN Code

Enter the IBAN code. This code is mandatory and is always in upper case.

BIC Code

You can optionally enter this code. It is always in upper case.

Account Name

You can optionally enter the account name, using up to 35 characters.

Maintain Bank Names and Addresses [2/CSM]

Before a bank account can be defined, it is necessary to create a record of the bank at which the account is held. This task enables you to do this.

More than one bank account may be held at a single bank.

Maintain Bank Name and Address Selection Window

To display this window, select the **Bank Names and Addresses** task.

Maintain Bank Name and Address Window

To display this window, enter the relevant bank code and Press Enter on the Maintain Bank Name and Address Selection window.

If the branch is being defined for the first time, the maintenance fields will be empty, but if you are maintaining a branch that already exists, the current details are displayed.

Fields

Bank

This field displays the bank code entered on the previous window.

Bank Name

Enter the name of the bank.

Bank Address

Five entry fields are provided to enable you to enter the full postal address of the branch of the bank specified.

Post Code

Enter the postcode of the branch.

Country Code

Enter the appropriate country code for the country of the bank.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

The entry in this field will determine the format of the Bank Detail pop-up displayed in the Maintain Bank Account task.

Functions

Delete (F11)

Use this to delete an existing bank name and address. You will be asked to select **Delete (F11)** again to confirm the deletion.

Press Enter to update the details.

Maintain Parameters [3/CSM]

This task enables you to create and maintain the parameters used by Cash Management.

Two types of parameters exist in this task:

System-created

These are delivered with the system with sub-codes that are required for standard operation of the module. You may only change the description and will be unable to delete the parameter.

User-created

You add this type of parameter with a description and sub-codes. Sub-codes are then available for operation of the module or selection by your users. Once created, user-created parameters can contain system pre-defined sub-codes.

***Note**: Parameters are listed in the alphabetic order of the parameter type code.*

Parameter File Maintenance Selection Window

To display this window, select the **Maintain Parameters** task.

This window lists parameter types that already exist.

Fields

Src.

This field displays the source of the parameter as follows:

User - If the parameter was user-created

Sys - If the parameter was system-defined

Type

See the CS Parameter Types List section for more information.

Enter New Type

Enter the 4-character code of the new CS parameter type to be defined.

Description (Untitled)

Add a description for the parameter.

Sequence Required (Untitled)

Use this checkbox as follows:

Unchecked (default) - If the sub-types for the parameter cannot be sequenced for reporting purposes

Checked - If the sub-types for this parameter can be sequenced for reporting purposes

This displays as **0** or **1** in the Seq. Reqd. field in the table.

G/L Code Required (Untitled)

Use this checkbox as follows:

Checked - If you want a General Ledger account code to be defined for each sub-type for this parameter

Unchecked - If you do not want a General Ledger account code to be defined for each sub-type for this parameter

Code Length (Untitled)

Enter the length of the sub-type code, which can be up to 10 characters.

Options

Maintain

Use this to maintain a parameter.

The code, description and other details will display at the bottom of the window under Maintain Type.

***Note**: Only the description may be changed on system-defined parameters.*

Delete

Use this to delete a parameter.

***Note**: You may not delete system-defined parameters.*

Sub-types

Use this to maintain a sub-type.

A window displays with a list of the sub-types defined to the selected parameter. You may then select sub-types for amendment or deletion. At the bottom of the window, add new types.

***Note:** System-defined sub-types may not be deleted, although you can change the description.*

Make your amendments and Press Enter to update the display.

Parameter File Maintenance Sub-Types Window

To display this window, select **Sub-types** for a parameter type on the Parameter File Maintenance Selection window.

This window displays codes set up for the main parameter type. System codes are created by the system and you may only amend the description. User codes are created by you and may be amended when required.

Fields

Src.

This field displays the source of the parameter sub-code. It is **User** if the parameter was set up by users or **Sys**. if the system automatically created the parameter type and sub-types.

Enter Code

To add a new sub-type, enter the new code here.

Description (Untitled)

If you are adding a sub-type, enter its description.

If you are amending a sub-type, you can amend the description.

Options

Maintain

Use this to maintain a sub-type's description.

The sub-type's details will be displayed in the fields at the bottom of the window.

Delete

Use this to delete the sub-type.

Note: *System-defined sub-types cannot be deleted.*

Press Enter to validate the entry and then select **Exit (F3)** to exit the task.

CS Parameters Types List

Note*: An asterisk (*) before the parameter type indicates collection document parameter codes.*

The CS parameters are listed in alphabetic order.

BEPM

Banking Engine Payment Methods

Add sub-codes of payment methods that will be processed using the Banking Engine

***BKGP**

Bank Group

Add sub-codes to identify bank groups. At the Italian Bank pop-up, you would then add the bank group code. Bank Detail pop-ups display in the Customer and Supplier Maintenance tasks.

Note*: This item is normally used in Italy.*

Example user sub-codes: CEN Central, PRV Provincial

***BOET**

Bill of Exchange Type

The system pre-defines collection documents as sub-types 0 (LCC), 1 (LCR) and 2 (BOR) to identify Accounts Payable collection document transaction types.

BRCD

Tape Format Records

Add sub-types for the tape format records which you want to be excluded when loading the tape in the Automatic Bank Reconciliation task.

BTYP

Bank Type

Bank account types are pre-defined by the system as CAL (Overnight Call Account), CUR (Current Account), FAC (Short-term Facility), OD (Overdraft Account) and P/C (Petty Cash Account). You may add sub-codes for your alternative bank types.

Bank types are applied in Bank Account Maintenance and may be used as selection criteria in the Statement of Balances and Daily Movement reports.

CBPM

Cashbook Payment Methods

Add payment methods that are to generate SEPA credit transfers via Cashbook (third party product)

***CDDO**

Collection Document Discount Override

This is no longer used.

CFMT

Cheque Format

One system-defined cheque form type of CF (Default Cheque Form) is included. Add your own form types for each cheque stationery type used.

Cheque form types are assigned to individual banks via the Maintain Bank Account task.

CLRD

Cleared Date Entry

This parameter is linked to sub-codes in parameter BTYP. Add bank types (which are already set up in BTYP) to take effect in the Bank Statement Reconciliation task.

For the bank types included here, a cleared date (rather than a global statement date) may be entered against the items cleared.

CTYP

Cheque Type

The system pre-defines cheque and remittance output types of C (Combined Cheque and Remittance), I (Separate Cheque and Remittance) and R (Remittance Only). Add your own additional cheque and remittance output types as required.

Cheque output types are assigned to individual bank accounts via Bank Account Maintenance. This will define the output format of print file(s) created for payments made from the bank account.

***DRDB**

Direct Debit Methods

Add payment methods as sub-codes to be added to the Collection Documents Direct Debit Creation task. This will allow a GL Posting distinction between direct debits and collection documents.

Example:

1. In the Maintain Payment Method task, set up payment method DDM to be used for direct debit payments.
2. Add DDM as a sub-code here.
3. In the Direct Debit Creation task (43/CSD) create a direct debit with selected DDM payment types.

EBDR

EDI without Bank Details

For suppliers who make payments by EDI, the system will normally require the supplier's bank account details. However, payment advice and remittance details received via EDI may not include bank details. To allow for this you must add a sub-code which would also be defined as a separate payment method.

***Note**: EDI Payment Methods are defined with a Payment Type of 7 in Payment Methods Maintenance in Cash Management*.

ETYP

Item Type

The system pre-defines transaction types to be used for processing throughout your Cash Management module as sub-codes CC (Cash), CD (Collection Document), CG (Charges Value), CX (Cancelled Cash), JP (Journal Payment) etc.

OCRC

Cheque Reason Code

The system pre-defines sub-codes as 01 (Processed Cheque), 02 (Skipped Cheque) and 99 (Cancelled Cheque). You may create additional sub-codes as reason codes for cheque numbers.

Reasons are then selected in the Omitted Cheques Maintenance and Cheque Register Report tasks. This ensures that all cheque numbers, whether used or spoilt, are accounted for.

***OMDT**

Override Maturity Dates

Set up sub-codes as payment methods which will allow your users to override the maturity date of accounts payable collection documents. The maturity date would be overridden in the Payments option of the Release Outstanding Supplier Payments task.

PCDE

PL Payment Code

This is no longer used.

***PCLS**

Payment Class

Add sub-codes to group similar types of payment methods for collection documents.

Payment classes are then used at document creation sessions and when sending cash collection letters.

***PDUS**

Review Code

You may add codes for collection documents which will require review.

Review codes will be used in the Collection Documents Manual Creation task where documents may be assigned a code for review at a later stage.

***Note**: It is recommended that you read the sub-section Using Review Codes under the section The Collection Document Cycle.*

PMTH

Payment Method

This is no longer used.

RCOD

Reason Code

The system pre-defines the sub-code CV (Currency Variance), which is used during the processing of multi-currency transactions where exchange rate variances occur.

You may create additional reason codes, linked to appropriate GL accounts which will be used during the entry of cash transactions, journal receipts or payments for directing postings to the correct GL accounts.

RTYP

Report Type

This is no longer used.

SDDB

SEPA Direct Debits

Add payment methods that are to generate SEPA direct debits.

Note. These should have ‘include in auto create’ set to yes, and a ‘payment type’ of ‘collection document’.

SDDS

Direct debit sequence

Add types of sequence to be used in the SEPA direct debit generation.

The following system-defined parameters are given:

FRST	First
OOFF	One-off
FNAL	Final

RCUR Re-current

SRCE

Transaction Source

The system pre-defines sub-codes G (General Ledger), S (Accounts Receivable) and C (Cash Management) to identify the transaction source.

Transaction source codes may be used as selection criteria to limit output in the Currency by Bank Account report.

SSBK

Bank Status

The system pre-defines the sub-codes C (Confirmed), P (Provisional) or S (Suspended) to indicate the status of each transaction held against a bank account.

SSPO

Posted Status

The system pre-defines the sub-codes C (Confirmed), H (Held), S (Suspended), T (To be Posted) and X (Cancelled) to indicate the posting status of Cash Management transactions.

***TSTS**

Document Status

The system pre-defines sub-codes to report the status of collection documents, for example, 02 (Statement), 05 (Unaccepted), 10 (Accepted), 15 (Disputed), 25 (In Session), 30 (Sent to Bank), 32 (Sold to Bank) and 39 (Unpaid).

TSUB

Type/Sub-type

This is no longer used.

***UBRC**

Bill Reason Code

This is no longer used.

UNAL

Unallocated Cash Codes

This is no longer used.

***UPRC**

Unpaid Reason Code

You may add sub-codes as reasons for collection documents being unpaid. They are used to identify and manage unpaid collection documents.

Maintain Period End Calendar [4/CSM]

Maintain Calendar File Selection Window

To display this window, select the **Maintain Period End Calendar** task.

Fields

Period

Enter the required period in YYMM format.

Press Enter to display the Maintain Calendar File window.

Maintain Calendar File Window

To display this window, enter the period (in YYMM format) for which you want to define an opening date on the Maintain Calendar File selection window.

The period end calendar holds the period end date for each ledger period. It is used in the period end procedures, and to validate some reporting parameters. The calendar must be set up to complete the period end routine.

Fields

Date Opened

Enter or select the start date for the period.

Press Enter to accept the date entered.

Maintain Sundry Creditors [5/CSM]

Any suppliers not defined to Accounts Payable as suppliers can be defined as creditors here to enable payments to be made. It is easier to process one-off payments via this task as the miscellaneous creditor account can be deleted afterwards.

Maintain Miscellaneous Creditors Selection Window

To display this window, select the **Maintain Sundry Creditors** task.

Use this window to select a creditor for maintenance.

Fields

Miscellaneous Creditor

Enter a creditor.

Alternatively, use the prompt facility to select from the Select Miscellaneous Creditor pop-up.

Enter a creditor and Press Enter to display the Maintain Miscellaneous Creditors window.

Maintain Miscellaneous Creditors Window

To display this window, enter a creditor and Press Enter on the Maintain Miscellaneous Creditors Selection window.

Use this window to define details of a miscellaneous creditor.

Fields

Name

Enter the name of the creditor.

Address Line1-4

Four fields are provided for the entry of the creditor's postal address.

Post Code

Enter the postcode.

Phone

Enter the creditor's telephone number.

Contact Name

Enter a contact name if required.

This is a reference field for you to use as you want.

Notes/Remarks

You can optionally enter any further notes about the creditor.

Country Code

Enter the relevant country code for the creditor.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Default Payment Method

Enter a default payment method for this creditor.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

The payment method is validated against the Payment Methods Maintenance file.

When miscellaneous payments are made, the bank account is not needed for the most common payment types of, for example, cash or cheque, so for such miscellaneous creditors, there is no need to enter a bank account.

However, if the selected payment method for a sundry creditor has a Payment Type of **Transfer**, **Electronic** or **Collection Document**, a Bank pop-up is displayed so that a bank account may be entered. If the Bank Account Format flag is set to **Local** in Payment Method Maintenance, the national bank account pop-up is displayed. If it is set to **IBAN**, the IBAN pop-up is displayed.

Default Payment Currency

Enter a default payment currency for this creditor.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Default Payment Bank Account

Enter a default payment bank account for this creditor.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Functions

Delete (F11)

Use this to delete an existing creditor.

Press Enter to display the Miscellaneous Creditors Bank Details pop-up.

Miscellaneous Creditors Bank Details Pop-up

To display this window, Press Enter in the Maintain Miscellaneous Creditors window if the payment method specified has a Payment Type of **Transfer**, **Electronic** or **Collection Document.**

Use this window to enter bank details.

The details required will vary from country to country. The UK version is shown above. Enter the details and then Press Enter to update.

Maintain Extended Terms [6/CSM]

This task provides you with a very flexible method of making a payment by instalments. It is used by the Accounts Receivable and Accounts Payable modules. Holidays and weekends may be considered in the calculation.

Note*: The GL Country-specific Parameters Due Date Exclude Weekends/Holidays (parameter numbers 23-24) must be set up.*

A three-character extended terms code is entered, and it is this which holds the details of how the payments are to be made. Each installment has its own payment terms defined, can be any proportion of the total invoice, and can be paid using any defined payment method.

Maintain Extended Terms Selection Window

To display this window, select the **Maintain Extended Terms** task.

Use this window to select the extended terms you want to set up or amend.

Fields

Receivables/Payables Company

Enter the company for which extended terms are to be defined.

This field defaults to the current company.

Extended Terms

Enter the code that identifies the extended terms you are about to define or amend.

Alternatively, use the prompt facility to select from the Select Extended Terms pop-up.

Range Terms

Note*: This field is not displayed until the Extended Terms code has been entered.*

Use this checkbox as follows:

Unchecked (default) - To set up extended terms

Checked - To set up pre-determined due dates for invoices that fall within a range of dates

You can split 31 days into different ranges of dates.

When these fields are completed, Press Enter to display the Maintain Extended Terms window.

Maintain Extended Terms Window

To display this window, enter the required details and Press Enter on the Maintain Extended Terms Selection window.

Use this window to set up details of your extended payment terms.

Fields

Minimum Invoice Value

An invoice for a particularly small amount may not be worth paying by instalment. Any invoice total which is less than the amount entered here will be paid in a single payment on the date of the first instalment.

Spread Control

Enter the total of all the spread factors

A message will warn you of any discrepancy between this total and the actual total of spread factors entered. For example, enter **100** if the spread factors are entered as percentages.

When you have entered the individual factors, a message will inform you if they do not add up to the total entered.

Terms

This field is split into three smaller fields, which together define the payment terms of each installment.

First Field

This contains a single-character code, which defines the type of terms to be used. The following codes are valid:

D - Number of days from invoice date

M - Number of months before payment

P - Periodic range

Second Field (for Periodic Range)

The second field is used with the code **P** to indicate your periodic range. You are, in effect, re-defining the period in which due dates are to be calculated.

Example: **Periodic** Range

Terms	Payment Method	Spread Factor
P 2019 106	DD	

This example can be explained as:

P = Periodic payments

20 = the first day of your re-defined period

19 = the last day of your re-defined period

1 = add one month to the end of the re-defined period

06 = make the due date fall on the 6th of the added month

This table shows four example invoices (using the example terms) with calculated due dates.

Invoice Date	Invoice is in the Re-defined Current Period:	Due Date (Add 1 calendar month to the end of the re-defined current period)
13.05.06	20.04.06 -19.05.06	06.06.06
20.05.06	20.05.06 -19.06.06	06.07.06

19.06.06	20.05.06 - 19.06.06	06.07.06
20.06.06	20.06.06 - 19.07.06	06.08.06

Third Field (Payment Date)

The value of this field depends on what is entered in the first field:

If the first field is **D,** this field holds the number of days in the format DDD.

If the first field is **P** or **M,** this field holds the month and the date in the format MDD.

Examples:

A code of D ____ 030 means that the payment date is 30 days from the invoice date.

A code of M ____ 210 means a payment will be made on the 10th of the second month after the month in which the invoice was sent.

See also the periodic range example.

Payment Method

Enter or select the payment method code.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Spread Factor

Enter the proportion of the total which is to be paid by each specific instalment on the invoice.

Tax Payment Method

Enter the method by which the tax on the invoice is to be paid.

Tax Terms

These three fields define the terms of the tax payment.

First Field

The first field contains a single-character code, which defines the type of terms to be used.

The following codes are valid:

D - Number of days from invoice date

M - Number of months before payment

P - Periodic range

For further explanation, see the Terms field, described above.

Functions

Delete (F11)

Use this to delete an existing extended terms definition.

Fixed Days (F14)

Use this if you want payments to be made on specific dates in the month. Due dates will be rounded up to the next fixed date available.

In our example, payment days will always be rounded up to the 5th, 15th or 25th of the current or next month. An invoice dated 02.04.06 would therefore be given a payment due date of 05.05.06.

When you have defined the terms to your satisfaction, select **Update (F8)** to update.

Maintain Extended Terms with Range

To display this window, **check** the Range Terms field on the Maintain Extended Terms Selection window.

Use this window to set up pre-determined due dates for invoices which fall within a range of dates. You can split 31 days into different ranges of dates.

Fields

Inv. Day From/To

Enter a From date and a To date.

First example: 1 06 means that invoices dated between the 1st and 6th (of any month) will be selected.

Second example: 7 15 means that invoices dated between the 7th and 15th (of any month) will be selected.

Due Date Month/Day

The first field here holds an "advance by number of months" value, and the second a pre-set due date.

First example: 2 12 means that if the invoice falls within the range of dates set up under Inv. Day then advance by 2 months (so if the invoice month is May, the due month will be July) and make the due date the 12th.

Second example: 2 25 means that if an invoice is dated 10th April it will have a due date of 25th June.

Functions

Delete (F11)

Use this to delete an existing extended terms definition.

Select **Update (F8)** to update the definition.

Maintain Payment Methods [7/CSM]

This task enables you to define your own payment methods to Cash Management. Any number of methods may be defined, but each must be of one of seven types:

1 Cheque
2 Transfer
3 Electronic
4 Collection document
5 Cash
6 Credit card
7 EDI

Some of the fields available are relevant only to defining different types of collection document.

Payment Method Maintenance Selection Window

To display this window, select the **Maintain Payment Method** task.

Fields

Payment Method

Enter a payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Enter the payment method you want to set up or amend and Press Enter to display the Payment Method Maintenance window.

Payment Method Maintenance Window

To display this window, enter the payment method you want to set up or amend and Press Enter on the Payment Method Maintenance Selection window.

The payment method entered on the selection window is displayed at the top of this window.

Fields

Description

Enter your description for this payment method.

Payment Class

Enter the payment class to which the payment method is to belong.

The payment class is used to select the collection documents for a new bank session.

Alternatively, use the prompt facility to select from the Select Payment Class pop-up.

***Note**: The payment class must already be defined under the PCLS parameter on the Cash Management Parameters file.*

Max. Items on Document

If you want to restrict the number of items (invoices) to be paid on a single collection document, enter the maximum number of items to be allowed.

This is relevant to automatically created documents only, NOT to manually created ones.

Include in Auto-Create

Use this checkbox as follows:

Checked - If collection documents of this type are to be created automatically by the Accounts Receivable auto-create routine

Unchecked - If documents are always to be created manually

Statement Only

This is relevant to Accounts Receivable collection documents only.

Use this checkbox as follows:

Checked - If statements are to be printed without creating a collection document

Unchecked - If statements are to be printed and should create a collection document

***Note**: This field can be **checked** only if the Acceptance Method field is set to **Creation**.*

Acceptance Method

This is relevant to Accounts Receivable collection documents only.

Select one of the following:

Manual - If the customer is to review the documents before accepting them

Creation - If the document is sent by the customer, and so will be flagged as accepted as soon as it is entered on the system

None - If the document is to be created and processed without any formal acceptance from the customer at all, there being an agreement to this effect between you and the customer

Print Required

Use this checkbox as follows:

Unchecked - If collection documents can collect or send payments electronically, without the need for a printed copy

Checked - To produce a printed copy of collection documents

Sale Value

Use this checkbox as follows:

Checked - If the early sale of a collection document at a discount price is to be allowed

Unchecked - If the early sale of collection documents at a discount price is not allowed

Usage

Use this to specify where this payment method is to be used.

Select one of the following:

Accounts Receivable only

Accounts Payable only

Both

The system will prevent you from using a method in an unspecified module.

Medium

This field indicates which method is to be used to send payment details to the bank:

Select one of the following:

Paper - If details are to be sent on paper

Tape - If details are to be sent on tape

Electronically - If details are to be sent electronically

Payment Type

Select one of the following to indicate the correct payment type for the payment method you are creating:

Cheque

Transfer

Electronic

Collection document

Cash

Credit card

SEPA transfer

Boleto

EDI

***Note**: Payment types can be grouped by entering a code in the Payment Class field on this window*.

Bank Account Format

Select one of the following to set the bank account format:

Local - Local Bank Format

IBAN - IBAN Format

SWIFT (3) – SWIFT Format

Specific (4) – Specific Format

If a specific format is specified, then an ‘Entry Program’ must also be specified.

***Note**: The use of IBAN format depends on the setting of Company-specific Parameter 047 in GL Utilities.*

Unpaid Counter Type

This field is relevant mainly for Italian companies.

Select one of the following:

Cambraille

Riba

If you are using third party documents where a customer settles a debt by passing on a third party’s collection document, the system keeps a count of the following:

- Recalled documents (documents which are unpaid but not through the customer’s fault)
- Unpaid Cambraille/Cambiale documents (French/Italian collection documents)
- Unpaid Riba documents (Italian direct debits)

The setting here determines whether this payment method is Cambraille/Cambiale or Riba.

Maximum Document Value

Enter any maximum value as required.

Consolidation Method

Select one of the following:

Item - To create one payment within Accounts Payable for each payable item irrespective of the supplier balance

Due Date - To create a separate payment for each due date with items outstanding

Cut-Off Date - To create one payment for all items up to the cut off date for the payment cycle

Non-zero Supplier Balance - To create one payment within Accounts Payable for each item where the outstanding supplier balance is more than zero

GIRO Reference

If the payment method requires a Post Office GIRO Reference to be entered when posting an invoice in Accounts Payable.

Use this checkbox as follows:

Unchecked - GIRO reference not required

Checked - GIRO reference is required

Entry Program

For a ‘specific’ Bank Account Format, an associated entry program must be specified in order to format and validate the bank account details.

This is to support Bank Formats other than the other three types. If a suitable program does not already exist, then one will need to be written and associated to the payment method here. It is recommended that the program has the name 'GL035ABC' where ABC is the payment method.

Press Enter to validate your entries and select **Update (F8)** to update the payment method.

Card Validation Requirements Pop-up

To display this pop-up, set the Payment Type to Credit Card on the Payment Method Maintenance window and Press Enter.

Fields

Card Type

Enter one of the following:

A - American Express

M - Mastercard

S - Switch

V - Visa

Alternatively, use the prompt facility to select from the Select Credit Card Type pop-up.

Issue Number Required

Use this checkbox as follows:

Unchecked - If an issue number is not required

Checked - If an issue number is required

Security Number Required

Use this checkbox as follows:

Unchecked - If a security number is not required

Checked - If a security number is required

Security Number Length

If a security number is required, enter the length of the number required.

Address Verification Required

Use this checkbox as follows:

Unchecked - If the address does not need to be verified for credit cards

Checked - If the address must be verified for credit cards

Press Enter to validate and update your entries and return to the previous window.

Alternatively, select **Previous (F12)** to return to the previous window without update.

Maintain Cash Apportionment Table [8/CSM]

When cash is received into the system, it is useful to be able to divide it into different bank accounts, so that a proportion of the money can be earning a high interest rate, for example, while the balance is kept in an easy-access account.

This task enables you to apportion cash according to its payment method.

Maintain Cash Apportionment Table Selection Window

To display this window, select the **Maintain Cash Apportionment Table** task.

Fields

Payment Class

Enter the payment class for which you want to set up a cash apportionment table.

Alternatively, use the prompt facility to select from the Select Payment Class pop-up.

Enter a payment class and Press Enter to display the Maintain Cash Apportionment Table window.

Maintain Cash Apportionment Table Window

To display this window, enter the payment class for which you want to set up a cash apportionment table and Press Enter on the Maintain Cash Apportionment Table Selection window.

Use this window to specify how cash is to be apportioned.

Fields

Minimum Apportionment Value

If the total value of a session is less than the value entered here, it will not be apportioned to different bank accounts, but will instead be sent to the low value bank account specified.

Low Value Bank Account

Enter the bank account to which any low value session will be sent.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Maximum Document Value

Single documents with a value above this value will not be apportioned, but sent in session to the high value bank account.

High Value Bank Account

Enter the bank account to which high value documents will be sent.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Bank

Enter the General Ledger bank account number.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Apportionment

Enter the percentage of the whole session value which you want to be sent to this bank account.

Functions

Delete (F11)

Use this to delete an existing cash apportionment table.

Select **Update (F8)** to update the data.

Maintain External Bank Details [9/CSM]

It is often necessary, when cashing collection documents or other documents, to tell your bank where to collect the money. If your customers and suppliers use a range of bank accounts, a record of these accounts will help you to specify which account is to be used.

This task enables you to maintain such a record.

External Bank Account Maintenance Window

To display this window, select the **External Bank Details** task.

Use this window to specify external bank account details.

Fields

Company Code

This field defaults to the current company, but can be changed to another company whose customers or suppliers you want to maintain.

Type

Select one of the following:

General - For a general Account number

Customer - For a customer account number

Supplier - For a supplier account number

Account Code

Enter the customer or supplier account. For a general account, this field must be left blank.

Press Enter to see the External Bank Account Maintenance List window, listing the accounts defined so far.

External Bank Account Maintenance List Window

To display this window, Press Enter on the External Bank Account Maintenance window.

Options

Change

Use this to modify existing details on the Bank Detail pop-up.

This is only available for general accounts.

Delete

Use this to delete an existing account

Functions

Add (F10)

Use this to enter a new account. The Payment Method and Currency pop-up is displayed.

Greater Detail/Less Detail (F15)

Use this to toggle the amount of detail displayed.

Select **Exit (F3)** to leave the task.

Payment Method and Currency Pop-up

To display this window, select the **Add (F10)** to add new external bank account details

Use this window to specify the payment method and currency for the external bank account details to be added.

Fields

Payment method

The payment method must be entered.

You can use the prompt facility to select from the Select Payment Method pop-up.

Currency code

Leave currency code blank so that this bank account applies to all currencies, or enter a Code to restrict to a specific currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

The bank details pop up will now be formatted according to the Bank Account Format flag on the payment method specified here, rather than the one on the customer or supplier, allowing multiple bank account formats per customer or supplier

Maintain Interest & Commission Charges [10/CSM]

This task enables a bank charge, in this instance, for cashing collection documents, to be handled. You may be charged a certain fee for each document banked, and a specified amount for any unpaid document. If you sell a document to the bank before it matures, the amount of money you receive depends on the date of maturity.

This task enables you to enter these charges on the system, so that the charges incurred each session can be calculated automatically.

Interest and Commission Charges Initial Window

To display this window, select the **Maintain Interest & Commission Charges** task.

Use this window to specify the bank account to which the charges are to be applied.

Fields

Bank Account

Enter the bank account to which the charges are to be applied.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Method

Certain documents may be charged differently to others. Enter the payment method to which these charges refer.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Effectivity Date

Enter or select the date on which these charges come into effect.

When you have completed the above fields, Press Enter to display the Maintain Interest and Commission Charges window.

Maintain Interest and Commission Charges Window

To display this window, complete the details and Press Enter on the Interest and Commission Charges Initial window.

Use this window to create and amend your bank commission and interest. Enter the values of commission charge, and the tax code, with days and percentage where applicable.

Fields

Commission Charge

Enter the value to be charged by the bank on each individual document.

Tax Code

Enter the appropriate tax code to reflect the tax rate applied to the commission charge.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Unpaid Charge

Enter the value to be charged by the bank for each unpaid item.

Tax Code

Enter the appropriate tax code to reflect the tax rate applied to the unpaid charge.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Interest Tax Code

Enter a tax code for any interest charge.

Alternatively, use the prompt facility to select from the Select tax Code pop-up.

Days

Enter the number of days to elapse before the document matures.

Rate %

Enter the rate to be charged on the value of the document.

***Note**: The rate of interest charged depends on the number of days to maturity. No grading of the rate is possible here. If the charging policy of your bank cannot be fully represented here, you may prefer to enter your bank charges separately when each session is run.*

Select **Update (F8)** to update the data. Alternatively, select **Update & Resequence (F20)** to update and re-sequence the data.

Cheque Sequences [11/CSM]

This task enables you to define to the system all the cheque numbers in use. You assign a batch number to a sequence of cheques, and this number is unique for the bank account.

Cheque numbers assigned to payments will now be validated against these batches. The use of cheque sequences is optional.

Cheque Sequence Initial Window

To display this window, select the **Cheque Sequences** task.

Use this window to specify the bank account and batch of the cheque sequence.

Fields

Bank Account

Enter an existing bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Batch Number

Enter the number of the batch to be maintained.

Alternatively, use the prompt facility to select from the Cheque Batch Selection pop-up.

The batch number is used to reference a block of cheque numbers which are in use or which have been used. The batch number is unique for the bank account.

Press Enter to display the Maintain Cheque Sequence Details window.

Maintain Cheque Sequence Details Window

To display this window, enter the required details on the Cheque Sequence Initial window and Press Enter.

Fields

Cheque Source

Select one of the following:

Accounts Payable - If the cheque batch refers to Accounts Payable cheques

Cash Management - If the cheque batch refers to Cash Management cheques

Start Cheque Number

Enter the first cheque number in the block of cheques. This must not be a number which has been used before, or a number which exists within another sequence.

Once cheques within the batch have been posted, this reference may not be changed.

Sequence Active

Select one of the following:

Inactive - If the cheque sequence is inactive

Active - If the sequence is active

This setting is used when producing the cheque register report to determine the cheque details to be printed.

Archive - If, when the cheque sequence is run, the batch can be archived

Press Enter to perform the update.

Omitted Cheques [12/CSM]

This task enables you to record cheques that are to be omitted from a batch sequence of cheques. This enables the system to keep track of cancelled or otherwise missing cheques. A reason code must be assigned.

Omitted Cheques Maintenance Window

To display this window, select the **Omitted Cheques** task.

Use this window to record the details of any cheque omitted from a sequence.

Fields

Bank Account

Enter an existing bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Cheque Source

Select one of the following:

Accounts Payable - If the cheque batch refers to Accounts Payable cheques

Cash Management - If the cheque batch refers to Cash Management cheques

Reason Code

Enter a reason for the omission.

Alternatively, use the prompt facility to select from the Select Cheque Reason Code pop-up.

Cheque Number From/To

Enter the cheque number(s) to be omitted. To omit a single cheque, enter its number in the From field only. If the cheques specified are in use, they must all be from the same batch.

Date

Enter or select the date on which the cheques were generated.

Select **Update (F8)** to perform the update.

Maintain Discount Codes [13/CSM]

This task enables you to define a schedule of early settlement discounts for any document: the earlier the settlement, the greater the discount percentage.

The schedule can then be used by either the Accounts Payable or Accounts Receivable module.

Maintain Settlement Discount Codes Selection Window

To display this window, select the **Discount Codes** task.

Fields

Discount Code

Enter a discount code.

Alternatively, use the prompt facility to select from the Select Discount Code pop-up.

Enter a new or existing discount code and Press Enter to display the Maintain Settlement Discount Codes window.

Maintain Settlement Discount Codes Window

To display this window, enter a new or existing discount code and Press Enter on the Maintain Settlement Discount Codes Selection window.

Use this window to define the schedule of early settlement discounts.

Fields

Days or Periods

Enter either:

The number of days to be added to the document date in order to calculate the discount date

Or:

The discount date, in month/date form

This method works in the same way as the third Payment Terms field, meaning that the first digit is the number of months after the document date, while the second and third digits form the date in that month. Thus for an invoice with a document date of 3/10/07, an entry here of 125 would mean a discount date of 25/11/07. This field depends on the setting of the Calculation Basis field.

Disc %

Enter the percentage discount to be allowed for payment within the corresponding discount date.

Description

Enter a description for the settlement discount code.

Calculation Basis

Select one of the following:

Days - If the calculation of the discount date is to be based on days

Periods - If the calculation of the discount date is to be based on periods/months

Lead Days

You can optionally enter the number of days between the production of a payment and its receipt by your supplier, if you want this to be taken into account when calculating discount and due dates.

This value is used only for Accounts Payable payments.

Functions

Delete (F11)

Use this to delete an existing discount code.

Select **Update (F8)** to perform the update.

Report on Bank Accounts [31/CSM]

Select the Report on Bank Accounts task.

Use this task to produce a report listing all the bank accounts defined to Cash Management in full detail and in alphabetical order.

There are no parameters for this task and no confirmation window. You will be informed that a batch job has been submitted.

Report on Bank Names & Addresses [32/CSM]

Select the Report on Bank Names & Addresses task.

Use this task to produce a report listing all the bank branches defined to Cash Management with their addresses, country codes, and in alphabetical order.

There are no parameters for this task and no confirmation window. You will be informed that a batch job has been submitted.

Report on Parameters [33/CSM]

Select the Report on Parameters task.

Use this task to produce a report listing all the parameters defined to Cash Management, in sub-type within major type order and with other details.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Report on Period End Calendar [34/CSM]

Select the Report on Period End Calendar task.

Use this task to produce a report listing all the period dates entered in the Cash Management calendar.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Report on Sundry Creditors [35/CSM]

Select the Report on Sundry Creditors task.

Use this task to produce a report listing miscellaneous creditors.

Select Confirm Submit (F8) to submit the batch job to produce the report.

Report on Extended Terms [36/CSM]

Select the Report on Extended Terms Listing task.

Use this task to produce a report listing all the extended terms codes defined to Cash Management. This report prints all the details, including the ratios and the payment terms.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Report on Payment Methods [37/CSM]

Select the Report on Payment Methods task.

Use this task to produce a report listing all the payment methods defined to Cash Management. This report includes all the details for each method including the bank account format and credit card validation details.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Report on Cash Apportionment Table [38/CSM]

Select the Report on Cash Apportionment Table task.

Use this task to produce a report listing the details of all the cash apportionment tables defined to Cash Management.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Report on External Bank Details [39/CSM]

Use this task to produce a report listing the details of all the bank codes and addresses defined to the company specified.

External Bank Details Listing Window

To display this window, select the **Report on External Bank Details** task.

Fields

Company

Enter the company for which you want to produce the report.

Enter the required company and Press Enter. Then select **Proceed (F8)** to submit the job.

Report on Interest & Commission Charges [40/CSM]

Select the Report on Interest & Commission Charges task.

Use this task to produce a report listing the details of all the interest and commission charges set up within Cash Management.

Select **Confirm Submit (F8)** to submit the batch job to produce the report.

Cheque Register [41/CSM]

Use this task to produce a cheque register, showing date, payee name and account code, and reason code.

Cheque Register Selection Window

To display this window, select the **Cheque Register** task.

Use this window to select the range of cheques you want to print.

Fields

Bank Account

Enter an existing bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

This field defaults to the Cash Management company profile default account.

Cheque Source

Select one of the following:

Accounts Payable - To print Accounts Payable cheque details

Cash Management - To print Cash Management cheque details

Cheque Number From/To

Enter the range of cheques to be included on the report.

Leave these fields blank to select all cheques for the bank account.

These fields cannot be used if a batch is specified.

Or Batch

Enter the batch for which details are to be printed.

Alternatively, use the prompt facility to select from the Cheque Batch Selection pop-up.

This field cannot be used if a range of cheque numbers is entered.

Reason Code

Enter a reason code. The report will exclude all cheques with a different reason code.

Alternatively, use the prompt facility to select from the Select Cheque Reason Code pop-up.

Leave this field blank to select all reason codes.

Select **Confirm (F8)** to submit a job to produce a report listing all the cheques within the selected range in cheque number sequence.

Chapter 3 Processing

3

The tasks available in Cash Management Processing manage the cash resources of the company.

Cash is posted to this module as a result of actions in other applications, or posted directly within Cash Management itself.

Cash Postings in other Applications

Use the following processing tasks to post transactions to bank accounts, which is a requirement because bank accounts are post inhibited to GL journals. A GL account enquiry will reveal that accounts defined as bank accounts in Cash Management are post inhibited.

Supplier Payments

When Cash Management is installed, the Accounts Payable payment cycle has distinct phases:

- The selection of items to be paid is carried out in Accounts Payable.
- Selection is confirmed.
- These items are passed to Cash Management for payment.

Customer Receipts

- Accounts Receivable cash is first posted to the bank accounts as provisional or direct cash.
- Provisional cash is confirmed.
- It is posted to the Accounts Receivable account for allocation to outstanding items.

Currency Revaluation

Bank accounts may be held in a currency other than the General Ledger base currency. You can re-value them into the base currency at the current exchange rate. Post any gain or loss into a realised currency variance account.

Cash Postings within Cash Management

Miscellaneous Creditors

Where suppliers are not paid through Accounts Payable, they may be paid through a Miscellaneous Creditors task.

Cash Journals

Cash journals enable you to record cash payments and receipts that are not associated with Accounts Payable or Receivable, and which are not dealt with by miscellaneous creditors.

Bank to Bank Transfer

You may transfer cash between any two bank accounts in any currency.

Item Cancellation

It is occasionally necessary to cancel a cash transaction which has previously been posted. The General Ledger accounts are adjusted accordingly.

Post Suspended Items

These items are cash received or payments made in a currency different from the currency of the bank account out of which it is paid is suspended.

This task transfers the value from suspense to the bank account, and accounts for exchange gains/losses and for bank charges.

Bank Reconciliation

This task is used for reconciling your cash balances with the statement supplied by your bank.

Opening Balances

Refer to the Initialise Bank Balances section in the Utilities chapter of this product guide for an explanation of the way in which opening balances may be posted to your bank account.

Supplier Payments [1/CSP]

Once a run of payments has been prepared in Accounts Payable, it must be released before the payments will be made. This task enables you to release all available runs, a process that will update Accounts Payable, make postings to the General Ledger and produce the necessary documentation.

Various amendments may be made to the run before release.

The provision of sending Accounts Payable remittance advices to a third party is Work Management enabled and controlled. The subsequent notification of follow-up action is controlled by a Work Management active process.

This means that for each completed supplier payment and/or payment reference, notification should be sent to advise that a new document exists. This includes the payment reference number/advice note number. This provides the ability to send remittances either manually, or by electronic means.

The process will require amending to send a message via an action list to the person responsible for deciding how the remittance advices will be actioned. The message will be cleared once the person responsible has processed the action.

For further information, refer to the Work Management chapters in the Application Manager Product Guide for details on Work Management parameters in the System21 tasks.

For payment methods requiring bank details, Release Supplier Payments will validate that an appropriate bank account exists for the supplier based upon the payment method and currency code of the payment.

It will display an error message if one does not. If this occurs it will be necessary to define a suitable bank account for the supplier through either Supplier maintenance (1/APM) or External Bank Details (9/CSM) before the payment can be released.

Release Supplier Payments Window

To display this window, select the **Supplier Payments** task.

This window displays a list of payment runs.

Options

Select Payment Run

Use this to select the run for which payments are to be released.

Functions

Select All (F17)

Use this to select all payment runs for processing.

Select a run for release of payments (or select **Select All (F17)** to release payments from all runs) to display the Release Outstanding Supplier Payments window.

Release Outstanding Supplier Payments Window

To display this window, select a run for which payments are to be released, or select **Select All (F17)** to release all runs, on the Release Supplier Payments window.

All the payments for the selected run, or for all runs if **Select All (F17)** was selected, are listed here, in run date order.

Fields

Select (Untitled)

Select **More Options (F23)** to see options not currently displayed.

Enter one of the following:

1 - To select a run

2/3 - To select a range of runs

4 - To ignore a run within a selected range

5 - To cancel any rate changes made

6 - To change a payment currency

7 or 8 - To change currency rates as shown on the window

A - Select A to show a window to enter a supplier payment reference

P/M

You can optionally enter a new payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Date

Enter or select the date to be printed on the documentation produced.

This field defaults to the current date.

Post to Default Period

Use this checkbox as follows:

Unchecked - To display a pop-up which will allow you to specify a posting period as below (when **Make Payments (F8)** is selected)

Checked - To use the default period

Pay From

If you want to pay from a different bank account to the default account, enter that account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Description

If your payments are to be made by collection document, enter a document description.

Functions

Value Date (F15)

Use this to enter a value date to take effect when the session is completed and posted. The date entered will override the date calculated by the value dates table.

This will only be available if the Country-specific Parameter **Value Dates Active** is set to **2**. See the Supplier Receipts section for more information on value date entry.

Select All (F17)

Use this to select all payments for release.

Override New Bank to Base Rate (F18)

Use this to amend the bank to base currency rate.

More Options (F23)

Use this to display more of the options available for line processing.

Press Enter and then select **Make Payments (F8)** to release the selected payments and perform any other updates you have chosen to make.

Override Default Posting Period Pop Up

This window is displayed when you have selected lines for payment and **Post to Default Period** is **unchecked**.

Fields

Default Posting Period

Enter the posting period required

Select **Confirm (F8)** to confirm the chosen period.

Enter Supplier Reference

This is used to enter a supplier reference for a selected supplier payment.

The entry of this reference will be appropriate where prepayments are being made and in this case, will be the agreement/contract number which allows the linking of prepayments to invoices/orders

Where Russian localization is in use, the prepayment on account cash is posted to:

- Debit AP On account prepayment account
- Credit AP account bank account

Supplier Receipts [2/CSP]

This task is used to record the receipt of a payment from a supplier against the bank account concerned, and to allocate it to the correct supplier in Accounts Payable.

Receipts Initial Window

To display this window, select the **Supplier Receipts** task.

Use this window to specify the company and supplier from which payment is requested.

Fields

P/L Company

Enter the Accounts Payable company in which the supplier is held.

This field defaults to the Cash Management company.

Supplier Code

Specify the supplier account from which payment has been requested.

Alternatively, use the prompt facility to select from the Supplier Selection pop-up.

Enter the company and supplier code and Press Enter to display the Supplier Receipts window.

Supplier Receipts Window

To display this window, enter a company and supplier code on the Receipts Initial window and Press Enter.

Fields

Amount

Enter the value of the receipt, in the prime (transaction) currency.

Currency

Enter the currency in which the supplier has made payment.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Bank Account

Enter the General Ledger bank account into which the payment has been received. Its currency may be different from the receipt currency.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Period Number

Enter the accounting period to which the receipt will be posted.

Charges Account

Enter the General Ledger account to which any bank charges are debited.

Alternatively, use the prompt facility to select from the Select Charge Account pop-up.

Charges

Enter the value of any bank charges in the bank account currency. The value is deducted from the converted receipt value to give a net receipt.

Bank Reference

Enter the appropriate reference. This reference is used by bank reconciliation to group receipts together on the G/L bank statement.

***Note**: The bank reference is printed on the transfer document and passed to the bank so that it can be quoted on bank statements, thus making Bank Statement Reconciliation easier*.

Date

The transaction date defaults to the current date, but may be changed.

Payment Method

The default for this field is the default payment method from the Accounts Payable company profile.

You can optionally enter any existing payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Reason Code

You can optionally enter any valid reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Functions

Value Date (F15)

Use this to calculate the value date from the value dates table. The Value Date Entry pop-up is displayed.

Override Bank Rate (F16)

Use this to amend the currency rate. The Currency Conversion pop-up is displayed.

Override Receipt Rate (F17)

Use this to amend the currency rate. The Currency Conversion pop-up is displayed.

Select **Accept (F8)** to accept the receipt or select one of the available functions to display the next window or pop-up.

Value Date Entry Pop-up

To display this pop-up, select **Value Date (F15)** on the Supplier Receipts window.

Note*: This pop-up is displayed if the Country-specific Parameter* ***Value Dates Active*** *is set to* ***2****.*

This pop-up allows you to calculate the value date from the value dates table. (See the Maintain Value Dates Tables section.) Enter the location of the bank and overwrite any displayed date. The value date will take effect when the session is completed and posted.

Fields

Days Type

Select one of the following:

In place - If the bank is situated locally

Out of place - If the bank is situated in the same country but a different town

International - If the bank is in a different country

In each case, an appropriate number of days will be added to clearing.

Value Date

The system calculates a recommended date, which displays here. You can change this as required.

Functions

Calculate (F14)

Use this to calculate the value date and add the appropriate number of days from the value date table.

When the required date has been entered or calculated, selected **Update (F8)** to accept it.

Override Conversion Parameters Pop-up

To display this pop-up, select either **Override Bank Rate (F16)** or **Override Receipt Rate (F17)** on the Supplier Receipts window.

Use this pop-up to override the default currency conversion rate.

Fields

Rate Code

Enter the rate code you want to use for the conversion.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Rate

If no appropriate rate code exists, enter the rate which you want to use for the conversion.

If this field is used, a value must be entered in the Multiply or Divide field.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Enter one of the following:

Multiply - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide - To divide the values held in the source currency by the exchange rate to achieve the target currency values

***Note**: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation see the Eurocurrency: Phase 1: Illustration of Conversions section.*

Target Currency Value

If you prefer to enter the target value instead of a rate, enter that value here.

When you select **Enter**, you will see the new rate applied to the converted currencies.

Enter the receipt and select **Accept (F8)** to update. The initial window is re-displayed with the receipt details.

Miscellaneous Payments [11/CSP]

This task enables you to make a payment to a miscellaneous creditor (a supplier who is not defined to Accounts Payable).

Miscellaneous Payments Payee Window

To display this window, select the **Miscellaneous Payments** task.

Enter details of the payee, payment method and reason code. Add a narrative if required.

Fields

Payee Code

Enter the payee code of a miscellaneous creditor. This can be left blank if the payee name is entered instead.

Alternatively, use the prompt facility to select from the Select Miscellaneous Creditor pop-up.

Miscellaneous creditors are set up in the **Maintain Sundry Creditors** task.

Payee Name

Enter the name of the miscellaneous creditor to be paid.

Miscellaneous creditors are set up via the Cash Management Maintenance tasks.

Payee Address

Enter or amend the payee address.

Post Code

Enter the postcode of the payee.

Payment Method

Enter the method by which you want to make the manual payment.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Reason Code

You can optionally enter a reason code for the raising of this manual payment.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Narrative

Enter text as necessary for reference.

Complete the required fields and Press Enter to display the Miscellaneous Payments Value window.

***Note**: If an electronic method of payment has been chosen, the Bank Detail pop-up will be displayed showing the bank details. This will vary depending on the country code and whether Country-specific Parameter 047 in the General Ledger has been set on. Electronic payment methods are payment types **Transfer, Electronic or Collection Document**, set up under Maintain Payment Methods. For the IBAN format to appear, the Bank Account format in this option should be set to **IBAN**.*

Miscellaneous Payments Value Window

To display this window, complete the required fields on the Miscellaneous Payments Payee window and Press Enter.

Use this window to enter full value and date details for the payment.

Fields

Payment Value

Enter the payment value.

Payment Currency

This field defaults to the base currency, but may be amended.

You can use the prompt facility to select from the Select Currency pop-up.

Posting Period

This field defaults to the current period, but may be amended.

Payment Date

This field defaults to the current date, but may be amended.

Bank Account

This field defaults to a specified account, but may be amended.

You can use the prompt facility to select from the Select Bank Account pop-up.

G/L Txn Description

Enter a description to be attached to this posting in the General Ledger.

Tax Content Type

If the payment you are making involves tax, select **Purchase** here. (The entry of **Sales**, to indicate tax on a sale within a miscellaneous payment, will be a rare occurrence).

Inter-co Posting

Use this checkbox as follows:

Checked - If the payment is to be an inter-company posting

Unchecked - If the payment is not to be an inter-company posting

Functions

Override Bank Rate (F17)

For currency journals, use this to override the exchange rate for the receipt.

Override Direct Rate (F18)

For currency journals, use this to override the direct exchange rate.

Complete the required fields and Press Enter to display the Miscellaneous Payments Item window.

Miscellaneous Payments Item Window

To display this window, enter the required details on the Miscellaneous Payments Value window and Press Enter.

Use this window to enter details of the dissection. The total goods value displays for you to split as required. Amend the GL account, reference, tax code, description and quantity for the dissection.

Fields

Line

This field is used only when you want to amend a dissection line which appears in the list on this window. Enter the line number (from the Lne field) in this field and Press Enter. The dissection details will appear in the fields at the bottom of the window.

Account

If a reason code was entered, the General Ledger account defined to the reason code is displayed. This can be changed.

Alternatively, use the prompt facility to select from the Select Account pop-up

Goods

This field defaults to the total value of the payment, but can be amended.

Tax Code

Enter a tax code for the dissection of the value being posted. Your entry depends on the way in which your system is set up.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Entry of a valid code is only permitted if **Purchase** or **Sales** has been entered in tax Type.

If the GL account has a tax code assigned to it, that code must be used.

***Note**: Within the utility task Post Correcting Tax Transaction, any combination of tax code and GL Account may be entered. This task is available if GL Country-specific Parameter 031 is set to **2**.*

***Note**: A tax code is assigned to a GL Account via the Accounts Maintenance task.*

Tax Type

The tax code may be fixed for this account as blank, purchase or sales.

Select one of the following:

Purchase

Sales

However, where the combination of GL Account Code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with Tax and Type is created via Accounts Maintenance. Country-specific Parameter 031 is also relevant.*

Tax

Enter the value of tax, in addition to the posting value.

Date

This field defaults to the current date, but may be changed. The date forms the tax point for tax analysis.

Quantity

You can optionally enter the quantity. If entered, the quantity will be recorded in the General Ledger.

Line Desc

Enter the description to appear on the General Ledger transaction. This defaults to any description entered on the previous window.

Functions

Cancel Trans (F13)

Use this to cancel this entry.

Change Control (F17)

Use this to return to the Miscellaneous Payments Value window to alter the payment amount.

A/C Extension (F22)

Use this to toggle between displaying the account extension code and the account description.

To enter another dissection, Press Enter. The one you have just entered will display at the top of the window, with the dissection fields left empty for new entries. Select **Update (F8)** to update the payment.

If the Value Date function is active (GL Country-specific Parameter 29 is set on), the Value Date Entry pop-up will be displayed at this point. For further information, see the Supplier Receipts section.

Journal Payments [12/CSP]

This task enables you to record cash payments which are not associated with either Accounts Receivable or Accounts Payable, and which are not dealt with by miscellaneous creditors. This might include postings made to complete bank statement reconciliation, and so on.

Journal Payments Payee Window

To display this window, select the **Journal Payments** task.

Use this window to enter full details of the journal payment including reference, payee name, payment method, reason code, values, currency, posting period, date and GL bank account.

Fields

Payment Reference

Enter a transaction reference. (The last reference displayed is not the bank reference but the Cash Management reference assigned to the transactions).

Payee Name

Enter the name of the payee.

Payment Method

Enter the method by which the payment is made or received. This must not be by collection document.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

This field defaults to the payment method specified on the company profile.

Reason Code

Enter a reason code to be attached to the journal posting. The code may have a General Ledger account defined to it.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Payment Amount

Enter the value of the payment or receipt in the prime currency. This must be a positive value; the type of journal determines the accounting treatment.

If you are using the multi-currency function, the current rate code and rate by which this value is converted into the General Ledger base currency is displayed. If you change the currency code, the new rate displayed. If the transaction is not in base currency, select **Override Payment Rate (F17)** to change the rate.

Payment Currency

This field defaults to the currency of the default bank account on the company profile. Any other currency entered must be on the currency file.

You can use the prompt facility to select from the Select Currency pop-up.

Posting Period

This field defaults to the period on the Cash Management company profile, but any future period may be entered.

Payment Date

This field defaults to the current date, but may be amended.

Bank Account

Enter the General Ledger bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

This field defaults to the account specified on the company profile.

G/L Txn Description

You can optionally enter a description which will be included in the transaction posted to the General Ledger.

Tax Content Type

If the payment you are dealing with involves tax, select one of the following:

Purchases

Sales

Inter-company Posting

Use this checkbox as follows:

Checked - If the journal is to be an inter-company posting

Unchecked - If the journal is not to be an inter-company posting

Functions

Override Payment Rate (F17)

For currency journals, use this to override the exchange rate for the receipt.

Override Direct Rate (F18)

For currency journals, use this to override the direct exchange rate.

Enter the payment details and Press Enter to display the Journal Payments Dissections window.

Journal Payments Dissections Window

To display this window, enter the payment details on the Journal Payments Payee window and Press Enter.

Use this window to enter or amend dissection lines on a journal payment.

Fields

Line

This field is used only when you want to amend a dissection line which appears in the list on this window. Enter the line number (from the Lne field) in this field and Press Enter. The dissection details will appear in the fields at the bottom of the window.

Account

If a reason code was entered, the General Ledger account defined to the reason code is displayed, but can be changed.

You can use the prompt facility to select from the Select Account pop-up.

Goods

This field defaults to the total value of the payment, but can be amended.

Tax Code

Enter a tax code for the dissection.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

If the GL account has a tax code assigned to it, that code must be used.

***Note**: A tax code is assigned to a GL Account via the Accounts Maintenance task.*

Tax Type

The tax code may be fixed for this account as either purchase or sales.

Select one of the following:

Purchase

Sales

***Note**: Tax on the GL Account is set up as Purchase, Sales or Either in the Accounts Maintenance task.*

Tax

Enter the value of tax, in addition to the posting value.

Date

This field defaults to the current date, but may be changed to any date. The date forms the tax point for tax analysis.

Quantity

You can optionally enter the quantity if required. If entered, the quantity will be recorded in the General Ledger.

Line Desc

Enter the description to appear on the General Ledger transaction. It defaults to any description entered on the Journal Payments Payee window.

Functions

Cancel Trans (F13)

Use this to cancel this entry.

Change Control (F17)

Use this to return to the Journal Payments Payee window to alter the payment amount.

A/C Extension (F22)

Use this to toggle between displaying the account extension code and the account description.

To enter another dissection, Press Enter. The one you have just entered will display at the top of the window, with the dissection fields left empty for new entries. Select **Update (F8)** to update the payment.

If the Value Date function is active (GL Country-specific Parameter 29 is set on), the Value Date Entry pop-up will be displayed at this point. For further information, see the Supplier Receipts section.

Journal Receipts [13/CSP]

This task enables you to record cash receipts which are not associated with either Accounts Receivable or Accounts Payable, and which are not dealt with by miscellaneous creditors. This might include postings made to complete bank statement reconciliation, and so on.

Journal Receipts Window

To display this window, select the **Journal Receipts** task.

Use this window to enter the value and reference details of the journal receipt.

Fields

Receipt Reference

Enter a transaction reference. (The last reference displayed is not the bank reference but the Cash Management reference assigned to the transactions).

Client Name

Enter any descriptive information about the transaction.

Reason Code

Enter a reason code to be attached to the journal posting. The code may have a General Ledger account defined to it.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Payment Method

You must specify the method by which the payment is made or received. This must not be by collection document.

This field defaults to the default payment method on the Cash Management company profile.

You can use the prompt facility to select from the Select Payment Method pop-up.

Receipt Value

Enter the value of the receipt, in the prime currency. This value must be positive. The type of journal determines the accounting treatment.

The current rate code and rate by which this value is converted into the General Ledger base currency is displayed. If you change the currency code, the new rate is displayed. If the transaction is not in base currency, select **Override Receipt Rate (F17)** to change the rate.

Receipt Currency

This field defaults to the currency of the default bank account on the company profile. Any other currency entered must be on the currency file.

You can use the prompt facility to select from the Select Currency pop-up.

Posting Period

This field defaults to the period on the Cash Management company profile, but any future period may be entered.

Receipt Date

This field defaults to the current date, but may be amended.

Bank Account

Enter the General Ledger bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

The field defaults to the account on the company profile.

G/L Txn Description

You can optionally enter a description which will be included in the transaction posted to the General Ledger.

Tax Content Type

If the payment or receipt involves tax, select one of the following:

Purchase

Sales

Inter-company Posting

Use this checkbox as follows:

Unchecked - If there is to be no inter-company posting

Checked - If there is to be an inter-company posting

Functions

Override Receipt Rate (F17)

For currency journals, use this to override the exchange rate for the receipt.

Override Direct Rate (F18)

For currency journals, use this to override the direct exchange rate.

Enter the receipt details and Press Enter to display the Journal Receipts Dissection window.

Journal Receipts Dissections Window

To display this window, enter the receipt details on the Journal Receipts window and Press Enter.

Use this window to select a journal receipt line for dissection or add full dissection details.

Fields

Line

This field is used only when you want to amend a dissection line which appears in the list on this window. Enter the line number (from the Lne field) in this field and Press Enter. The dissection details will appear in the fields at the bottom of the window.

Account

If a reason code was entered, the General Ledger account defined to the reason code is displayed, but can be changed.

You can use the prompt facility to select from the Select Account pop-up.

Goods

This field defaults to the total value of the payment, but can be amended.

Tax Code

Enter a tax code for the dissection.

If the GL account has a tax code assigned to it, that code must be used.

You can use the prompt facility to select from the Select Tax Code pop-up.

***Note**: A tax code is assigned to a GL Account via the Accounts Maintenance task.*

Tax Type

The tax code may be fixed for this account as either purchase or sales.

Select one of the following:

Purchase

Sales

***Note**: Tax on the GL Account is set up as Purchase, Sales or Either in the Accounts Maintenance task.*

Tax

Enter the value of tax, in addition to the posting value.

Date

This field defaults to the current date, but may be changed to any date. The date forms the tax point for tax analysis.

Quantity

You can optionally enter the quantity. If a quantity is entered, it will be recorded in the General Ledger.

Line Desc

Enter the description to appear on the General Ledger transaction. This defaults to any description entered on the Journal Receipts window.

Functions

Cancel Trans (F13)

Use this to cancel this entry.

Change Control (F17)

Use this to return to the Journal Receipts window to alter the payment amount.

A/C Extension (F22)

Use this to toggle between displaying the account extension code and the account description.

To enter another dissection, Press Enter. The one you have just entered will display at the top of the window, with the dissection fields left empty for new entries. Select **Update (F8)** to update the payment.

If the Value Date function is active (GL Country-specific Parameter 29 is set on), the Value Date Entry pop-up will be displayed at this point. For further information, see the Supplier Receipts section.

Bank to Bank Transfers [14/CSP]

This task enables you to transfer money between any two bank accounts within this Cash Management company. These bank accounts need not be in the same currency.

Bank to Bank Transfer Window

To display this window, select the **Bank to Bank Transfers** task.

Use this window to enter full details of the bank to bank transfer.

Fields

Transfer Description

Enter a description to identify this transfer.

Payment Details

Bank Account

Enter the General Ledger account from which the transfer is being made. The currency will display when the transaction is validated.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Transfer Reference

Enter a reference for this transfer on the payment side.

Net Value

Enter the transaction value in the currency of the bank account, excluding any charges applied by the transferring bank account.

Charges

Enter the value of any bank charges, in the currency of the bank account. The net value transferred is calculated and displayed.

Receipt Details

Bank Account

Enter the General Ledger bank account to receive the transfer. It cannot be the same account as the payment account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

The description of the currency will also display.

Transfer Reference

Enter a reference for this transfer on the receipt side.

Total Receipt

Enter the total value in the currency of the receiving bank, if known, including any charges applied by the receiving bank.

Charges

Enter the value of any bank charges, in the currency of the receiving bank account. The value transferred is calculated and displayed.

Posting Period

This field defaults to the period on Cash Management company profile, but it can be amended.

Accounting Date

Enter or select the calendar date of the transfer.

This field defaults to the current date.

Inter-company

Enter a company code if this is an inter-company transfer.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Payment Method

If you are using value dates (set up in Country-specific Parameters in the General Ledger Utilities tasks), you must enter the payment method here.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

If the Value Date function is active (GL Country-specific Parameter 29 is set on), when you select **Update (F8)**, the From Bank Value Date Entry pop-up will be displayed for you to enter the payment bank account date.

If the Value Date function is active (GL Country-specific Parameter 29 is set on), when you Press Enter, the To Bank Value Date Entry pop-up is displayed for you to enter the receipt bank account date.

Functions

Select Target Cash Book (F10)

Use this to transfer to a different company from the one you are currently using. The Select Cash Management pop-up is displayed, listing available companies. Select the company you want to use as the target company.

Receipt Bank to Base (F16)

Use this to display the Override Conversion Parameters pop-up. You can then override the exchange rate for the displayed currency with a new rate.

Payment Bank to Receipt Bank (F17)

Use this to display the Override Conversion Parameters pop-up. You can then override the exchange rate for the displayed currency with a new rate.

Payment Bank to Receipt Bank (F18)

Use this to display the Override Conversion Parameters pop-up. You can then override the exchange rate for the displayed currency with a new rate.

***Note**: Where the source and target currencies are both Euro currencies, no override is permitted.*

Enter the values as required and select **Update (F8)** to update.

Post from Suspense [15/CSP]

Any Cash Management transaction whose currency is different from the currency of the bank account to which it is posted is suspended.

Variance and charges on a transaction are not usually known at the time of making the payment. The transaction may therefore be posted to a suspense account defined on the bank account. The transaction will then be posted from suspense to the bank account, giving you the opportunity to post any charge or variance at the same time.

The transactions that can be suspended are:

- Customer receipts in Accounts Receivable
- Supplier payments in Accounts Payable
- Miscellaneous creditor payments
- Bank transactions in Cash Management

Post from Suspense Selection Window

To display this window, select the **Post from Suspense** task.

Use this window to select the suspended transaction.

Fields

Bank Account

Enter the General Ledger bank account code.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

If an account is entered here, the Cash Book Reference field must be left blank.

Cash Book Reference

Enter the Cash Management reference, if known, of the transaction that has been suspended.

If a reference is entered here, the Bank Account field must be left blank.

If you enter a bank account and Press Enter, the Post from Suspense window displays a list of postings for that account. If you enter a Cash Management reference and Press Enter, the Post from Accounts window is displayed.

Post from Suspense Window

To display this window, enter an account number on the Post from Suspense Selection window and Press Enter.

This window displays a list of postings for that account, from which you can select those to be posted from suspense.

Fields

Select (1)

Enter **1** to select the Cash Management references to be posted from suspense.

Select a reference or multiple references and then select **Process Selected Items (F8)** to display the Post from Accounts window for each selection in turn.

Post from Accounts Window

To display this window, enter a Cash Management reference on the Post from Suspense Selection window and Press Enter or select a reference or multiple references on the Post from Suspense window and then select **Process Selected Items (F8)**.

This window is displayed for each selection in turn.

Fields

Bank Account

Default General Ledger accounts are displayed with their descriptions. You may change, add or delete accounts.

Amount

Enter the value for the bank account and any charges, profit or loss on exchange or other General Ledger postings applicable to the transaction.

Values are generally entered with the same sign as the suspended value, and must total the suspended value. General Ledger credits are entered as negative values.

Chg

Any bank charges are indicated with **1** in this column. **1** may be entered against any GL account, and this will be flagged on the bank account records.

Posting Date

Enter the date of the transaction. This defaults to the system date.

Posting Period

This defaults to the current Cash Management period.

Make any amendments as required and then Press Enter to review the next selection (if there is one). Select **Ignore this Record (F12)** to move on to the next selection without amending the current one.

Process External Receipts [24/CSP]

Batches of cash receipts and payment advices with remittances (where included) received via Lockbox or other EDI transmissions are automatically posted using this task. Cash received is automatically allocated to customers/invoices.

This task will also allow for the posting of credit card transactions.

Outstanding Lockbox transmissions with a cash deposit date up to and including the system date will be selected for processing as follows:

- Cash receipts
- Cash receipts with remittance details
- Payment advice
- Payment advice with remittance details

Each electronic transaction received contains your customer's bank details. The system will identify the paying customer from the customer's bank details, specifically from the bank reference. Where a customer cannot be identified, cash will be posted as unassigned.

Auto Cash Posting Window

To display this window, select the **Process External Receipts** task.

Use this window to specify a discount date, or to indicate that all discounts are to be taken.

Fields

Discount Date

Enter an effective discount date. Discounts due on or after the selected date will be given.

Take All Discounts

Use this checkbox as follows:

Unchecked - If a Discount Date is entered

Checked - If the Discount Date is left blank and all discounts will be given regardless of the payment due date of the items

Press Enter to confirm your entries and then select **Submit Job (F8)** to process the batch job.

Payments and Remittances [31/CSP]

This task is used to print the necessary documentation for manual payments. The documentation produced will depend on the payment method being used. Every method will produce a proof list itemising the payments made, but the following documents will be produced according to payment type:

- BACS - Will produce a bank advice
- Transfer - Will produce a bank transfer listing
- Cheque - Will produce cheques

The job will process General Ledger postings for all payment types except cheques. Postings for cheques are not made until the cheque numbers have been allocated.

Payment Documentation Window

To display this window, select the **Payments and Remittances** task.

Fields

Bank Account Code

Enter the bank account code for the documentation you want to print.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Method

Enter the payment method of the documentation you want to print. The method you choose must not be defined as a type of collection document.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Press Enter to validate your entries. If your entries are valid, a message will display to say that the printing can go ahead. Press Enter to print or select **Exit (F3)** to exit without printing.

Confirm Cheque Numbers [32/CSP]

Before cheque payments are posted to the General Ledger, each cheque must be allocated a unique number. This task enables you to do this, and the job submitted will make the General Ledger postings.

Allocate Cheque Numbers Option Window

To display this window, select the **Confirm Cheque Numbers** task.

Use this window to specify whether the cheques are for Accounts Payable payments or for Cash Management payments and then Press Enter to display the Bank Account Code field and specify the bank account.

Fields

Option

Select one of the following:

Accounts Payable Payments - To allocate cheques to Accounts Payable payments

Other Cash Payments - To allocate cheques to Cash Management payments

Press Enter to display the Allocate Cheque Numbers Bank Account window.

Allocate Cheque Numbers Bank Account Window

To display this window, select an option and then Press Enter on the Allocate Cheque Numbers Option window.

Fields

Bank Account

Enter the bank account for which cheques are to have numbers allocated.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Enter the bank account and then Press Enter to display the Allocate Cheque Numbers window.

Allocate Cheque Numbers Window

To display this window, Press Enter on the Allocate Cheque Numbers Bank Account window.

This window lists cheques requiring numbers. Use this window to specify the number for each cheque.

Fields

Cheque Number

To allocate the cheque numbers, enter the first number used on the first payment. Press Enter and the following numbers will be entered automatically in order.

If for some reason there is a break in the sequence, go to the line in question, enter the first number of the new sequence, Press Enter, and again the numbers will be entered automatically from that point on.

The numbers entered must be in ascending order from top to bottom. The numbers are validated for uniqueness against all previous numbers used, including manual cheque numbers.

Select **Accept Allocated Cheque Numbers (F8)** to perform the update. A message will be displayed, telling you that the cheques are to be posted.

Review/Cancel Unpaid Items [41/CSP]

Use this task to review payments that have not yet been made, and to cancel them as required.

Review/Cancel Unpaid Items Selection Window

To display this window, select the **Review/Cancel Unpaid Items** task.

Use this window to specify the bank account and payment method of the payment or payments you want to review or cancel.

Fields

Bank Account Code

Enter the bank account for which you want to review or cancel payments.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Method

Enter the payment method of the payments you want to review or cancel.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Press Enter to display the Review/Cancel Unpaid Items window.

Review/Cancel Unpaid Items Window

To display this window, Press Enter on the Review/Cancel Unpaid Items Selection window.

Use this window to select an item to review or cancel.

Fields

Select (Sel)

Enter **1** against any payment you want to review or cancel and then Press Enter.

Functions

Cancel Selected Payments (F11)

Use this to cancel a payment. The Cash Management reference number relating to the payment will be deleted from the system.

Select **Cancel Selected Payments (F11)** to confirm the cancellation and exit the task.

Cancel Transactions [42/CSP]

This task enables you to:

- Review an item
- De-allocate an item
- This involves restoring the item as an open item, and does not involve a posting to General Ledger.
- Cancel an item
- This involves a General Ledger posting.

Note. The ability to cancel or de-allocate a cash transaction which has been matched to a prepayment request has been disabled if on account postings have been created. The act of matching a prepayment results in General Ledger transactions not expected by the Cash Book reference cancellation process. If prepayment transactions need reversing this should be performed manually using the General Ledger journal processing function [1/GLP].

Cancel Cash Item Selection Window

To display this window, select the **Cancel Transactions** task.

Use this window to specify the item you want to review, de-allocate or cancel.

Fields

Cash Reference

Enter the Cash Management reference of the required item.

If you do not know the reference, select **Page Up/Page Down** to display from the first item in the file.

Press Enter to display the details of the selected item on the Cancel Cash Item window.

Cancel Cash Item Window

To display this window, enter a cash reference on the Cancel Transactions Selection window and Press Enter.

This window displays the details of the cash item selected.

Fields

Next Reference

You can either enter the next Cash Management reference in this field or select **Page Up/Page Down** to move through the references.

Functions

Cancel Item (F11)

This is only displayed for items that are available for cancellation. If you select this, the Cancellation Details pop-up is displayed.

Deallocate Item (F13)

This is only displayed for AR items that are available for de-allocation.

When you have selected the item you wish to cancel, select **Cancel Item (F11)** or **Deallocate Item (F13)**. If you cancel AR items, the Cancellation Details pop-up is displayed.

If you de-allocate AR items, the Cancellation Details pop-up is also displayed. In this case, confirm the period and accounting date and Press Enter. The breakdown details for the payment are displayed, if there are any. If there are no breakdown details, a message to that effect is displayed. This may occur if there are no adjustments to the allocation.

Cancellation Details Pop Up

To display this pop-up, select **Cancel Item (F11)** or **Deallocate Item (F13)** on the Cancel Cash Item window.

Fields

Period

This field defaults to the period to which the transaction to be cancelled was originally posted, but can be amended.

Accounting Date

Enter or select the accounting date

Include in Bank Reconciliation?

Note: *This field is not displayed when you are de-allocating an item.*

Use this checkbox as follows

Checked - To include the item in bank reconciliation

Unchecked - Not to include the item in bank reconciliation

Cancel bank charges

Note: *This field is displayed when cancelling AR cash receipts. It is not shown when you are de-allocating an item.*

Use this checkbox as follows

Checked - To cancel bank charges

Unchecked - Not to cancel bank charges

Press Enter to proceed with cancellation.

For AR items, the Cancel Cheques window will be displayed.

For AP items, a Confirm Cancel pop-up is displayed. Select **Confirm Cancel (F11)** and then the Cancel Cheques window will be displayed.

Cancel Cheques Window

To display this window, for AR items, Press Enter on the Cancellation Details pop-up. For AP items, select **Confirm Cancel (F11)** on the Confirm Cancel pop-up.

Select **Proceed if Details are Correct (F8)** to proceed with the cancellation. For AR items, the Cancel Payments window is displayed. For AP items, the cancellation is completed at this point.

Cancel Payments Window

To display this window, select **Proceed if Details are Correct (F8)** on the Cancel Cheques window.

This window displays the details of the cash item selected.

Functions

Deallocate Item (F13)

This is only displayed for AR items that are available for de-allocation. If you select this, the Cancellation Details pop-up is displayed. Confirm the period and accounting date and Press Enter. The breakdown details for the payment are displayed, if there are any. If there are no breakdown details, a message to that effect is displayed. This may occur if there are no adjustments to the allocation.

Select **Confirm Cancel (F8)** to complete the cancellation.

Deallocate Payments Window

To display this window, select **Deallocate Item (F13)** on the Cancel Cash Item window and Press Enter on the Cancellation Details pop-up.

Select **Confirm Deallocate (F8)** to confirm the de-allocation.

Cancel payment run (43/CSP)

Use this task to cancel a payment run processed in Cash Management.

Payment runs available in this task will only be those in which have been processed through cash management (use the 14/APY Terminate Payments option to cancel payments released but not processed in Cash Management)

Payments within the run will only be available for cancellation if all processing is complete for the payment (as required to cancel individual payments through 42/CSP)

Select Payment Run for Cancellation Window

To display this window, select the Cancel Payment Run task

Options

Select for Cancellation

Use this to select the payment run for cancellation. The List Payments for Cancellation will be displayed

List Payments for Cancellation Window

To display this window, select a payment run in the Select Payment Run for Cancellation window

Options

Select

Select all payments to be cancelled.

Note. Payments not eligible for cancellation will be shown in reverse image

Function Keys

De-select all/Select all (F17)

Use this to select all payments for cancellation

Select payments and press ENTER to display the Cancellation Details pop-up

Cancellation Details Pop-up

Fields

Period

This field defaults to the current period, but can be amended.

Accounting Date

Enter or select the accounting date

Include in Bank Reconciliation?

Use this checkbox as follows:

Checked - To include the item in bank reconciliation

Unchecked - Not to include the item in bank reconciliation

Select OK to proceed with cancellation and display Confirm Cancellation pop-up

Confirm Cancellation Pop-up

To display this pop-up, press ENTER on the Cancellation Details pop-up

Select Confirm Cancel to cancel all selected payments in batch.

A report of payments cancelled and transactions created will be produced, as well as a listing of any transactions that could not be cancelled due to status/information, these would need to be reviewed separately and potentially cancelled in 42/CSP if amended

Note.

Payments that have had details written to BACS submission files will be cancelled but details held in the BACS files will not be removed (as in standard Cancel Transactions); similarly SEPA and banking engine transactions may be cancelled but details externally will not be.

Cash on account raised in payments that have been subsequently allocated will not be cancelled but must be selected via 42/CSP separately to elect whether the subsequent allocations are also to be cancelled.

Bank Statement Reconciliation [51/CSP]

This task is used to reconcile your bank accounts with the statement supplied by your bank.

Postings from suspense are made automatically.

If your bank supplies your statements electronically, you may find it more convenient to carry out your reconciliation using the Automatic Bank Reconciliation tasks.

Reconcile Bank Statements Account Window

To display this window, select the **Bank Statement Reconciliation** task.

Use this window to enter bank statement details.

Fields

Bank Account

Enter the General Ledger account code here.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

Enter the number on the statement provided by the bank. It is also possible to maintain any previous statement.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

Statement Date

Enter the statement date.

Opening Balance

Enter the opening balance as shown on the bank's statement, in the currency of the bank account.

The balance figures entered on this window are used to generate a batch control total.

Closing Balance

Enter the closing balance as shown on the bank's statement, in the currency of the bank account.

The balance figures entered on this window are used to generate a batch control total.

Receipt Batch as One

Use this checkbox as follows:

Checked - If all receipts posted with the same bank reference are to be displayed as a single item on the list of uncleared items (batched)

Unchecked - If each receipt is to be displayed separately.

Payment Batch as One

Use this checkbox as follows:

Checked - If all payments posted with the same bank reference are to be displayed as a single item on the list of uncleared items (batched)

Unchecked - If each payment is to be displayed separately

***Note**: When a statement is created in batched mode, suspended and then re-selected as not batched, the details of all transactions will be displayed and available for change.*

Caution: If the statement was originally created with the batch flag unchecked, it will not be possible to select this with the batched flag checked. In this situation an error message will be displayed.

If the statement was originally created with the batched flag unchecked, it will not be possible to select this with the batched flag checked. In this situation an error message will be displayed.

Enter the details and Press Enter to display the Reconcile Bank Statements Item window.

Reconcile Bank Statements Item Window

To display this window, enter the details on the Reconcile Bank Statements Account window and Press Enter.

Use this window to select one item or a range of items for reconciliation and eliminate items from the reconciliation. You may suspend the reconciliation if you are unable to complete the session.

Fields

Option (Opt)

Enter one of the following:

1 - To clear one item

2/3 - To clear a range of items

Enter **2** against the first item of the range and **3** against the last.

4 - To ignore items within a range

8 - To override the value date

This is available only if you are using value dates, specified in the Country-specific Parameters in General Ledger.

Document/Cleared Date

If you carry out your reconciliation daily, you do not need to maintain the date line by line, and therefore the date shown here is taken from the statement date and is not maintainable.

However, a setting on the Cash Management parameters file activates the Cleared Date function, making this date field maintainable. In this case, enter the appropriate date.

***Note**: A running total of the items you select is shown at the top of the window for comparison with the statement total.*

Functions

Position (F5)

Use this to display a pop-up where you can enter the bank reference to which the list is to be positioned.

Suspend (F16)

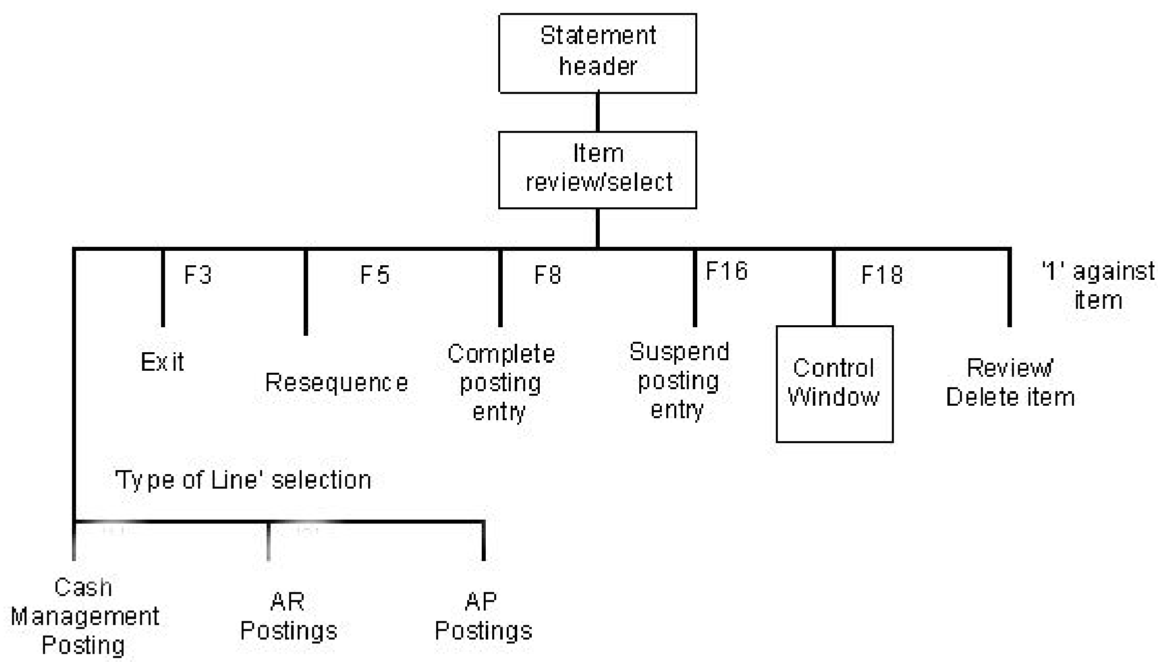
If you want to leave the task (to make a statement posting, for example), but want to retain selections made so far, you can suspend the task by selecting **Suspend (F16)**. While a statement is suspended, you cannot enter another statement for the same bank account.

Press Enter and then select **Accept Entered Details (F8)** to proceed with the reconciliation. This is only possible if your running total agrees with the control total.

Bank Statement Posting [52/CSP]

This task enables you to enter statement details on to the system.

As this task leads to entries for Accounts Payable and Accounts Receivable as well as for Cash Management, the task is an extended one, with many windows. The following diagram shows the window flow up to the Type of Line selection window:



The windows which follow on from the above diagram are shown in diagrams in their relevant sub-sections.

Bank Statement Posting Account Window

To display this window, select the **Bank Statement Posting** task.

Use this window to enter details for the bank statement.

Fields

Bank Account

Enter the General Ledger account here.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

Enter the number on the statement provided by the bank. A new statement cannot be entered if a suspended statement is outstanding.

If the statement you enter is not accepted, use the prompt facility to see the suspended statement to be entered first.

Statement Date

Enter or select the statement date.

Opening Balance

Enter the opening balance as shown on the bank statement, in the currency of the bank account.

This should equal the closing balance on the last statement processed for the selected bank account.

Closing Balance

Enter the closing balance as shown on the bank statement.

Period

This field defaults to the current Cash Management period, and must not be less than the current General Ledger period.

***Note**: If the opening balance you have entered does not correspond to the system's record of the last closing balance for the bank account, a message will display. You can either amend your entry, or simply Press Enter again to override the message.*

Press Enter to display the Bank Statement Posting Line window.

Bank Statement Posting Line Window

To display this window, enter details on the Bank Statement Posting Account window and Press Enter.

This window is where you specify the type of posting. This can be Cash Management, receipts or payments.

Fields

Type of Line

Select one of the following:

- Cash Management
- Receipts
- Payments

Note: *As postings are made, whether they are Cash Management, Accounts Receivable or Accounts Payable postings, they will be added to the list of postings on this window.*

Select the type of posting, and Press Enter.

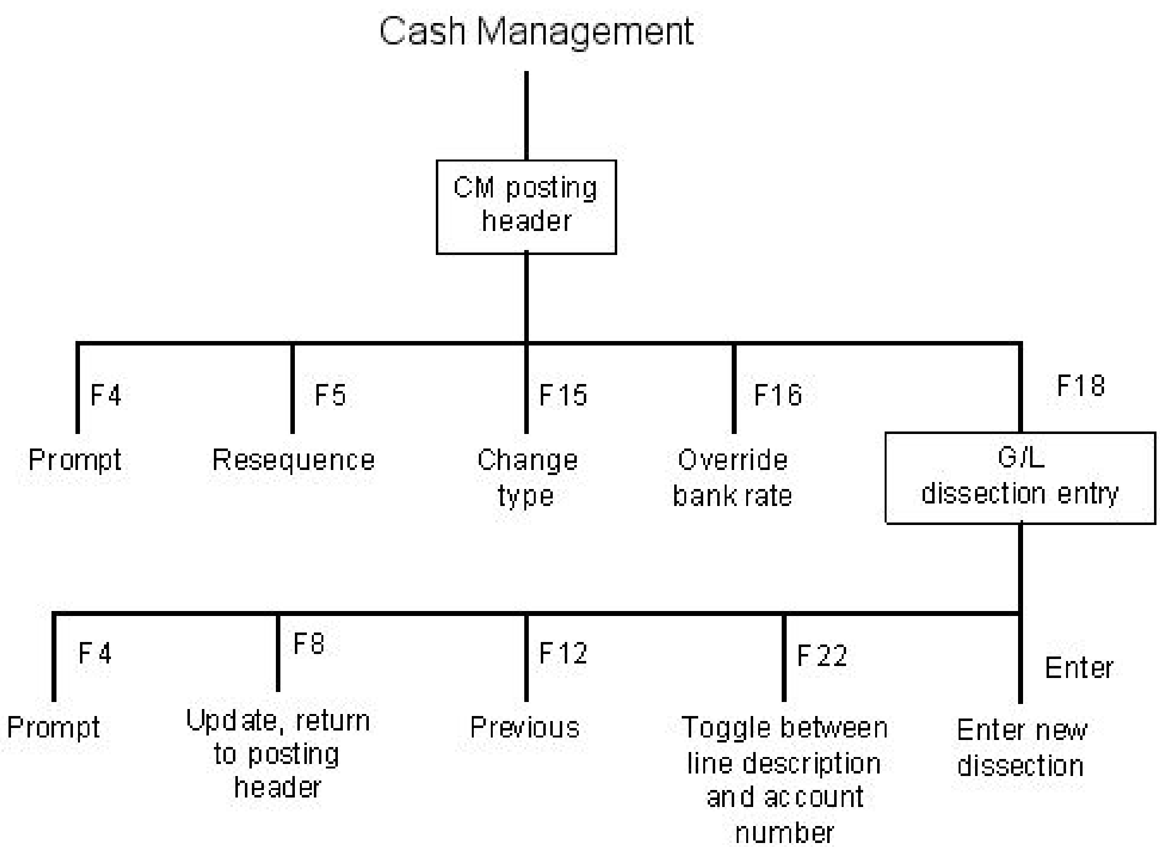
If you selected a Cash Management posting, the Bank Statement Posting CS Item window is displayed.

If you selected a receipts posting, the Bank Statement Posting AR Item window is displayed.

If you selected a payments posting, the Bank Statement Posting AP Item window is displayed.

Cash Management Posting

To make a Cash Management entry posting select Cash Management in the Type of Line field on the Bank Statement Posting Line window. The sequence of windows is as follows:



The window you see is the third Bank Statement Posting window.

Bank Statement Posting CS Item Window

To display this window, select the Type of Line as **Cash Management** and Press Enter on the Bank Statement Posting Line window.

Use this window to post new Cash Management items and match or amend existing items. This window also displays all the Cash Management items matched and posted for this statement so far.

For a new posting, enter all fields except Cash Management Reference.

To confirm existing items, enter only Cash Management Reference.

Fields

Reference

To confirm an existing item, enter a valid Cash Management reference for this bank account. This must be a reference which has not already been matched against a statement.

This field should not be entered when you are posting a new item.

Bank Value

Enter the item value in the bank currency, as detailed on the statement.

Any payment transaction needs to have a minus sign against the value, as this cannot be determined from the item type.

The bank value may be different from the original posting value because of currency variance. The item value will not change.

Date

Enter the date assigned to the item by the statement. This field defaults to the statement date.

Note that the date and period shown default from the statement, not from the item posting date.

Item Value

If the item currency differs from the bank currency, this field becomes input capable so that the value can be entered.

Any payment transaction needs to have a minus sign against the value, as this cannot be determined from the item type.

Currency

Enter the currency code for the item.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This field defaults to the bank currency.

Item Type

Select one of the following:

1 - Standard transaction (payment or receipt)

2 - Bank charges

3 - Bank to bank transfer

Reason Code

You can optionally enter a reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Period

Enter the period which applies to the item statement date.

If you are using accounting dates and this field is left blank, the period will be derived from the calendar field using the date entered.

Description

You can optionally enter a description for the item.

Pay Method

Enter a valid payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Cash Management Reference

Enter the Cash Management reference number of an existing cash item.

Alternatively, use the prompt facility to select from the Select Reference pop-up.

Functions

Resequence (F5)

Use this to re-sequence the listed items.

Change Type (F15)

Use this to return to the review window and review items entered, or to change the type of posting to be made.

Bank Rate (F16)

Use this to override the bank currency rate. This is only available for foreign currency banks.

Press Enter to display the Bank Statement Posting GL Dissections window.

Bank Statement Posting GL Dissections Window

To display this window, Press Enter on the Bank Statement Posting CS Item window.

This window enables you to enter General Ledger dissections for the values entered on the previous window.

Fields

Account

Enter a valid General Ledger account.

If bank to bank transfer was indicated on the previous window (Item Type **3**), only bank accounts may be entered.

The currency of the item must be the same as that of this bank account.

You can use the prompt facility to select from the pop-up.

Posting Value

This defaults to the full item value, but may be overridden if tax or multiple dissections are being entered.

Tax Code

Enter a tax code for the posting.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

If the GL account has a tax code assigned to it, that code must be used.

Note: *A tax code is assigned to a GL Account via the Accounts Maintenance task.*

Tax Type (Untitled)

Select one of the following:

- Purchase
- Sales

This will enable you to produce a tax reconciliation report. This tax code for this account may be fixed as either purchase or sales tax.

Note: *Tax on the GL Account is set up as Purchase, Sales or Either in the Accounts Maintenance task.*

Tax Value

Enter the tax value as required.

Date

This defaults to the date from the previous window, but may be overridden.

Description

This defaults to the description entered on the previous window, but may be overridden.

If you are entering a new posting, distribute the item value among the General Ledger accounts as required. Press Enter after each entry to see it appear in the list at the top of the window.

Functions

Line Description (F22)

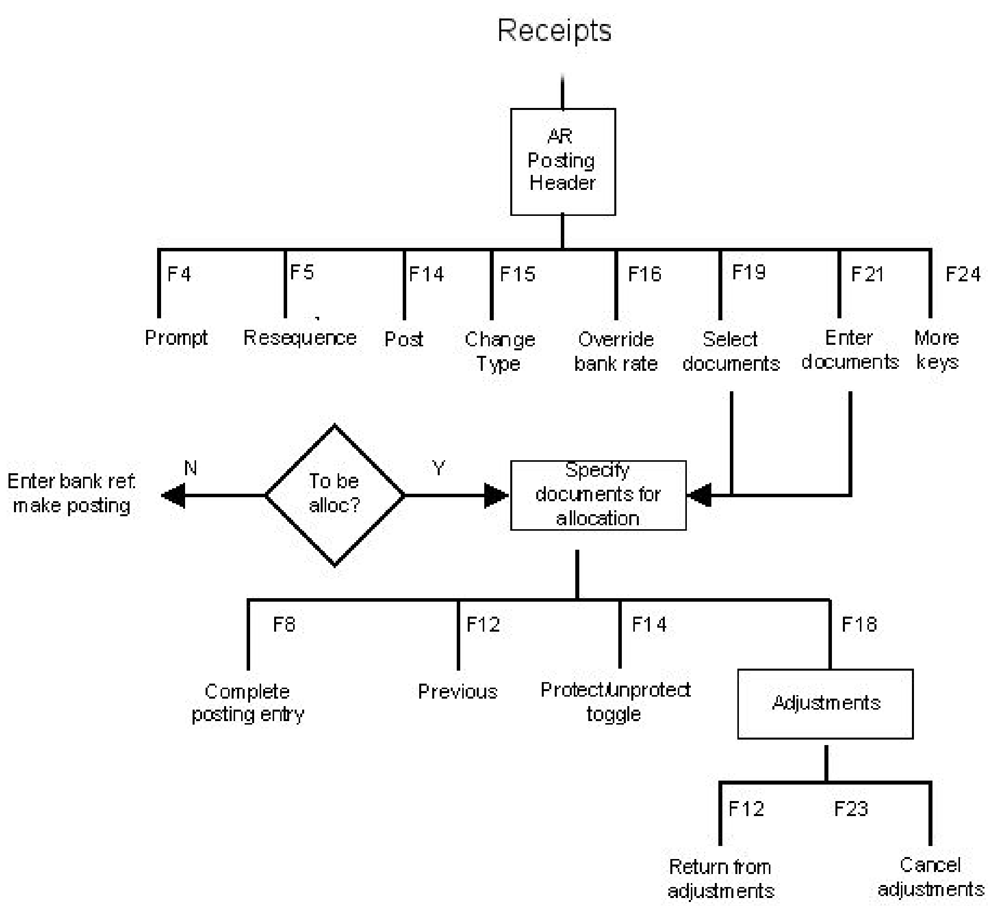
Use this to toggle between displaying the line description and the full account code.

If you are confirming an existing posting, this window will not be maintainable, and you can confirm the dissections by selecting **Update (F8)** or return to the previous window by selecting **Previous (F12)**.

Making an Accounts Receivable Posting

If you want to make an Accounts Receivable entry, select **Receipts** in the Type of Line field on the Bank Statement Posting Line window, as shown in the first diagram.

The sequence of windows will be as follows:



The first window you see will be the fifth Bank Statement Posting window.

Bank Statement Posting AR Item Window

To display this window, select the Type of Line as **Receipts** and Press Enter on the Bank Statement Posting Line window.

From this window, new receipts may be posted and allocated. Collection runs can also be confirmed. This window also displays all the posted receipts for this statement so far.

Fields

Customer

This field is optional, but if an invoice number is entered as well, they must correspond.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Bank Value

Enter the value for the item in the bank currency as detailed on the statement.

Invoice (1st field)

Enter a valid item type, for example IN or CR.

Alternatively, use the prompt facility to select from the pop-up.

Invoice (2nd field)

Enter a valid item reference.

Alternatively, use the prompt facility to select from the pop-up.

Item Value

If the item currency differs from the bank currency, this field becomes input capable so that the value can be entered.

Session

Enter a valid session number that applies to a collection run (direct debits).

Alternatively, use the prompt facility to select from the pop-up.

Oldest Item Onwards

Use this checkbox as follows:

Checked - To display all outstanding items for selection

If this is **checked**, a customer must also be specified.

Item Range

You can optionally enter the range of items to display for selection, entering both the item type and reference for the From and To values.

If a customer has not been specified, the customer for the first item in the range will be assumed.

You can use the prompt facility on these fields.

Date

Enter the date for the posting.

This will default to the date entered as the statement date.

Pay Method

Enter a payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

If this field is left blank and a customer number has been entered, the default method for that customer will be used.

Currency

Enter the currency for the item.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This field defaults to the bank currency.

Period

Enter the period for this item on the statement. If you are using accounting dates and this field is left blank, the period will be derived from the calendar file using the date entered.

AR Company

Enter the Accounts Receivable company for the item.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Note: *The Invoice, Session, Oldest Item and Item Range fields enable you to specify either the exact document you want to match against (in the Invoice field), or a range from which you can select documents to allocate on the next window.*

If you make an entry in any of these fields, **OK**, **Post Receipt (F14)**, **Select (F19)** and **Enter Invoices (F21)** become interchangeable. They will all display the next window for allocation.

Entering a value in one of these fields prevents you from using the remaining ones.

If you enter a value, but not in the Invoice, Session, Oldest Item or Item Range fields, the functions behave in different ways. **Post Receipt (F14)** will perform a simple posting without allocation. **Select (F19)** will display all the documents available for allocation, and you can select from them as you want. **Enter Invoices (F21)** will display a window of empty allocation fields, and you can enter the documents as you want.

Functions

You must enter valid data on the window and Press Enter to display **Post Receipt (F14)**, **Select (F19)** and **Enter Invoices (F21)**.

Resequence (F5)

Use this to re-sequence listed items.

Post Receipt (F14)

Use this to perform a standard posting if no allocation fields have been completed If they have, the Document Listing window is displayed, as with **Select (F19)** and **Enter Invoices (F21)**.

Change Type (F15)

Use this to cancel the current operation and return to the Review Item window.

Bank Rate (F16)

If the bank currency is different from the Cash Management company currency, this function will be available to override the bank exchange rate.

Select (F19)

If no allocation fields have been completed, this function takes you to the Document Listing window and enables you to select the documents you want to allocate by scrolling through the selection. If allocation fields have been completed, this simply shows the documents selected on the Document Listing window, as with **Post Receipt (F14)** and **Enter Invoices (F21)**.

Enter Invoices (F21)

This works in the same way as **Select (F19)**, except that instead of displaying a list of documents available for allocation, it displays empty allocation fields for you to enter the document details yourself. This is useful if you know your document details, and want to avoid scrolling through lists of documents. Again, this feature is not used if allocation fields have been completed.

Bank Statement Posting AR Selection Window

To display this window, enter an invoice reference, a range or the oldest item flag and Press Enter on the Bank Statement Posting AR Item window. All the selected documents will be listed, ready for matching with the receipt. Those items posted with discount will have that value displayed in the appropriate column.

This is the allocation window. The appearance of the window depends on the functions you selected on earlier windows. If you selected **Enter Invoices (F21)**, for example, the fields will be empty, and you must enter the details yourself.

Fields

Select

Enter one of the following:

1 - To select a document for allocation

If **1** is already displayed, the item has previously been selected for allocation.

2 - To view the discount history details

The Select Item Discount pop-up is displayed for you to select a discount line that matches the current item.

Date

This field displays the document date.

Document Type

Enter the document transaction type for the document to be allocated.

Description

Enter the reference of the document for allocation.

Value

This field displays the value of the document.

Part-value

If only part of the document is to be allocated, enter that value here.

Discount

This field displays any settlement discount.

Functions

Protect/Unprotect (F14)

Some fields in this window are protected. This enables you to use **Tab** to move to the required fields and jump over fields you do not want to maintain. Sometimes the only unprotected field is the Select field.

To enter a protected field, select **Protect/Unprotect (F14)** and all the fields available to you in that task (this may not be all the fields on the window) will become unprotected and input-capable.

Adjustments (F19)

Use this to enter adjustments.

Select **Previous (F12)** to return to the previous window.

Select Item Discount Pop-up

To display this pop-up, enter **2** in the Select field against an item on the Bank Statement Posting AR Selection window.

This pop-up displays a history of discount values applicable to the selected item. Select the discount to be applied to the item.

Select a discount item to return to the Bank Statement Posting AR Selection window with the discount value displayed.

Bank Statement Posting (Adjustments) Window

To display this window, select **Enter Adjustments (F19)** on the Bank Statement Posting window.

Use this window to enter details of the adjustment to the selected bank statement.

Fields

Type

Select the adjustment type for the posting.

When you select **AJ** for a write-off adjustment, the tax element of the write-off can be reclaimed if the following applies:

- The reason code used is linked to a GL account with a tax code
- The tax code Discount Basis should be set to 2

Note: *A tax code is assigned to a GL Account via the Account Code Maintenance task.*

Tax Discount Basis is set to 2 via the Tax Code Maintenance task.

Description

Enter a description for the adjustment.

Value

Enter the adjustment value.

Rsn

Enter a reason code for the adjustment.

Tax can be reclaimed. When the reason code used is attached to the write-off adjustment type **AJ**, the following applies:

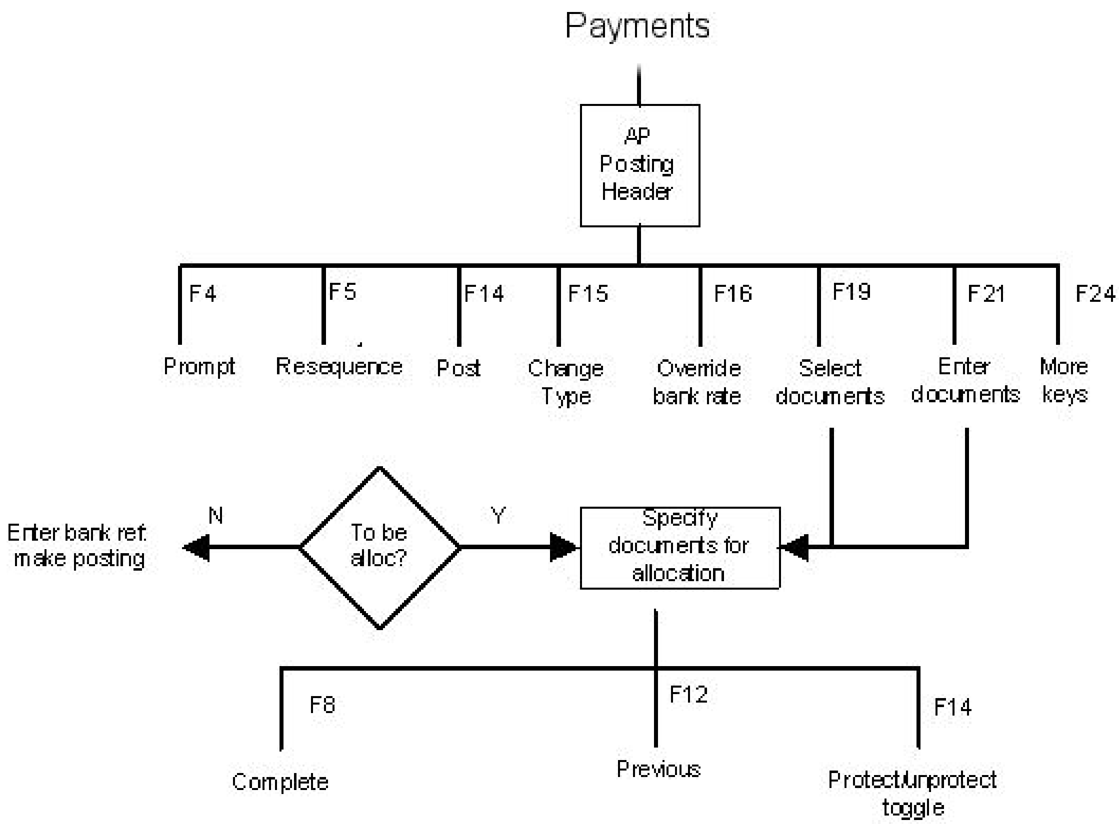
- The "Reason Code Invalid" message displays when the selected Reason Code is valid, but is attached to a GL Account Code that is, in turn, attached to a tax code that is eligible for use with input tax only.
- The tax element of the written-off value is reclaimable. This depends on the Reason Code being linked to a GL Account with a Tax Discount Basis set to 2.

Note: *A tax code is assigned to a GL Account via the Account Code Maintenance task. Tax Discount Basis is set up within the tax Code Maintenance task.*

Select **Return from Adjustments (F19)** to leave the window.

Making an Accounts Payable Posting

To make an Accounts Payable entry, select **Payments** in the Type of Line field on the Bank Statement Posting Line window. The sequence of windows display as follows:



The first window to be displayed is the Bank Statement Posting AP Item window.

Bank Statement Posting AP Item Window

To display this window, select the Type of Line as **Payments**, and Press Enter on the Bank Statement Posting Line window.

Use this window to post and allocate new payments. This window also displays all the previously posted payments for this statement so far.

Fields

Supplier

This field is optional, but if an invoice number is entered as well, they must correspond.

Alternatively, use the prompt facility to select from the Supplier Selection pop-up.

Bank Value

Enter the value for the item in the bank currency as detailed on the statement.

Invoice (1st field)

Enter a valid item type, for example IN or CR.

Alternatively, use the prompt facility to select from the pop-up.

Invoice (2nd field)

Enter a valid item reference.

Alternatively, use the prompt facility to select from the pop-up.

Item Value

If the item currency differs from the bank currency, this field becomes input capable so that the value can be entered.

Payment Run Number

Enter the number of the payment run you want to match.

Alternatively, use the prompt facility to select from the pop-up.

Oldest Item Onwards

Use this checkbox as follows:

Checked - To display all outstanding items for selection

If this is **checked**, a supplier must also be specified.

Item Range

You can optionally enter the range of items to display for selection, entering both the item type and reference for the From and To values.

If a supplier has not been specified, the supplier for the first item in the range will be assumed.

You can use the prompt facility on these fields.

Date

Enter the date for the posting.

This will default to the date entered as the statement date.

Pay Method

Enter a payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

If this field is left blank and a supplier number has been entered, the default method for that supplier will be used.

Currency

Enter the currency for the item.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This field defaults to the bank currency.

Period

Enter the period for this item on the statement. If you are using accounting dates and this field is left blank, the period will be derived from the calendar file using the date entered.

AP Company

Enter the Accounts Payable company for the item.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Note: *The Invoice, Payment Run Number, Oldest Item and Item Range fields enable you to specify either the exact document you want to match against (in the Invoice field), or a range from which you can select documents to allocate on the next window.*

If you make an entry in any of these fields, **OK**, **Post Receipt (F14)**, **Select (F19)** and **Enter Invoices (F21)** become interchangeable. They will all display the next window for allocation.

Entering a value in one of these fields prevents you from using the remaining ones.

If you enter a value, but not in the Invoice, Session, Oldest Item or Item Range fields, the functions behave in different ways. **Post Receipt (F14)** will perform a simple posting without allocation. **Select (F19)** will display all the documents available for allocation, and you can select from them as you want. **Enter Invoices (F21)** will display a window of empty allocation fields, and you can enter the documents as you want.

Functions

You must enter valid data on the window and Press Enter to display **Post Receipt (F14)**, **Select (F19)** and **Enter Invoices (F21)**.

Resequence (F5)

Use this to re-sequence listed items.

Post Payment (F14)

Use this to perform a standard posting if no allocation fields have been completed If they have, the Document Listing window is displayed, as with **Select (F19)** and **Enter Invoices (F21)**.

Change Type (F15)

Use this to cancel the current operation and return to the Review Item window.

Bank Rate (F16)

If the bank currency is different from the Cash Management company currency, this function will be available to override the bank exchange rate.

Select (F19)

If no allocation fields have been completed, this function takes you to the Document Listing window and enables you to select the documents you want to allocate by scrolling through the selection. If allocation fields have been completed, this simply shows the documents selected on the Document Listing window, as with **Post Payment (F14)** and **Enter Invoices (F21)**.

Enter Invoices (F21)

This works in the same way as **Select (F19)**, except that instead of displaying a list of documents available for allocation, it displays empty allocation fields for you to enter the document details yourself. This is useful if you know your document details, and want to avoid scrolling through lists of documents. Again, this feature is not used if allocation fields have been completed.

Bank Statement Posting AP Selection Window

To display this window, enter an invoice reference, a range or the oldest item flag on the Bank Statement Posting AP Item window and Press Enter.

This window displays all the selected documents, ready for matching with the payment. Those items posted with discount display the discount value.

Select

Enter **1** against all the documents to be allocated.

Fields

Date

This field displays the document date.

Document Type

Enter the type of the document for allocation.

Description

Enter the reference of the document for allocation.

Value

This field displays the value of the document.

Part-value

If only part of the document is to be allocated, enter that value here.

Discount

Any settlement discount will be shown here.

Functions

Unprotect/Protect (F14)

Use this to toggle the settings so that the fields Part-value and Discount may be either entered or protected.

Press Enter and then select **Exit (F3)** to leave the task.

AR Interface Posting [53/CSP]

The AR interface, also known as Lock Box, is provided to process Accounts Receivable receipts sent to you on magnetic tape, or via EDI, by your bank.

The process follows the following stages:

Your bank sends a tape of customer receipts.

You load this data. Your agent will tailor a program to achieve this, and a standard batch process will validate the data, make the posting, and allocate the cash. If no error is found during validation, the current task is not needed, since further intervention is required.

If an error is found (for example, a mistyped invoice number), use this task to correct the error and to allocate the cash and make adjustments.

Caution: if errors do not occur, this task is not needed and no further intervention is required.

AR Interface Posting Initial Window

To display this window, select the **AR Interface Posting** task.

Use this window to enter the bank account and reference of the receipts to be processed.

Fields

Bank Account

Enter the bank account code.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Interface Reference

Enter the reference identifying the receipts to be processed. The reference is created by the batch job.

Alternatively, use the prompt facility to select from the Select AR Interface Reference pop-up.

Press Enter to display the AR Interface Posting Selection window.

AR Interface Posting Selection Window

To display this window, enter details in the AR Interface Posting Initial window and Press Enter.

Use this window to select an Accounts Receivable item for amendment.

Options

Select

Use this to select the entry you want to maintain.

Select an entry and Press Enter. The details of that entry are displayed on the AR Interface Posting Detail window.

AR Interface Posting Detail Window

To display this window, select an entry on the AR Interface Posting Selection window and Press Enter.

Some of these details may be changed so that the cash allocation can be made and the transaction posted. The bank value cannot be changed.

Fields

Customer

You can enter a different customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Item Value

The item value can be amended only if the bank currency differs from the item currency.

Date

You can amend the posting date as required.

This will default to the date from the interface file.

Pay Method

You can amend the payment method required.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

This will default to the method on the interface file.

Currency

Enter the item currency if it differs from the bank currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Period

Enter the period for this item on the statement.

AR Company

Enter the Accounts Receivable company for the item. This field displays only if more than one Accounts Receivable company is attached to the Cash Management company.

Options

Select

Use this to select the transaction line to process.

Functions

Resequence (F5)

Use this to re-sequence listed items

Post Payment (F14)

Use this to perform a standard posting.

Bank Rate (F16)

Use this to override the bank currency rate. This is shown only for currency banks

Enter Invoices (F21)

Use this to enter new invoices.

Select **Enter Invoices (F21)** to enter a new invoice and display the AR Interface Posting Invoice Entry window.

AR Interface Posting Invoice Entry Window

To display this window, select **Enter Invoices (F21)** on the AR Interface Posting Detail window.

The current invoice is displayed, but the details may be altered.

Fields

Item Type

Amend this as required.

Item Reference

You can amend this as required.

Select (1)

Enter **1** if the whole item is to be allocated.

Alternatively, enter a part value in the next field.

Part Value

If the whole item value is not to be cleared, enter the part value here. You must first select **F14** to make the field input-capable.

Discount

Enter any discount value here.

Functions

Protect/Unprotect (F14)

Use this to toggle between enabling and disabling input in the Part Value and Discount fields.

Adjustments (F19)

Use this to enter adjustments.

Select **Adjustments (F19)** to enter any adjustments. The AR Interface Posting Adjustments window is displayed.

AR Interface Posting Adjustments Window

To display this window, select **Adjustments (F19)** on the AR Interface Posting Invoice Entry window.

Once the adjustments are entered and you have returned to the AR Interface Posting Invoice Entry window, the allocation figures should balance and **Update (F8)** will become available for update. When you select **Update (F8)**, a pop-up is displayed for you to enter the bank reference.

Select **Update (F8)** or **Suspend (F16)** as required. If you select **Update (F8)**, a message will confirm that your entries have been made.

Cash Book Period Close [6/CS]

The period close tasks are carried out once you are satisfied that all transactions for the period have been processed.

This task performs the following:

- Creation of a new period balance record for each bank account
- Update of the calendar file with the opening date for the new period
- Update of the company profile with the new period number

The system checks that there are no outstanding tasks that should be completed, such as the allocation of cheque numbers. If there are, an appropriate message displays.

***Note**: Cash Management periods may be closed independently of other System21 modules.*

Period End Window

To display this window, select the **Cash Book Period Close** task.

This window displays any messages regarding your readiness to close the period. Examples are: "There are one or more unprocessed or suspended allocations" and "Accounts Payable cheque numbers have still to be allocated".

If the messages are not critical and do not prevent you from closing the period, you can Press Enter and the period close task will continue.

If a message is critical, when you Press Enter you will leave the task. You must attend to the problem outlined in the system message before returning to try to close the period again.

Press Enter. If the period close can complete, the Period End Confirmation window is displayed.

Period End Confirmation Window

To display this window, Press Enter on the Period End window, providing there are no critical error messages.

This window displays the current period and start date for information only. The next period number is also displayed.

The period close tasks automatically open the next period for Cash Management, and update the calendar file.

Fields

Date Opened

Enter the start date for the new period.

Press Enter to submit a batch job to close the period.

Chapter 4 Automatic Bank Reconciliation

4

Automatic Bank Reconciliation Overview

If you receive your bank statement on paper, you will need to reconcile each entry manually using the Bank Statement Reconciliation tasks.

If, however, your bank sends you your statement electronically you can use the many features of Automatic Bank Reconciliation to run your statement reconciliation as an automatic batch job.

A typical task sequence might be as follows:

- Set up transaction types (Transaction Type).
- Load the data (Load Data to Transfer File).
- Extract the data wanted for reconciliation (Interface Data Transfer).
- Run the automatic reconciliation (Automatic Bank Reconciliation).
- Print a report of unmatched items (Statement Match Status).
- EITHER: Use the Bank Reference or Cash Item task or the Bank Reference or Statement task to alter the bank references and then run Automatic Bank Reconciliation again
- OR: Reconcile the unmatched items using Manual Bank Reconciliation.
- Delete a statement when it is fully reconciled (Statement Delete).

Interface Data Transfer [1/CSR]

This task checks that all data received from the bank is valid before it is transferred. Once the process is complete, a report is produced of all transaction details, with an error message where an invalid transaction type is found.

Bank Interface Data Transfer Window

To display this window, select the **Interface Data Transfer** task.

Use this window to specify the account and statement.

Fields

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account. If this number is entered, all statement details will have the same statement reference within Cash Management.

If you leave this field blank, the statement items will instead be sorted by date, and the reference will be that date in Julian date reference (CYYDDD, where C is the century flag; 0=20th C, 1=21st C).

You can use the prompt facility to select from the Select Statement pop-up, but you must first enter or select a valid bank account.

Bank Account

Enter the General Ledger account code (not the bank reference).

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

If a specific account is entered, only transactions for this account will be selected. Leave this field blank for all transactions to be selected.

Press Enter and then select **Submit Interface Routine (F8)** to submit a job to transfer the data from the tape to the file.

Manual Bank Reconciliation [2/CSR]

After running the Automatic Bank Reconciliation task you may be left with unmatched items.

There are two ways of dealing with this:

- Use the tasks for changing bank references (Maintain Bank Reference on Cash Item and Maintain Bank Reference on Statement) and run the Automatic Bank Reconciliation task again.
- Select this task to match the remaining items interactively.

Manual Bank Reconciliation Window

To display this window, select the **Manual Bank Reconciliation** task.

Use this window to specify the bank account and statement.

Fields

Bank Account

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account.

You must enter a statement number.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

Press Enter to display the Manual Bank Reconciliation Selection window.

Manual Bank Reconciliation Selection Window

To display this window, enter or select a bank account and statement number on the Manual Bank Reconciliation window and Press Enter.

This window shows two tables. The upper one lists the outstanding Cash Management transactions and the lower one lists the outstanding statement lines.

Fields

Select

Check the transaction(s) you want in the upper table and the statement line(s) you want to match in the lower table.

Functions

Update (F8)

Use this when you have selected matching transactions from both tables.

If the total of Cash Management transactions selected matches the total of statement lines selected, the update will proceed. If the totals differ, the system will display the value of the discrepancy.

Position to (F15)

Use this to position to an item in either table.

If you want to re-position in either table, select **Position To (F15)** to display the Position Lists.

If you have checked transactions, select **Update (F8)** to complete the match.

Position Lists Pop-up

To display this pop-up, select **Position To (F15)** on the Manual Bank Reconciliation Selection window.

Use this pop-up to select the transactions at which you want to start the display.

Fields

Cash Manager Items

Position to Bank Reference

Enter the bank reference on which the upper table should re-position.

Or

Cash Reference

Enter the Cash Management reference number on which the upper table should re-position.

Statement Items

Position to Bank Reference

Enter the bank reference on which the lower table should re-position.

Press Enter to effect the re-positioning on the window.

Totals Not Equal Pop-up

This pop-up is displayed if there is a discrepancy between the Cash Book and Statement transactions selected on the Manual Bank Reconciliation Selection window.

Functions

Charges (F8)

Use this to enter charges to account for the difference

Select **Charges (F8)** to display the Mismatch Posting pop-up or select **Return (F12)** to return to the Manual Bank Reconciliation Selection window.

Mismatch Posting Pop-up

To display this pop-up, select **Charges (F8)** on the Totals Not Equal pop-up.

Use this pop-up to enter mismatch posting details.

Fields

Account

Enter the account to which charge postings are to be made.

Alternatively, use the prompt facility to select from the Select Account pop-up.

G/L Description

Enter a transaction description for the General Ledger.

Posting Date

This field defaults to today's date. You can enter or select another date.

Period

This field defaults to the current period. You can enter a different period.

Specify the account details and then select **Update (F8).** This performs the updates and re-displays the Manual Bank Reconciliation Selection window where you can match more items.

Automatic Bank Reconciliation [3/CSR]

This task will compare all outstanding Cash Management transactions with the transactions transferred from the bank onto the system, and will match any two that have the same value and bank reference.

The bank reference is used by the bank to refer to a transaction, for example, the cheque number.

A report of mismatches will be produced.

Automatic Bank Reconciliation Window

To display this window, select the **Automatic Bank Reconciliation** task.

Use this window to specify the bank account and statement.

Fields

Bank Account

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account.

You must enter a statement number.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

Press Enter and then select **Submit Matching Routine.** This submits a job that runs the automatic reconciliation.

Maintain Bank Transaction Types [11/CSR]

This task will be the first used within Automatic Bank Reconciliation, as it sets up the transaction types needed in order to read the data sent by your bank.

The transaction types are used by the system to decode the data on the statement sent electronically. Do not confuse these transaction types with those elsewhere in the system which refer to item transactions, such as IN for invoice, etc.

You can define here all transaction types to be used, whether credits, debits, or summaries/totals; you may also decide to exclude certain types from the reconciliation procedure altogether.

Transaction Types Maintenance Selection Window

To display this window, select the **Maintain Bank Transaction Types** task.

Use this window to specify the bank account.

Fields

Bank Account

Sets of transaction codes may vary from one bank to another. If this is the case, enter the code for the bank for which you want to define transaction codes.

If you leave this field blank, the system will apply the codes entered to all banks.

You may use the prompt facility to select from the Select Bank Account pop-up

Press Enter to display the Transaction Types Maintenance window.

Transaction Types Maintenance Window

To display this window, enter or select a bank account on the Transaction Type Selection window and Press Enter.

Use this window to enter details of a new transaction type or amend an existing one.

***Note:** The file is updated once a new type is added to the list. The type remains even if you exit the window by selecting **Previous (F12)** or **Exit (F3)**.*

Fields

Bank Type

Enter the transaction type code used by the bank to indicate a particular transaction.

Payment Method

Enter the payment method corresponding to the transaction type entered.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Bank Credit

Use this checkbox as follows:

Checked - If the transaction type refers to a credit transaction

Unchecked - If the transaction type refers to a debit transaction

Total Record

Use this checkbox as follows:

Checked - if the transaction type refers to a record that is a total rather than a transaction which will appear as a line on the statement

Unchecked - If the transaction type refers to a transaction which will appear as a line on the statement

Exclude Record

Use this checkbox as follows:

Checked - If the transaction type refers to a record that is not used in the reconciliation process

The record will be ignored when processing

Unchecked - If the transaction type refers to a record that is used in the reconciliation process

Note: *If you **check** this field, you need not enter a payment method.*

Enter one transaction type and Press Enter. The transaction type is displayed in the table, leaving the entry fields free for entering another type.

Maintain Bank Reference on Cash Item [12/CSR]

Note: *This task is exactly the same as the Enquire by Cash Reference task, except that the Bank reference is maintainable.*

Item Enquiry Selection Window

Use this window to select the cash book reference of the item on which you want to enquire.

Fields

Cash Reference

Enter the cash book reference of the specific item on which you wish to enquire.

Functions

Page Down/Page Up

You may use these to scroll to another cash reference.

Press Enter to display the item details.

Item Enquiry Details Window

To display this window, enter a cash reference and Press Enter on the Item Enquiry Selection window.

Fields

Bank Reference

You can update the bank reference as required for this item.

When you have entered the correct bank reference, select **Update Bank Ref (F8)** to update the item.

Maintain Bank Reference on Statement [13/CSR]

This task enables you to change the bank reference of a transaction on your bank statement. Use this to match items.

Bank Reference Maintenance Window

To display this window, select the **Maintain Bank Reference on Statement** task.

Use this window to specify the bank account and statement.

Fields

Bank Account

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account.

You must enter a statement number.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

Press Enter to see a list of all the outstanding items for the statement on the Bank Reference Maintenance Outstanding Items window.

Bank Reference Maintenance Outstanding Items Window

To display this window, enter or select a bank account and statement number on the Bank Reference Maintenance window and Press Enter.

This window displays a list of all the outstanding items for the statement.

Fields

Position to Bank Reference

If you want to re-position the list, enter the reference at which you want the list to begin.

Options

Select

Use this to select the transaction you want to maintain.

Select the reference required to display the Bank Reference Maintenance Transaction Details window.

Bank Reference Maintenance Transaction Details Window

To display this window, select a reference on the Bank Reference Maintenance Outstanding Items window.

This window shows the transaction details.

Fields

Bank Reference

This field shows the current bank reference. You can amend this if necessary.

Amend the reference and then select **Update (F8)** to perform the update and re-display the Bank Reference Maintenance Outstanding Items window.

Report on Statement Match Status [21/CSR]

This task produces a report listing the details of all unmatched items.

Bank Statements Match Status Report Window

To display this window, select the **Report on Statement Match Status** task.

Use this window to enter the bank account and statement range.

Fields

Bank Account

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number Range

Enter the range of bank statements to be included in the report.

You may use the prompt facility on these fields to select from the Select Statement pop-up.

Enter or select the account number and statement range and then Press Enter. Select **Submit Report (F8)** to generate the report.

Load Data to Transfer File [81/CSR]

This task is used when you are first loading your statement from the bank. It loads the data into a file ready for analysis and preparation by the Interface Data Transfer task.

Select the **Load Data to Transfer File** task and then select **Confirm submit (F8)** to submit a job to load the data to the transfer file.

Statement Delete [82/CSR]

When the data supplied by the bank is no longer needed (when, for instance, all outstanding unmatched transactions have been dealt with) it should be deleted from the file.

All data relating to the statement number entered will be deleted.

Bank Statement Delete Window

To display this window, select the **Statement Delete** task.

Use this window to specify the statement and bank account.

Fields

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account.

You must enter a statement number.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

Bank Account

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Enter or select the required bank account and statement number and then select **Update (F8)** to submit a job to perform the deletion.

Chapter 5 Collection Documents Processing

5

Collection documents (formerly known as bills of exchange) are guaranteed negotiable instruments that can be issued:

- To the company by its customers
- By the company to its suppliers
- As a promissory payment of an outstanding debt

When a document is accepted or issued, it is posted to the customer or supplier account to reduce the outstanding debt. It may be sold to a bank before maturity, or exchanged for cash when it has matured. Discounts may be calculated and taken at different stages of the collection document process.

***Note:** This depends on the setting of the Post Discount on Collection Docs. at Maturity flag in the Country-specific Parameters in GL Utilities.*

While documents vary in certain ways from country to country, and even within a country, certain features are recognised internationally. The following are examples of types of collection documents:

- The supplier prints the document and sends it to the customer, who signs and returns it.
- The customer prints, signs and sends the document.
- The supplier sends the bank notice of payments to be debited from the customer's account (a direct debit).

The system offers three ways of generating collection documents:

- The Sales Order Processing invoicing procedure can create collection documents. This is a common way of producing the documents.
- The Accounts Payable module will produce documents to be released within Cash Management.
- Cash Management can create documents as required.

The Collection Document Cycle

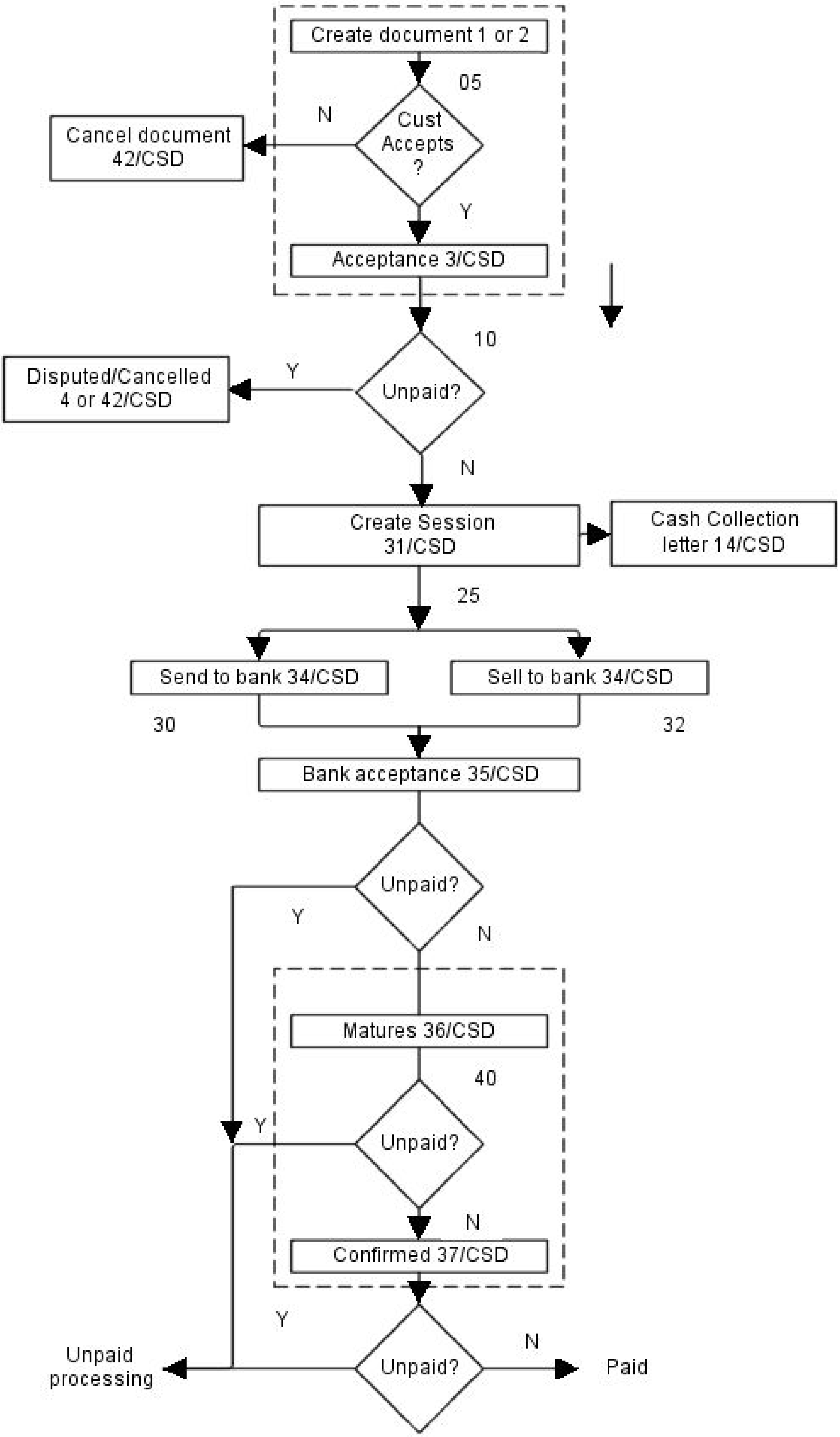
A collection document passes through several stages in its lifetime. The cycle follows the pattern shown below:

- Creation
- Acceptance
- Sent to bank
- Sold to bank

- Maturity
- Confirmation

Collection Document Sequence Diagram

The following diagram shows the sequence of events and the actual activities.


Create document 1 or 2
05
Cust Accepts ?
N
Cancel document 42/CSD
Y
Acceptance 3/CSD
10
Unpaid?
Y
Disputed/Cancelled 4 or 42/CSD
N
Create Session 31/CSD
Cash Collection letter 14/CSD
25
Send to bank 34/CSD
Sell to bank 34/CSD
30
32
Bank acceptance 35/CSD
Unpaid?
Y
N
Matures 36/CSD
40
Unpaid?
Y
N
Confirmed 37/CSD
Y
Unpaid?
N
Unpaid processing
Paid

Also included in the diagram is the status of the document as it proceeds through the system. The status code indicates the point in the life cycle that the document has reached, and is commonly shown on enquiries, and so on.

Collection Document Status Codes

Status codes applied to collection documents

Status	Code	Status	Code
Statement	02	Matured	40
Unaccepted	05	Confirmed	90
Accepted	10	Written Off	95
Disputed	15	Replaced	96
Included in session	25	Part open	97
Sent to bank	30	Part open/written off	98
Sold to bank (at discount)	32	Cancelled	99
Unpaid	39		

Using Review Codes

Attach a review code to documents that you are processing, but which need to be reviewed, for instance by a manager.

Review codes are set up in the Cash Management Parameters file, under major code PDUS, and are of two types:

User-defined Codes

You set up the codes you want to use, with an appropriate description against them.

Special Codes

Although no review codes are set up on the system when you install it, the system will recognise certain codes when you enter them. These codes, with their suggested functions, are listed below:

Review code	Reason	Where Tested
81	Low value collection document	Manual create and part acceptance
82	Transfer Item. Indicated that the document includes an AR item that was previously attached to another unaccepted document	Manual create and part acceptance
83	Manually created, not automatically created	Manual create

84	Linked credit. This document was either created or replaced as the result of a credit ink	The document creation function with Sales Order Processing
85	Terms changed. The value or maturity date of the document was changed after creation	Document maintenance
86	Unpaid document	Unpaid processing

Note: *It is recommended that you avoid using the special codes for any other reasons than those assigned to them in the table above.*

Whether you decide to use these special review codes or whether you prefer to define your own, there is one important feature available when you set up the codes. If you enter **1** in the Sequence field of the review code, the system will prevent any collection document with that code assigned to it from being released and sent to bank until it has been reviewed. Neither can the review code be amended during this time.

Any document with this kind of review code is referred to throughout the system as a held document, and you can enquire on, or produce a report of, held documents.

Note: *A hold code can, if you want, remain attached to the document after review and release, as the code can still be useful for information and enquiry purposes.*

Review codes that are not flagged as hold codes are simply for information.

Automatic Collection Document Creation [1/CSD]

This task will create collection documents for all statement group codes specified, and can be used instead of creating documents in the Sales Order Processing module.

If the customer is set up to consolidate by due date, this task will create a separate document for each due date. Otherwise, it will create a separate document for each individual invoice.

Settlement discount can be taken up to the discount date, depending on the setting of the Post Discount on Collection Docs. at Maturity flag in Country Specific Parameters in the GL Utilities.

Document/Statement Creation Window

To display this window, select the **Automatic Collection Document Creation** task.

Use this window to select customer and document details for the automatic creation of documents or statements.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company. Only change this field if the documents are to be created from a different Accounts Receivables company (linked to this module).

Doc. Statement Group Codes

Use these codes to group together customers that are to have statements or documents produced at this session. You can specify up to six groups here.

Note: *The codes are set up in Names and Addresses using the Accounts Receivable Maintenance tasks*.

Document Date

This field will default to the current date. The discount date (if used) will be calculated from this field.

You may enter or select a new date, as an independent date for the automatic creation start date.

Discount Date

The date displayed is the document date plus any days before the maturity discount date (set up in the company profile against Document Creation Days). You may enter or select a different date to be used for calculating if discount is allowable.

Use this field only if you are using settlement discounts (the Post Discount on Collection Docs. at Maturity flag is set to **1** in Country-specific Parameters in the General Ledger).

The field is applicable only to collection documents and not to direct debits.

Cut Off Document Days

Enter the number of days from today before which you intend to create documents.

The system will select any Accounts Receivable items with a creation date less than or equal to the final date given by the number of days entered above.

Note: *You may enter only one of the four cut-off days/date fields.*

Cut Off Document Date

This is similar to Cut Off Document Days above, but you enter or select the final document date to be selected.

Cut Off Due Days

This field defaults to the number of days entered in the company profile against Document Creation Days.

You may enter a different number of days. Discount will be allowed if calculated as due, up to and including, the last of these days.

Cut Off Due Date

This is similar to Cut Off Due Days above, but you enter or select the actual due date.

Payment Method

If you enter a payment method, Accounts Receivable items with this payment method only will be selected.

Leave this field blank for items to be selected irrespective of customer payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Customer Code

If you enter a valid customer, Accounts Receivable items for this customer only are selected.

Leave this field blank for items to be selected irrespective of customer code.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Currency Code

If you enter a valid code, Accounts Receivable items of this currency only are selected.

Leave this field blank for items to be selected irrespective of currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Include Disputed Items

Use this checkbox as follows:

Checked - To include for selection those items currently in dispute

Unchecked - To exclude from selection those items currently in dispute

Complete the window details and select **Continue (F8)** to create a collection document according to these specifications.

Manual Collection Document Creation [2/CSD]

This task enables you to manually create a collection document for a selected customer.

Document Creation Selection Window

To display this window select the **Manual Collection Document Creation** task.

Use this window to select the company and customer.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company. This need not be changed unless the documents are to be created from a different Accounts Receivables company linked to this module.

Customer Code

Enter the code of the customer for whom the document is to be created.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Enter or select the company and customer code and Press Enter to display the Document Creation Payment Method window.

Document Creation Payment Method Window

To display this window, enter or select a company and customer code on the Document Creation Selection window and Press Enter.

Use this window to select a payment method and currency for the document, add an external reference and optionally include attached Accounts Receivable items.

Fields

Payment Method

Enter the payment method of the document you are creating.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Include Attached A/R Items

Use this checkbox as follows:

Checked - To include attached Accounts Receivable items

Unchecked - Not to include attached Accounts Receivable items

External Reference

Enter the reference on the document sent by the customer, if applicable. The reference will be written to the document record.

Currency

This field defaults to the customer currency, but can be amended.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Press Enter for a list of all the items eligible for inclusion on the Document Creation Items window.

Document Creation Items Window

To display this window, enter details on the Document Creation Payment Method window and Press Enter.

This window displays a list of all the items eligible for inclusion on a new collection document.

Fields

O/S Value

The outstanding value displayed is the gross value.

Attached Items

This shows whether or not the item is attached.

Clear Item

Enter **1** to pay the outstanding value displayed for the item. This means you are selecting the item for inclusion in the new document.

You can select as many items as you want in this way.

Transaction Enquiry

Enter **1** to view the transaction details on the Accounts Receivable enquiry window.

Part Payment

If you want to include only part of an item's value in the document, enter that part here.

Discount

If allowed, the settlement discount value will display. If the discount value is highlighted, the discount date has passed.

You can overwrite the value in this field.

Functions

Enter Items (F14)

Use this if the selected customer has an extensive list of items and you would prefer to enter them manually rather than scroll through the items.

The Enter AR Items pop-up is displayed.

Adjustments (F19)

Use this to make an adjustment to the line against a reason code. The Enter Adjustments pop-up is displayed.

Select the required items and select **Create Document (F8)** to display the Maintain Document Details window to create the document.

Maintain Document Details Window

To display this window, select the items you want to include and select **Create Document (F8)** on the Document Creation Items window.

This window enables you to create the document.

Fields

Payment Method

Enter the payment method of the document you want to create.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Maturity Date

Enter or select the date on which the document will mature.

This field defaults to the earliest due date of the invoices included in the payment, as long as the earliest due date is not less than the system date. If it is, the system date will be used instead.

Review Code

If you want this document to be reviewed, enter an appropriate code.

Alternatively, use the prompt facility to select from the Select Review Code pop-up.

Depending on how the code is set up in the Cash Management Parameters file, this may prevent the document from being sent to the bank until the review takes place. Other review codes may be simply for information and reporting purposes.

Document Date

Enter or select the creation date of the document. This defaults to the system date.

External Reference

If the document was generated by the customer, enter the customer’s own reference from the document. Otherwise, you can use this field as you want.

Ageing Period

This field defaults to the current period, but can be amended.

Letter Code

If you want to send the customer a letter, enter the code of that letter here. The letter will be printed at the next letter run.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Bank Account

The current bank details for the customer or third party are displayed

Note: *The format of the bank details will vary depending on the country and on the Bank Details Format set up in Payment Method Maintenance.*

User Reference

Enter your reference for the collection document.

Type of Account

Enter your BACS system account type code or leave this field set to **0** if this is not applicable.

Functions

Text (F20)

Use this to enter text relating to this document.

Bank Details (F21)

Use this to display existing bank details if you wish to use another bank account for this document. You may also add new bank details if they are not currently set up.

Third Party (F22)

Use this to choose a Third Party if required. This is only available if GL Country-specific Parameter 28 is set to **1**.

Select **Update (F8)** to proceed. The document is created and the Document Creation Payment Method window is re-displayed.

Enter AR Items Pop-up

To display this pop-up, select **Enter Items (F14)** on the Document Creation Items window.

If your selected customer has an extensive list of items, this pop-up enables you to enter the items manually, and also displays any items already selected. It keeps a running total of the selections you have made. In effect, this list is like the remittance advice.

Fields

1T

Enter the transaction type of the item you want to include in the document.

Reference

Enter the reference number of the item to be included in the document.

Payment Amount

Enter the item value.

Discount Amount

If allowed, the settlement discount value will display. If the discount value is highlighted, the discount date is passed.

You may overwrite the value in this field or enter a value if none is shown.

Select **Update (F8)** to confirm. The Document Creation Items window is re-displayed with the selected items.

Enter Adjustments Pop-up

To display this pop-up, select **Adjustments (F19)** on the Document Creation Items window.

Use this pop-up to make an adjustment to a customer's account. Enter reason(s) and value(s) to be written off.

Fields

Reinstate on Account

Enter the total value to be reinstated on the customer's account.

Reason

Enter a reason for the write-off.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Write Off Values

Enter the value to be written off.

Select **Confirm Adjustments (F8)** to make the adjustment.

Third Party Pop-up

To display this pop-up, select **Third Party (F22)** on the Maintain Document Details window. This is only available if GL Country-specific Parameter 28 is set to **1**.

Use this pop-up to enter details to identify the third party for processing.

Fields

Third Party

Enter the relevant third party.

Alternatively, use the prompt facility to select from the Select Third Party pop-up.

Third Party Reference

Enter the reference for the third party.

Bank Account

If bank details have been selected or the third party has been changed, the bank account is displayed in this field.

Functions

Bank Details (F21)

Use this to display a list of bank details. You may select the account you wish to use with this third party or add new bank details.

When the required values have been entered, Press Enter twice to perform the update.

Select Third Party Pop-up

To display this pop-up, use the prompt facility on the Third Party field on the Third Party pop-up.

Use this pop-up to select an existing third party for processing. You can also add or maintain a third party.

Fields

Position To

Use this to display the list of third parties from a specified point.

Options

Select

Use this to select the third party required from the list.

Functions

Add/Maintain (F10)

Use this to add a new third party or maintain an existing one.

Select the third party required or select **Add/Maintain F10** to add or maintain a third party.

Third Party Maintenance Header Window

To display this window, select **Add/Maintain (F10)** on the Select Third Party pop-up.

Use this window to specify the third party to add or maintain.

Fields

Third Party

Enter the third party to add or maintain.

Alternatively, use the prompt facility to select from the Select Third Party pop-up.

Press Enter to display the Third Party Maintenance Details window.

Third Party Maintenance Details Window

To display this window, enter a third party code and Press Enter on the Third Party Maintenance Header window.

Use this window to enter or maintain details for the third party.

Fields

Name

Enter the name of the third party.

Address

Enter the address of the third party.

Signatory

You can optionally enter the signatory.

Post Code

You can optionally enter the postcode.

Country

Enter a valid country code.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Payment Method

Enter a valid payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Active

Use this checkbox as follows:

Checked - If this third party is active

Unchecked - If this third party is not currently active

Press Enter to add or update the third party details.

Collection Document Acceptance [3/CSD]

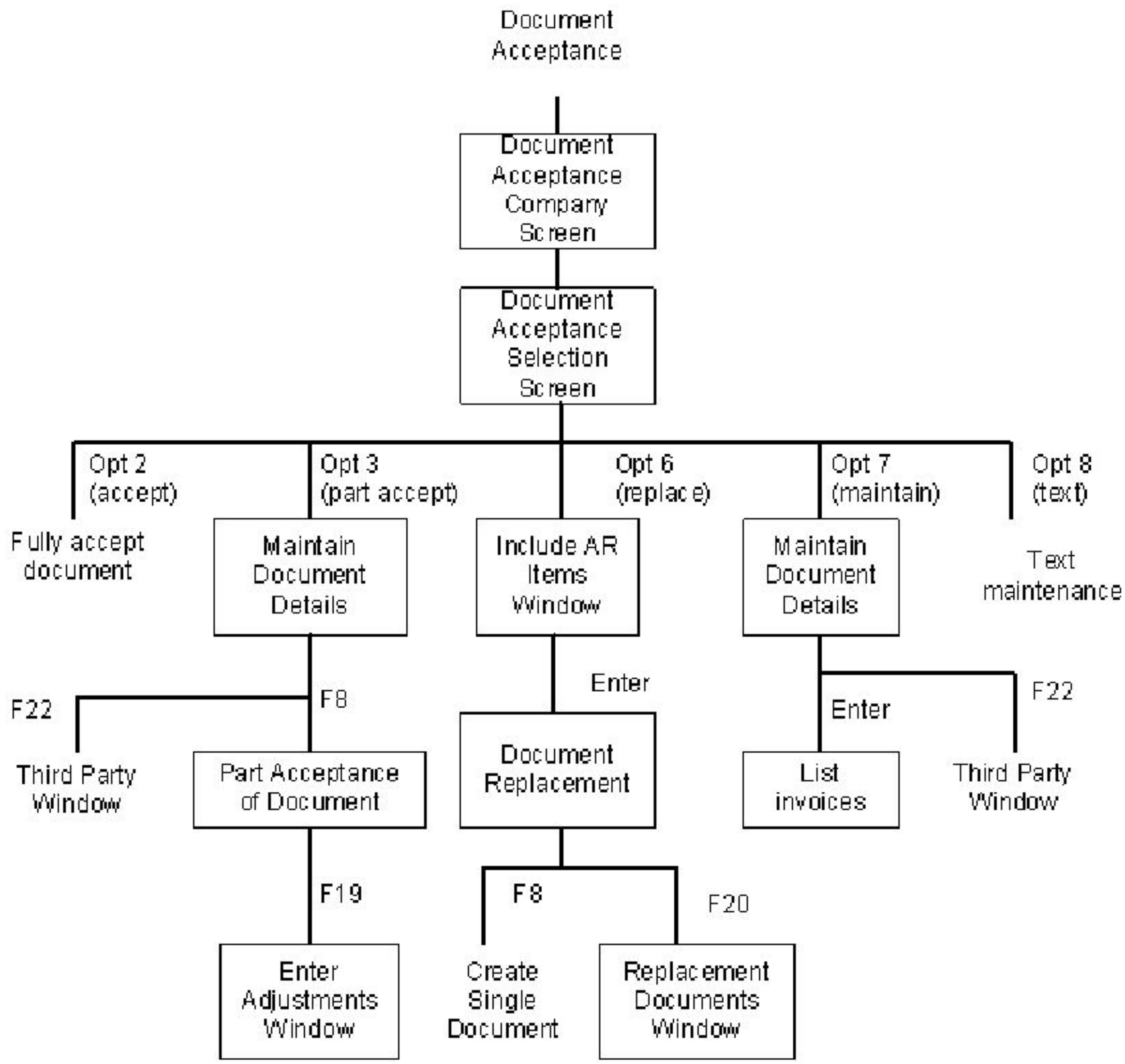
Certain types of collection document require the customer's signature of acceptance before sending to the bank.

To accept the document, select the Acceptance task to register that the document is now available for sending to the bank. The task also allows documents to be maintained prior to acceptance.

The Maintenance task enables you to maintain or cancel documents that have either not previously required customer acceptance, or that have already been accepted.

The Acceptance task deals with documents of status 05, while the Maintenance task deals with documents of status 10 or 15.

The windows are outlined in the following diagram, which shows how to navigate through the task:



Document Acceptance Company Window

To display this window, select the **Collection Document Acceptance** task.

Use this window to enter document details for the customer whose documents are to be accepted or maintained.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company.

Discount Date

The date displayed is the document date plus any days before the maturity date (set up in the company profile against Document Creation Days). You may change this to a different date to be used for calculating if discount is allowable.

This field is used only if you are using settlement discounts (i.e. the Post Discount on Collection Docs. at Maturity flag is set to **1** on Country-specific Parameters in the General Ledger).

Accounting Date

This field defaults to the current date. You may enter or select a different date to be the acceptance date for the document.

Customer Account Code

Enter the customer whose documents are to be accepted or maintained.

Leave this field blank for all outstanding draft documents.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Payment Method

Enter the payment method of the document to be accepted or maintained.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Maturity Date Range

You can optionally enter a range of maturity dates.

Leave the From date blank to include all documents up to the To date. Alternatively, leave the To date blank to select all documents beyond the From date.

Document Reference

Enter the document reference of the document you want to accept or maintain.

Invoice Number

Enter the invoice number of the document you want to accept or maintain.

Alternatively, use the prompt facility to select from the Select Item Reference pop-up.

Complete the required fields and Press Enter to display the Document Acceptance Selection window.

Document Acceptance Selection Window

To display this window, complete the required fields and Press Enter on the Document Acceptance Company window.

This window lists the documents that fall within the range requested.

Fields

Select (1)

Enter one of the following:

2 - To fully accept a document or multiple documents

Enter **2** beside all the documents you want to register as fully accepted and then select **Process Selections (F8)**. The documents will be accepted and will disappear from the list of documents available for acceptance.

3 - To partially accept a document or documents

Enter **3** beside all the documents you want to register as partially accepted and then select **Process Selections (F8)**. The Maintain Document Details window is displayed.

6 - To replace a document

Enter **6** beside the document you want to replace and then select **Process Selections (F8)**. The Include AR Items pop-up is displayed, followed by the Document Replacement window.

7 - To maintain a document

Enter **7** beside the document you want to maintain and then select **Process Selections (F8)**. The Maintain Document Details window is displayed.

8 - To maintain text

Enter **8** beside any document and select **Process Selections (F8)** to display any text already entered for that document, or to enter new free format text. Enter the text, or make amendments to existing text and select **Update and Return (F8)** to update.

Enter **3** beside the document or documents you want to register as partially accepted and then select **Process Selections (F8)** to display the Maintain Document Details window.

Alternatively, enter **7** beside the document or documents you want to maintain and then select **Process Selections (F8)** to display the Maintain Document Details window.

Maintain Document Details Window

To display this window, enter **3** against all the documents you want to register as partially accepted and then select **Process Selections (F8)** on the Document Acceptance Selection window.

Alternatively, enter **7** beside the document you want to maintain on the Document Acceptance Selection window and select **Process Selections (F8)**.

Fields

Payment Method

Enter the payment method of the document you want to create.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Maturity Date

Enter or select the date on which the document will mature.

This field defaults to the earliest due date of the invoices included in the payment, as long as the earliest due date is not less than the system date. If it is, the system date will be used instead.

Review Code

If you want this document to be reviewed, enter a code.

Alternatively, use the prompt facility to select from the Select Review Code pop-up.

Depending on how the code is set up in the Cash Management Parameters file, it may prevent the document from being sent to the bank until the review takes place. Other review codes may be simply for information and reporting purposes.

Document Date

Enter or select the creation date of the document. This defaults to the system date.

External Reference

Enter the customer's own reference on the document, if the document was generated by the customer. Otherwise, this field may be used as a memo field.

Ageing Period

This field defaults to the current period, but can be amended.

Letter Code

If you want to send the customer a letter, enter the code of that letter here. The letter will be printed at the next letter run.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Bank Account

Enter the customer bank details.

Note: *The format of the bank details requested above will vary depending on the country and on the setting of the Bank Account Format flag in Payment Method Maintenance.*

User Reference

You can optionally enter a user reference here.

Type of Account

You can optionally the account type here.

Functions

Text (F20)

Use this to add or amend document text.

Bank Details (F21)

Use this to display or amend the customer's bank account details.

Third Party (F22)

Use this to display a pop-up to enable you to enter or amend third party bank details. This is only available if GL Country-specific Parameter 28 is set to **1**.

Enter the details and select **Update (F8)**.

If you selected the document with **3** (Partially Accept), the Part Acceptance of Document window displays the items, values and discount on the document you are part accepting.

If you selected the document with **7** (Maintenance), the Document Maintenance window is displayed.

Part Acceptance of Document Window

To display this window, enter the details on the Maintain Document Details window and select **Update (F8)** if you selected the document with **3** (Partially Accept).

This window displays the items, values and discounts on the document you are part accepting.

Fields

Accepted Value

Enter the value to be accepted for each item.

Discount

Enter the discount value for each item.

Functions

Adjustments (F19)

Use this for adjustments. The Enter Adjustments pop-up is displayed.

Select **Update (F8)** to accept the values you have specified. The Document Acceptance Company window is re-displayed.

Enter Adjustments Pop-up

To display this pop-up, select **Adjustments (F19)** on the Part Acceptance of Document window.

Use this pop-up to make an adjustment to a customer's account. Enter the reason(s) and value(s) to be written off.

Select **Confirm Adjustments (F8)** to confirm your entry, and the document will be partially accepted. The balance not yet accepted will return as an open item on the system.

Include AR Items Pop-up

To display this pop-up, enter **6** (Replace) beside the document you want to replace on the Document Acceptance Selection window and then select **Process selections (F8)**.

Fields

Include A/R Items

Use this checkbox as follows:

Checked - If Accounts Receivable documents are to be included in the list of documents on the next window

Unchecked - If Accounts Receivable documents are not to be included in the list of documents on the next window

Press Enter to display the Document Replacement window.

Document Replacement Window

To display this window, Press Enter on the Include AR Items pop-up.

Use this window to select a document (or documents) for processing. The total value of the documents will be calculated.

Create a single document for this total, or create several documents for the total.

Fields

Select (Sel)

Enter one of the following:

1 - To select a document or more than one document for processing

8 - To enter or maintain text against the selected document

The total value of the selected documents will be calculated, and you can then select **Create Document (F8)** to create a single document for this total, or **Create Multiple Documents (F20)** to create several documents for the total.

Functions

Create Document (F8)

Select the document(s) you want to replace with a single document, and select this function to see the standard Maintain Document Details window. Enter the details as required and then select **Update (F8)** to update. The system will take you back to the list of documents, where you will see your new document, with a status of 10 (Accepted).

For single replacement not including Accounts Receivable items, the new document will be a copy of the original document, including any discount value.

If Accounts Receivable items are included, the discount of the new document will be a consolidation of all documents, and will include discounts.

Create Multiple Documents (F20)

The total value of these documents will be calculated, and you can then select this function to create several documents for the total.

Select the document(s) you want to replace, and select **Create Document (F8)** to create a single document. The Maintain Document Details window is displayed.

Alternatively, select the documents you want to replace, and select **Create Multiple Documents (F20)** to create multiple documents. The Replacement Documents pop-up is displayed.

Replacement Documents Pop-up

To display this pop-up, select **Create Multiple Documents (F20)** on the Document Replacement window.

Several documents are created for the total calculated on the previous window. Each line in the pop-up can be used to enter details of a new document to be created. Enter the details as required and then Press Enter to update the totals at the bottom of the pop-up, ensuring that the final total equals the value of the original document.

Note: *All documents created as a result of replacement will be of status 10 (Accepted).*

Fields

Maturity Date

Enter or select the maturity date you want to apply to the document you are creating.

Type

Enter the payment method of the document you are creating.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Value

Enter the value of the new document.

Value to Replace

This field displays the value you are replacing.

Value Entered

This field displays a running total of the document values entered. It is updated every time you Press Enter.

Value Remaining

This field displays a running total of the value left from the original document that is not yet allocated to a new document.

Select **Update (F8)** to create the documents. The Document Replacement window is re-displayed, with the new status 10 (Accepted) documents displayed.

Document Maintenance Window

To display this window, select **Update (F8)** on the Maintain Document Details window if you selected the document with **7** (Maintenance).

This window displays the invoices that compose the document.

Options

Delete (4)

Select **Delete (4)** against any invoice you want to delete from the document.

Functions

Add Items (F10)

Use this to display a list of available items for this customer and payment method. Select from these to add an item to the document.

Delete Document (F11)

Use this to delete the whole document.

Amend (F13)

Use this to return to the Maintain Document Details window to make further amendments.

Maintain the document as required, select **Update (F8)** to update, and then select **Previous (F12)** to return to the Document Acceptance Selection window.

Add Items to Document Window

To display this window, select **Add Items (F10)** on the Document Maintenance window.

This window displays the invoices that you may add to the document.

Fields

Select (Sel)

Select one of the following:

Select (1) - To select the required invoices

A/R Enquiry (5) - To view the A/R Item enquiry

Select **Proceed (F8)** to process the selected items and add them to the collection document. A confirmation window will be displayed.

Collection Document Maintenance [4/CSD]

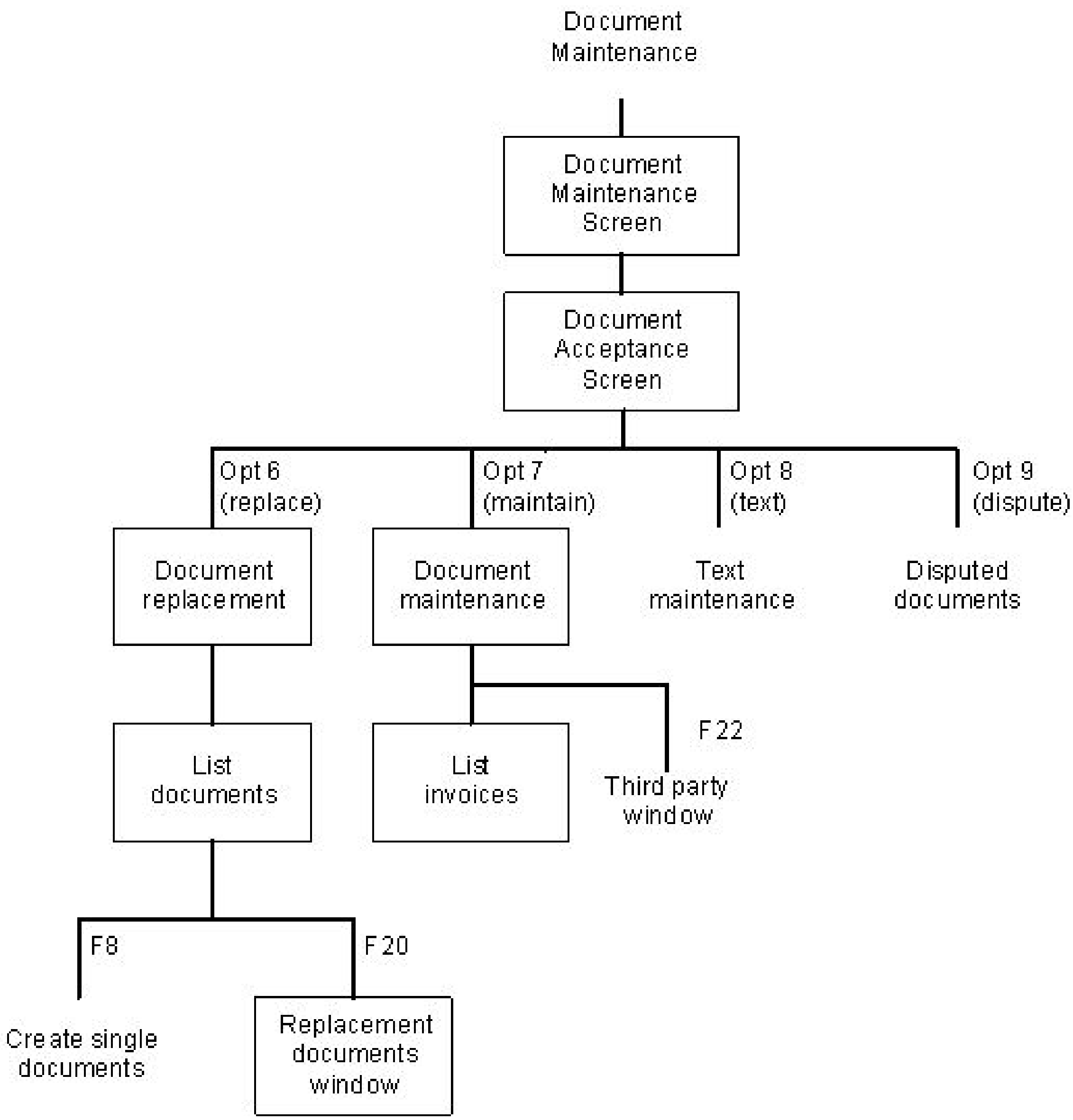
Certain types of collection document require the customer's signature of acceptance before sending to the bank.

Use the Acceptance task to accept the document and register that it is now available for sending to the bank. Using this task you can also maintain documents prior to acceptance.

The Maintenance task enables you to maintain or cancel documents which have either not previously required customer acceptance, or which have already been accepted.

In other words, the Acceptance task deals with documents of status 05, while the Maintenance task deals with documents of status 10 or 15.

The tasks available are outlined in the following diagram:



Many of the windows in this task are the same as those described in the Collection Document Acceptance section, so please see that section for further details.

Document Maintenance Company Window

To display this window, select the Collection Document Maintenance task.

Use this window to enter an invoice number, or a document reference, or the customer account of the document you want to accept or maintain.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company, but you can change it.

Discount Date

This field displays the current date displays plus any days before the maturity date (set up in the company profile against Document Creation days). You may change this to a different date to be used for calculating if discount is allowable.

This field is used only if you are using settlement discounts (i.e. the Post Discount on Collection Docs at Maturity flag is set to **1** within the Country-specific Parameters in the General Ledger).

Accounting Date

This field displays the current date. You may enter or select a different date to be the accounting date.

Customer Account Code

Enter the customer whose documents are to be accepted or maintained, or leave this field blank for all outstanding draft documents.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Payment Method

Enter the payment method of the document to be accepted or maintained.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Maturity Date Range

You can optionally enter a range of maturity dates. Leave the From date blank to include all documents up to the To date. Leave the To date blank to select all documents beyond the From date.

Document Reference

Enter the reference of the document to accept or maintain.

Invoice Number

Enter the invoice number of the document you want to accept or maintain.

Alternatively, use the prompt facility to select from the Select Item Reference pop-up.

Press Enter. The Document Maintenance Selection window is displayed, listing the documents that fall within the range requested.

Document Maintenance Selection Window

To display this window, complete the Document Maintenance window and press Enter.

This window lists the documents that fall within the range requested.

Fields

Select (1)

Enter one of the following:

6 - To replace the document

Entering **6** against a document enables you either to merge other documents into it, or to split it into several separate documents. The AR Items pop-up is displayed.

7 - To maintain a document

The Maintain Document Details window is displayed.

8 - To maintain text against a document

Enter **8** beside any document and then select **Process Selections (F8)** to display any text already entered for that document, or to enter new free format text. Enter the text and then select **Update and Return (F8)** to update.

9 - To record the document as a disputed item

To record a document as a disputed item, enter **9** beside it and select **Process Selections (F8)**. The Disputed Items pop-up is displayed.

Enter 6 beside the document you want to replace and then select Process Selections (F8) to display the AR Items pop-up.

Alternatively, enter 7 beside the document you want to maintain and then select Process selections (F8) to display the Maintain Document Details window.

Disputed Items Pop Up

To display this pop-up, enter 9 beside any item and then select Process Selections (F8) on the Document Maintenance Selection window.

Use this pop-up to enter a code defining the reason for the document dispute.

Fields

Reason Code

Enter a valid reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Select **Update (F8)**. The Document Maintenance Selection window is re-displayed, on which you will see the reason code you entered, with the other details of the document, between the document reference and the creation date.

Collection Document Review [5/CSD]

This task enables you to enquire on documents according to their review code. (See the Using Review Codes section for an explanation of the use of review codes.)

You can also specify whether you want to review only those documents whose review codes are preventing them from being released.

Review a document if required, and release it. At the same time you can attach another (or the same) review code to it, and also a letter code.

Document Review Window

To display this window, select the Collection Document Review task.

Use this window to select a range of documents for a review code. You can limit your selection to held documents.

Fields

Review Code

Enter the review code of the documents you want to display.

Alternatively, use the prompt facility to select from the Select Review Code pop-up.

Document Status Range

Enter the range of document statuses you want to see displayed.

You can use the prompt facility on these fields to select from the Select Document Status pop-up.

Held Documents Only

Unchecked - To list all the documents that satisfy the other selection criteria you have entered

Checked - To list only held collection documents that satisfy the other selection criteria you have entered

A held document is one which has a review code which prevents a document from being sent to bank until it has been reviewed.

Document Review Details Window

To display this window, enter your selection criteria and Press Enter on the Document Review window.

Fields

Select

Press Enter to see the Document Review Details window which lists all the documents that satisfy your selection criteria.Enter **1** in this field to select the document. The Payment Document Enquiry window is displayed.

Select a document with 1 and Press Enter to see the Payment Document Enquiry window.

Payment Document Enquiry Window

To display this window, enter 1 against a document on the Document Review Details window and Press Enter.

This window displays details of the selected document. You can choose to enquire on customer bank details, more value details, or document text. The review code may be amended.

The document header details are shown in the upper part of the window with the associated items listed beneath.

Functions

Customer Bank (F10)

Use this to display the customer bank details on the Bank Detail pop-up.

Previous (F12)

Use this to review or amend the review code or the letter code associated with the document. The Amend Review Codes pop-up is displayed.

More Details (F15)

Use this to display discount, commission and interest details on the More Details pop-up.

Text (F20)

Use this to display text associated with the document.

Select **Exit (F3)** to leave the task.

Bank Detail Pop-up

To display this pop-up, select **Customer Bank (F10)** on the Payment Document Enquiry window.

Use this pop-up to view the customer's bank details.

Press Enter to return to the previous window.

Amend Review Codes Pop-up

To display this pop-up, select **Previous (F12)** from the Payment Document Enquiry window.

Use this pop-up to amend the review code and the letter code.

Fields

Review Code

Now that this document has been reviewed, its review code is set to blank, and the document can be released.

If you want to enter another (or the same) review code, for informational and reporting purposes, you can optionally do so.

Alternatively, use the prompt facility to select from the Select Review Code pop-up.

Note: *Even if the code you enter is a holding code, it will not hold this document if you release it now.*

Letter Code

You can optionally enter the code of the letter you want to send to this customer at the next letter run.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Select **Release (F8)** to release the document. The review code and letter code you have entered, if any, are attached simultaneously.

More Details Pop-up

To display this pop-up, select **More Details (F15)** on the Payment Document Enquiry window.

Use this pop-up to view the discount, commission and interest details for the selected document.

Select **Previous (F12)** to return to the Payment Document Enquiry window.

Chapter 6 Document Processing – Banks and Other Tasks

6

The tasks in this section deal with sending documents to the bank, and with certain other facilities, such as unpaid documents.

When you are ready to send or sell your documents to the bank, you must create a session. This is a series of documents to be processed together.

The other tasks dealt with by this section are concerned with managing unpaid documents (Identify and Manage Unpaid Documents), creating direct debits, and processing documents from Accounts Payable.

Session Creation [11/CSD]

A document must be included in a session before it can be sent to the bank. A session is a series of documents (not direct debits) grouped together to be sent to the bank, and is an important feature of the collection document processing cycle.

Discounts must have been previously taken (at Document Acceptance) on payment methods which take discounts on acceptance. Discounts cannot be taken at the sell to bank collection stage. If sent to bank, however, discounts can be taken.

Session Creation Window

To display this window, select the Session Creation task.

Use this window to create a session of collection documents.

Fields

Bank Account for Receipts

Enter the bank account to be used as the collector account for the documents.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

If the cash apportionment flag for the bank is **checked**, the system rules will generate the bank postings, based on the cash apportionment table for the payment method.

Cash Apportionment

Use this checkbox as follows:

Checked - If cash apportionment is to be used within the session

Unchecked - If cash apportionment is not to be used within the session

Accounts Receivable Company

This field defaults to the company code of the Cash Management company.

Payment Class

Enter the payment class of the documents to be included in the session.

Alternatively, use the prompt facility to select from the Select Payment Class pop-up.

Maturity Days

Documents will be selected for inclusion in this session if they have a maturity date of the system date **plus** the days entered.

Maturity Date

Documents will be selected for inclusion in this session if they have a maturity date less than or equal to this date.

Customer Code

You can optionally enter a customer to select documents for a specific customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Document Reference

A particular document may be included in the session.

Alternatively, use the prompt facility to select from the Select Document Payment (From) pop-up.

Session Value

Documents will be selected in maturity date order up to the value entered here. The sale value is net of any discount.

The value must be **0** if the session type is **Send to bank**.

If a value is entered, and cash apportionment does not apply, the system will check whether this value is acceptable to the bank account selected. This will normally be determined by the approximate amount that is required to be raised. The system will then find the appropriate documents, if available, in order to meet the input value as closely as possible.

Session Type

Select one of the following:

Send to bank - The documents will be collected by the bank on their maturity date. Discount may be taken where allowed.

Sell to bank - The bank agrees to accept the documents before maturity, and the balance is updated at this point. Charges are incurred for this. No discount will be taken.

Currency

The currency defaults to that specified on the Cash Management company profile.

Currencies may not be mixed within a session.

You can use the prompt facility to select from the Select Currency pop-up.

Review Code From/To

Documents with a review code within the entered range will be selected for inclusion in this session.

You can use the prompt facility to select from the Select Review Code pop-up.

Select **Process (F8)** to create the session.

Review and Amend Session [12/CSD]

When the bank receives a session of documents, it may send a response back, listing the items it has received. This task enables you to reconcile this response against the session on the system.

If the session and the bank response fail to reconcile, you can amend the system session, adding any omitted document or deleting an extra one.

The task can also be used as a standard review and amend function if you are not performing a reconciliation.

Session Review and Change Window

To display this window, select the Review and Amend Session task.

Use this window to select sessions for review and amendment.

Options

Select

Use this to select the sessions for review and amendment.

Select sessions to see a list of the documents within each session displayed on the Session Review and Amend window.

Session Review and Amend Window

To display this window, make a selection on the Session Review and Change window and Press Enter.

This window displays a list of the documents within the session.

Options

Amend Charges

If **Bank Charges per Document** is checked in Bank Account Maintenance, use this to amend charges on the document.

Remove

Use this to remove a document.

Functions

Add Item (F10)

Use this to add a document to the session. The Add Document to Session pop-up is displayed.

Cancel Session (F11)

Use this to cancel the session.

Display Charges (F15)

Use this to display interest charge details. Extra columns for Commission and Interest are added to the display when this is selected.

Amend Charges (F17)

Use this to amend charges. The Amend Session Charges pop-up is displayed. This function is not available if **Bank charges per document** is checked in Bank Account Maintenance.

If you want to add a document to the session, select **Add Item (F10)**.

Add Document to Session Pop-up

To display this pop-up, select **Add Item (F10)** on the Session Review and Amend window.

This pop-up enables you to add a document to the session.

Fields

Document Reference

Enter the reference number of a document. The document must be of the same currency, payment method, and so on, as the other documents within the same session.

Alternatively, use the prompt facility to select from the Select Document pop-up.

Press Enter to add the document.

Amend Session Charges Pop-up

This pop-up is displayed when you select **Amend Charges (F17)** on the Session Review and Amend window.

Enter a bank reference and amend values for the selected session.

Fields

Bank Reference

When the bank receives a session of documents it will send a response listing the documents it has received. The bank reference is found on this response.

This field is not available if **Bank charges per document** is checked in Bank Account Maintenance

Commission

You can amend the bank's commission charge for this session if necessary.

Tax Code

Enter a tax code to supply the tax rate for commission.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

This field defaults to the tax code for this session.

Amount

Enter the tax value for commission.

This field will default to show the tax value calculated from the session's tax code rate.

Interest

For **Sell to Bank** documents or sessions, you may enter or amend the bank's interest charge for this session as desired.

Tax Code

For **Sell to Bank** documents or sessions, you may enter or amend the tax code to supply a tax rate for interest.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

This field defaults to the tax code for this session.

Amount

For **Sell to Bank** documents or sessions, enter or amend the tax value for interest.

This field will default to show the tax value calculated from the session's tax code rate.

Sale Value

The net value shows the session value minus commission and interest. Any amendment must maintain this calculation.

Press Enter to update the data.

Session Listing [13/CSD]

This task produces a report of the details of any session selected.

List Session Window

To display this window, select the Session Listing task.

Options

Select

Use this to select the session or sessions on which you wish to report.

Select the required session or sessions to submit a batch job, which will produce a single report of all the sessions selected.

Send Session to Bank [14/CSD]

This task prepares the documentation necessary to send a session of collection documents to the bank.

Send Session Window

To display this window, select the Send Session to Bank task.

Use this window to select a session or sessions to send to the bank.

Options

Select

Use this to select the session or sessions you wish to send to the bank.

Select the session or sessions you want to send to the bank. Select **Exit (F3)** to leave the task.

Bank Acceptance [15/CSD]

When a bank receives a session, it sends back a response which must be registered on the system. This task enables you to register a bank's acceptance of a session, and to reconcile the system record of the session with the bank response.

Bank Acceptance Selection Window

To display this window, select the Bank Acceptance task.

Use this window to select a session for bank acceptance.

Options

Review

Use this to review and amend a session.

Accept

Use this to register a session as accepted by the bank.

The Bank Acceptance window is displayed when Review is selected.

Bank Acceptance Window

To display this window, take the option to Review a session.

The Bank Acceptance window displays the session's header details.

Use this window to enter a bank reference, review items included in the session, or accept.

Fields

Bank Reference

Enter the reference attached to this session by the bank.

The detail lines on the window above should correspond to the detail lines on the session acknowledgement sent by the bank.

Functions

Review Session (F22)

If the details do not correspond exactly, use this to see the Session Review and Amend window, which displays the items included in the session.

Select Accept (F8) to accept the session or select **Review Session (F22)** to review the session.

Session Review and Amend Window

To display this window, select **Review Session (F22)** on the Bank Acceptance window.

When you can see the reason for the discrepancy between the bank response and the items listed here, you can amend the session record by adding a missing item (**Add Item (F10)**), deleting an extra item, (with **Remove**), or by cancelling the session altogether (**Delete (F11)**).

Options

Amend Charges

If **Bank Charges per Document** is checked in Bank Account Maintenance, use this to amend charges on the document.

Remove

Use this to remove a document.

Functions

Add Item (F10)

Use this to add a document to the session. The Add Document to Session pop-up is displayed.

Cancel Session (F11)

Use this to cancel the session.

Display Charges (F15)

Use this to display interest charge details. Extra columns for Commission and Interest are added to the display when this is pressed.

Amend Charges (F17)

Use this to amend charges. The Amending Session Charges pop-up is displayed. This function is not available if **Bank Charges per Document** is checked in Bank Account Maintenance.

Note: *Refer to the Review and Amend Session section for more information on the functions available here.*

When you are satisfied that the bank response and the system are reconciled, return to the Bank Acceptance window and select **Accept (F8)**, or to the Bank Acceptance Selection window and select Accept against any sessions to be accepted. A batch job is submitted to mark the sessions as accepted.

Maturity [16/CSD]

This task submits a job that will mature all documentation due for maturing and will update the bank accounts.

Note: *This job can be run as an overnight batch job each night.*

Select **Confirm Submit (F8)** to submit the batch job.

Confirmation [17/CSD]

This task submits a job that will confirm all documents at bank, and those that have matured. If you have specified a number of Caution Days on your company profile, this will be taken into consideration when calculating which documents have matured.

If you do not use the Maturity task in your procedures, this task will also update the bank accounts.

Select Confirm Submit (F8) to submit the batch job.

Identify Unpaid Documents [31/CSD]

This task enables you to register a document as unpaid.

You can register the whole document as unpaid, certain invoices as unpaid, or part of the document value as unpaid. The unpaid value can then be written off. Bank charges can be re-charged to the customer, and a letter code specified.

Discounts already taken on maturity, sent to bank, or at acceptance will be reverse posted.

A document can be unpaid if its status is sent to bank, sold to bank, matured or confirmed.

Unpay Documents Selection Window

To display this window, select the Identify Unpaid Documents task.

Fields

Document Reference

Enter the reference of the document to be unpaid.

Alternatively, use the prompt facility to select from the Select Payment Document pop-up.

Press Enter to display the document details on the Unpay Documents window.

Unpay Documents Window

To display this window, Press Enter on the Unpay Documents Selection window.

This window displays the document details with a number of processing functions. You can add values, unpay or part unpay, add a reason code, add text, change customer bank details or cancel a document.

Fields

Document Value

This defaults to show the value of the document. You may change this value to part unpay the document.

Charge

Enter the amount of any charge made by the bank as a result of rejecting the document.

This charge is not added to the debt owed by the customer unless the Recharge Invoice task is taken when unpaying, using **Unpay Document (F5)**.

Tax Code

If tax applies to the bank charges entered, enter an appropriate tax code here.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

If a tax code is entered, a tax value must also be entered. The value will be validated against the tax code.

Value

Enter the tax value applied to the bank charges.

This charge is not added to the debt owed by the customer unless the Recharge Invoice task is taken when unpaying, using the **Unpay Document (F5)**.

Accounting Date

Enter or select the date that the document is to be recorded as unpaid.

This field defaults to today's date.

Unpaid Reason

Enter a reason code for any document to be unpaid or part unpaid.

Alternatively, use the prompt facility to select from the Select Unpaid Reason Code pop-up.

Disputed Reason

Enter a disputed reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Letter Code

Enter the code of the letter you want to send to this customer at the next letter run.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Select

Select one of the following:

Text - To display text for the document on the Diary Facility Text window

You can add new text, or change the sequence of existing text entries.

Unpay Item - To register the item as unpaid

This is only available is the document is at status 40 or greater and it is not a Direct Debit.

Functions

Unpay Document (F5)

Use this to add a charge made to the customer's debt. The Confirm Unpayment pop-up is displayed.

Part Unpay (F8)

This is only available if the document status is 40 or greater and it is not a Direct Debit.

To part unpay, you must select at least one item or change the document value. The Confirm Part Unpayment pop-up is displayed.

Customer Bank Details (F10)

Use this to display the Bank Detail pop-up, showing the banks details for your information.

Cancel (F11)

Use this to cancel a document. The Confirm Cancel pop up is displayed.

Note: *The format of the bank details will vary depending on the country and on the Bank Details Format on Payment Method Maintenance.*

To leave the task, select **Exit (F3).**

Diary Facility Text Window

To display this window, select Text against an item and Press Enter on the Unpay Documents window.

Use this window to add or amend text.

Fields

Position to Action Date

If there is a large amount of text, use this field to position to a specific date.

Status

Select the status of the text you wish to view. Valid values are:

1 - Item cleared

2 - Text cleared

3 - Open text

4 - Action required

5 - Reviewed/Actioned

You can use the prompt facility to select from the Parameter Codes pop-up.

Recorded By

Enter a valid user profile to view text recorded by that user.

Alternatively, use the prompt facility to select from the Select User Profile pop-up.

Options

Select

Use this to select a line of text to maintain. The Diary Facility Text Maintenance window is displayed.

Delete

Use this to delete a line of text. No confirmation is required.

Functions

Add New (F6)

Use this to add new text. The Diary Facility Text Maintenance window is displayed.

Change Seq./Action Seq. (F15)

Use this to toggle the sequence in which the text is displayed.

Select an existing line or select **Add New (F6)** to display the Diary Facility Text Maintenance window.

Diary Facility Text Maintenance Window

To display this window, select an existing line or select **Add New (F6)** on the Diary Facility Text window.

Use this window to add, maintain or delete text.

Fields

Status Code

Use this to enter the current status of the text. The previous status is displayed on entry. Valid values are:

1 - Item cleared

2 - Text cleared

3 - Open text

4 - Action required

5 - Reviewed/Actioned

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Action Date

Enter or select the action date required.

Transaction Level Text

Enter or amend text as required.

Insert *n* Lines

Enter a number of lines to insert

After Line

Enter the starting number from which lines will be inserted.

Delete *n* Lines

Enter a number of lines to delete.

From Line

Enter the starting number from which lines will be deleted.

Select **Update (F8)** when text maintenance is complete. The text will be re-displayed in the Diary Facility Text window.

Confirm Unpayment Pop-up

To display this pop-up, select **Unpay Document (F5)** on the Unpay Documents window.

Use this pop-up to add charges to be invoiced.

Fields

Recharge Invoice

Checked - To specify charges that will be invoiced to the customer

Unchecked - If you do not want to enter charges

Select **Confirm (F5)** to update the document as unpaid.

If you do not want to enter charges, the Unpay Documents Selection window is re-displayed.

If you do want to enter charges, the Recharge Invoice pop-up is displayed.

Recharge Invoice Pop-up

To display this pop-up, check the Recharge Invoice field on the Confirm Unpayment pop-up and select **Confirm (F5)** (do not Press Enter).

Use this pop-up to specify the value to recharge.

Fields

Item Reference

You must enter a reference for the charges here.

Recharge Amount

Enter the total value of bank charges to be charged back to the customer.

Tax Code

Enter the tax code to be applied to the recharge total. This must correspond to the actual value in the Recharge Tax field.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Recharge Tax

Enter the tax value of the recharge. This must correspond to the tax rate of the tax code entered.

Reason Code

You must enter the relevant reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Enter the charges and then select **Confirm (F8)** to confirm. The Unpay Documents Selection window is re-displayed.

Confirm Part Unpayment Pop-up

To display this pop-up, enter the value to be unpaid in the Document Value field on the Unpay Documents window and select **Part Unpay (F8).**

The availability of the Part Unpay function depends on the status of the document. When you have part unpaid a document, the Recharge Invoice pop-up is displayed, as it is for fully unpaid documents.

Fields

Recharge Invoice

Checked - To specify charges that will be invoiced to the customer

Unchecked - If you do not wish to specify charges

Select **Confirm (F8)** to part unpay, or **Write Off (F19)** to write off the unpaid amount.

If you do not want to enter charges, the Unpay Documents Selection window is re-displayed.

If you do want to enter charges, the Recharge Invoice pop-up is displayed.

Confirm Cancel Pop-up

To display this pop-up, select **Cancel Document (F11).**

Fields

Recharge Invoice

Check this to specify charges that will be invoiced to the customer.

Uncheck if you do not wish to specify charges.

Select **Confirm (F8)** to cancel.

If you do not want to enter charges, the Unpay Documents Selection window is re-displayed.

If you do want to enter charges, the Recharge Invoice pop-up is displayed.

Manage Unpaid Documents [32/CSD]

This task enables you to maintain and amend documents that are currently unpaid. You can:

- Review document details and customer bank details
- Cancel a document
- Reinstate a document
- Replace a document, either merging several documents together or creating multiple documents from a single document
- Write off a document

Manage Unpaids Company Selection Window

To display this window, select the Manage Unpaid Documents task.

Fields

Accounts Receivable Company

Enter the company of the unpaid document.

Customer Code

Enter the customer code of the unpaid document. Leave this blank to see unpaids for all customers.

Press Enter to display the Select Payment Document window.

Select Payment Document Window

To display this window, Press Enter on the Manage Unpaids Company Selection window.

A list of all available documents is displayed.

Options

Select

Use this to select the document you require.

Select the document you want to maintain to display the Manage Unpaids window.

Manage Unpaids Window

To display this window, select the document you want to maintain on the Select Payment Document window.

The document's details are displayed, along with functions to manage the unpaid details.

Fields

Unpaid Reason

Enter a reason code for any document to be unpaid or part unpaid.

Alternatively, use the prompt facility to select from the Select Unpaid Reason Code pop-up.

Disputed Reason

Enter a disputed reason code.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Letter Code

Enter the code of the letter you want to send to this customer at the next letter run.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Accounting Date

Enter or select the accounting date.

Functions

Customer Bank Details (F10)

Use this to display the customer's bank details.

Note: *The format of the bank details will vary depending on the country and on the Bank Details Format on Payment Method Maintenance.*

Cancel (F11)

Use this to delete the document.

Reinstate (F15)

Use this to reinstate the cancelled document.

Replace (F18)

Use this to replace a document. The Confirm Replacement pop-up is displayed.

Write Off (F19)

Use this to write off a document. The Document Write-off pop-up is displayed.

Text (F20)

Use this to enter text.

Select **Replace (F18)**, and confirm by selecting **Replace (F18)** again. The Document Replacement pop-up is displayed.

Document Replacement Pop-up

To display this pop-up, select **Replace (F18)** on the Manage Unpaids window.

Use this pop-up to specify the AR items to be included.

Fields

Include A/R Items

Checked - If Accounts Receivable items are to be included in the list that follows

Unchecked - If Accounts Receivable items are not to be included in the list that follows

Press Enter to display the Document Replacement window.

Document Replacement Window

To display this window, Press Enter on the Document Replacement pop-up.

Use this window to select one or more documents to replace. You can replace your selected document or documents with a single document or with several documents.

Note: *The standard Maintain Document Details window is displayed. For more information, see an example of this window in the Manual Creation section.*

Fields

Select (Sel)

Select one of the following:

Select - To select a document or documents to be replaced

The software calculates the total value of the documents you have selected.

Text - To enter text against a line

Functions

Create Document (F8)

Use this to create a single document for the total value of documents you have selected.

Create Multiple Documents (F20)

Use this to create several documents for the total value of documents you have selected. The Replacement Documents pop-up is displayed.

Select either **Create Document (F8)** or **Create Multiple Documents (F20).**

When you have created the new document, this window is re-displayed. Select **Update (F8)** to update. The system re-displays the list of documents, where you will see your new document with a status of 10 (Accepted).

Replacement Documents Pop-up

To display this pop-up, select **Create Multiple Documents (F20)** on the Document Replacement window.

Enter dates and values for the replacement document.

At update, the system re-displays the list of documents, where you will see the new status 10 (Accepted) documents displayed.

Note: *All documents created as a result of replacement will be of status 10 (Accepted).*

Fields

Maturity Date

Enter or select the maturity date you want to apply to the document you are creating.

Type

Enter the payment method of the document you are creating.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Value

Enter the value of the new document.

Value to Replace

This field displays the value to be replaced.

Value Entered

This field displays a running total of the document values entered. It is updated every time **OK** is selected.

Value Remaining

This field displays a running total of the value left from the original document which is not yet allocated to a new document.

Enter the details as required and Press Enter to update the totals at the bottom of the pop-up. Ensure that the final total equals the value of the original document. Then select **Update (F8)** to create the documents.

Document Write-off Pop-up

To display this pop-up, select **Write Off (F19)** on the Manage Unpaids window.

Fields

Reason Code

Enter a code representing the reason for the write off.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

Enter the reason code required and Press Enter to proceed with the write off.

Direct Debit Creation [33/CSD]

This task creates direct debits in the same way that Automatic Creation creates collection documents.

The main difference between the tasks is that Automatic Creation creates separate documents either for each due date or for each invoice, depending on a customer setting. Direct Debit Creation creates one debit for all invoices up to the cut-off due date.

In contrast to Automatic Creation, this task does not update the General Ledger until the debit has matured.

Direct Debit Creation Window

To display this window, select the Direct Debit Creation task.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company. The field need not be changed unless the documents are to be created from a different Accounts Receivables company linked to this module.

Doc. Statement Group Codes

These codes are used to group together customers that are to have direct debits set up. You can specify up to six groups here.

Cut Off Maturity Days

Any number displayed will have been set up at in the company profile against Document Creation Days. You can enter the number of days from today for which you want to create direct debits.

Cut Off Maturity Date

This field is an alternative to the Cut Off Maturity Days field, where you can enter or select the date to be the last date to create direct debits.

Discount Date

The date displayed is the document date plus any default cut off maturity days. You may change this to an earlier or later date to be used for calculating if discount is allowable.

This field is used only if you are using settlement discounts (i.e. the Post Discount on Collection Docs at Maturity setting in Country-specific Profiles in the General Ledger is set to **1**).

The discount held against the invoice will be taken if the invoice discount date is less than or equal to the discount date entered here.

Where displayed, this field is mandatory.

Mature on Discount Date

Use this checkbox as follows:

Unchecked - If the payment due date (i.e. the maturity date) must override the discount date

Checked - If you are using the discount date as the direct debit run day and this will override any maturity date displayed

This is important if you have amended the Cut Off Maturity Days or Date.

Payment Method

You can optionally enter a valid method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

To create a direct debit payment, the payment method entered here must be set up as a direct debit method on the parameter file (type DRDB).

Customer Code

You can optionally enter a valid customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

If you enter or select a customer, Accounts Receivable items for this customer only will be selected.

Currency code

You can optionally enter a valid code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

If you enter or select a currency, Accounts Receivable items of this currency only will be selected.

Include Disputed Items

Checked - To include in the selection those items currently in dispute

Unchecked - Not to include disputed items

Select **Continue (F8)** to create the direct debit.

AP Document Maintenance [34/CSD]

This task enables you to amend a document due date if it has not yet been cleared or cancelled.

AP Document Maintenance Selection Window

To display this window, select the AP Document Maintenance task.

Use this window to select references for maintenance.

Fields

Use one of the following fields.

External Reference

Enter the external reference. This is the payment reference created by AP, and can be found using the AP enquiry system.

Internal Reference

Enter the internal reference. This is the reference allocated by the collection document system, when the document is created.

Press Enter to display the document details on the AP Document Maintenance window.

AP Document Maintenance Window

To display this window, Press Enter on the AP Document Maintenance Selection window.

Use this window to view the document details, and if required, amend the due date.

Fields

Enter Amended Due Date

If you want to change the due date, enter or select the new date here.

Press Enter to update.

AP Document Clearance [35/CSD]

This task enables you to clear and confirm the payment of collection documents issued by Accounts Payable.

Clear AP Documents Window

To display this window, select the AP Document Clearance task.

Use this window to select Accounts Payable documents for the bank account.

Fields

Bank Account

Enter the General Ledger bank account into which payment is to be made, or from which payment is to be received.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Bank Reference

Enter the bank reference to specify which documents you want to clear.

Cut-Off Date

Enter or select the maturity date up to which documents are considered for clearance.

Currency

Enter the currency code of the documents which are to be cleared.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Accounting Date

Enter or select the accounting date required.

Posting Period

Enter the posting period.

Press Enter to see a list of all documents fulfilling the selection criteria.

Clear AP Documents List

Fields

Selection (Untitled)

Select **1** against the lines you wish to process.

Select **8** to modify the value date of a line. This will only be available if GL country-specific parameter 29 is turned on.

Functions

Process Selected items (F8)

Use this to process the items you have selected.

Due Dates (F13)

Use this to toggle between due dates and value dates. This will only be available if GL country-specific parameter 29 is turned on.

Press Enter to view the total value of the selected items.

Select **Process Selected Items (F8)** to process the items selected.

For lines selected with 1, the Clear AP Documents Confirmation window will be displayed.

For lines selected with 8, the Value Date window will be displayed. When **Update (F8)** is selected on the Value Date window, the Clear AP Documents Confirmation window is displayed.

Clear AP Documents Confirmation Window

To display this window, select **Process Selected Items (F8)** on the Clear AP Documents window.

Use this window to confirm the details for the batch and update.

Functions

Update Batch (F8)

Use this to confirm the selected values**.**

Enter Charges (F10)

Use this to enter charges. A window showing charges entry lines will be displayed.

Override Bills to Base (F17)

Use this to override the exchange rate between the bills selected and the base currency. The Override Conversion Parameters pop up will be displayed.

To update immediately, select **Update Batch (F8)** to confirm your selected batch.

To enter charges first, select Enter **Charges (F10)** to bring up the Clear AP Documents Confirmation window showing the charges entry lines.

Clear AP Documents Confirmation Details Window

To display this window, select Enter **Charges (F10)** on the Clear AP Documents Confirmation window.

Use this window to select the account, value charged and bank charge reference and perform the update.

Fields

Account

Enter the account number to which this line of charges is to be sent.

Alternatively, use the prompt facility to select an account number.

Amount

Enter the value relevant to this line of charges.

Bank Charge Ref

Enter the relevant charge reference here.

Select **Confirm Charges (F8)** to update the entries you have made.

Banking Engine Collections Creation [36/CSD]

This task creates collections to be process through the Banking Engine in the same way that Direct Debit Creation creates direct debits

One collection is created for all invoices up to the cut-off date.

On the customer's account the invoices to be paid are replaced by the collection document transaction type CD.

No General Ledger updates occur until the collection has matured.

If any amendments are to be made to the collection then option 4/CSD may be used to cancel the collection, or add or remove items from the collection.

Banking Engine Creation Window

To display this window, select the Banking Engine Collections Creation task.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company. The field need not be changed unless the documents are to be created from a different Accounts Receivables company linked to this module.

Doc. Statement Group Codes

These codes are used to group together customers that are to have collections processed through the banking engine. You can specify up to six groups here.

Cut Off Maturity Days

Any number displayed will have been set up at in the company profile against Document Creation Days. You can enter the number of days from today for which you want to create collections.

Cut Off Maturity Date

This field is an alternative to the Cut Off Maturity Days field, where you can enter or select the date to be the last date to create collections.

Discount Date

The date displayed is the document date plus any default cut off maturity days. You may change this to an earlier or later date to be used for calculating if discount is allowable.

This field is used only if you are using settlement discounts (i.e. the Post Discount on Collection Docs at Maturity setting in Country-specific Profiles in the General Ledger is set to **1**).

The discount held against the invoice will be taken if the invoice discount date is less than or equal to the discount date entered here.

Where displayed, this field is mandatory.

Mature on Discount Date

Use this checkbox as follows:

Unchecked - If the payment due date (i.e. the maturity date) must override the discount date

Checked - If you are using the discount date as the collection run day and this will override any maturity date displayed

This is important if you have amended the Cut Off Maturity Days or Date.

Payment Method

You can optionally enter a valid method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

To create a banking engine collection, the payment method entered here must be set up as a banking engine payment method on the parameter file (type BEPM).

Customer Code

You can optionally enter a valid customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

If you enter or select a customer, Accounts Receivable items for this customer only will be selected.

Currency code

You can optionally enter a currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

If you enter or select a currency, Accounts Receivable items of this currency only will be selected.

Include Disputed Items

Checked - To include in the selection those items currently in dispute

Unchecked - Not to include disputed items

Select **Continue (F8)** to generate collections for the banking engine.

SEPA Direct Debit Creation [37/CSD]

This task creates SEPA direct debits the same way that Direct Debit Creation creates direct debits

One collection is created for all invoices up to the cut-off date.

On the customer’s account the invoices to be paid are replaced by the collection document transaction type CD.

No General Ledger updates occur until the collection has matured.

A payment class should be created for SEPA direct debits to ensure there is no mix of payment classes in a bank session.

If any amendments are to be made to the collection then option 4/CSD may be used to cancel the collection, or add or remove items from the collection.

SEPA Direct Debit Creation Window

To display this window, select the SEPA Direct Debit Creation task.

Fields

Receivables Company

This field defaults to the company code of the Cash Management company. The field need not be changed unless the documents are to be created from a different Accounts Receivables company linked to this module.

Doc. Statement Group Codes

These codes are used to group together customers that are to have SEPA direct debits set up. You can specify up to six groups here.

Cut Off Maturity Days

Any number displayed will have been set up at in the company profile against Document Creation Days. You can enter the number of days from today for which you want to create collections.

Cut Off Maturity Date

This field is an alternative to the Cut Off Maturity Days field, where you can enter or select the date to be the last date to create collections.

Discount Date

The date displayed is the document date plus any default cut off maturity days. You may change this to an earlier or later date to be used for calculating if discount is allowable.

This field is used only if you are using settlement discounts (i.e. the Post Discount on Collection Docs at Maturity setting in Country-specific Profiles in the General Ledger is set to **1**).

The discount held against the invoice will be taken if the invoice discount date is less than or equal to the discount date entered here.

Where displayed, this field is mandatory.

Mature on Discount Date

Use this checkbox as follows:

Unchecked - If the payment due date (i.e. the maturity date) must override the discount date

Checked - If you are using the discount date as the collection run day and this will override any maturity date displayed

This is important if you have amended the Cut Off Maturity Days or Date.

Payment Method

You can optionally enter a valid method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

To create a SEPA direct debit, the payment method entered here must be set up as a SEPA direct debit payment method on the parameter file (type SDDB).

Customer Code

You can optionally enter a valid customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

If you enter or select a customer, Accounts Receivable items for this customer only will be selected.

Currency code

A currency code must be entered. For SEPA direct debits this must be euros.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

If you enter or select a currency, Accounts Receivable items of this currency only will be selected.

Include Disputed Items

Checked - To include in the selection those items currently in dispute

Unchecked - Not to include disputed items

Select **Continue (F8)** to create the SEPA direct debit collections.

Chapter 7 Document Processing – Printing Tasks

7

The tasks in this section deal with printing and review of collection documents and collection letters

Print Collection Documents [1/CSDM]

This task will print previously unprinted statements or collection documents according to the selection criteria entered on the Print Statements and Payment Documents window.

Print Statements and Payment Documents Window

To display this window, select the Print Collection Documents task.

Use this window to select the documents you want to print.

Fields

Receivables Company

You can optionally enter the Accounts Receivable company for which the documentation is to be printed.

This field defaults to the company code of the Cash Management company.

Customer No

You can optionally enter a customer code if you want to print documentation for a particular customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Leave this field blank to print all customer documentation.

Due Date From/To

You can optionally enter a range of dates for the selection of documentation to be printed.

Leave both these fields blank to print all documentation regardless of date.

Select **Print (F8)** to produce the printouts.

Reprint Collection Documents [2/CSDM]

This task enables you to re-print statements and documents that have already been printed. A re-print audit report is also available. The format of the document will depend on the specified payment method.

Documents that have not previously been printed are not valid for reprinting.

Payment Document Reprint Window

To display this window, select the Reprint Collection Documents task.

Fields

Document Number

Enter the number of the document you want to re-print.

Alternatively, use the prompt facility to select from the Select Payment Document window.

Enter or select a document and then Press Enter to display the Payment Document Enquiry window.

Payment Document Enquiry Window

To display this window, enter or select a document and then Press Enter on the Payment Document Reprint window.

Use this window to re-print the selected document.

Functions

Reprint (F8)

Use this to re-print the document.

Customer Bank (F10)

Use this to review the bank details on the Bank Detail pop-up.

More Details (F15)

Use this to display the discount, commission and charges details on the More Details pop-up.

Text (F20)

Use this to display text associated with the document.

Select **Reprint (F8)** to produce the re-printed documents.

Print Collection Document Letters [3/CSDM]

This task will print the letters of the documents you select. Only documents which have a letter code attached can have a letter printed.

Once the letter has been printed, the letter code for that document is set to blank.

Print Customer Letters Window

To display this window, select the Print Collection Document Letters task.

Use this window to specify the letters you want to print.

Fields

Receivables Company

Enter the Accounts Receivable company for the customer or customers whose letters are to be printed.

Letter Code From/To

You can optionally enter the range of letter codes you want printed.

Only valid codes can be entered. To select one code only, enter that code in the From field and leave the To field blank.

Leave both of these fields blank to select all codes.

You can use the prompt facility to select from the Select Standard Letter pop-up.

Maturity Date From/To

You can optionally enter or select the range of maturity dates for which letters are to be printed.

Leave both of these fields blank to select regardless of maturity date.

Creation Date From/To

You can optionally enter or select the range of creation dates for which letters are to be printed.

Leave both of these fields blank to select regardless of creation date.

Print Document Details

Use this checkbox as follows:

Unchecked - To print only the document details with the letter

Checked - To print the Accounts Receivable item details as well as the document details

Note: *You can use the Collection Document Review task to set the letter code for a document.*

Press Enter and then select **Process (F8)** to submit a job to print the letters.

Cash Collection Letters [4/CSDM]

This task prepares a letter informing the customer that a collection document, or more than one document, is about to be sent to the bank.

Cash Collection Letters Window

To display this window, select the Cash Collection Letters task.

Use this window to specify the letters you want to print.

Fields

Accounts Receivable Company

Enter the Accounts Receivable company of the customers to whom letters are to be sent.

Letter Code

Enter the code of the letter to be printed.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Payment Class

Enter the payment class for which letters are to be printed.

Alternatively, use the prompt facility to select from the Select Payment Class pop-up.

Maturity Days

Enter the number of days before the documents mature.

Customer Code

You can optionally enter a customer code to produce a letter for a particular customer.

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Leave this field blank to select all customers.

Include Docs in Review

Unchecked (default) - Not to produce letters in review

Checked - To produce letters for customers whose documents still need reviewing

Currency

Enter the currency for which you want letters to be produced.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

This field defaults to the base currency.

Select Process (F8) to submit a job to produce a letter for each selected customer. The software sets a flag to ensure that a document included in a letter will not be included in any future letter.

Chase Unaccepted Collection Documents [5/CSDM]

If a customer does not accept a document, it may be necessary to send a Dunning (chase) letter. This task will send a standard letter whose format and wording will depend on the code you select. The letter will include a list of documents that were created before the specified cut-off date but have not yet been accepted.

The document value is shown net of any discount.

The report is designed to be printed on pre-printed stationery.

Chase Unaccepted Documents Window

To display this window, select the Chase Unaccepted Collection Documents task.

Use this window to specify the chase letters you want printed.

Fields

Receivables Company

Enter the Accounts Receivable company of the customers to whom letters are to be sent.

Dunning Letter Code

Enter the code of the Dunning letter you want to send. The code must be a valid code set up in the Accounts Receivable module.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Cut Off Days since Creation

Enter the number of days since creation for documents to be included in the selection.

Creation Dates From/To

All customers with outstanding documents created between the dates entered here will receive a letter, as long as all other selection criteria are satisfied.

Maturity Dates From/To

All customers with outstanding documents which matured between the dates entered here will receive a letter, as long as all other selection criteria are satisfied.

Press Enter to submit a job to print the letter.

Payment Reminders [6/CSDM]

This task enables you to list details of any documents that are currently being held for review. Document values are shown net of any discount.

Payment Reminders Window

To display this window, select the Payment Reminders task.

Use this window to specify the payment reminders you want to print.

Fields

Receivables Company

Enter the Accounts Receivable company of the customers to whom reminders are to be sent.

Dunning Ltr Code

Enter the code of the Dunning letter you want to send.

Alternatively, use the prompt facility to select from the Select Standard Letter pop-up.

Cut Off Days to Due Date

Enter the number of days to due date for documents to be included in the selection.

Cut Off Due Date

Enter the latest due date of documents to be included.

Payment Method

Enter the payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Include Disputed Items

Checked - To include reference to disputed items in the reminder

Unchecked - Not to include reference to disputed items in the reminder

Press Enter to submit a job to print the payment reminders.

List Collection Documents for Review [7/CSDM]

This task enables you to produce a report of documents according to their review code.

You can also specify whether you want to review only those documents whose review codes are preventing them from being released.

List Documents for Review Window

To display this window, select the List Collection Documents for Review task.

Use this window to specify which documents you want included on the report.

Fields

Review Code From/To

You can optionally enter the range of review codes to be included in the review.

Leave both fields blank to select all review codes.

You can use the prompt facility to select from the Select Review Code pop-up.

Document Status From/To

Enter the range of statuses to be included in the review.

You can use the prompt facility to select from the Select Document Status pop-up.

Maturity Date Range

Enter or select the range of maturity dates of documents which are to be included in the report.

Held Documents Only

Any review code can be set up as a holding review code. This is a code that prevents any document to which it is attached from being released and sent to bank. Such a document is said to be a held document.

Unchecked - To include documents whether held or not

Checked - If held documents only are to be included in the review

Press Enter to submit a job to produce the listing

Chapter 8 Enquiries and Reports

8

Cash Management provides a flexible enquiry facility, which enables you to enter the Cash Management Item Enquiry window from almost any point. A separate Enquire on Collection Document task is available.

The Transaction Type, Reference and Bank Account tasks are dealt with together. This is because, although different information is entered on the initial windows, these tasks all lead to the same network of Cash Management Item Enquiry windows. These initial windows are included first, then the series of enquiry windows which are accessed by functions, and finally the collection document windows.

Transaction Reports

Bank Account

This lists all transactions posted to the bank accounts, with opening and closing balances.

Currency by Bank Account

This lists transactions by period, details in prime currency within bank account order.

Items by Bank Reference

This lists transactions in bank reference order.

Scan Report

This lists transactions whose descriptions contain a specified string of characters.

Provisional Cash

This lists provisional cash postings.

Summary Reports

Statement of Balance

This lists balances in prime and base currencies.

Audit and Control Reports

Daily Movements

This lists all transactions for each bank, with opening and closing balances.

Audit Report

This lists transactions in Cash Management reference order.

Suspended Items

This lists all suspended and provisional cash transactions.

Unpresented Items

This lists transactions which have not been cleared by bank reconciliation.

Bank Statements

This lists bank statements with cleared transactions.

Collection Document Reports

Document

This lists document details.

Due Date

This lists outstanding documents.

Cash Flow

This lists documents within ageing periods.

Reprint Audit

This prints a copy of the audit report.

Write Off Audit

This lists all documents which have been written off from a specified date.

Transaction, Reference and Account Enquiries

This section deals with the three linked Cash Management enquiries, which are:

- Transaction Type Enquiry

  This enables you to select your transaction for review from a list of transactions of the same type.

- Reference Enquiry

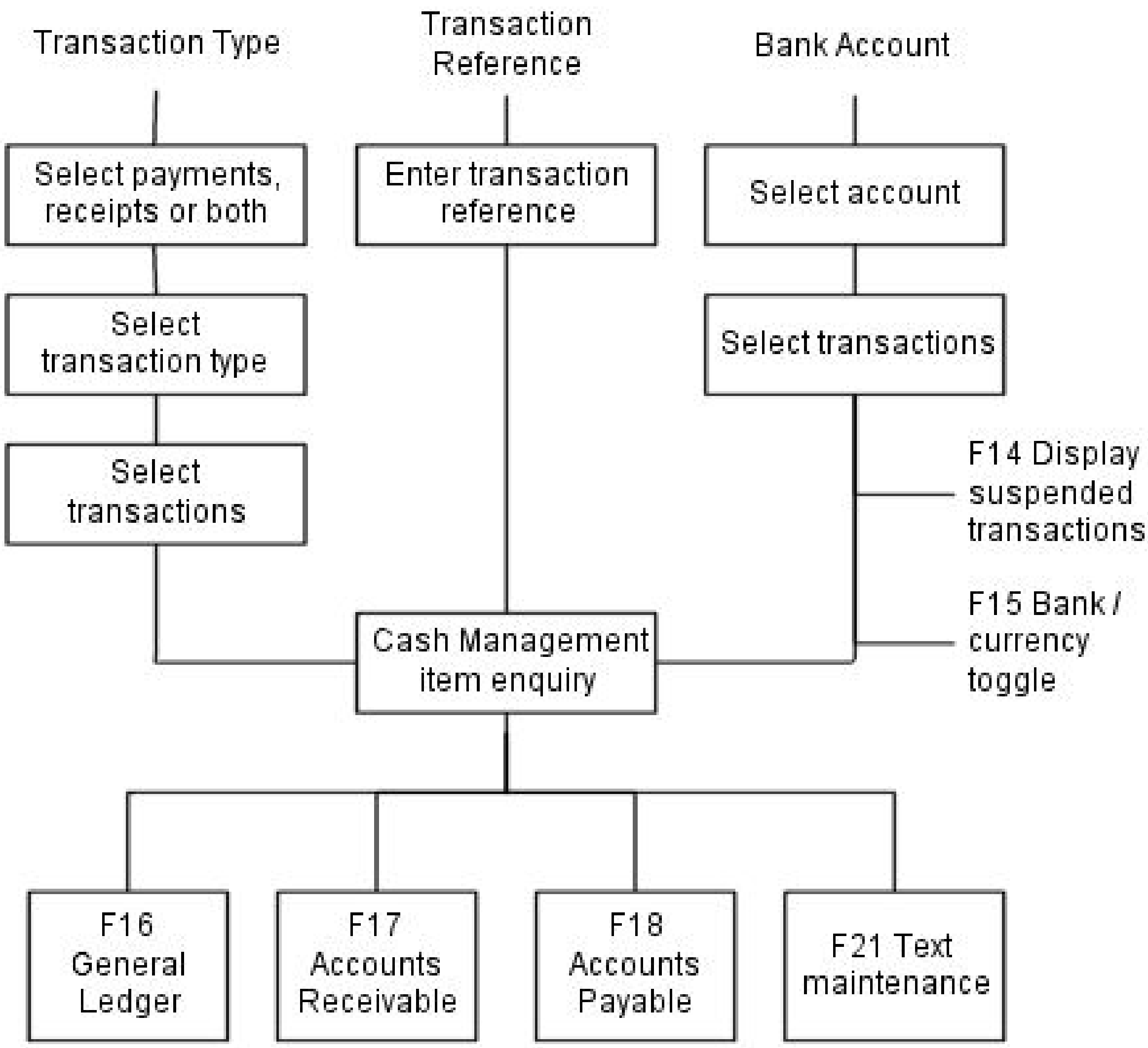
  This enables you to review the transaction if you know its Cash Management reference number.

- Bank Account Enquiry

  This enables you to select the transaction for review from a list of transactions in the same account.

Transaction Enquiries Diagram

The structure of this section is clarified by the following diagram, which shows the extent to which the three enquiries (Transaction Type, Reference and Bank Account enquiries) are interrelated:



Enquire by Transaction Type [1/CSE, 11/CSZ]

Enquiry by Transaction Type Payments or Receipts Window

To display this window, select the Enquire by Transaction Type task.

Use this window to select your transaction for review from a list of transactions of the same type.

Fields

Payments or Receipts

Select one of the following:

Payments (P) - To display a list of payments

Receipts (R) - To display receipts

Both (blank) - To display all items

Press Enter to display the list of transaction types on the Enquiry by Transaction Type Selection window.

Enquiry by Transaction Type Selection Window

To display this window, Press Enter on the Enquiry by Transaction Type Payments or Receipts window.

Use this window to select the required transaction type and optionally choose to limit the date or period range.

Options

Select

Use this to select the transaction type or types required.

Fields

Date Ranges Required?

Check this to restrict the selection by specifying a date or period range. If this is **checked**, when you Press Enter, the Date or Period window will enable you to select the dates or periods for the enquiry.

Select the transaction type or types required. The Enquiry by Transaction Type Detail window is displayed if you have not checked the Date Ranges Required? Field.

Enquiry by Transaction Type Date Ranges Window

To display this window, check the Date Ranges Required? Field on the Enquiry by Transaction Type Selection window.

Use this window to select a range of dates or a range of periods.

Fields

Date From/To

Enter or select the From and To dates for the transactions you wish to view.

Period From/To

Enter the From and To periods for the transaction you wish to view.

Press Enter when you have entered the required range.

Enquiry by Transaction Type Details Window

To display this window, select a transaction type or types and optionally enter a date or period range.

Options

Select

Use this to display details of the transaction.

Select a transaction to display the Item Enquiry window as described below.

Enquire by Cash Reference [2/CSE, 12/CSZ]

Item Enquiry Selection Window

To display this window, select the Enquire by Cash Reference task.

Use this window to select the cash book reference of the item on which you want to enquire.

Fields

Cash Reference

Enter the cash book reference of the specific item upon which you wish to enquire.

Functions

Page Down/Page Up

Use these to scroll to another cash reference.

Press Enter to display the Item Enquiry window as described below.

Enquire by Bank Account [3/CSE, 13/CSZ]

Bank Account Enquiry Selection Window

To display this window, select the Enquire by Bank Account task.

Use this window to select the bank account on which you want to enquire.

Options

Account Details

Use this to display a list of the transactions posted to this account. Select a transaction to display the Cash Management Item Enquiry window.

Period Details

Use this to display a list of the periods for the account. Select a period to display a list of all the transactions for that period and then select a transaction to display the Cash Management Item Enquiry window.

Bank Reference Details

Use this to display a list of transactions posted to this account in the Bank Account Enquiry window. A Position To field is available for enquiring on bank reference when using this enquiry option.

Select a route through the selection windows until you select the transaction you want. The details are displayed on the Cash Management Item Enquiry window.

Item Enquiry Window

Select a route through the selection windows until you select the transaction you want. The details are displayed on the Cash Management Item Enquiry window.

This is the main window within the enquiry system. It displays all the main details of the item, and can lead to the General Ledger, Accounts Payable or Accounts Receivable enquiry systems.

Use **Page Up/Page Down** to move through the items.

Functions

GL Transactions (F16)

Use this to display the relevant details on the Transaction Enquiry window from the General Ledger.

AR Enquiry (F17)

Use this to display the relevant details on the Customer Enquiry - Item Details window from Accounts Receivable.

Note: *This function is only available for certain types of transaction.*

AP Enquiry (F18)

Use this to display the relevant details on the Session Enquiry - Transactions by Session window from Accounts Payable.

Note: *This function is only available for certain types of transaction.*

GL Suspense (F19)

Use this to display the GL suspense account details on the Transaction Enquiry window from the General Ledger.

Note: *This function is only available for certain types of transaction.*

Maintain Text (F21)

Use this to add, edit or delete text for this transaction on the Maintain Text for Cash Transaction window.

Select **Previous (F12)** to return to the previous window.

Enquire on Collection Document [4/CSE]

This task provides you with a full enquiry facility for collection documents.

Payment Document Enquiry Selection Window

To display this window, select the Enquire on Collection Document task.

Use this window to select by invoice reference, document reference, or customer details.

Fields

Document Source

Select one of the following:

A/R

A/P

Source Company

Enter the code of the company to which the customer is defined.

Customer/Supplier

Enter the customer whose documents you want to enquire on.

Alternatively, use the prompt facility to select from the Customer Selection or Supplier Selection pop-up.

Payment Method

Enter the payment method of the collection documents on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Document Status From/To

Enter the range of statuses on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Document Status pop-up.

Bank Account

Enter the account for the document(s) on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Due Date

Enter or select the due date of the documents on which you want to enquire.

Document Reference

Enter the reference of the document on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Payment Document pop-up.

Invoice Reference

Enter an invoice included on the collection document for enquiry.

***Note:** If you want to see a list of all collection documents for the company, simply select a document source and Press Enter. A list of documents will be displayed, each with a selection field beside it.*

If you have selected a particular document, its details are displayed on the Payment Document Enquiry window.

If you have specified a range of documents, they are listed on the Select Payment Document window. Select one of them to display its details on the Payment Document Enquiry window.

Select Payment Document Window

To display this window, select a range of documents or all documents on the Payment Document Enquiry Selection window and Press Enter.

A list of collection documents is displayed.

Options

Select

Use this to select the document to display on the Payment Document Enquiry window.

Select the document you require in order to see its full details on the Payment Document Enquiry window.

Payment Document Enquiry Window

To display this window, select a document on the Payment Document Enquiry Selection window or on the Select Payment Document window and Press Enter.

Use this window to display the full details of the document.

Functions

Customer Bank (F10)

Use this to see the bank details for this document on the Bank Detail pop-up.

Note: *The format of the bank details will vary depending on the country and on the Bank Details Format on Payment Method Maintenance.*

Options

More Details (F15)

Use this to display interest and commission charge details on the More Details pop-up.

Text (F20)

Use this to display the Maintain Text for Cash Transaction window.

Select **More Details (F15)** to see the More Details pop-up.

More Details Pop-up

To display this pop-up, select **More Details (F15)** on the Payment Document Enquiry window.

This pop-up displays the interest and commission charge details.

Select **Previous (F12)** to return to the Payment Document Enquiry window.

Enquire by Bank Reference [5/CSE]

This task allows the entry of a Bank Account and Bank Reference. A prompt program gives you the facility to prompt on Bank Reference once the bank is selected, using either a complete or a partial reference.

The detail of the transaction is then displayed, with the option to enter another Bank Reference and display the details.

On each transaction, functions give access to the AP and AR Item enquiries, the GL Transaction enquiry and the GL Suspense enquiry. In addition, you can add text to an item.

Bank Reference Enquiry Selection Window

To display this window, select the Enquire by Bank Reference task.

Fields

Bank Account

You must enter a bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Bank Reference

You can optionally enter a bank reference.

Alternatively, use the prompt facility to select from the Select Bank Reference pop-up.

If you made a unique entry in the Bank Reference field, you will see the Bank Reference Enquiry Details window when you Press Enter.

If there are multiple transactions with the same Bank Reference, you will see the Enquire by Bank Reference Enquiry - Reference Selection window when you Press Enter.

Bank Reference Enquiry - Reference Selection Window

To display this window, make an entry in the Bank Account field on the Bank Reference Enquiry Selection window, enter or select the Bank Reference field and Press Enter. This window is only displayed if there are multiple transactions with the same Bank Reference.

Options

Select

Use this to select a line and display the details on the Bank Reference Enquiry Details window.

Bank Reference Enquiry Details Window

To display this window, enter a bank account and bank reference in the Bank Reference Enquiry Selection window and Press Enter.

Alternatively, enter a bank account on the Bank Reference Enquiry Selection window, Press Enter and select a bank reference from the Bank Reference Enquiry - Reference Selection window.

Fields

Next Reference

You can enter a bank reference here to re-display the window with details of that reference.

You can use **Page Up** and **Page Down** to move through the records.

Functions

GL Transactions (F16)

Use this to display the relevant details on the Transaction Enquiry window from the General Ledger.

AR Enquiry (F17)

Use this to display the relevant details on the Customer Enquiry - Item Details window from Accounts Receivable.

Note: *This function is only available for certain types of transaction.*

AP Enquiry (F18)

Use this to display the relevant details on the Session Enquiry - Transactions by Session window from Accounts Payable.

Note: *This function is only available for certain types of transaction.*

GL Suspense (F19)

Use this to display the GL suspense account details on the Transaction Enquiry window from the General Ledger.

Note: *This function is only available for certain types of transaction.*

Maintain Text (F21)

Use this to add, edit or delete text for this transaction on the Maintain Text for Cash Transaction window.

Report of Transactions by Bank Account [11/CSE]

This report lists all transactions posted to the bank accounts, with opening and closing balances. It is used to confirm period values posted to Cash Management and to the General Ledger.

Cash Management by Bank Account Window

To display this window, select the Report of Transactions by Bank Account task.

Use this window to specify the transactions you want.

Fields

Bank Account Code

Enter the General Ledger bank account**.** The field defaults to the account on the company profile. You may also enter ***ALL** to report transactions for all banks.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Period From/To

This defaults to the current period, but can be changed. Blank out the fields to select by calendar date.

The To period must not be less than the current period.

Date From/To

You can enter or select dates if period numbers are not selected.

Press Enter and then select Print Report (F8) to submit a job to produce the report.

Report of Transactions by Currency [12/CSE]

This report lists transactions by period, and prints the details in prime (transaction) currency within bank account order. It is used to confirm period values posted to Cash Management and to General Ledger.

Currency by Bank Account Window

To display this window, select the Report of Transactions by Currency task.

Use this window to specify the details you want printed.

Fields

Bank Account Code

You can optionally enter a General Ledger bank account to limit the report.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Leave this blank to print all accounts.

Period From/Period To

You can optionally enter period values to limit the report.

Leave these fields blank to print details for all periods for which data is held.

Transaction Source

You can optionally enter one of the following:

A - Accounts Payable

C - Cash Management

G - General Ledger

S - Accounts Receivable

Alternatively, use the prompt facility to select from the Select Transaction Source pop-up.

Leave this field blank to select all transactions.

Transaction Type

You can optionally enter a transaction type.

Alternatively, use the prompt facility to select from the Select Item Type pop-up.

Currency Code

You can optionally enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Leave this field blank to select all currencies.

Press Enter and then select **Print Report (F8)** to submit a job to produce the report.

Report of Transactions by Bank Reference [13/CSE]

For a selected bank account, transactions can be printed in bank reference sequence. The report may be used to resolve a problem or query on the bank account.

List Items by Bank Reference Window

Select the Report of Transactions by Bank Reference task to display the List Items by Bank Reference window.

Use this window to specify the details you want printed.

Fields

Bank Account

Enter the General Ledger bank account for which the report is to be printed. The report can print details only for a single account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Type

You can optionally enter the payment method for which you want to print the report. This field defaults to ALL, to print all records regardless of payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

From/To Bank Reference

You can optionally enter the range of references (e.g. cheque numbers) to be printed. Leave these fields blank to include all references.

Include Blank References

Checked - To include items with blank references

Unchecked - To exclude items with blank references

Select **Print Report (F8)** to submit a job to produce the report.

Transaction Scan Report [14/CSE]

This report lists transactions whose description contains the character string specified. This facility could be used to review all cash transactions for a particular supplier or customer.

Scan Report Window

To display this window, select the Transaction Scan Report task.

Use this window to specify the details you want printed.

Fields

Search Field

The report will include all transactions that contain a word beginning with the search characters in the transaction description field.

From/To Date

Enter a date range. Both dates must be entered or selected, and are inclusive.

Press Enter and then select **Confirm (F8)** to submit a job to produce the report.

Statement of Bank Balances [21/CSE]

This report prints, for each bank account, the balance in bank and base currencies. It is used to manage the company's cash resources, for example in creditor payment policy or in bank-to-bank transfers.

Statement of Bank Balances Window

To display this window, select the Statement of Bank Balances task.

Use this window to specify the details you want printed.

Fields

Bank Code

This is the bank in which accounts are held, not the bank account. It defaults to *ALL but you can optionally enter a code to limit the report to a single bank.

Alternatively, use the prompt facility to select from the Select Bank Code pop-up.

Date

You can optionally enter or select the date at which the balance is to be reported. It defaults to today's date. If the period calendar has been set up, the date must be within the calendar (the period in which today's date falls is displayed).

Period

If a period calendar has been set up, enter the period number for this report.

Print in 000's

Use this checkbox as follows:

Unchecked - If values are not to be printed to the nearest thousand units of the relevant currencies but the exact value is to be printed

Checked - If values are to be printed to the nearest thousand units of the relevant currencies

Bank Account Types

All bank account types set up on the parameter file are here displayed as default types. You can use **Page Down** to see any not on display, and you can delete any that are not required.

Press Enter and then select **Print Report (F8)** to submit a job to produce the report.

Report on Collection Documents [41/CSE]

This report produces a list of all collection documents on the system, showing the value (net of any discount), currency, maturity date etc. of each document, and listing the invoices included on it. It provides a reconciliation between the net and gross document values.

Bills Report Window

To display this window, select the Report on Collection Documents task.

Use this window to specify the details you want printed.

Fields

Accounts Receivables Company

This field defaults to the current company, but can be changed.

Customer

You can optionally enter a customer

Alternatively, use the prompt facility to select from the Customer Selection pop-up.

Leave this field blank to select all customers.

Document Status Range

You can optionally enter the status range to select documents of particular statuses.

Alternatively, use the prompt facility to select from the Select Document Status pop-up.

Maturity Date Range

You can optionally enter or select a range of maturity dates

Leave these fields blank to select documents regardless of maturity date.

Bank Account

You can optionally enter an account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Leave this field blank to select all accounts.

Document Reference

If you want to select documents by reference, enter that reference here.

Invoice Reference

If you want to select the document associated with a particular invoice, enter the invoice reference here.

Sequence

Leave this checkbox **checked**.

Print Bank Details

Use this checkbox as follows:

Checked - To print the bank details on the report

Unchecked - Not to print the back details on the report

Press Enter to validate your entries and then select Submit Report (F8) to submit a job to produce the report.

Report on Collection Documents by Due Date [42/CSE]

This report produces a list of outstanding collection documents according to various selection criteria.

The report is printed separately for each source company. Subtotals are printed for each supplier/currency, with report subtotals by currency.

Bills of Exchange Due Report Window

To display this window, select the Report on Collection Documents by Due Date task.

Use this window to specify the details you want printed.

Fields

Maturity Date

Any collection documents with a maturity date earlier than the date entered or selected here will be included on the report. Leave the date blank to include all documents.

Bank Account

You can optionally enter a single bank account to limit selection to this bank account.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Leave this field blank for all accounts.

Include

Unaccepted Bills

Use this checkbox as follows:

Checked - To include unaccepted documents

Unchecked - To exclude unaccepted documents

Outstanding Bills

Use this checkbox as follows:

Checked - To include outstanding documents

Unchecked - To exclude outstanding documents

Sent to Bank

Enter one of the following:

Checked - To include documents sent to bank

Unchecked - To exclude documents sent to bank

Sold to Bank

Enter one of the following:

Checked - To include documents sold to bank

Unchecked - To exclude documents sold to bank

Accounts Receivable Company

Enter a single Accounts Receivable company to limit selection to one company.

Leave this field blank to include all companies linked to this Cash Management company.

Press Enter to submit a job to produce the report.

Report on Collection Document Cash Flow [43/CSE]

This task submits a batch job to print the collection document Cash Flow report. The report prints only those documents which match the selection criteria, excluding Unaccepted (status 05) and Matured (status 40) documents, and, depending on your selection, including or excluding Sold (status 32) documents.

The report is printed separately for each bank account within each company. For each bank account, documents are printed by currency for each customer/supplier.

Cash Flow Report Window

To display this window, select the Report on Collection Document Cash Flow task.

Use this window to specify the details you want printed.

Fields

Report Date

Enter or select the start date for the cash flow projection. Documents are aged by reference to the ageing periods.

Cut-Off Date

Any collection documents with a maturity date earlier than the date entered or selected here will be included on the report. Leave the date blank to include all documents.

Bank Account

You can optionally enter a single bank account to limit selection to this bank account. (If a single bank account is specified, the report will include only accepted documents.)

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Leave this field blank for all accounts.

Currency

Enter a currency code to limit the report to a single currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Leave this field blank to include all currencies.

Include

Accounts Payable Bills

Use this checkbox as follows:

Checked - To include Accounts Payable documents

Unchecked - To exclude Accounts Payable documents

Accounts Payable Company

You can optionally enter a single Accounts Payable company to limit selection to one company.

Leave this field blank to include all companies linked to this Cash Management company.

Accounts Receivable Bills

Use this checkbox as follows:

Checked - To include Accounts Receivable documents

Unchecked - To exclude Accounts Receivable documents

Accts. Receiv. Company

Enter a single Accounts Receivable company to limit selection to one company.

Leave this field blank to include all companies linked to this Cash Management company.

Sold to Bank

Use this checkbox as follows:

Checked - To include documents sold to bank (status 35, 37)

Unchecked - To exclude documents sold to bank

Enter Ageing Periods

Period 1/Period 2/Period 3/Period 4

Enter the number of days to form each ageing period, from the report date.

Print Summary Report Only

Use this checkbox as follows:

Checked - To produce a summary report

Unchecked - To produce a detailed report

Press Enter to submit a job to produce the report.

Audit Report of Collection Document Reprints [44/CSE]

This report reprints the original collection document print details, listing the reference, customer, date printed and user for each document.

Bill Reprint Audit Window

To display this window, select the Audit Report of Collection Document Reprints task.

Use this window to specify the details you want printed.

Fields

User ID

You can optionally enter the user ID for which the report is to produce details.

Leave this field blank to produce details for all users.

Date Reprinted From/To

You can optionally enter or select the date range for which the report is to produce details.

Leave these fields blank to produce details for all dates.

Select Submit Report (F8) to submit a job to produce the report.

Audit Report of Collection Document Write-Off [45/CSE]

This task produces a list of all documents written off by the selected user between certain dates. The document reference, customer, value (net of any discount), and write-off details (reason code, time etc.) are included.

Bill Write Off Audit Window

To display this window, select the Audit Report of Collection Document Write-off task.

Use this window to specify the details you want printed.

Fields

User ID

You can optionally enter the user ID for which the report is to produce details.

Leave this field blank to produce details for all users.

Write-off Date From/To

You can optionally enter or select the date range for which the report is to produce details.

Leave these fields blank to produce details for all dates.

Write-off Value

In order to be included on the report, a document's value must exceed the value entered here.

Select **Submit Report (F8)** to submit a job to produce the report.

Payment Prelist [61/CSE]

This task produces a list of all miscellaneous payment requests for the bank account specified, for which documentation has not yet been produced.

Payment Prelist Window

To display this window, select the **Payment Prelist** task.

Use this window to specify the payments you want to print.

Fields

Bank Account Code

Enter the bank account code for the documentation you want to print.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Method

Enter the payment method of the documentation you want to print. The method you choose must not be defined as a type of collection document.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Enter the account and payment method and select **Print Report (F8)** to print the report.

Cancelled Payments Report [62/CSE]

This task produces a listing of all miscellaneous payments cancelled for the bank account and payment method specified.

Cancelled Payments Report Window

To display this window, select the **Cancelled Payments Report** task.

Use this window to specify the cancelled payments you want printed.

Fields

Bank Account Code

Enter the bank account code for the documentation you want to print.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Payment Method

Enter the payment method of the documentation you want to print. The method you choose must not be defined as a type of collection document.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Enter the account and payment method and select **Print Report (F8)** to print the report.

Chapter 9 Italian Function

9

These functions are developed specifically for Italy:

Portfolio Enhancements (Third Party Tracking)

If a customer settles a debt by passing on a third party's collection document, the debt is cleared from the customer's account, but must be collected from the third party.

These tasks enable you to define the third party and its account details when manually creating a document.

Value Dates

Normally, when cash receipts and payments have been created, the Cash Management and General Ledger bank balance is updated, and the customer or supplier debt downdated. Bank reconciliation then clears the transactions.

This task projects the bank balance based on when receipts and payments are expected to clear the bank account. This date is the Value Date.

Bank Account Format

The Italian bank format window for domestic accounts is used wherever domestic bank account details are displayed or maintained. This format displays a check digit. The account code field is 12 alphanumeric characters

Maintain Third Parties [1/CSZ]

If a customer settles a debt by passing on a third party's collection document, the debt is cleared from the customer's account, but must be collected from the third party.

This task enables you to create or maintain a third party customer.

Third Party Maintenance Selection Window

To display this window, select the Maintain Third Parties task.

Use this window to create or maintain a third party customer.

Fields

Third Party

Enter the third party to be maintained or created.

Alternatively, use the prompt facility to select from the Select Third Party pop-up.

Press Enter to display the Third Party Maintenance Details window.

Third Party Maintenance Details Window

Use this window to enter the details of the third party.

Fields

Name

Enter the third party's name.

Address

Enter the address. The first line is mandatory.

Signatory

Enter the name of the signatory if required

Post Code

Enter the postcode of the third party.

Country

You must enter the third party's country.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Payment Method

Enter the required payment method. This is validated against the Payment Method Maintenance file.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Unpaid Cambraille/Unpaid Riba/Recalled Documents

Each of these has two fields, whose function is described below.

Count

This field is for output only, and is a performance indicator, which shows how many documents have been accepted or recalled (unpaid but not through the third party's fault) for this third party.

Errors

This field shows the number of documents which have been unpaid for this third party, and enables you to reduce the count shown on the third party documents report. This value cannot be greater than the count field.

Active?

Use this checkbox as follows:

Unchecked - If documents from this third party cannot be accepted in payment of an invoice

Checked - If documents from this third party can be accepted in payment of an invoice

Functions

Delete (F11)

Use this to delete a third party. You cannot delete a third party that is already attached to a document.

Press Enter to update. Depending on the payment method chosen, the Bank Details pop-up may now appear. The format of this pop-up varies according to the setting of Country Specific Parameter 047 in GL Utilities. It also depends on the setting of the Bank Account Format flag in Payment Method Maintenance, for the chosen default payment method for this supplier.

Note: *Because the name and address are maintained on this panel, they are not displayed in the Bank Details pop-up in either format.*

Maintain Value Dates Table [2/CSZ]

The date on which a payment is cleared by a bank is often a number of days later than the document date. A cheque, for example, can be cleared three days after it is written.

If you want to update your records on an estimated clearing date rather than on the document date, you can enter the number of days' difference in a value date table.

The value date table enables you to enter this number of days based on all of the following:

- Payment method
- Bank account
- Ledger (Accounts Payable, Accounts Receivable and Cash Management)
- Location (i.e. in place/out of place/international)

Value Date Table Maintenance Selection Window

To display this window, select the Maintain Value Dates Table task.

Fields

Payment Method

Enter a valid payment method.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Bank Account

Enter the account code of the bank.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Press Enter to display the Value Date Table Maintenance window.

Value Date Table Maintenance Details Window

To display this window, Press Enter on the Value Date Table Maintenance Selection window.

Use this window to set up the value days.

Fields

Days Basis

Enter one of the following:

Working (1) - The value date calculation is based on working days as defined in the General Ledger calendar, which takes weekends etc. into account.

Calendar (2) - The value date calculation is based on calendar days, ignoring weekends etc.

In Place

Enter the number of days for the value date of a local payment (typically, one within the same city) for Accounts Payable, Cash Management and Accounts Receivable.

Out of Place

Enter the number of days for the value date of a wider area payment for Accounts Payable, Cash Management and Accounts Receivable.

International

Enter the number of days for the value date of an international payment for Accounts Payable, Cash Management and Accounts Receivable.

Note: The number of days in the three items above is the number of days from the document date to the bank clearance day.

Select **Update (F8)** to update the details entered.

Report on Third Parties [31/CSZ]

This task lists all third parties and details for the company in question. Details are laid out as for the maintenance window.

Select **Confirm Submit (F8)** to submit a batch job to produce the report.

Report on Value Dates Table [32/CSZ]

This task enables you to print all value dates for the company, laid out as on the maintenance window.

Select **Confirm Submit (F8)** to submit a batch job to produce the report.

Chapter 10 Utilities

10

Cash Management provides a number of utilities for data verification and re-organisation. These utilities are not required during normal operation.

Caution: All the procedures that are provided here require great care and some require a detailed technical understanding of the application. It is recommended that these tasks be carried out with the advice of your accounts manager, computer manager, or software supplier.

- Company tasks enable you to copy data from an existing company to a new one, delete a company, and maintain single or group companies.
- Verification/Rebuild tasks reconcile Cash Management balances to transactions and to the attached General Ledger.
- Other - The first of these tasks enables you to reprint cheques as necessary.
- Initialise Bank Balances - When you are installing Cash Management, this task sets the balances of a new Cash Management application to match those of the General Ledger to which it is to be attached.
- Miscellaneous Creditor Name Scan Rebuild - When you are installing Cash Management, this task reviews the database to build the search and select facility available in Cash Management.

Important

The financial applications maintain balances using subsystems.

Certain Utilities tasks also maintain these balances, and if you enter one of these tasks while a subsystem is active, a message will inform you that you are prevented from using the task.

All subsystems must therefore be stopped before such utilities can be used.

Template Companies

If you need to maintain several companies all in the same way, the easiest way is to set up all the companies as a group, using another company defined in the General Ledger as a template company. When you maintain the template company, the related group companies will be updated in the same way.

Create Company [1/CSU]

This task enables you to create a new company by copying the contents of an existing company. The new company can be created in any library, not just in the same library as the existing company. Only the static data in a company can be copied; the copied data will not include transactions or balances.

Caution: Note that this task will only copy companies. If you want to create a separate company from scratch, this should be done using the Company Profile Maintenance task.

Create New Company Window

To display this window, select the Create Company task.

Use this window to specify the source and target companies.

Fields

From Company

Enter the company to provide the source details.

To Company

Enter the company to which the source details are to be copied.

Enter the company codes of the existing company and the new company and then Press Enter. The Country Code field is then displayed:

Country Code

Enter the country code of the new company.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Caution: If the company being copied is in a different country from the new company, you may have to amend the currency. To do this, when the copy is done, update the Currency field in the company profile.

Press Enter to display the Dependent Companies pop-up, asking you to enter the General Ledger company to which this Cash Management company is to be attached.

Dependent Companies Pop-up

To display this pop-up, Press Enter on the Create New Company window.

Use this pop-up to enter the GL company to which the new company is to be attached.

Field

GL Co.

Enter the GL company code to which the new company is to be attached.

Press Enter to display the Copy Company Data Selection window.

Copy Company Data Selection Window

To display this window, Press Enter on the Dependent Companies pop-up.

Use this window to select the data you want to copy from the original company to the new one.

Fields

Bank Accounts/Addresses

Check this to copy the bank accounts and addresses from the source company to the target company.

Payment Methods

Check this to copy payment methods to the target company.

Parameters

Check this to copy parameters to the target company.

Extended Terms

Check this to copy extended terms to the target company.

Bank Interest/Commission

Check this to copy interest and commission definitions to the target company.

External Bank Accounts

Check this to copy external bank account details to the target company.

Transaction Definitions

Check this to copy ABR transaction types to the target company.

This entry is relevant only if you use the Automatic Bank Reconciliation (ABR) facilities of Cash Management. When the data is loaded, each statement line (transaction) has a code attached. The application uses the transaction types set up via the ABR tasks to identify the different types of statement transaction.

Cash Apportionment

Check this to copy cash apportionment definitions to the target company.

Discount Codes

Check this to copy discount codes to the target company.

Select **Confirm (F8)** to create the new company.

Delete Company [2/CSU]

This task enables you to delete one or more companies.

Caution: Great care is needed in running this task. Before you run it, as well as creating a security copy of the files library, you may want to archive the data you intend to delete.

Delete Company Window

To display this window, select the Delete Company task.

Use this window to select the company or companies you want to delete.

Option

Delete

Select this option for each company you want to delete. Only those companies with the select field beside them are available for deletion.

When you have selected the companies you want to delete, Press Enter. Select Confirm (F11) to confirm the deletion of the selected companies, or OK to exit or re-select companies.

Maintain Company [3/CSU]

This task enables you to maintain a single company or a group of companies under a template company by copying data from one company to another.

Maintain Existing Company Window

To display this window, select the Maintain Company task.

Use this window to specify the source and target companies.

Fields

From Company

Enter the company to provide the source details.

To Company

Enter the company to which the source details are to be copied.

Press Enter to display the Maintain Company Data Selection window.

Maintain Company Data Selection Window

To display this window, Press Enter on the Maintain Existing Company window.

Use this window to specify the data to be copied.

Fields

Bank Accounts/Addresses

Check this to copy the bank accounts and addresses from the source company to the target company.

Payment Methods

Check this to copy payment methods to the target company.

Parameters

Check this to copy parameters to the target company.

Extended Terms

Check this to copy extended terms to the target company.

Bank Interest/Commission

Check this to copy interest and commission definitions to the target company.

External Bank Accounts

Check this to copy external bank account details to the target company.

Transaction Definitions

Check this to copy ABR transaction types to the target company.

This entry is relevant only if you use the Automatic Bank Reconciliation (ABR) facilities of Cash Management. When the data is loaded, each statement line (transaction) has a code attached. The application uses the transaction types set up via the ABR tasks to identify the different types of statement transaction.

Cash Apportionment

Check this to copy cash apportionment definitions to the target company.

Discount Codes

Check this to copy discount codes to the target company.

Make your selections and select **Confirm (F8)** to update.

Reconcile Balances to Transactions [11/CSU]

This task verifies the balances on bank accounts by building balances from transactions held on the transaction file.

Reconcile Balances Selection Window

To display this window, select the Reconcile Balances to Transactions task.

Use this window to specify the company whose balances you want to re-calculate.

Fields

Company Code

Enter the code of the company whose bank balances you want to re-calculate.

Press Enter to display the Reconcile Balances Bank Selection window.

Reconcile Balances Bank Selection Window

To display this window, enter a company and then Press Enter on the Reconcile Balances Selection window.

Fields

Bank Account

Enter the bank account to reconcile/rebuild a specific bank account. If this field is left blank, all bank accounts will be reconciled/rebuilt.

You can use the prompt facility on this field to select from the Select Bank Account pop-up.

Press Enter to display the Balance Reconciliation window.

Balance Reconciliation Window

To display this window, Press Enter on the Reconcile Balances Bank Selection window.

Use this window to confirm details and submit the job.

Fields

Bank Account

This field displays the bank account if one has been selected on the Reconcile Balances Bank Selection window. Otherwise, this field is not displayed and the text "All bank accounts" is displayed instead.

Do You Wish to Update the File?

Use this checkbox as follows:

Checked - If there is a discrepancy found during the reconciliation and you want to replace the current bank balance with the re-calculated value

Unchecked - To retain the current value

Press Enter to submit a batch job to carry out the reconciliation. A report will be produced detailing any discrepancies found.

Reconcile to General Ledger [12/CSU]

This task compares the values held on the bank and General Ledger records and reports any discrepancies.

Note: *If archiving has taken place, the archived To period will be referenced and only allow reconciliation for periods greater than the archived period.*

Reconcile Cash Management to General Ledger Company Window

To display this window, select the Reconcile to General Ledger task.

Use this window to enter the company code to be reconciled.

Fields

Company

Enter the company code required.

Press Enter to display the Reconcile to General Ledger Window.

Reconcile Cash Management to General Ledger Window

To display this window, enter the company to be reconciled, and Press Enter on the Reconcile Cash Management to General Ledger window.

Use this window to specify the periods and sessions to be reconciled.

Fields

From Period/To Period

Enter the start and end periods for which the reconciliation is required. The default is to use the current period only.

From Session/To Session

Enter the start and end Cash Management session numbers for which the reconciliation is required.

Select Print Report (F8) to submit a batch job to carry out the reconciliation procedure. A report will be produced detailing any discrepancies found.

BSP - Recovery [13/CSU]

This task should be used if you lose communication with your computer while entering postings via the Bank Statement Postings task.

The data you have entered up to the last time you selected **OK** will be recovered, and the statement itself will have its status set to Suspended, so that entries can continue to be made.

This procedure does not recover data that has been sent as postings in the batch job.

Recover Interactive Bank Statement Posting Window

To display this window, select the BSP - Recovery task.

Use this window to enter the bank account and statement reference to be recovered.

Fields

Bank Account

Enter the bank account number.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Reference

Enter the statement reference for the failed session.

Alternatively, use the prompt facility to select from the Select Statement pop-up.

When you have entered a valid bank account and statement reference, Press Enter and then select **Confirm (F8)** to update the session.

AR Interface Posting Recovery [14/CSU]

This task should be run if the interactive job AR Interface Posting fails. It enables you to change the status of the session so that you can re-enter that session and complete the job normally. Simply enter the account and interface posting reference on the entry window to re-start the process.

AR Interface Posting Recovery Window

To display this window, select the AR Interface Posting Recovery task.

Use this window to specify the statement to be recovered.

Fields

Bank Account

Enter the bank account of the statement to be recovered.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Lock Box Reference

Enter the reference of the statement to be recovered.

Alternatively, use the prompt facility to select from the Select AR Interface Reference pop-up.

When you Press Enter, **Confirm (F8)** will appear at the bottom of the window. Select **Confirm (F8)**. A message will tell you when the statement has been recovered.

Re-print Cheques [31/CSU]

This task is provided to enable you to replace cheques that have been lost or damaged.

Note: *This task can be run only if cheque numbers have not yet been allocated to the payments.*

Re-print Cheques Company Selection Window

To display this window, select the Re-print Cheques task.

Use this window to select the company code.

Fields

Company Code

Enter the company code for which you wish to re-print the cheques.

Enter a company code and Press Enter to display the Re-print Cheques Selection window.

Re-print Cheques Selection Window

To display this window, enter the company for which cheques are to be re-printed on the Re-print Cheques Company Selection window and then Press Enter.

Use this window to specify whether you are re-printing Accounts Payable cheques or Cash Management cheques.

Fields

Option

Select one of the following:

Accounts Payable Payments (1) - To re-print cheques that originated in Accounts Payable

Other Cash Payments (2) - To re-print cheques that originated in Cash Management

Press Enter.

If you selected the Accounts Payable option, the Re-print Cheques AP Company Selection window is displayed.

If you selected the Cash Management option, the Re-print Cheques Bank Account window is displayed.

Re-print Cheques AP Company Selection Window

To display this window, select the Accounts Payable option on the Re-print Cheques Selection window and then Press Enter.

Use this window to select the Accounts Payable company.

Options

Select

Use this to select an Accounts Payable company.

Select an Accounts Payable company and Press Enter to display the Re-print Cheques Bank Account window.

Re-print Cheques Bank Account Window

To display this window, select the Cash Management option on the Re-print Cheques Selection window and then Press Enter or select an Accounts Payable company and Press Enter on the Re-print Cheques AP Company Selection window.

Use this window to specify the bank account for which you wish to re-print Accounts Payable cheques or Cash Management cheques.

Fields

Enter Bank Account Number

Enter the bank account number for which you wish to re-print cheques.

If the prompt facility is available, you can select from the Select Bank Account pop-up.

Press Enter to display the Re-print Cheques Detail window.

Re-print Cheques Detail Window

To display this window, enter the bank account for which you want to re-print cheques and Press Enter on the Re-print Cheques Bank Account window.

Use this window to select cheques for re-printing. If no cheques are eligible for re-printing, a message to that effect will be displayed.

Fields

Rep

Check this box on the payment lines for which re-printing is required.

Functions

Select All (F17)

Use this to select all displayed cheques for re-printing.

Discard Selection (F19)

Use this to clear all checked payment lines.

When you are ready to submit a job to re-print, select **Accept Selection (F8).**

Initialise Bank Balances [32/CSU]

If Cash Management is being installed into a live environment, the General Ledger accounts defined as bank accounts to Cash Management may already have a balance.

This balance is posted to the Cash Management balance record using this task. No postings are made to the General Ledger, so the Cash Management balance is brought into line.

***Note:** This task should be used only when installing Cash Management onto a system where the General Ledger balance already exists.*

Enter Bank Account Balances Account Selection Window

To display this window, select the Initialise Bank Balances task and enter the company for which balances are to be posted, then Press Enter.

Use this window to specify the bank account for which the balance is to be posted.

Fields

Bank Acct Code

Enter the bank account for which balance is to be posted.

Leave this blank to display the Select Bank Account pop-up.

Enter or select a bank account and Press Enter to display the Bank Account Balances window, asking for the balance details.

Enter Bank Account Balances Window

To display this window, enter or select a bank account and Press Enter on the Enter Bank Account Balances Account Selection window.

Use this window to display and add balances for the selected bank account.

Fields

General Ledger Value

This field holds the account balance in base currency. This value will not be posted to the General Ledger, but held as a Cash Management transaction for the item enquiry.

Cash Mgmt Value

This value must be entered in the currency of the bank account selected.

Press Enter to return to the Enter Bank Account Balances Account Selection window and enter the next account for which a balance has to be set up. When all balances are initialised, select **Update Balances (F8)** to perform the update.

Sundry Creditor Name Scan Rebuild [33/CSU]

This task enables you to re-construct and thereby update the index used on the Sundry creditors name scan facilities.

Rebuild Misc. Creditor Name Scan Indexes Window

To display this window, select the Sundry Creditor Name Scan Rebuild task.

Use this window to specify the required company.

Fields

Company

Enter the company code required.

Press Enter to submit a job to rebuild the name scan index.

Recalculate Discount [34/CSU]

This task re-calculates the discount value and date for all open items which have a discount code.

The task submits a batch job to carry out the re-calculation, and produces two reports.

- An audit report prints the documents whose discount date or value have been changed with previous and new discount dates and values.
- An exception report prints the details of any document which was unsuccessfully processed.

Recalculation of Available Discount Window

To display this window, select the Recalculate Discount task.

Use this window to specify the modules to be re-calculated.

Fields

You can re-calculate for both Accounts Payable and Accounts Receivable by checking both fields.

Accounts Payable

Use this checkbox as follows:

Checked - To re-calculate the discount details for all the open items within Accounts Payable

Unchecked - Not to re-calculate the discount details for all the open items within Accounts Payable

Accounts Receivable

Use this checkbox as follows:

Checked - To re-calculate the discount details for all the open items within Accounts Receivable

Unchecked - Not to re-calculate the discount details for all the open items within Accounts Receivable

Select the applications required, and select **Confirm (F8)** to submit the batch job which performs the calculations.

Rebuild Cash Allocation Data Queue [35/CSU]

When a session is confirmed, it is written to a data queue that holds all unprocessed sessions. These sessions are then processed as a batch job. If for any reason the data queue were to become corrupted, the task to rebuild it will cause all unprocessed transactions to be checked, and all sessions with unprocessed transactions to be added to the data queue, where processing will then continue as normal.

Note: *The process will not cause a transaction to be processed twice. If a session holds both a processed and an unprocessed transaction, only the latter will be processed.*

The task requires no parameters to be specified, so no window will be displayed.

Delete Redundant Data [36/CSU]

This task enables you to delete redundant data in order to free storage space on the system. You can also choose to archive (save) it to an off-line medium from which it may be restored, as required, for enquiries and reports.

If you choose to do this, redundant data is archived for selected data types up to a select period end. You may also choose to delete statement and audit details up to a selected cut-off date.

An audit record will be deleted if it is written on or before the cut-off date specified.

Caution: Before running this procedure, you are strongly advised to make a security copy of the files library.

The work library, however, must be specified. This should be the name of a general purpose library which the delete/archive procedure can use to store certain files while the procedure is going on. This will commonly be a new library created for the task and which will be deleted when the task is completed.

Libraries Selection Window

To display this window, select the Delete Redundant Data task.

Use this window to specify where to look for the delete and archive programs and to name the files to be used when it performs the delete or archive procedure. The default values of ***LIBL*** should suit any normal delete and archive procedure, and changing these should rarely be necessary.

Press Enter to display the Delete Redundant Data Files Selection window.

Delete Redundant Data Files Selection Window

To display this window, Press Enter on the Libraries Selection window.

Use this window to specify the type of data you want to delete.

Fields

Company Number

Enter the company that you want to archive and purge.

Transactions

Use this checkbox as follows:

Checked - To delete closed transaction items up to and including the cut-off period entered

Unchecked - To omit closed transaction details from the archive run

Collection Documents

Use this checkbox as follows:

Checked - To delete closed collection documents up to and including the cut-off period entered

Unchecked - To omit closed collection documents from the archive run

Period Balances

Use this checkbox as follows:

Checked - To delete period balances up to and including the cut-off period entered

Unchecked - To omit period balances from the archive run

Enter a Cut-off Period for the Above

Enter the latest period to include archived items. The selection of transactions/collection documents/period balances will be deleted from the ledgers. The period entered must be before the current period and after the last archived period. The Archived To period is recorded and validation allows archiving to be run again up to that period but will not allow the entry of a prior period.

Note: *The archiving creates three transactions (XR, XP and XC): these represent the total value of the items archived (receipts, payments and charges).*

Note: *When balances are rebuilt: Only balances greater than the Archived To period are rebuilt; all other balance records are left untouched.*

Note: *The cumulative bank balance (which has a zero period number on CSP12) is built using these transaction types and all other transactions (CSP20s).*

Statement Details

Use this checkbox as follows:

Checked - To delete statement details up to and including the cut-off date entered

Unchecked - To omit statement details from the archive run

Company Profile Audit

Use this checkbox as follows:

Checked - To delete company profile audit records up to and including the cut-off date entered

Unchecked - To retain company profile audit records up to the cut-off date entered

Bank Details Audit

Use this checkbox as follows:

Checked - To delete audited bank details up to and including the cut-off date entered

Unchecked - To retain audited bank details up to and including the cut-off date entered

Enter a Cut-off Date for the Above

Enter the cut-off date for the deletion of audit files. Audit records as selected are deleted prior to and including this date.

Once you have entered the archive criteria, Press Enter. The entries are then validated. Select **Proceed with Deletions (F8)** to proceed with the purge. The Delete Redundant Data Submission window is displayed.

Delete Redundant Data Submission Window

To display this window, enter the archive criteria and Press Enter then select Proceed with Deletions (F8) on the Delete Redundant Data Files Selection window to proceed with the purge.

This window confirms that the job has been submitted, and includes the name of the library that is created as a result of archiving the purged data. Make a note of this library name.

This task generates library names for 1,000 runs. If you exceed this number, a further window is displayed on which you enter the library name in which the archived data is stored.

After the purge has completed, the library quoted on the final window of the purge can be saved onto magnetic media and deleted from your computer. Should you need to enquire or report on this library, it can be restored and the historical data tasks can be used to interrogate it.

Press Enter to leave the task.

Reorganise Files [37/CSU]

When data is deleted from an application using the maintenance tasks, the data is marked for deletion in the file, but is not actually deleted from the system. The Reorganise Files task removes such marked records from the files, freeing valuable storage space.

Files in other applications also need re-organising from time to time. It is therefore good practice to re-organise files on a regular basis, possibly using the Auto Day end task in Machine Manager.

The work library must be specified. This should be the name of a general purpose library which the task can use to store certain files while the job is active. This will commonly be a new library created for the task, which will be deleted when the task is completed.

Reorganise Physical Files Window

To display this window, select the Reorganise Files task.

Use this window to specify where the program should look for the programs and files when it performs the procedure.

Press Enter, and the next window requests confirmation of your decision to re-organise your files. Select **Proceed with Re-organization (F8)** to confirm, or select **Exit (F3)** to leave the task.

Historical Reporting [7/CS]

The Cash Management application provides facilities to archive data no longer needed for operational use. This involves saving the data so that it can be stored off the machine, releasing space for new data. The Delete Redundant Data section describes how this is done.

Data saved in this way is called historical data, and each time data is archived, a single new library is created to hold the historical data.

Report on Archived Transactions Window

To display this window, select the Historical Data task.

Use this window to select the library you want to use.

Fields

Purge of abcdef

This field indicates which type of purge has been undertaken in the archive library. **1** will be displayed under one or more of the columns.

- a - Transactions
- b - Collection documents
- c - Period balances
- d - Statement details
- e - Company profile audit
- f - Bank details audit

Options

Select

Use this to select the required archive library.

Note: *If the archive library selected does not exist on the machine, an explanatory message is displayed. In this case, contact your systems department to have the library restored to the application*.

Select the required library to display the Report on Archived Company Transactions for Company window.

Report on Archived Company Transactions Window

To display this window, select the required archive library on the Report on Archived Transactions window.

Use this window to select the ranges you want to see printed on the report.

Fields

Bank Account From/To

Enter the range of bank accounts required.

CM Reference From/To

Enter the range of Cash Management references required.

Bank Reference From/To

Enter the range of bank references required.

Statement Reference From/To

Enter the range of statement references required.

Period From/To

Enter the range of periods required.

Posting Date From/To

Enter or select the range of posting dates required.

Note: *For each of the above, to select all values, leave both the From and To fields blank. Enter the From value and leave the To value blank to print a range from the value to the end. Leave the From value blank and enter the To value to print a range from the beginning to the To value.*

Order (1-5)

You can select one of the following against each field to indicate the way in which the report should be ordered:

* None *

1

2

3

4

5

Ascending/Descending

For the selected ordering fields, you can select one of the following:

Ascending

Descending

Press Enter to submit a job to print the report.

Chapter 11 Application Interface

11

Set Up Requirements for EDI Financials

To use the EDI Financial options effectively it is recommended that you set up the following:

In Cash Management

- Parameters File

  Add your EDI payment classes to parameter type PCLS.

- Parameters File

  Add your EDI payment methods to parameter type EBDR.

- Payment Methods Maintenance

  To send payment details to your bank via EDI add your EDI Payment Methods. These must be of payment type EDI (**7**). Only one electronic payment method can be defined for a bank.

In Accounts Payable

- Supplier Maintenance

  Payment Method should be set to an EDI payment method (Payment Type EDI (**7**)) if payment advice is to be made via EDI.

- Supplier Maintenance

  On the Bank Details pop-up, ensure that suppliers who are to receive cheques separately from remittances are defined as Cheque Type **I** for separate cheque and remittance.

In EDI Maintenance

- Maintain Documents

  Ensure that document type Payment Order/Remittance Advice is defined.

- Maintain Documents

  Ensure that document type Lockbox is defined.

- Maintain Trading Partners

  Set Payment Order/Remittance Advice to Active for those of your suppliers who are to receive Payments Remittance advices via EDI.

- Maintain Trading Partners

Set Lockboxes to Active to receive payment advice notes (customers' payments) from your bank.

- Maintain Trading Partners

  Define the bank to EDI by defining your Cash Management Company and your Cash Management Bank Account as Internal Trading Partners. Define the bank as a trading partner in the EDI Enabler. Do not define the Bank as a trading partner in System21 EDI.

Receive Payment Advice/Remittance [1/CSAI]

This task allows your customers to let you know, electronically, that they have instructed their bank to make payment. Payment advice notes or remittances (type ANSI 820) will be received from your customers. This task will validate payment advices and produce a control listing.

Optionally, advice notes/remittances in error may be listed in an exception report.

Note: *For more information, see the Set Up Requirements for EDI Financials section.*

Receive Payment Advice/Remittances via EDI Window

To display this window, select the Receive Payment Advice/Remittance task.

Use this window to control the receipt of transactions.

Fields

Control List Inclusion

Select one of the following:

All (1) - To produce a listing of all payment advice and remittances received since the last batch was processed.

Exceptions only (2) - To select and list payments and remittances received that are in error (cannot be matched).

Select **Update (F8)** to process the batch job and produce a listing.

Receive Lockbox [2/CSAI]

Lockbox offers you electronic notification from your bank that a customer's payment has been made into your account. This task will validate Lockbox payment advices/remittances (type ANSI 823) and produce a control listing.

Note: *A bank in this sense is a financial institution or lockbox service provider.*

Optionally, unmatched or advice notes in error may be listed in an exception report.

Note: *For more information, see the Set Up Requirements for EDI Financials section.*

Note: *The existing Cash Management lockbox task, AR Interface Posting, is unchanged and may, if required, continue to be used as a non-EDI lockbox function.*

Receive Lockboxes via EDI Window

To display this window, select the Receive Lockbox task.

Use this window to control the transactions you receive.

Fields

Control List Inclusion

Enter one of the following:

All (1) - To receive all lockbox payment advice and remittances

Exceptions only (2) - To receive only those lockbox payments and remittances which are unmatched or in error

Select **Update (F8)** to process the batch job and produce a listing.

Send Payment Advice/Remittance [11/CSAI]

This task is used to inform your suppliers, electronically, as follows:

- As an instruction to your bank to make a payment
- As a payment advice (which may include remittance details) to your supplier

Note: *In order for this to happen, the supplier's payment method should be a non-EDI (payment method type 1-6) and Payment Advice/Remittance should be active (via the Trading Partner Maintenance task).*

- Both of the above, that is, instruct your bank and inform your supplier

This task will validate payment advice notes or remittances (type ANSI 820) and produce reports for the supplier and bank account.

Optionally, advice notes/remittances in error may be listed in an exception report.

Note: *Payments made to suppliers set up with a payment method of payment type EDI (7) will be selected.*

Note: *If EDI remittances are active for the supplier selected, the bank account from which the payments are made should have separate cheque and remittance stationery, otherwise the* *remittance information will continue to be sent in hard copy format and not electronically as expected. (Stationery type is added via Supplier Bank Details.)*

***Warning**: If in this instance separate cheque/remittance stationery is not used, EDI transmission will be ignored and processing will continue as if no EDI were attached.*

***Note**: For more information, see the Set Up Requirements for EDI Financials section.*

Send Payment Advice/Remittances via EDI Window

To display this window, select the Send Payment Advice/Remittance task.

Use this window to specify what to include in the remittance.

Fields

Add Payment Advice Directly into Mailbox

Use this checkbox as follows:

Unchecked - To exclude detailed payment advice/remittances in the Mailbox queue

Checked - To include detailed information of payment advice/remittances in the Mailbox queue

This option only functions when PREMENOS is attached.

***Note:** When PREMENOS is attached, this option causes the generated message data to be stored in the application interface files ready for either:*

***Note:** Manually controlled transmission*

***Note:** Automatic transmission (when this field is checked).*

Print EDI Payment Advice Remittance Control

Use this checkbox as follows:

Unchecked - If you do not want to produce a report

Checked - If you want to produce a report, listing detail lines of EDI payment advices and remittances to be sent

Select **Update (F8)** to process the batch job and produce the listing, if required.

Chapter 12 Audit Control

12

This section contains details of the various audit reports available within Cash Management.

Report on Daily Movements [1/CSA]

Use this task to produce a report listing all transactions for each bank, with opening and closing balances. It can be used to verify the company's bank account balances.

Daily Movements Window

To display this window, select the Report on Daily Movements task.

Use this window to specify the details you want printed.

Fields

Bank Code

This is the bank in which accounts are held, not the Bank Account. It defaults to *ALL but you can enter a value to limit the report to a single bank.

Alternatively, use the prompt facility to select from the Select Bank Code pop-up.

Period From/To

Any periods entered must fall within the period calendar, if the calendar is set up. The fields default to the current period.

Date From/To

You can optionally enter or select dates within the period range, to limit the extent of the report still further.

Bank A/C Types

All bank account types set up on the parameter file are here displayed as default types. You can use **Page Down** to see any not on display, and you can delete any which are not required.

Press Enter to validate your entries and then select Print Report (F8) to submit a job to produce the report.

Audit Report [2/CSA]

Use this task to produce a report listing cash transactions in reference sequence. It provides an audit trail of all transactions entered into Cash Management.

Cash Management Audit Window

To display this window, select the Audit Report task.

Use this window to specify the details you want printed.

Fields

Reference/Session From/To

Enter a value in the first field only to print the report just for this reference. Enter a value in the second field to print all items up to this number. Leave both fields blank if transactions within a period range are required.

Period From/To

Enter start and end periods if you want to limit the report to transactions within the specified period range.

Type of Report

Select one of the following types:

Cash Book (CB)

General Ledger (GL)

Accts. Payable (AP)

Accts. Receiv (AR)

Select **Print Report (F8)** to submit a job to produce the report.

Report on Suspended Items [3/CSA]

Use this task to produce a report which lists, by bank account, all suspended and provisional cash transactions. It is used to control such transactions, and as a checklist for posting suspended transactions and for confirming provisional cash.

Suspended Items Window

To display this window, select the Report on Suspended Items task.

Use this window to specify the details you want printed.

Fields

Bank Account

Enter a General Ledger bank account to limit the report to a single account. You can enter *ALL to print all accounts.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Date

Enter or select a date to list all transactions where the transaction date is less than or equal to this date. It defaults to today's date.

Press Enter to validate your entries and then select Print Report (F8) to submit a job to produce the report.

Report on Unpresented Items [4/CSA]

Use this task to produce a report listing any bank transactions that have not been cleared by the bank reconciliation procedure. It may be used to help in reconciling your bank accounts.

Print Unpresented Items Window

To display this window, select the Report on Unpresented Items task.

Use this window to specify the details you want printed.

Fields

Bank Account

Enter a General Ledger bank account to limit the report to a single account. You can enter *ALL to print all accounts.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Print Details

Use this checkbox as follows:

Checked - To print item details on the report

Unchecked - Not to print item details on the report

Print Details Separately

Use this checkbox as follows:

Checked - To print suspended details separately on the report

Unchecked - To print suspended details in with the un-presented items on the report

Period From/To

Enter start and end periods only if you want to limit the report to selected periods.

Press Enter to validate your entries and then select Print Report (F8) to submit a job to produce the report.

Print Bank Statements [5/CSA]

Use this task to produce a report listing selected bank statements, with the transactions cleared on each statement. It is used in the control of the company's Cash Management against the bank's records.

Print Bank Statements Window

To display this window, select the Print Bank Statements task.

Use this window to specify the details you want printed.

Fields

Bank Account

Enter a General Ledger bank account to limit the report to a single account. You can enter *ALL to print all accounts.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

From/To Statement Number

If a single account is requested, a range of statement numbers may be entered.

Otherwise, whether for one account or all accounts, in the From field, enter either *ALL to print every statement which has been processed, or *LATEST to print the latest statement.

***All/*Unmatched**

Enter ***ALL** to print all items which appear on the selected bank statements.

Enter ***UNMATCHED** to print only unmatched items.

Press Enter to validate your entries and then select **Print Report (F8)** to submit a job to produce the report.

Report on External Interface Transmissions [6/CSA]

You may use this task to select a summary or detailed report of lockbox transmissions created at the automatic cash posting task (Process External Data).

- The summary report includes bank name and Account/Lockbox account reference, transmission number, creation and deposit dates, the number of receipts and remittances, the total amount and the status of transmission.
- In addition, the detailed report will include the receipt and remittance details.

You can select on a range of bank accounts and cash deposit dates.

External Interface Transmissions Window

To display this window, select the Report on External Interface Transmissions task.

Use this window to specify the details you want printed.

Fields

Bank Acct Code (From/To)

Enter the range of bank accounts to be reported on.

You can enter the same code in both fields to report on one account.

Leave both fields blank to report on all possible bank accounts.

You can enter the From or the To entry only, to report from or to the beginning or end of the range.

You may use the prompt facility to select from the Select Bank Account pop-up.

Deposit Date (From/To)

Enter or select a range of dates, to include cash deposited up to and including the last date entered.

You can enter or select the same date in both fields to report on one day's deposits.

Detailed report?

Use this checkbox as follows:

Checked - to print a detailed report

Unchecked - to print a summary report

Press Enter to validate your entries and then select **Print Report (F8)** to produce the report.

Report on Unmatched Bank Details [7/CSA]

Use this task to produce a report of lockbox transmissions which have been received but failed to be assigned to invoices/customers.

The report includes the unassigned cash bank account and transmission reference, bank name, receipt deposit date, receipt bank reference and bank value (with prime value and currency) and receipt bank details. A total will be calculated for each lockbox number included in the report.

Unmatched Bank Details Window

To display this window, select the Report on Unmatched Bank Details task.

Use this window to specify the details you want printed.

Fields

Bank Account Code

Enter a GL bank account to report unmatched transmissions.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

External Interface Transmission

You can optionally enter a transmission reference.

A range of transmissions may be selected by leaving this field blank and entering a range of deposit dates in the next fields.

Alternatively, use the prompt facility to select from the Select AR Interface Reference pop-up.

Deposit Date From/To

If the External Interface Transmission field is blank, you may either enter or select a range of deposit dates to include cash deposited up to and including the last date entered, or enter or select the same date in both fields to report on one day's deposits.

Press Enter to validate your entries and then select **Print Report (F8)** to produce the report.

Appendix A Glossary

A

Account Code

This is the unique code given to every account, consisting of one to four levels of a maximum twelve characters, as defined by the account's ledger, and used for all fiscal transactions.

It is the term given to the first twelve characters of the account and the last thirty characters of the extension code together.

Accounts Receivable Interface Postings

If your bank sends you details of your Accounts Receivable receipts on magnetic tape or electronically, the Interface Posting facility will automatically post and allocate.

Application Interface

This is a System21 Application which extracts documents to be sent to a Trading Partner via EDI and adds them into EDI/400 for translation and transmission.

Conversely, it updates System21 with information from documents received via EDI/400.

ANSI X12

This is a message standard developed by the American National Standards Institute. It is widely used in the United States.

Application Reference Data

This is the basic data set up by the user without which the application cannot function - payment methods, for example, or extended terms.

Audit Trail

It is vital that a complete record of all data entries and amendments be kept in order to comply with accounting regulations and to provide a means of tracking the provenance of any errors.

BACS

Banks' Automatic Clearing System, a procedure whereby payments may be made to suppliers electronically through the banks' computer systems

Bank Account

An account on your chart of accounts which has been defined as a bank account to which transactions will be posted

Bank Reference

When a bank receives a session of collection documents, it sends an acknowledgement back, listing the documents received. The bank reference is the reference number on this acknowledgement.

Base Currency

If your company uses more than one currency, a base currency must be specified for it. This is the currency into which any non-base (prime) currency will be converted for the purposes of enquiry, reporting and accounting. Once postings have been made to the company, the base currency cannot be changed, so it must be decided with care.

Batch Control

The company profile can be set up to allow transactions to be posted in batches for control purposes. Accumulated batch values are then validated against a given batch total. Unlike Session Control, this function is optional.

Bill of Exchange

See Collection Document.

Cash Apportionment

If you need to spread cash received by collection document over different bank accounts and in certain proportions, setting up a cash apportionment table within Cash Management enables you to achieve this.

Caution Days

The receipt of cash from a collection document cannot be guaranteed until confirmation, some days after the maturity date. This number of days can be specified on the system as caution days.

Chase Letter

See Dunning Letter.

Cheque Sequencing

The system enables you to issue cheques in batches and to keep track of any last or spoiled cheques.

Collection Document

A collection document or bill of exchange is a guaranteed negotiable payment which may be issued *to* the company by its customers, or *by* the company to its suppliers as a promissory payment of an outstanding debt. When a collection document is accepted or issued, it is posted to the company's account to reduce the outstanding debt. On maturing, the document is exchanged for cash - as a payment or a receipt.

Company Profile

Cash Management is a multiple company application and a number of parameters for each of its companies must be set up before the application can be run. The company profile contains all the basic rules within which a particular company is to operate.

Contra Accounting

A trading partner may often be both a supplier and a customer. Where this is the case, the contra accounts facility establishes a link between the supplier and customer accounts. This link causes an Accounts Payable payment to be reduced by the amount in the contra account in Accounts Receivable.

Control Account

A control account holds values posted from all the accounts of a sub-ledger beneath it. Postings cannot be made directly into a control account.

Control List

A System21 Application Interface report providing details of documents to be sent or received via EDI

Country Code

Depending on where it is used, the country code may either control which options are available to users, or may simply control the format of the bank account window to appear when entering bank details.

Currency Code

If you are running Cash Management in a multi-currency environment, a transaction can be entered in base currency, or in any other currency defined to the system. The three-character currency code refers to the currency to be used, and provides default exchange rates, etc.

Currency Rate Code

For multi-currency Cash Management, you can define default rate codes to be used to convert prime currencies into base.

Default

A default value is a value stored by the system for use when no other value can be found. For example, when setting up extension codes for an account, you have the option to specify default codes which will appear in the extension code window whenever the account is entered.

Direct Debit

Direct debits can be created within Cash Management. The difference between a direct debit and a collection document created automatically is in the way they consolidate payments:

Automatic creation will create either separate documents for each invoice due date, or separate documents for each invoice, depending on a setting in the customer master file.

Direct debit creation creates a debit for all invoices up to the specified due date.

Discount Codes

If you wish to benefit fully from any early settlement discounts offered by a supplier, or if you wish to offer such discounts to a customer, you can define the schedule of settlements to a discount code, which will alert you to available discounts.

Dissection

The breakdown of a single transaction value across a number of General Ledger accounts or to tax codes

Due Date

The date on which payment of a transaction is due

Dunning Letter

A letter sent to inform a debtor of the status of the account (formerly known as a *chase letter*)

EDI

Electronic Data Interchange is a method of transmitting business information over a Network, between Trading Partners who agree to follow approved national or industry standards in translating and exchanging information.

EDI/400

This is a PREMENOS module which receives standard Documents from a Network, translates them and adds them into the System21 Application Interface database.

Conversely, it translates Documents output from the Application Interface into standard Documents. It then sends the Documents to a private or third party network.

Effectivity

It is often useful to be able to define the validity dates of an entity, so that the system can prevent its use outside of these dates. This period of validity is called an entity's *effectivity*.

Exchange Rate

The number of units of one currency which may be bought or sold for one unit (or, in many cases, 100 units) of another currency

Exchange Rate Code

The code set up to define the exchange rate between two currencies

Extended Terms

If payment of an item is to be spread over a period of time - paying different amounts each month, for example - then the best way to achieve this is to set up an extended terms code within the Cash Management application, and to define the payment terms to the code.

External Bank Account

You can maintain a record of customers' and suppliers' bank account details.

Flag

A trigger to activate or de-activate certain facilities and parameters within the application

Held Document

Review codes can be set up to prevent a document being sent to bank. A document with such a review code is a held document.

Historical Data

Application data which has been archived (i.e. is no longer considered current data), but which is retained (usually on tape), and may be restored for enquiries and reports

Inter-company Accounting

When posting transactions to another company, you merely have to specify that company's code and process the transaction in the normal way.

Interest and Commission

The Cash Management application enables you to record the interest and/or commission your bank will be charging you for services.

Item

In the Cash Management application, an item is a transaction document which has been entered onto the system.

Ledger

A ledger is a collection of accounting records made up by double-entry bookkeeping. It is divided into ledger accounts each of which records transactions of a particular type.

Lockbox

Receive notification from your bank that cash has been paid into your account. Payment advice and remittance information (Tradacoms document type ANSI 823) is processed, validated and received from your bank via EDI

Lockbox (non EDI) operates in the Cash Management module as the AR Interface Posting activity to process valid receipts from your bank on magnetic tape.

Mailbox

This is an area on an EDI network services computer that holds a customer's transactions. It also allows the customer to send to multiple receivers in a single session.

Mailbox Queue

The component of EDI/400 that combines outgoing transactions and receives incoming transactions

Mapping

Shows the relationship between Segments and Elements in a standard document and fields in the System21 Application Interface database

Maturity Date

The date on which a collection document can be cashed at its full face value

Miscellaneous Creditor

A supplier who is not paid through the Accounts Payable application but by a separate payment procedure in either the Cash Management or the General Ledger application

Multi-company

Cash Management is designed to control more than one independent company or several companies reporting to a controlling or reporting company.

Multi-currency

Trading in several currencies, linked to a single currency or multi-currency General Ledger

Open Item

An open or outstanding item is an item which has been authorised but not yet fully paid

Outstanding Item

See Open Item.

Parameter

A characteristic or constant factor defined by you or already in the system, which determines the specific form or specific limitations of a function

Payment Class

All documents of a specified payment class will be included in a session. This means that documents with different payment methods can be included in the same session - different types of collection document, for example.

Payment Method

This is the way in which a supplier is paid, for example, by collection document or by BACS. Payment methods are user-defined within the Cash Management application. A three-character code refers to a definition of payment method, which may be cheque, collection document, by electronic means, etc.

Payment Terms

Payment terms define the way in which the payment due date is calculated for each document on the system. The definitions can be very flexible, incorporating repeated payments using ***extended terms*** if required.

Period

These are the units into which a financial year is divided for accounting purposes (usually 12 or 13). These are the same for each financial application linked to the General Ledger.

Period Close/Open

This is the procedure which completes the processing for the current period. The next period may then be opened.

Prime Currency

The prime or transaction currency is the currency in which a transaction is made, as opposed to the **Base Currency**, into which prime values will be converted

Prompt

This is a facility which brings up a list of records relating to a data entry field. To activate, enter `**?**' and then press **F4**.

Rate Code

See Exchange Rate Code.

Reason Code

A code used to define the reason for writing off a document, making a statement posting, etc.

Review Code

This is a two-character, user-defined code which recommends that a collection document be reviewed. Different codes may indicate different reasons for reviewing a document.

Codes can be defined as `holding' codes, which will prevent a document from being sent to bank.

Session

Within the collection document module in Cash Management, a session is a series of collection documents grouped together to be sent to the bank.

Session Control

When starting to enter transactions, the system automatically sets up a session number. All transactions entered at once will then be part of that session. The session is the principal method of control in transaction processing, and provides the information required to satisfy audit requirements.

Spread Elements

These are the elements which make up a complete **Extended Terms** definition.

Statement Reconciliation

The process of matching system transactions with items on your bank statement can be dealt with in two ways by the Cash Management application. Either you can select items for matching manually, or, if you receive your bank statement on a magnetic medium, you can use Automatic Bank Reconciliation to do the reconciliation for you.

Supplier Code

This is the unique identifier assigned to each of the company's suppliers. Each supplier may have multiple delivery addresses.

Third Party Document

This is a document whereby a customer settles a debt by passing on a third party's collection document (mainly used in Italy). See also Collection Documents.

Tradacoms

A message standard developed and supported in the UK by the ANA

Trading Partner

A Customer or Supplier with whom there is an agreement to exchange documents electronically

Transaction

A general term used to describe a unit of financial data submitted to the application - such as an invoice

Transaction Currency

This is the same as Prime Currency.

Transaction Matching

This is a procedure by which you can allocate corresponding debit and credit transactions on an account to one another. Matched transactions are then `invisible' for enquiries and reports.

Transaction Type

a) The code defining a posting as a certain type of item - e.g. the transaction type **IN** means an invoice

b) A code maintained within Cash Management, used to match items in automatic bank reconciliation

Utilities

Utilities are procedures for verification, utilisation and management of the application database. They are not required during normal operation, and when used may require technical support.