

Kinetic Financials User Guide

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Accounts Receivables

Use the **Accounts Receivable** (AR) module to bill your customers as orders are shipped and then track payments as they are received. Because you can specify the creation of invoices through the order release process, you can reduce billing for a different quantity than for what was actually shipped.

Customer invoices may be previewed, printed on laser or continuous preprinted forms, or faxed or emailed directly to your customer. With the 'Accounts Receivable' module, you know who is buying what, and who is paying their bills on time.

Key Concepts of Accounts Receivable Processing

- In an interfaced environment, use general ledger (GL) control codes and GL control types to define accounts receivable (AR) accounts and sales-related GL accounts.
- Optional use of an AR clearing account controls the timing of Cost of Sales (COS) posting.
- Invoices and cash receipts are posted to the GL via the posting engine.

Typical Sales Order to Payment Process Flow

- Process sales order
- Ship goods
- Invoice customer
- Receive payment
- Post cash

Setup

Adjusting Amounts

Adjust amounts against an open invoice or credit memo in **AR Write Off and Adjustment**.

The amounts you enter increase or decrease the invoice balance and create general ledger (GL) entries.



You can adjust an open invoice to zero dollars to write it off, but once it closes, you can't re-open or re-adjust it. If some amount is left on an adjusted invoice, you can adjust it back up to its original invoice amount.

- You define the debited GL account number (or the credited one when adjusting a credit memo) and the adjustment amount.
- You don't need to enter a group to adjust an invoice amount.
- A posting action isn't necessary when adjusting or writing off an invoice; the GL updates once the adjustment saves.
- If the invoice has pending cash receipts, you cannot adjust its amount until after the invoice posts.
- To change an invoice that has pending cash receipts, use **AR Invoice Entry**.
- You can't use taxable adjustments for payment timing taxes or withholding taxes.

When you adjust an AR invoice, you can select a document type for the adjusted invoice. If a legal number is set for the selected document type, the application updates legal number information accordingly when it generates a legal number. The red storno value depends on the selected document type. You can set up the **Red Storno** option in **Transaction Document Type Maintenance**.

Before adjusting an invoice that requires a legal number or using the **Red Storno** option, you must create a document type for the adjusted AR invoice in **Transaction Document Type Maintenance** and associate it with a legal number configuration in **Legal Number Maintenance**.



For more details on specific GL transactions you can create from AR adjustments, refer to the **Posting to GL** topics of the Classic Help.

Use the landing page of the application to view the existing amounts or to adjust one.

In this article, we will cover:

- [Adjusting Amounts](#)
- [Switching Currencies](#)

Adjusting Amounts

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Write Off and Adjustment**.
2. Select the invoice or credit memo you need to adjust.
3. Select the **Copy Rate** check box to use the original invoice exchange rate. This way, you can write off an invoice with a zero gain/loss adjustment.

Detail

Invoice Number 10273	Legal Number 10273
Customer DALTON	Customer Name Dalton Manufacturing
Invoice Date 2/4/2021	Apply Date 2/4/2021
Amount \$ 2,400.00	Balance \$ 2,400.00
Rate 1.000000	☒ Copy Rate
☐ Locked	

4. If you want to apply a taxable adjustment to all taxes, select the **Taxable Adjustment** check box.
5. Specify any other values you need in the remaining active fields.

- **Adjustment** - Amount by which you will adjust the invoice or debit memo amount. You can enter either a **positive** or a **negative** amount.

Typically you will enter a negative amount; this will decrease the invoice balance. Entering a positive amount increases the **Invoice Balance**.



You cannot increase an invoice balance over the original invoice amount, but you can create a new invoice for the additional amount. You should also overstate this new invoice's amount and then adjust it down to the current amount you need. This way, you can adjust the invoice amount up again later.

- **Base Adjustment** - Adjustment amount for the invoice in base currency.
- **Comment** - Any additional text you need to enter for this transaction. You can also view it in a **business activity query** (BAQ).
- **Date** - Date when the adjustment transaction occurred. The application displays the current date as the default.

The **Fiscal Year/Period** are based on the transaction date. It must be a fiscal year and period that you defined.

- **Description** - Concise explanation for the transaction.

You can enter the transaction description manually. Otherwise, the application creates the system text in the following format: prefix + a combination of the attributes specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description.

The application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction.

All prefixes are followed by : (colon). For example:

- If you enter description for an invoice adjustment, then the transaction description is: **AR Inv Adj: XXX**, where **XXX** is the description you enter.
- If you don't enter the description, then it is: **AR Inv Adj: InvNum CustName**, where **InvNum** is the invoice number, and **CustName** is the customer name.



You can review the transaction description in **Review Journal**. For more details, refer to the **Review Journal** topics of the Classic Help.

- **Document Type** - Transaction document type for the AR adjustment.
- **Exchange Rate** - Rate of exchange between your company's base currency and a different currency specified for this transaction. Conversion rates are calculated as **System Base = Foreign value * rate**, **Foreign value = system base * (1/rate)**.
- **Fiscal Year** - Fiscal year for which this invoice is assigned.



The year and period must be valid in **Fiscal Period Maintenance**.

- **Gain/Loss** - Total amount of the gain or loss resulting from the transaction.
- **New Balance** - Amount on the invoice or debit memo that remains after the adjustment is made. The application calculates it by adding the adjustment to the balance. If the adjustment is a negative value, the balance will be reduced.



New Balance = Balance + Adjustment (Positive or Negative Value)

- **Period** - Period during which this adjustment occurred.



The year and period must be valid in your **Fiscal Period Master** file. For more information, read the **Fiscal Period Maintenance** topic of the Classic Help.

- **Rate Group** - Unique identifier of the currency rate group.

- **Taxable Adjustment** - Select this check box if you want to apply a prorated taxable adjustment to all taxes. This check box is available for the AR adjustment document type.



The application doesn't allow taxable adjustments for payment timing taxes or withholding taxes.

- **Suffix** - Optional identifier of a fiscal year. This identifier can be used to differentiate a fiscal year (for example, by a quarter).

The screenshot shows the 'AR adjustment' form in Kinetic Financials. The form is organized into several sections:

- Date:** 2/7/2021
- Fiscal Year:** 2021
- Suffix:** (empty field)
- Period *:** 2
- Rate Group:** Main Rate Type (dropdown)
- Exchange Rate:** 1.000000
- Adjustment:** \$ 0.000
- Base Adjustment:** \$ 0.000
- New Balance:** \$ 2,400.000
- Gain/Loss:** \$ 0.000
- Chart:** 1000
- D...:** 00
- D...:** 10
- GL Referen...:** (empty field)
- Customer:** (empty field)
- Employee:** (empty field)
- Cash- Regular Checking Account-MAIN-SALE** (selected account)
- Regular Checking Account** (text field)
- Comment** (text field)
- Taxable Adjustment:** ☒ (checked)
- Document Type:** (dropdown menu)

6. Select **Save**.

The total amount on the selected record updates. The next time you view this invoice or credit memo, its total amount displays a new balance.

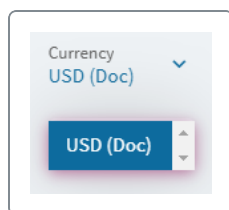
Switching Currencies

The **Currency** toolbar is available if your company uses the **Currency Management** module.

If a customer or supplier record is set up to use a specific currency, financial transactions with this customer or supplier use this selected currency by default. The application considers this currency as the transactional, or doc, currency for the customer or supplier. A specific record, such as an accounts payable (AP) invoice or a sales order, can also have an original transactional currency it uses for amount values.

Each company can have up to three reporting currencies and one base currency available. Use a reporting currency to record, or report, the amounts on a transaction for financial activities such as taxing and auditing purposes. A base currency is the primary currency you use for transactions in a specific company.

You may need to review or record a transaction using a reporting currency or the base currency. To do this, you can quickly convert the transaction amounts through the **Currency** toolbar.



These amounts automatically convert using the current exchange rate and conversion rule assigned to the source and target currency pair.

Creating Aging Codes

An aging hold automatically places customers on hold based upon their oldest unpaid invoice. An aging hold is separate from, but similar to, credit hold.

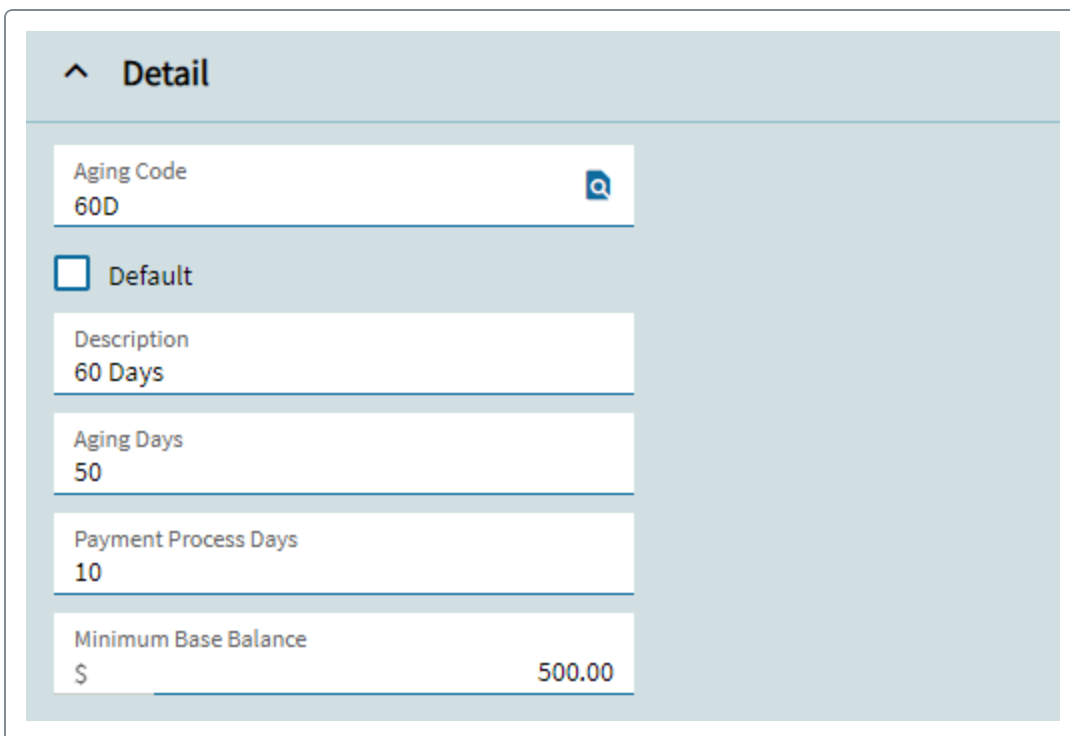
Credit hold tracks outstanding credit amount, while aging hold tracks if a customer is overdue on payments. A customer may be under the established threshold for outstanding credit amount but being late on payments may make him a credit risk that you want to monitor.

Aging codes define the number of days past due that an invoice can be before a customer is eligible to be placed on aging hold. In Aging Code Maintenance, you determine the criteria that will be used by the aging process to automatically place customers on aging hold based on their past due invoices. This includes the number of days past the invoice due date, the minimum overdue balance, and any grace period, or payment process days.

Use the landing page of the application to view existing site cost IDs or to enter a new one.

In this article, we will cover entering an aging code.

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Aging Code Maintenance**.
2. Select **New**  to add a new aging code. The **Details** page displays.



Detail

Aging Code
60D

☐ Default

Description
60 Days

Aging Days
50

Payment Process Days
10

Minimum Base Balance
\$ 500.00

3. In the **Aging Code** field, enter an identifier for the code. For example, Over10.
4. If this aging code should be used as the default for all newly created customers, select the **Default** check box.
5. In the **Description** field, enter additional information to describe the aging code. For example, Over 10 days late.
6. In the **Aging Days** field, enter the number of days past the due date the invoice can be unpaid before the customer is placed on aging hold. The default value is 0. If the value is 0, the aging delinquency starts the day after the due date.
7. In the **Payment Process Days** field, enter the number of days past the defined number of aging days the invoice can be unpaid before the customer is put on aging hold. This value acts as a grace period for the customer. If the value is 0, there is no grace period.
8. In the **Minimum Base Balance** field, enter the minimum balance in base currency that the customer must be overdue to be placed on aging hold. If the minimum base threshold is met (alone with the other criteria for the aging code), the hold is triggered, and the transaction is

placed on aging hold. This value is the total of all past due invoice balances. If the value in this field is 0, past due invoices with a value greater than 0.00 are placed on aging hold.

For example, the minimum base balance is 500.00. Dalton Manufacturing has 100 past due invoices for 5.00 each, which totals 500.00. When the Aging Hold process runs, the customer is placed on aging hold because it meets the minimum base balance criteria.

9. Select **Save** . 

Defining Reclassification Codes

Define specific reclassification codes and descriptions for different types of reclassification in **Reclassification Code Maintenance**. These codes will be available for selection in **Posted Invoice Update**.

In this application, you will also add GL controls and specify how the posting process reclassifies the values in **General Ledger**. A GL control defines the accounts and journal codes available for you when you post the selected record.

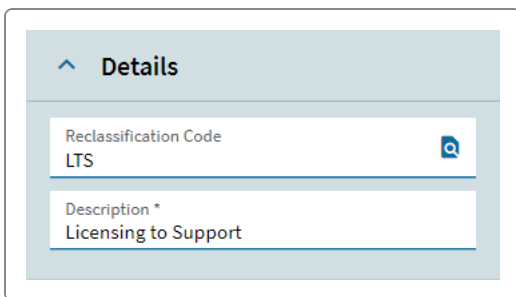


You can access this application only if you enable the data recovery agent (DRA) license.

Use the landing page of the application to view the existing reclassification codes or create one.

In this article, we will cover creating a reclassification code.

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Reclassification Code**.
2. Select the **New** icon  to create a new reclassification code.



3. Specify description for a reclassification code.
4. Select the **New** icon  on the **GL Control** card to create a new GL control.

5. Search for a GL control type.
6. Enter a GL control code.

GL Control Type	Type Description	GL Control Code	Control Description
Deferred Revenue	Deferred Revenue	SUP	Support

Full Screen

7. Select **Save**. 

Defining Sequences of Reminder Letters

In **Reminder Group Maintenance**, define sequences of reminder letters and the message for each letter defined in the sequence. You can associate finance charges with each letter in a sequence.

Sequences can be based on aging brackets or the intervals between letters:

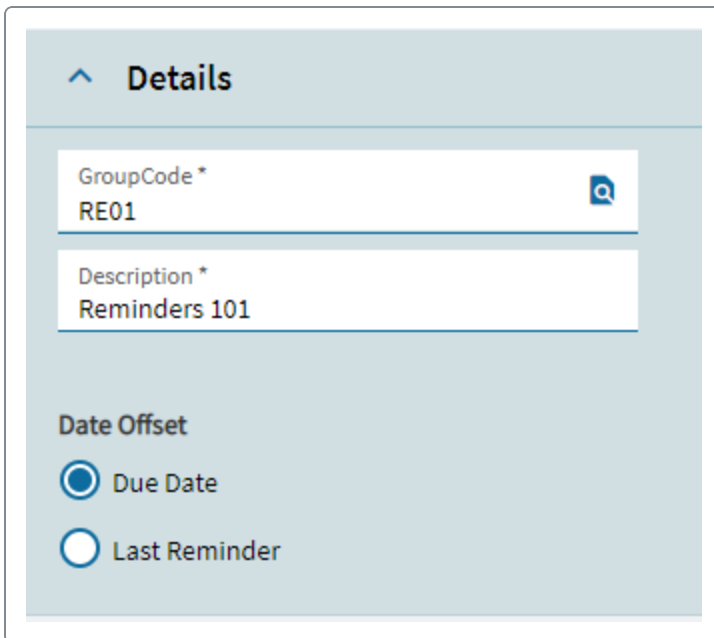
- Letters generated based on due dates use aging brackets defined in the Sequence List card. For example, you define a sequence with days to reminder that occur at 0, 30, 60, 90, and 120. As a result, the first reminder is printed on the due date, the second 30 days after the due date, and the last 120 days after the due date. The due date controls the schedule, so generation of the first letter 10 days after the due date has no effect on generation of the second letter 30 days after the due date.
- Letters generated based on last reminder use intervals defined in the Sequence List card. For example, you define a sequence with days to reminder that occur at 0, 30, 30, 30, and 30. As a result, the first reminder is printed on the due date and the others at 30-day intervals thereafter. The printing date controls the schedule, so generation of the first letter 10 days after the due date results in the second printing 40 days after the due date.

Association of a group with a customer results in the customer's receiving letters based on group settings. The association occurs in **Customer Maintenance**, and letters are printed and posted in Reminder Letter Generation. You might chose to create one group with a milder set of messages for customers who routinely pay on time and a group used with customers who routinely pay late. The particulars of each message typically vary according to their position in the group's sequence.

Use the landing page of the application to view existing groups or to enter a new one.

In this article, we will cover defining a reminder group:

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Reminder Group**.
2. Select **New**  to add a new group.
3. Enter the Group ID and description.
4. Select the **Due Date** or **Last Reminder** option to define whether the sequence is based on aging brackets or the interval between reminders.



Details

GroupCode *
RE01

Description *
Reminders 101

Date Offset

☒ Due Date

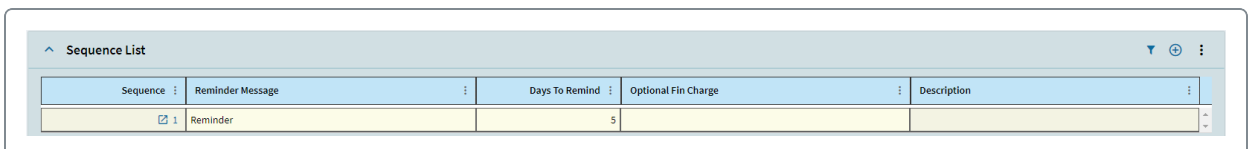
☐ Last Reminder

5. Select **New**  in the **Sequence List** card to add a new sequence.
6. Define when the reminder generates in the **Days To Reminder** field.



If you previously selected the **Due Date**, this value defines the number of days after the due date. If you previously selected **Last Reminder**, this value sets the number of days after the last reminder.

7. Enter the reminder **Message** that you want printed on the reminder letter form.



Sequence	Reminder Message	Days To Remind	Optional Fin Charge	Description
1	Reminder	5		

8. Select **Save**. 

Entering AR Invoices From a Legacy System

AR Open Invoice Load Maintenance helps you enter AR invoices created outside the application. You add current invoices into the database when you first install the Accounts Receivable module. When you import AR items from a legacy system, you can also import tax information as part of the load. These invoices do not have detail lines; they only contain the final amount of the invoice. These open invoices do not initially affect the General Ledger. However, once you post them through this program, these invoices will be included in your overall AR financial records.

In this article, we will cover:

- [Adding AR Invoices](#)
- [Showing Totals for Invoice](#)
- [Posting Invoices](#)

Adding AR Invoices

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > AR Open Invoice Load**.
2. Select **New**. 
3. In the **Invoice** field, enter the invoice number from your legacy system.
4. In the **Customer** field, enter the customer's ID or select the search button to find and select the customer.

The screenshot shows the 'Details' tab of an invoice entry form. The form is organized into two main columns. The left column contains fields for 'Invoice' (numbered 1), 'Customer' (Ace Brown), 'Invoice Date' (2/3/2021), a 'Credit Memo' checkbox, 'Currency' (United States Dollar), a 'Lock' checkbox, and 'Invoice Balance' (\$ 0.00). The right column contains fields for 'Name' (Ace Brown, Ltd), 'Apply Date' (2/3/2021), 'Fiscal Year' (2021), 'Suffix', 'Period' (2), 'Rate Type' (Main Rate Type), and 'Exchange Rate' (1.000000). Each date field has a calendar icon, and the search fields have a magnifying glass icon.

5. In the **Invoice Date** field, select the actual invoice date.
6. In the **Apply Date** field, select the date to apply the invoice.
7. If the invoice you are entering is a credit memo, select the **Credit Memo** check box.
8. In the **Base Balance** field, enter the amount of the invoice.
9. Adjust the **Exchange Rate** if necessary.
10. Select the **Lock** check box to freeze the exchange rate for this invoice. Any changes made to the currency record do not affect this invoice.
11. In the **Legal Number** field, specify unique identifier for transactions that some countries require to use for the companies. The Legal Numbers have controls to prevent gaps in sequence and provide an additional tracking method. If legal numbering is activated in AR Configuration, this field will be active.



Example: 2003SJ00000000001231 in which 2003 (Year) is SJ (Sales Journal Prefix) and 00000000001231 is a Sequence Number

12. In the **Terms** drop-down, select the payment terms.

13. Optionally, select a **Tax Liability** for the invoice. The values for **Tax Types** and **Tax Rates** are available depending on your selection. You can also make entries in the Taxable Value and Tax Value fields for up to four tax types.
14. To add additional invoices, select the **Next Customer** or **Next Invoice** button and repeat the steps above.

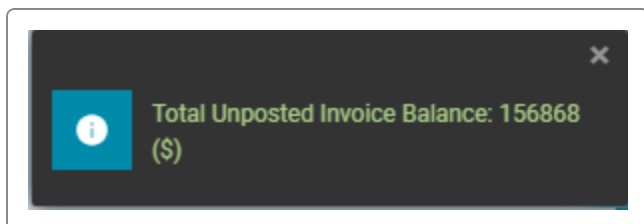
Terms 1/10 Net 30	Due Date 2/3/2021		
PO	Legal Number		
Tax Liability Canadian Tax			
Tax Type Canadian GST	Tax Rate Current as of January 2010	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00

Next Customer Next Invoice

15. Select **Save**. 

Showing Totals for Invoices

From the Overflow menu , select **Total** to add together all the open invoices for the current customer. A dialog box appears, showing you the total amount for this customer's invoices. This is the total of the balance fields for all the un-posted transactions entered for this customer.



Posting Invoices

1. On the landing page, use the **Post Invoices** command in the Overflow menu  to post all the transactions displayed in the grid for the selected customer.

2. Select Process.



The invoices will no longer appear within this program. They are added to your company's AR records.



Once you post the invoices, you can no longer edit or delete them. If you post an invoice in error, you must enter an offsetting transaction. When a group's invoices are in the process of being posted or in the review journal, no new invoices can be added to the group.

Calculating Charges on Overdue Invoices

Define the conditions for calculation of charges and interest on overdue invoices using **Finance/Late Charge Maintenance**. Some conditions include the tax category, charge rates, terms, limits, and which invoices to include.

Once you create a finance charge, you can assign it to a customer record in **Customer Maintenance**. The assigned code is then used by the finance/late charge generation process to automatically create a corresponding finance charge invoice(s). Charges are then applied to their overdue invoices and late payments as per the agreement when the finance charge was assigned to the customer record.

The finance/late charge generation process should run periodically from **Process Finance/Late Charges**. As a result, an accounts receivable (AR) invoice entry group made up of finance charge invoices is created within **AR Invoice Entry**. If necessary, invoices can be edited, added, or deleted from the invoice group before it posts.

Use the landing page of the application to view existing existing finance/late charges or to enter a new one.

In this article, we will cover:

- [Creating the Primary Information for a Finance Charge](#)
- [Creating Finance Charge Interest Rates for the Finance Charge](#)
- [Adding GL Controls](#)

Creating the Primary Information for a Finance Charge

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Finance/Late Charge**.
2. Select **New**  to add a new finance charge.
3. Enter a unique identifier for the finance charge in the **Charge ID** field.
4. Specify a description for the finance charge in the **Description** field.
5. Enter a description to appear on the invoice in the **Invoice Line Description** field.
6. Select a term from the **Terms** field.
7. If necessary, enter a document type in the **Default Invoice Document Type** field. This is used for invoice legal numbering.
8. If required, enter a grace period in the **Payment Process Days** field. This is the number of days between the overdue date and the date interest charges begin to accrue.
9. If necessary, apply a finance charge to the interest invoice in the **Misc Charge** field. Typically, this type of charge is an invoice or handling fee.
10. Select the type or types of invoices to which the interest applies. Choose the types you need in the **Included Invoices** area.



If you select Credit Memo, a credit memo that references an overdue invoice will be deducted from that invoice's overdue amount. Credit memos that do not reference an invoice will not be deducted.

11. Use fields in the **Limits** and **Lowest Amount to Charge** areas to define how charge amounts affect invoice generation.

The limits fields define general minimum and maximum charges while the **Per Customer** and **Per Invoice** fields define minimum amounts required to generate invoices.

^
Details

Charge ID *
FinChrg

Invoice Line Description *
Finance Charge

Tax Category
SERV

Description
Services

Terms *
1/10 Net 30

Description *
1 % Finance Charge

Payment Process Days
30

Misc Charge

Description

Default Invoice Document Type

Included Invoices

☒ Open Invoices

☐ Settled Invoices

☐ Deposit/Advance Billing

☒ Finance/Late Charges

☐ Credit Memo

Limits

Minimum Charge Amount
5.000

Maximum Charge Amount
0.000

Lowest Amount to Charge

Per Invoice
5.000

Per Customer
0.000

12. Select **Save**. 

Creating Finance Charge Interest Rates for the Finance Charge

Using the **Rates** card, create and update finance charge interest rates for the current finance charge record.

1. Navigate to the **Rates** card.
2. Select **New** .
3. Enter the date for the active interest rate in the **Effective Date** field.



The Process Finance/Late Charge program then uses this rate against all invoices which are overdue on or after this date until it encounters the Effective Date for the next rate defined for this finance charge record.

4. Define the percentage to multiply against amounts on overdue invoice linked to the current finance charge record in the **Finance Charge Percent** field.

As long as the invoices are overdue on or after the current Effective Date up to the next Effective Date, this rate is the active percentage for the current finance charge record.

5. Enter a rate in the **Rate for Number of Days** field.



This rate indicates how many days the current percentage rate will be calculated against overdue invoices. If you select the **Percentage on Amount Overdue** option is selected in Company Configuration, this field is available. Enter the value, in days, you want for this rate. For example, if this rate is per year, enter 365 in this field.

6. Define how many days are contained within each charge period in the **Charge Period** field.

If the Percentage on Amount Overdue option is selected in Company Configuration, this field is available. After an invoice is overdue past this day threshold, the finance charge is increased for the next charge period. Enter the value, in days, you want for this rate. The default value is 1.

For example, you enter 20 in the **Charge Period** field. An invoice is three days late, so you charge the customer for 20 days late. Now the same invoice is 30 days overdue, so you charge for 40 days late. The next charge period is 60 days late and so on.

Rates			
Effective Date	Finance Charge Percentage	Rate for number of days	ChargePeriod
02/17/2021	32.00	365	1

7. Select **Save**.

Adding GL Controls

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

To add GL controls:

1. On the **GL Control** card, select **New**. 
2. Select the **GL Control Type** that contains the account contexts you need.
3. Next use the **GL Control Code** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current record. When you finish, save the changes.

GL Control			
GL Control Type	Type Description	GL Control Code	Control Description
Finance Charge	Finance Charge	FINCHG	Finance Charge Default

Creating Default Legal Text to Explain Taxes

In **Legal Text**, create default legal text to explain the tax charges that display or print on external documents. The text that displays on a specific document is defined through the tax type that is used to calculate the tax.

Use the landing page of the application to view existing legal text codes or to enter a new one.

In this article, we will cover entering a legal text code.

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Legal Text**.

- 2. Select **New**  to add a new legal text code.
- 3. In the **Legal Text Code** field, enter a code record for the legal text identifier.
- 4. In the **Description** field, enter additional information about the legal text.

 **Detail**

Legal Text Code

9IA

Description

194IA TDS on sale property

- 5. Select **Save**. 
- 6. In the **Text Detail** card, select  to enter the text detail.
- 7. Select the **Language** for the legal text.
- 8. If this text should be used as the default legal text, select **Default**.
- 9. In the **Legal Text** field, specify the text to be printed or displayed.

 **Text Detail List**

Language ID	Default	Legal Text
 English/United States	☒	194IA TDS on sale property

 Full Screen

- 10. Select **Save**. 

Creating a National Account Relationship

You can define customer hierarchy or parent/child relationships by using National Accounts. With National Accounts, you can accept payments made by one customer on behalf of another related customer, allow credit checking hierarchy against a related group of customers, and allow reporting hierarchy for a related group of customers to determine how receivables and other financial data is reported and viewed. To use national accounts, you define relationship classes and assign customers to a specific relationship class.

Run **National Account Relationship** app to define customers involved in a national account relationship.

The class associated with the account determines the underlying relationship structure and whether it applies to credit-sharing, reporting, or payer bill-to relationships. For credit-sharing accounts, you can define credit pools available to an account's customers.

National accounts serve the following functions:

- **Credit sharing** - National account customers can share credit. In credit-sharing, a child customer can access its own credit, the credit of its parent, and the credit available in one or more credit pools associated with its national account. Implementation of this functionality requires the definition of a tiered relationship class used by the company for credit sharing. Customers that belong to national accounts based on the class can share credit.
- **Payer Bill-To Relationships** - National accounts can establish payer bill-to relationships in which a payer customer pays for a bill-to customer that receives invoices. Implementation of this functionality requires definition of a non-tiered relationship class the company uses for payer bill-to relationships. Customers that belong to national accounts based on the class can receive and pay invoices based on the relationship.
- **Reporting** - National accounts can define reporting relationships based on markets or other criteria. National accounts can be used to sort entries on aged receivable reports and sales analysis reports. Implementation of this functionality requires definition of a tiered relationship class the company uses for reporting. Customer information for each child displays within its parent throughout the account levels.

Use the following programs to implement national accounts:

- Use Relationship Class Maintenance to create the relationship classes used to define national accounts. You must define separate classes for credit sharing, reporting, and payer bill-to relationships to fully implement national account functionality.
- Use Company Configuration to implement national account functionality and set the relationship classes used to define accounts. The National Accounts sheet specifies the classes used to define credit sharing, reporting, and payer bill-to accounts. You can implement one, two or three functions.

- Use National Account Relationship Maintenance to define customers involved in a national account relationship and the credit pools available to the account's customers.
- Use Customer Maintenance to define a customer as a valid payer bill-to and to enter customer-specific settings that affect credit sharing and payer bill-to relationships. Settings on a customer record's National Account sheet allow child customers to pay their parent's invoices as well as invoices for customers in a payer bill-to account. The National Account Credit sheet defines settings for a customer in a credit-sharing account. Settings determine the credit types the customer uses and the order in which they are used.

National account customers can share credit. In credit sharing, a child customer can access its own credit, the credit of its parent, and the credit available in one or more credit pools associated with the national account.

Implementation of this functionality requires the definition of a tiered relationship class, used by the company for credit sharing. The class defines the general structure of the relationships while national accounts apply the structure to groups of customers. Customers that belong to national accounts based on the class can share credit.

You can also define customer-specific settings that allow the use of parent credit by children and define the order in which member customers access their own credit, the credit of their parents, and pool credit.

Often, credit sharing in a national account follows the management hierarchy of the account customers. For example, you define a credit-sharing relationship class with three tiers. The relationship class is the basis for an account with a parent customer, a subsidiary customer, and a division that reports to the subsidiary. This relationship links the three together for credit sharing and checking.

National accounts can define reporting relationships based on markets or other criteria. National accounts can be used to sort entries on aged receivables and sales analysis reports.

Implementation of this functionality requires definition of a tiered relationship class, used by the company for reporting. The class defines the general structure of the relationship while national accounts apply the structure to groups of customers. National Accounts is available for selection as a sort parameter when generating Aged Receivables and Sales Analysis reports. Customer information for each child appears within its parent through all levels of the account.

National accounts can establish payer bill-to relationships, in which a payer customer pays for a bill-to customer that receives invoices. National accounts can allow multiple payers, cross-account payers, and third-party payers.

Implementation of this functionality requires the definition of a non-tiered relationship class, used by the company for payer bill-to relationships. The class defines the general structure of the relationships while national accounts apply the structure to groups of customers. Customers that belong to national accounts based on the class can receive and pay invoices based on the relationship. You can also define customer-specific settings that allow child customers to pay their parent's invoices and allow a customer to pay invoices for all customers in a payer bill-to account.

A payer bill-to relationship affects entry of cash receipts, settlements, and credit memos. Cash receipts, credit memos, and settlements from one customer can apply to the invoices of other national account customers.

Typically, parent customers pay for their children and grandchildren. You can use national accounts to support other types of payer bill-to relationships, including:

- Multiple payers. For example, company headquarters and one of its divisions can pay invoices for other entities in the company. You define a national account that identifies the division as the parent of customers within the account while headquarters remains the parent for reporting and credit checking.
- Third-party payers, such as brokers. Definition of an a tiered account with the broker as the parent allows this type of payer bill-to relationship.
- Cross-account payers, which can pay for any other member in a tiered relationship. Selection of the Across National Accounts option in Customer Maintenance designates a cross-account payeer.

In this article, we will cover:

- [Creating Tiered National Accounts](#)
- [Defining a New Credit Pool](#)

Creating National Accounts

1. Define the relationship class that applies to the account in **Relationship Class Maintenance**.
2. Use Company Configuration to implement national account functionality and set the relationship classes used to define accounts.
 - Tiered national accounts apply to accounts used in reporting and credit sharing.
 - Non-tiered national accounts apply to accounts used to define payer bill-to relationships.

To create a national account:

1. Open the **National Account Relationship** app.
2. Select **New**  to add a new relationship.
3. Enter a tiered (non-tiered) relationship in the **Relationship Class** field. You can either type the class or click Relationship Class and select one.

In tiered relationships, each parent has one child. You can fill in fields in the Tiered Relationships section. The National Account pane displays a tree view of the tiers in the relationship. The selected relationship determines the number of tiers included in the account.

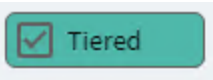
4. Enter or search for and select the **Top Customer** to assign to this Relationship Class.

Often, this customer is the parent company while the child companies are its subsidiaries. On the **List of Customers** card, the Selected Customer field displays the name of the parent. The Tier Level and Tier Label field columns display the order of the companies in the hierarchy.

5. Select **Save**. 

6. On the **List of Customers** card, select the **New Child**  icon to add the child customer to the national account relationship as a child of the selected customer.

7. Select **Save**. 



The icon now displays at top of the page.

Defining a New Credit Pool

On the **Pool List** card, you can define how account credit is distributed among customers that belong to a credit-sharing account.

Credit pools do not apply to accounts used in reporting and in the definition of payer bill-to relationships.

To define a credit pool:

1. Select **New Credit Pool**  on the Pool List card. If necessary, you can define multiple pools for a national account.
2. Identify the pool in the **Credit Pool Code** field. Ensure the identifier is unique. This entry identifies the pool in **Customer Maintenance**.

3. Enter the amount contained in the pool in the **Credit Pool Amount** field. Enter the amount in the base currency.

Credit Pool Code	Pool Amount	Available Credit
BUCK	1,000,000.00	1,000,000.00

4. Select the **Credit Pool Code** to access the full credit pool page.
5. Select **New Customer to Share Credit Pool**  on the **Customers** card.
6. Use the **Cust ID** field in the new entry to enter the name of a customer that shares the pool. Only customers in the selected national account can share the pool.
7. Use the **Max Percent** field to set the maximum percentage of the pool's credit available to this customer.

Cust. ID	Name	Max Percent	Credit Used
BUCK310	Buckstar Store 310	35.00	0.00
BUCK424	Buckstar Store 424	45.00	0.00

8. Select **Save**. 

Creating Relationship Classes

Relationship classes define the associations between customers with a national account setup. You can create these relationship classes in **Relationship Class Maintenance**.

The classes you define serve several functions.

The classes serve the following functions:

- **Credit sharing** - in credit sharing, a child customer can access its own credit, the credit of its parent, and the credit available in one or more credit pools associated with the national account. To implement this functionality, you must define a tiered relationship class, used by the company for credit sharing.

- **Reporting** - National accounts can be used to order entries on aged receivables and sales analysis reports. Implementation of this functionality required definition of a tiered relationship class, used by the company for reporting.
- **Payer Bill-To Relationships** - National accounts can establish payer-bill-to relationships, in which a payer customer pays for a bill-to customer that receives invoices. Implementation of this functionality requires the definition of a non-tiered relationship class, used by the company for payer bill-to relationships.

You can define tiered or non-tiered relationship classes.

The following relationship class tiers are available:

- A **tiered** relationship links one or more child customer to a single parent customer. Tiers affect how members of a class share credit and how reports group class members. Tiered relationships can contain multiple layers. Therefore, a national account can have "grandparent" customers, which have the same relationship with their grandchildren as their parents do.
- A **non-tiered** relationship defines a list of customers that act as either a parent or a child. You can create multiple children for a single parent, and multiple parents for a single child. Non-tiered relationships are commonly used to define relationships between a customer and a broker, who acts as a payer. You can define which relationship classes define national accounts in Company Configuration in the National Accounts (sheet?). Here, the classes for credit sharing, reporting and payer bill-to accounts can be entered. You can implement one of these functions, two, or all three. You will use the company's national account classes to define accounts in National Account Relationship Maintenance.

To specify which relationship classes define national accounts, use the **National Accounts** sheet in **Company Configuration**. Here, the classes for credit sharing, reporting and payer bill-to accounts can be entered. You can implement one of these functions, two, or all three. You will use the company's national account classes to define accounts in National Account Relationship Maintenance.

Use the landing page of the application to view existing relationship classes or to enter a new one.

Entering a Relationship Class

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Relationship Class**.
2. Select **New**  to add a new relationship class.
3. In the **Code** field, enter an identifier for the class. For example, **MULTI**.
4. In the **Description** field, enter additional information to describe the class. For example, **Multi-Level Relationship**.

- 5. To define a tiered class, select the **Tiered** check box. Define tiers as necessary. Note that reports will provide subtotals for each tier, and that tiers affect credit checking and set the default payer sold to relationships.

^ Relationship Class

Code *
MULTI

Description *
Multi Level Hierarchy

☒ Tiered

- 6. Select **Save**.

Adding Tiers to a Relationship Class

- 1. In the **Tier Levels** card, select  to add a tier level. A new row is added to the grid and assigned a level number.
- 2. Use the **Label** field to name the tier level.

^ Tier Levels

Tier Level	Label
Level 1	Parent
Level 2	Child
Level 3	Child

Completing the Setup

Once you have defined relationship classes, follow these steps to complete the setup.

- 1. In **Company Configuration**, apply the class or classes as company defaults for national account processing.
- 2. Use the class or classes to define national accounts in **National Account Relationship Maintenance**.

Setting Up Electronic Interfaces

In **Electronic Interface Maintenance**, set up electronic interfaces.

Electronic interfaces provide details to a plug-in program the system uses to perform specific formatting for output data. They also recognize and convert a specific form of input data to a standard format accepted by the system. Such plug-ins, for example, are bank interface formats a specific bank or country needs to perform Electronic Funds Transfer (EFT) and electronic reports.

Use the landing page of the application to view existing electronic interfaces or to enter a new one.

In this article, we will cover:

- [Creating an electronic interface](#)
- [Setting up the electronic interface properties](#)

Creating an Electronic Interface

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Electronic Interface**.
2. Select **New**  to add a new electronic interface.
3. Enter the name of the electronic interface.
4. Select the purpose or the electronic interface from the **Type** drop-down.



If you select **Cash Receipt Import**, the system enables the **Allowable Threshold** fields in **Payment Method Maintenance**. These fields allow you to specify percentages that the system automatically applies to AR payments that are within a threshold of an open AR invoice amount.

5. Next, select the required **Program Category** option:
 - **Default** - This option lets you select a program for the electronic interface from the list of default programs (.cs source files). These are the standard programs the system delivers. The folders from the default directory (**Deployment\Server\Erp\EI**) compile the list of available files.
 - **Company Specific** - This option lets you select a program for the electronic interface from a list of customized files created specifically for your company. The list of programs is available in the company specific directory: **Deployment\Server\Companies\{CompanyID}\EI**.



To see the company-specific list, the company-specific directory must already exist. You have to create this directory manually when you save company-specific customized .cs files.

6. Select **Program** to search for a program (a .cs source file) you need.

Details

Interface name *
USPrint1096Form

Type
Data Export/GDPdU

Program Category *
Default

Program...

Program *
Erp\EI\StructuredOutput_US_Print_Form1096

Print 1096 Form US

☒ System Interface

7. If necessary, add the electronic interface description. This text only displays on the internal maintenance form used with this electronic interface.
8. Select **Save**.

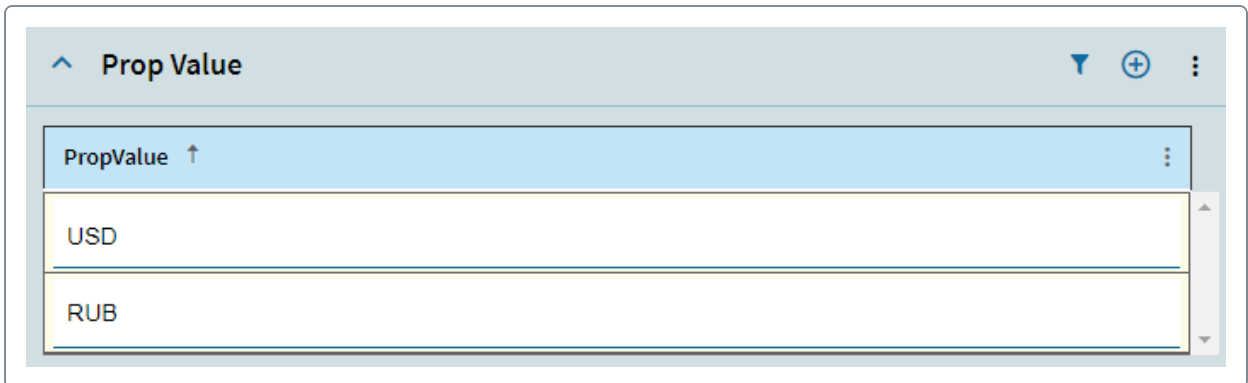
Setting Up the Electronic Interface Properties

Create and update various properties required for the current electronic interface on the **Properties** card. The properties you enter here set up the kinds of data the current electronic interface requires. The properties you create or update here later become fields on the electronic interface. If the format matches the requirements for the bank, you can then send transactions electronically from the application to the bank.

You usually set up how many characters (if it's **String**) or decimals (if it's **Decimal**) each property contains. However, if you create a **List** property, in the **Prop Value** grid, you must also enter the values that will display on the respective drop-down.

To add a property:

1. Select **New**  in the **Properties** grid.
2. Enter the new property name.
3. Select the property type from the **Type** drop-down. This setting specifies the type of this field in the electronic interface.
4. Enter the required details based on the type you select:
 - **Minimum Length** - Sets up the least number of characters that you can enter to save a value for this property. Enter the smallest number of characters you need. If users don't enter at least this many characters, they'll get an error message.
 - **Maximum Length** - Sets up the highest number of characters that you can enter to save a value for this property. Enter the largest number of characters you need. If users attempt to enter more than this number of characters, they'll get an error message.
 - **Number of Decimals** - Sets up the highest number of decimals allowed for this property value. Enter how many decimals you want available for this property. If users attempt to enter a higher number, they'll get an error message.
5. If you are setting up a **List** property, once you select this type, save the record. Then, in the **Prop Value** grid, select **New**  and enter as many property values as you need. These values will be available for selection in the respective drop-down.



The screenshot shows a window titled "Prop Value" with a header bar containing a filter icon, a plus icon, and a menu icon. Below the header is a table with one column labeled "PropValue" and an upward arrow. The table contains two rows: "USD" and "RUB".

PropValue ↑
USD
RUB

6. Select **Save**. 

General Operations

Operating with Reminder Letters

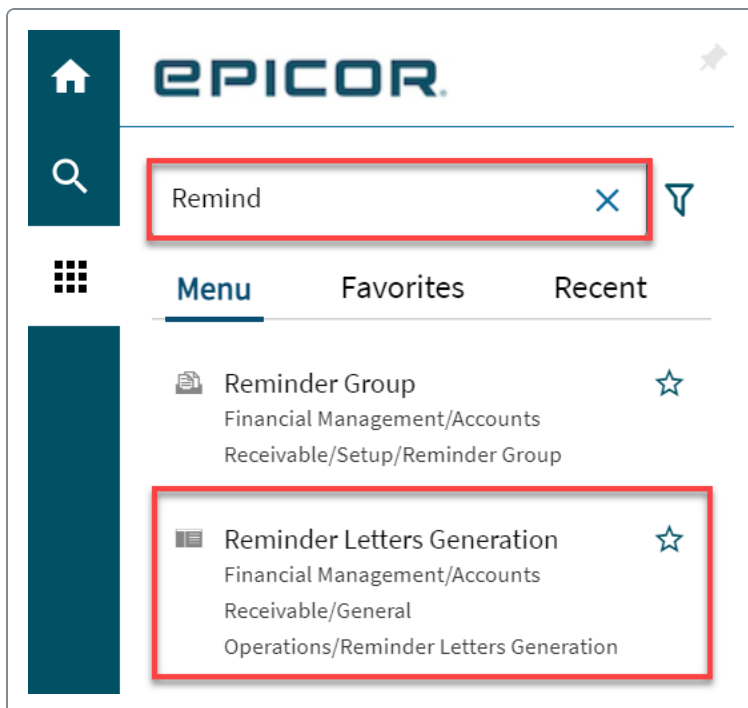
Select the customers and the invoices used in the generation process with **Reminder Letter Generation**. Posting the letters applies charges connected with the overdue amounts. Depending on

the company setting, you can either print reminder letters and include finance charges on subsequent invoices or generate finance-charge invoices that include the reminder message.

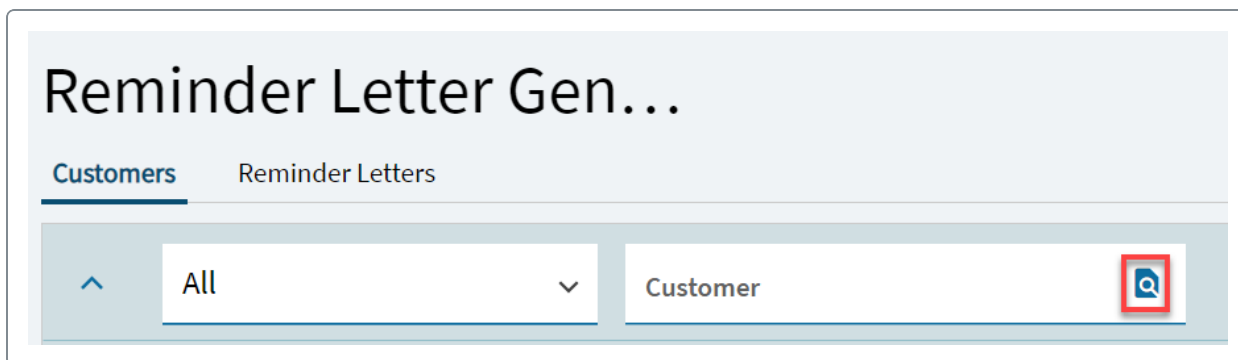
In this article, we will cover creating reviewing and posting reminder letters.

To generate reminder letters:

1. Open the **Reminder Letters Generation** app.



2. Next, search for and select a customer.



3. Select the **Generate Letters** button.

The **Set Age Date** panel opens.

Reminder Letter Gen...

Customers Reminder Letters

^ All Customer   **Generate Letters**

	Cust. ID	Reminder Code	Name	Type	Group	City	State/Prov	Country
▶	DALTON		Dalton Manufacturing	Customer	AUTO	Minneapolis	MN	USA

- In the panel select the date to calculate aging. This setting determines the customers that receive reminder letters or invoices.

Set Age date

^

As of Date
month/day/year 

- In the panel, select **OK** to close it.
- Select the **Reminder Letters** page to review the generated reminders.

Customers **Reminder Letters**

^ Letters All     

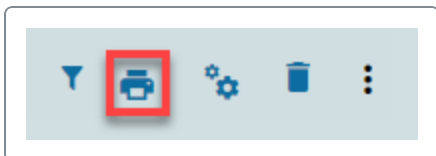
Cust. ID	Letter	Printed	Sequence	Reminder Group	Currency Code	Overdu...
ADDISON	1	☐	1	DUE	USD	1

 Full Screen

^ Reminders All   

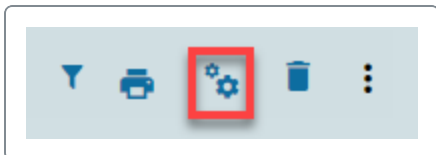
Cust. ID	Letter	Sequence	Invoice	Reminder Group	Generat...	Legal Number
ADDISON	1	1	10060	DUE	01/28/2021	10060
ADDISON	1	1	10061	DUE	01/28/2021	10061

7. Select **Print** to print letters for the past-due invoices listed on the **Letters** card.



The availability of this icon depends on the 'Company' settings.

8. Select **Post** to post finance charges connected with the printed letters.



9. Select **Save**. 

Maintaining Netting Transaction Entry

Maintain debit and credit in **Netting Transaction Entry**. You can select invoices you want to net and review the Debit and Credit amounts before you post the transaction.

In many companies, the supplier that provides services to a customer also acts as a customer and vice versa. As a result, the supplier must do netting of the AP and AR transactions to have all the debits and credits retrieved for netting. The same logic applies to customers.

The A-Z supplier has provided services to the Dalton Manufacturing customer totaling USD 3,000 (two invoices) and purchased goods from Dalton for 3,200 (two invoices). Therefore, it holds a net balance of USD 200.

Invoice	Value (USD)
AP Invoice 1	1,500
AP Invoice 2	1,500
AR Invoice 1	2,000
AR Invoice 2	1,200
Total Balance AR	200

As the net balance is USD 200, Dalton Manufacturing will only perform a collection transaction instead of the payment of 3,000 and collections for 3,200.



Before you net invoices you need to establish a supplier/customer relationship. Use the **Net Customer** and **Net Supplier** panes located in **Supplier Maintenance** and **Customer Maintenance** to net a customer against a supplier or a supplier against a customer.

Use the landing page of the application to view existing transaction entry or to enter a new one.

In this article, we will cover netting transaction entry.

Netting Transaction Entry

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Netting Transaction Entry** or **Financial Management > Accounts Payable > General Operations > Netting Transaction Entry**.



Whether you are an AP or AR clerk, you can launch **Netting Transaction Entry** either from the AP or AR module. For example, if you launch **Netting Transaction Entry** using the Accounts Receivable module, the Customer ID search button activates. If you launch the program using the Accounts Payable module, the Supplier ID search button activates.

2. Select **New**  to add a new transaction entry.
3. Enter the name of the netting transaction in the **Description** field.
4. Enter or search for the customer ID in the **Customer ID** field.

^ Netting Transaction

Description *	Netting Transaction	Debit Amount
Test Net	2	\$ 100.00
Customer ID	Customer Name	Credit Amount
ADDISON	Addison, INC	\$ 100.00
Supplier ID	Supplier Name	Remaining Amount
ABE	AB Electronics	\$ 0.00
Currency *	☐ Create Payment/Cash Receipt	Not Posted
United States Dol...		
Transaction Date *		
3/19/2020		

- 5. Enter or search for the supplier ID in the **Supplier ID** field.
- 6. Select the transaction currency from the **Currency** drop-down.
- 7. Enter the transaction date in the **Transaction Date** field.
- 8. Select the **Create Payment/Cash Receipt** check box to automatically generate a Cash Receipt or Payment group for the invoices remaining with balance after you net.
- 9. Review the other fields if needed.
- 10. Expand the **Debit** card and select a record you need.



Suppose you select an invoice with the Debit Memo type, and the Debit Memo originated from an invoice. In that case, the application automatically selects the reference invoice and the number displays in the Ref.Invoice field. For example, if you create and cancel the AP invoice, the application creates the Debit Memo. If you select the Debit Memo, the application automatically selects the original AP Invoice.

Debits			
☐	DocumentID	Type	Legal Number
☐	10060	Shipment Invoice	10060
☐	10061	Shipment Invoice	10061
☐	10062	Shipment Invoice	10062
☐	10063	Shipment Invoice	10063
☐	10065	Miscellaneous Invoice	10065
☐	10283	Miscellaneous Invoice	10283
☐	10286	Miscellaneous Invoice	10286

- 11. Expand the **Credit** card and select a record you need.



Suppose you select an invoice with the Credit Memo type, and the Credit Memo originated from an invoice. In that case, the application automatically selects the reference invoice and the number displays in the Ref.Invoice field. For example, if you create and cancel an AR invoice, the system creates the Credit Memo. If you select the Credit Memo, the application automatically selects the original AR Invoice.

Credits ⌵ ⋮			
☐	Document ID	Type	Legal Number
☐	10010	AP Invoice	
☐	10102	AP Invoice	
☒	10335-AP	AP Invoice	
☐	107	AP Invoice	
☐	12345	AP Invoice	
☐	c	AP Invoice	
☐	INV21	AP Invoice	

12. From the Overflow menu ⋮, select **Edit List** .
13. Define report settings for the **Netting Transaction Edit List** report.
14. From the Overflow menu ⋮, select **Process Netting** .
15. Select **Yes** when the **Netting** process currently cannot be reversed. Please make sure your selection is correct before proceeding with posting. Are you sure you want to continue with posting? message displays.
16. Select **Process**  on the **Netting Transaction Process** card.

Reviewing and Updating Customer Credit Information

Review and update a customer's credit information in **Customer Credit Manager**. In this application, you can review the customer's open sales orders, invoices, payments, and the contacts listed for their company - all of these can help you make informed credit decision about them. Here you can also place all or some of the customer's open sales orders on credit hold, for example, when you are having problems receiving payments from them.

If your company uses External System Integration, you can share sales order information across your company's various site locations. This application will then include the customer's global credit information, calculating invoice and order amounts from records the system gathers from all site and company locations.



The credit checking functionality only reviews the credit for **Bill To** customers: the ones that have the location that makes payment on your invoices saved in your records. Each customer record will either use a default or an alternative **Bill To** location (a leasing company or a head office) for the payment.

Use the landing page of the application to view existing customers and open their records to review and/or update them.

In this article, we will cover:

- [Reviewing and updating a customer's credit information](#)
- [Verifying credit in a national account](#)
- [Recalculating national account credit](#)
- [Exporting customer credit list](#)
- [Importing customer credit list](#)

Reviewing and Updating a Customer's Credit Information

1. Open the **Customer Credit Manager** app.
2. On the landing page, open a customer you want to review the credit information for.
3. In the **Currency** field, at the top of the page next to the customer ID, you can select to display amounts in your base currency or the customer's currency. Financial fields are then updated based on the selected currency.



You can edit the **Credit Limit** and **PI Credit Limit** fields only in your base currency.



The currency conversion is an on-the-fly calculation, always using the current day's exchange rate. To avoid any confusion, the **Exchange Rate** and **Direction** fields display the current exchange rate and the direction of the conversion. If the customer's currency is the same as your base currency, the Currency, Exchange Rate and Direction fields are not displayed.

Customer Credit Manager >

Cust ID EDWARDS

Currency
USD (Base)



Exchange Rate
12.775000

Direction
\$ --> MXN



The Currency, Exchange Rate and Direction fields are also available on the **Credit Detail** card in the **Customer** and **Customer Tracker** app.

4. On the **Details** card, you can see the customer's credit totals, credit limit amount, aging credit, letter of credit and global customer credit details, as well as whether they are on credit hold and some other information. You can adjust any of the active fields and check boxes the way you need.



If you want to recalculate the current credit status for each customer, use the Mass Credit Information Update process.

Details

Customer Customer EDWARDS Customer Name Edwards International	Aging Credit Aging Code ☐ Aging Hold On Hold Date month/day/year	Letter of Credit Open LC Credit \$ 0.00 Open Order Credit against LC \$ 0.00 Cumulative Invoice Amount against LC \$ 0.00 Open Invoice Balance against LC \$ 0.00 Total LC/ECG Used \$ 0.00 Open LC/ECGs \$ 0.00 Open Orders against LCs \$ 0.00 Open Invoices against LCs \$ 0.00	Credit Totals Invoice Credit \$ 0.00 Order Credit \$ 0.00 PI Credit \$ 0.00 Credit Total \$ 0.00 Open Invoices 0 Open Orders 0 Open PIs 0 Global Invoices \$ 29,996.00 Global Orders \$ 4,277.28 Global PIs \$ 0.00 Global Credit Total \$ 34,273.28
Customer Credit Credit Limit \$ 0 PI Credit Limit \$ 0 Review Date month/day/year DUNS ☒ Include Open Orders in Credit ☐ Include Open PIs in Credit	Global Customer Credit Global Credit Limit MXN 0 Global Credit Limit (Base) \$ 0 Global PI Credit Limit MXN 0 Global PI Credit Limit (Base) \$ 0 Global Currency Global Credit Hold ☐ Include Open PIs in Global Credit ☒ Include Open Orders in Global Credit		
Credit Hold ☐ Credit Hold On Hold Date month/day/year On Hold From Reason			
Note			

- **Credit Hold** - Select it if the customer doesn't have credit available from your company. Typically you place a customer on credit hold when you have difficulties receiving payments from them. You can use the optional **Reason** and **Note** fields to enter additional information about why you decided to place the customer on credit hold. The Reason field includes a drop-down list of predefined options including **Late Payments**, **Exceeding Credit Limit**, **Payment Disputes**, **Financial Distress** and **Other**.

If a customer is on credit hold, you will receive warning messages every time you enter a new shipment or sales order for them. These messages can both be just warnings or prevent you from entering a new record. To define what the messages do, go to **Company Configuration**.

If you place a customer on credit hold manually, you'll receive a message asking if the system should put all orders and miscellaneous invoices on hold. If you select **Yes**, the system puts all open orders and miscellaneous invoices for the customer on credit hold. The orders appear in **Customer Credit Manager** and the **Credit Hold** indicator displays in the orders for the customer. Also, the system displays the **Credit Hold** indicator on the header of all miscellaneous invoices on credit hold.

For example, customer ABC has two large invoices that are several months overdue. You select the **Credit Hold** check box for this customer. When you enter a new sales order or a packing slip for customer ABC, the application informs you that this customer is on credit hold. You continue creating the record, but a **No Credit** indicator will appear on this record.

- **Credit Limit** - The total value of the credit assigned to this customer. If this customer's total open invoices (and optionally, total sales orders) exceed this limit, various programs will display a warning message. Depending on options selected in Orders Configuration, these messages can also prevent users from adding new order and shipment records. If you do not enter a limit, this customer has unlimited credit.



Don't enter a large number or all 9's to indicate unlimited credit. Doing this causes the application to do unnecessary work. Leaving this field blank lets the application ignore credit limit checking.

If you select the **Include Orders in Credit** check box, the system calculates **Credit Total** by subtracting the sum of the invoice credit and the order credit from the credit limit. If you don't, it only subtracts the invoice credit from the credit limit.

- **Aging Hold** - Select it if you want to put the customer on aging hold. Then the system notifies you that the customer is on aging hold in **Order Entry**, **Customer Shipment Entry** and **AR Invoice Entry**.

You can place a customer on aging hold manually or automatically using the Mass Credit Information Update process based on their past due invoices. This criteria includes the number of days past the invoice due date, the minimum overdue balance and any grace period.

If you place a customer on aging hold manually, you'll receive a message asking if the system should put all orders on hold. If you select **Yes**, the system puts all open orders for the customer on credit hold and miscellaneous invoices are placed on aging hold. The orders appear in **Customer Credit Manager** and the system marks the orders with **Credit Hold**. The **Credit Hold** indicator displays on the header of all miscellaneous invoices on aging hold.

If you manually take a customer off aging hold, the system automatically takes all orders off credit hold and all miscellaneous invoices - aging hold.

- **Aging Code** - Customer's aging code The aging code specifies the threshold for when a customer goes on aging hold based on their outstanding invoices.
- **Open LC Credit** - Open letter of credit amount.
- **Global Credit Limit** - Enabled if you use External System Integration, this field displays the total credit limit for this customer among all the external companies. Note that if your

company didn't create this customer record, you cannot edit this field.

- **Include Open Order in Global Credit** - Select this check box if you want the system to include open order amounts when it calculates the **Credit Total** value. If you don't select this check box, the system subtracts only the customer's current AR balance from the credit limit.

For the details on the other fields, use the field help available in the Help and Support panel



of the application.

5. Select **Save** . 

Verifying Credit in a National Account

On the **National Account Credit** card, specify settings for a customer in a national account that defines payer bill to relationships.

You can set national accounts and global national accounts to:

- Use the parent company's credit
- Use its own credit
- Share a credit pool you set in **National Account Relationship Maintenance**

To verify customer credit in a national account relationship:

1. Select the **Use Parent's Credit** check box to use credit from their parent. This check box allows you to define the maximum percentage to use.
2. Select the **Share Credit** check box to share credit among customers in the national account. This check box allows you to set the percentage shared among customers in the relationship.

^ National Account Credit

National Accounts

Credit Checking National Account

☒ Use Parent's Credit

Max. Percentage to Use
100.00

☒ Share Credit

Percentage Shared
100.00

Credit Available

Total
\$ 0.00

Own
\$ 0.00

Parent's
\$ 0.00

Pool
\$ 0.00

Shared
\$ 0.00

Credit Used

Total
\$ 0.00

Own
\$ 0.00

Parent's
\$ 0.00

Pool
\$ 0.00

Shared
\$ 0.00

3. In the **Credit Preferences** section, select the check boxes next to the entries in the order the checking process applies available credit. The application automatically moves it to the section on the right.

Credit Preferences

Credit Preferences

☐ All

☐ Own Credit

☐ Parent's Credit

☐ Credit Pool

Clear All

If you want to rearrange them in the alphabetical order, select the **Rearrange**  icon. You can also select **All** or **Clear All** entries.

For example, the list on the right has **Parent's Credit**, **Credit Pool**, and **Own Credit**. As a result, the system applies the parent's credit to the subsidiary's sales orders or invoices. If that credit is insufficient, it then applies available credit from the pool and, finally, the subsidiary's own credit.

4. Select **Save** . 

Recalculating National Account Credit

You can calculate the credit available to a national account customer. Typically, you recalculate credit in connection with the definition of credit pools.

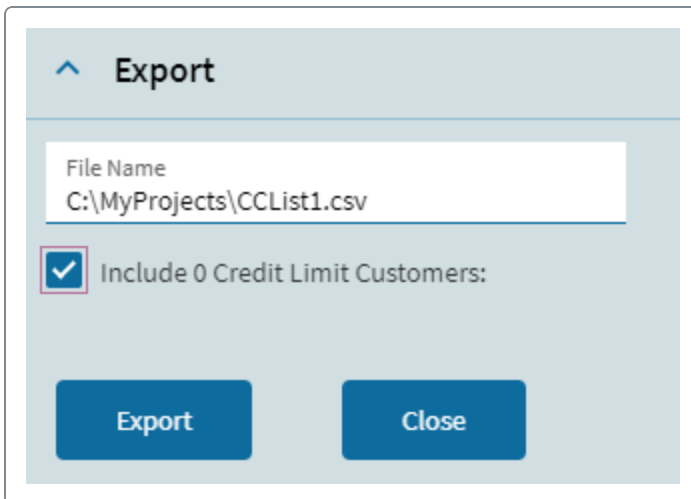
1. Select the **Recalculate Credit National Account** option from the Overflow menu .
2. Select **Process**. .

Exporting Customer Credit List

You can export all your customer credit information into an external file in the .csv format. Then you can open this file in a third party application, where you can make changes to the credit information and then import it back into **Customer Credit Manager**.

- Credit Limit
- Review Date
- Credit Hold
- Include Orders in Credit

1. Select the **Export Customer Credit** option from the Overflow menu .
2. Enter a path and a name for the exported .csv file into the **File Name** field (for example, C:\abc.csv). The system will save the .csv file at this path location.
3. If you want to export customers that do not have a credit limit, select the **Include 0 Credit Limit Customers** check box.



Export

File Name
C:\MyProjects\CCList1.csv

☒ Include 0 Credit Limit Customers:

Export Close

4. Select **Export**.

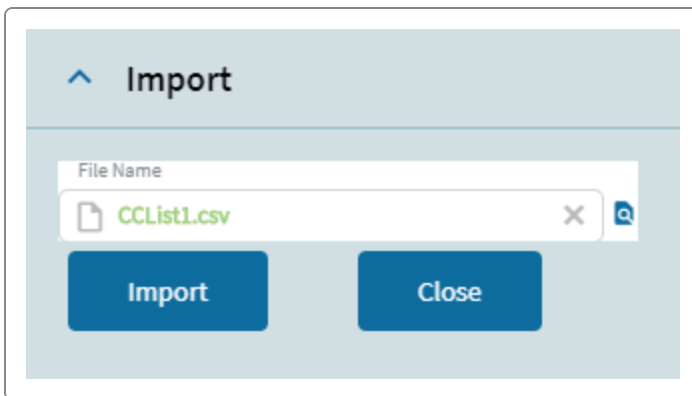


The Export Customer Credit option includes both base and customer currency, regardless of which currency is displayed in the app.

Importing Customer Credit List

You can also import customer credit information I have in an external file. The file you import must be in the .csv format.

1. Select the **Import Customer Credit** option from the Overflow menu .
2. Search  for the file you want to import into the application.



3. Select **Import**.

Loading Lockbox Data Files

Load lockbox data files received from a bank, verify data, and process valid cash receipts in **Lockbox Processing**. Create cash receipt groups and items in **Accounts Receivable** using received lockbox bank files. You can do the following:

- Load and validate the bank file data
- Automatically create cash receipts into two groups
- Automatically post cash receipts
- Generate a log, which lists errors encountered during validation

Use the landing page of the application to view existing lockbox groups or to enter a new one.

In this article, we will cover:

- [Creating a Lockbox Group and Specifying Bank Settings](#)
- [Loading a Lockbox File](#)

Creating a Lockbox Group and Specifying Bank Settings

Before loading information from a lockbox file, you need to create a lockbox group and specify a lockbox ID. The application uses a lockbox group to create groups of cash receipts. You need one of them for posting, while the other contains records with errors that you need to review manually afterward.

Each lockbox file received from a bank has a unique lockbox ID. The same ID must exist in **Lockbox Processing** so that the application could process the file. When loading a bank file, lockbox matches a lockbox ID with a number in the file. The lockbox IDs associated with the layout corresponding to the lockbox file format, bank account, and payment method.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Lockbox Processing**.
2. Select **New**  to add a new lockbox group record.
3. Enter a name in the **Group** field.
4. Enter the date you want to set up as a posting date in the **Lockbox Date** field.
5. Select the bank account which the cash will be posted to from the **Bank Account** drop-down.
6. Select the layout you need from the **Layout ID** drop-down.



Set up a lockbox record type in **Lockbox Layout Entry**. Refer to the Setting Up Lockbox Layout article for additional information.

^ Details

Group *
1

Lockbox Date
7/3/2018

Bank Account
Main Checking Account

Layout ID *
Layout 1

7. Select the payment method for the cash receipt group from the **Payment Method** drop-down.

Fiscal Year
2018

Suffix

Fiscal Period
7

Payment Method
Check

8. Select **Save** .

Loading the Lockbox File

Load and validate a bank file with records and post the created cash receipts group in the **Lockboxes** card.

1. Expand the **Lockboxes** card.
2. Select **New**  to add a new lockbox record.
3. Enter the lockbox file identifier in the **Lockbox ID** field .
4. Enter description in the **Description** field.

5. From the Overflow menu , select **Load File**.
6. Select **Process Group** from the Overflow menu  and select **Process** . The application creates two groups for postable and non-postable cash receipts. If you selected the **Automatic Posting** check box in **Lockbox Layout Entry** for this Lockbox record, the application posts the postable group.
7. Review the information about errors found in the bank file in the **Has Error** field .
8. Select **Save** .

Importing Payments from a Bank Receipts File

You can import a bank receipts file, match customer payments to open invoices, and post receipts in **Bank Receipt File Import**.

This app lists the data to be imported to the customer for verification before performing automatic payment of sales invoices. The output generated is a standard unposted cash receipt batch which you can post through regular cash receipt routines.

In the first stage of the import process, the app matches incoming transactions to sales invoices in the Kinetic application via banking references. The results display in a workbench style for you to verify before agreeing to process the results.

The matching results can be manually changed in the workbench. Also, receipts that are not automatically matched can be manually matched in the workbench.

In the second stage of the process, you can post the imported details and create a Cash Receipt Group (unposted) in the ERP application for each of the valid lines within the import file. Any under payments within the set tolerance range are treated as paid with settlement discount, while the additional amount for over payments are treated as unallocated.

If a bank receipts file contains information about batches, the application creates AR batches during import. The electronic interface selected in the payment method settings must be set up to generate identifiers as batch IDs.

In this article, we will cover import payments from a bank receipts file.

- Set up a bank account for electronic file transfer (EFT) from Accounts Receivable > Setup > Bank Account Maintenance.
 - Set up a payment method for electronic payments from Accounts Receivable > Setup > Payment Method.
1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import**.

- 2. Select **New**  to add a new group. If the payments to be imported share the same payment date, payment method and bank account, you can import them in one group.
- 3. Enter a group identifier in the **Group** field.
- 4. Select a date in the **Apply Date** field. This will be the GL Apply date as well as the Payment Date.
- 5. Select a payment method from the **Payment Method** drop-down list.
- 6. In the **Bank Account** field, specify the bank account from which the customer receipts are being received.

Details

Group

AR-FIN

Bank Account

ARFIN

Bank Name

AR-FIN

Checking Account

456789-34

Apply Date

9/18/2019

Payment Method

AR-FIN

Bank Identifier

Currency

Euro

Import File

AddisonPayments_mm... X

IBAN Account Code

456789-34

- 7. Select **Save**. 
- 8. Review the details of the imported file in the **Imported Payment Lines** grid.

Imported Payment Lines

All

Credit ...

HeadN...

Cust ID

Name

Receipt...

Currency Code

1

Addison

Addison, INC

1,000.00

EUR

Full Screen

You can change the Customer ID on the imported records if they were assigned to the incorrect ones. If the Customer ID is empty, the app shows an error when the group is processed which will stop the creation of any cash receipts for the group.

Use the **Import Details** card to view more details about the imported payment line.

Customer

Addison

Customer Name

Addison, INC

OCR

00000000000000000000103363

Reference

Batch Reference

Bank Amounts

Currency

EUR

EUR --> USD

1.3074

Payment

EUR 1,000.00

Settlement Amounts

Currency

EUR

Exchange Rate:

1

Payment

EUR 1,000.00

Unapplied

EUR 1,000.00

Applied

EUR 0.00

On Account

Status

On Account

Error

Description

AR Invoices

All

Apply Matched To Payment

Selected	Invoice Date	Invoice	Apply D...	Balance	Apply A...	Discou...	Allocat...
No records available.							

9. After you review the imported receipts, do the following:

From the Overflow menu, select **Match Payments** to match the imported receipts to the invoices referenced in the bank file.

The system will apply the cash receipt to the invoice. If the cash receipt is for more than the invoice, it will put the additional amount on account against the customer. Any payments the application cannot match will be put on account for the customer.

You can also delete any payments for which you don't want to create cash receipts. To mass delete a batch of payments - select the payments on the Imported Payments card and from the card overflow menu, select Delete.

To match the invoices manually, select the specific invoices for which payments are being received in the **Import Details>AR Invoices** grid and use the **Apply Matched to Payment** button.

To process the payments, select Process Group from the Overflow menu.

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July, 2025

This will do the following:

- Create the payments as Cash Receipts in Kinetic and post them automatically.
- Apply the posted cash receipt to the Invoice if it has been matched.
- Create the Unallocated Payments invoices (invoices with a UR suffix) for those payments which were On Account.

Use this Overflow menu option to print out remittance slips for all current payments.

You can select customers or payments in the Filter card.

Initially printing of remittance slips is optional. If you want to make it mandatory (prohibit processing if slip is not printed), navigate to System Setup > Company/Site Maintenance > Company Configuration > Modules > Finance > Accounts Receivable > Additional Settings and select the **Mandatory Printing of Remittance Slip** check box.

10. Optionally, use Customer Tracker to view the cash receipts and unapplied cash receipt invoices.

Working with Bank Receipt File Import Express

The **Bank Receipt File Import Express** app automatically processes electronic customer payments. This is an express version of the **Bank Receipt File Import** app that allows you to automate most of the process for bank file import and avoid manual matching of imported payments like you normally do in **Bank Receipt File Import**.

This is especially useful for companies that receive large amounts of payments and accumulate thousands of AR invoices.

Once you create a group of payments and select a file for import, the process automatically creates cash receipts for each payment within the group and posts them with an individual General Ledger journal. Everything is automatic unless there are errors. If something fails, you are able to track the status of the process and manually resume it.

In this article, we will cover:

- [Importing Customer Payments from a Bank Receipt File](#)
- [Processing a Group of AR Receipts](#)
- [Tracking Process Statuses](#)

Importing Customer Payments from a Bank Receipt File

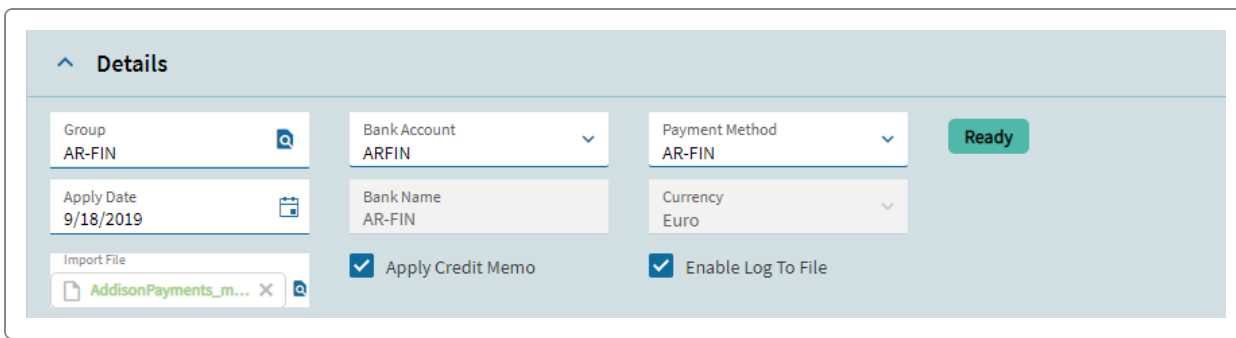
1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Bank File Import Express**.

2. Create a new group by selecting the **New**  icon, or use the Group search icon to select the existing record.
3. Select the transaction **Apply Date**. The field defaults with the current date.
4. Specify the **Bank Account** that the customer receipts come from. The **Bank Name** and **Currency** fields display the name of the bank for the selected bank account and the currency for the transaction.
5. From the **Payment Method** drop-down, select a payment method for a transaction. For example, **Electronic Interface**.

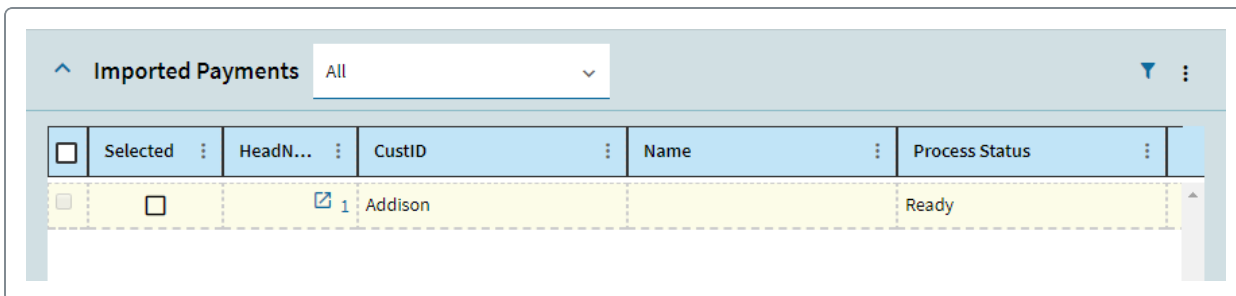


You can use the app only for electronic payments.

6. Select **Import File** and select the cash receipt file you want to import. The format is **CSV**.



7. Select **Save**. 
8. The imported payments populate in the **Imported Payments** grid.



Selected	HeadN...	CustID	Name	Process Status
☐	 1	Addison		Ready

Processing a Group of AR Receipts

The app processes all available payments, but you can delete the ones you no longer need, if necessary.

1. Select the **Apply Credit Memo** check box to automatically apply all outstanding credit memos to invoices.
2. If necessary, select the **Enable Log to File** check box if you want to keep logs of the process
3. From the Overflow menu, select **Process Group**. To the confirmation message, select **Yes**.
4. The process automatically creates cash receipts and posts them.

Tracking Process Statuses

Track payment groups by status colors:

- **New (green)** - You created a group but didn't start import.
- **Import Errors (red)** - Some of the payments within the group are imported with errors. The group can be processed further with the correct payments leaving out the ones with errors. Also, you can correct the errors and proceed with the whole payment group.
- **Ready (green)** - Import processes is successful, and all payments are ready for further processing.
- **In Progress (blue)** - Processing of payments has started, and further details are available at the level of individual payments.
- **Errors (red)** - At least one payment within the group failed to be processed (i.e. has one of the error statuses described below).

If the status of a payment group has changed, you can review it by hitting Refresh. If errors occur, the status changes automatically.

Note: If your group is in the Errors status and you can't change it, but need to process the group further (or delete it), you can use the Reset Group Status command of the Actions menu to reset the group status and then process it once again. Make sure there is no process with this group in System Monitor before resetting its status.

Track the status of each payment if you need to know where in the process that payment is:

- **Import Errors** - Imported payments have some invalid values.
- **Ready** - Payment is successfully imported and is ready for further processing.
- **Generating Receipts** - The process is generating cash receipts and allocating cash to individual invoices.
- **Cash Receipts Errors** - The process failed to create cash receipts successfully.
- **Unable to Post** - The cash receipt posting fails before the Review Journal is created.
- **Posting in Progress** - Posting process is in progress.
- **Unposted Cash Receipt** - Posting process is stopped at the review journal and you cancelled posting.

- **Review Journal** - Posting completed with errors, and you can review them in the Review Journal.

Payments that have cash receipts successfully posted are automatically removed from the group.

When all payments within the group are successfully posted, the application automatically deletes the group.

Invoices

Entering AR Invoices

When you need to bill customers for products and services a company sells, go to **AR Invoice Entry**. This app helps you calculate how much to charge the customers for products they buy. Then you can generate physical bills and send them to the customers for payment.

Generally, revenue and the corresponding AR values for shipped products do not update the General Ledger (GL) until an invoice is created and posted. Before you can create or generate AR invoices, you need to set up entry groups, sometimes called batches. Entry groups define the default transaction dates and apply dates for all invoices created within the group. When you finish defining your group, you can then enter invoices within the group.

When you complete entering each invoice's header, you then finish the invoices by adding detail lines, miscellaneous charges, commission information, and other details. You finalize the invoicing process by posting the entry group to the General Ledger. These invoices are then committed to the financial records for the fiscal period.

Use the landing page of the 'AR Invoice Entry' app to view existing groups and their invoices or to enter new ones.

In this article, we will cover:

- [Adding a Group](#)
- [Adding Miscellaneous Invoices](#)
- [Adding Invoice Lines](#)
- [Adding Miscellaneous Charges to Invoice Lines](#)
- [Assigning legal numbers to invoices and voiding them](#)
- [Using the AR Invoice Options](#)
- [Locking/Unlocking a Group](#)
- [Reviewing Invoice Activities](#)

Adding a Group

A group is a batch of invoices that you collect and post to the 'General Ledger'. After you create a group, you then enter or generate invoices to process through this group.

- 1. Open the **AR Invoice Entry** app.

The **Group** card displays.

- 2. On the **Group** card, select **New** .
- 3. Enter the identifier for the entry group. Entry groups can use any combination of letters or numbers.

Some users enter specific numbers to easily find invoices during an audit, while others use the employee name or a date to organize the groups. After you post the group, you may reuse this identifier.

- 4. Specify **Invoice Date** and **Apply Date** for the group. These values are the default dates that are used for all invoices within this entry group.

Group

Group *

Invoice Date *
month/day/year

Apply Date
month/day/year

Fiscal Period
0

Fiscal Year
0000

Suffix

5. Select **Save**.

If you are not creating a new group, you can search for and select an existing one using the **Groups** button.

Groups



If you select **Clear** and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

Adding a Miscellaneous Invoice

Once you defined a group, invoice, and apply dates, you can create or generate invoices. You start by entering the invoice header information.

There are several types of AR invoices:

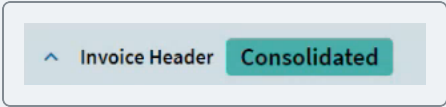
- **Miscellaneous Invoice** - A regular invoice that you may or may not link to a sales order. Unless you use **Advanced** or **Deposit Billing**, you usually select this invoice type for manually created invoices. A Miscellaneous Invoice can also be created for tax purposes only or be designated as a recurring source invoice to use as a template for other recurring invoices.
- **Shipment** - Invoices generated by the **Get > Shipments** option of the Overflow menu. The system links these invoices to a customer's packing slips.
- **Advanced Billing** - Also called 'Progress payments', these records are customer payments you request when you have not sent out a shipment. You choose whether the billing amounts credit sales or deferred revenue accounts.



When you use the **Get > Milestone Billing** option from the Overflow menu and the 'Consolidate Milestone Billing' option is selected for the customer, progress



payments will be consolidated into a single invoice. The payments are grouped by Project/Customer/Currency Code and Terms Code. The generated invoice is marked as 'Consolidated' in the Invoice Header.



This consolidated invoice also contains lines for each included milestone. The Description column field displays the milestone's description.

Lines All											
Line	Sales Order	SO Line	SO Release	Contract	Job	Part	Description	Revision	Attribute Set	Quantity	Sales UOI
1	5486	1	1	0		NT-PROJ-1	Milestone 1			0.00	EA
2	5486	2	1	0		NT-PROJ-1	Milestone 2			0.00	EA

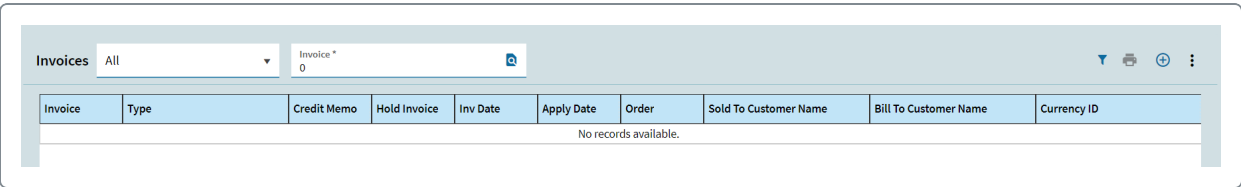
- **Deposit Billing** - A customer down payment or prepayment. You receive deposit billings as prepayments against a sales order.
- **Credit Memo** - A transaction that reduces, or credits, a customer's receivable balance. Credit memos do not have to be linked to a sales order.
- **Advanced Billing Credit Memo** - A credit memo created to reduce an Advanced Billing invoice.
- **Deposit Billing Credit Memo** - A credit memo created to reduce a Deposit Billing invoice.

To create a Miscellaneous Invoice:



It is assumed that you created a new group.

1. Locate the **Invoices** card.

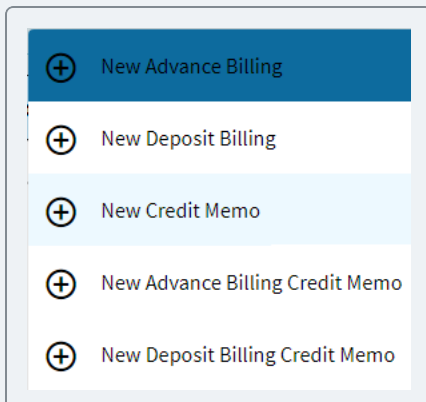


2. Select **New Miscellaneous Invoice**.



You can only create miscellaneous invoices using the **New Miscellaneous Invoice**

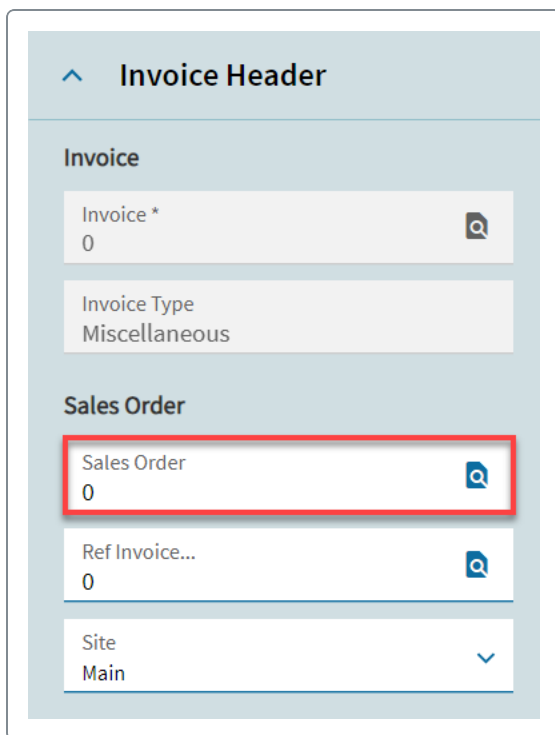
  icon. If you want to create any other type of the invoice, select the respective option for it from the 'Invoices' card's Overflow menu .



The **Invoice Header** card displays.

 The invoice number is auto-assigned by Kinetic once you save.

3. If this is for payment on a sales order, enter or search for it and select it in the **Sales Order** field.

A screenshot of the 'Invoice Header' card in a mobile application. The card has a light blue header with a chevron icon and the title 'Invoice Header'. Below the header, there are several input fields. The 'Invoice' section contains 'Invoice *' with the value '0' and a magnifying glass icon. The 'Invoice Type' field has the value 'Miscellaneous'. The 'Sales Order' section contains 'Sales Order' with the value '0' and a magnifying glass icon; this field is highlighted with a red rectangular border. Below it is 'Ref Invoice...' with the value '0' and a magnifying glass icon. The 'Site' field has the value 'Main' and a downward arrow icon.

- 4. Select a reference invoice using the **Ref Invoice** field, if applicable.
- 5. Search for the customer who you're invoicing in the Sold To field. If you want to use this location as the address on the invoice, select the **Print Sold To Address** check box. If this check box is clear, then Kinetic uses the customer's Bill To location on the invoice's address.

Invoice Header

Invoice

Invoice *
0

Invoice Type
Miscellaneous

Sales Order

Sales Order
5406

Ref Invoice...
0

Site
Main

Sold To

Sold To Customer...
DALTON

Sold To Customer Name
Dalton Manufacturing

☒ Print Sold To Address

- 6. Enter an invoice description, if necessary.

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

After you post an invoice, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. You can use the following table as a reference for examples of how the prefixes might look like:

Transaction	Prefix
AR Invoice Entry	AR Inv
AR Invoice Cancellation	AR Inv Cancelled
AR Invoice Correction	AR Inv Corrected
AR Invoice Credit Memo	AR Inv CM

All prefixes are followed by : (colon). For example:

- If you enter description for an ordinary AR invoice, then the transaction description is **AR Inv: XXX**, where **XXX** is the description you enter.
- If you don't enter the description: **AR Inv: InvNum CustName**, where **InvNum** is an invoice number, and **CustName** is a customer name.

7. If necessary, in the **Dates** group box, change the **Shipment** and **Apply** dates.

The screenshot shows a 'Dates' group box with the following fields:

- Invoice Date: 1/17/2023
- Apply Date: 1/17/2023
- Shipment Date: 1/17/2023
- Confirm Date: month/day/year

The 'Apply Date' and 'Shipment Date' fields are highlighted with a red rectangular box.

8. In the **Options** group box, define the invoice options, as necessary.

The screenshot shows an 'Options' group box with the following options:

- ☒ Ready To Calculate
- ☐ Auto-Print Ready
- ☐ Deferred Revenue
- ☐ E-invoice
- ☐ Hold Invoice
- ☐ Central Collection

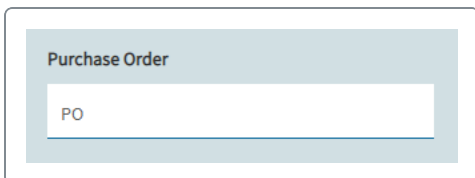
The 'Hold Invoice' checkbox is highlighted with a blue rectangular box.

- **Auto-Print Ready**- Set up the invoice to automatically print or print preview.

You set up the automatic printing of invoices using the Business Process Management (BPM) Designer.

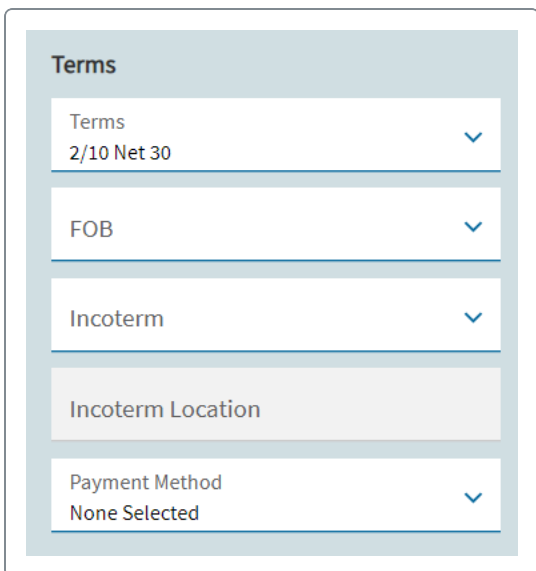
- **Ready to Calculate** - Calculate sales taxes against this AR invoice once you save it. You can set up this check box to be on by default in **Company Configuration**.
- **Hold Invoice** - Place the invoice on hold and you can't post it until you remove the **Hold** status. If you post a group that has invoices on hold, these invoices are not posted. To post such invoices, clear the Hold Invoice check box on each invoice and report the group.

9. If necessary, in the **Purchase Order** group box, enter the purchase order number you want to link to this invoice using the **PO** field. The **PO** from the sales order defaults (if any), but you can change this value.



The screenshot shows a light blue rectangular box with the title "Purchase Order" in the top left corner. Below the title is a white rectangular input field with the text "PO" inside it.

10. In the **Terms** group box, specify the conditions this customer pays on the invoice under in the **Terms** field. The value defaults from the customer you selected, but you can change it, if necessary.



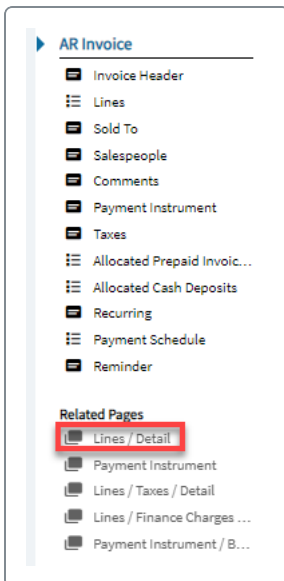
The screenshot shows a light blue rectangular box with the title "Terms" in the top left corner. Below the title are four stacked white rectangular dropdown menus. The first menu is labeled "Terms" and shows "2/10 Net 30". The second menu is labeled "FOB". The third menu is labeled "Incoterm". The fourth menu is labeled "Payment Method" and shows "None Selected". Each dropdown menu has a small blue downward arrow on the right side.

11. Select a payment method this customer uses for this invoice using the **Payment Method** field.
12. Specify other fields as necessary.
13. Select **Save**. 

Adding Invoice Lines

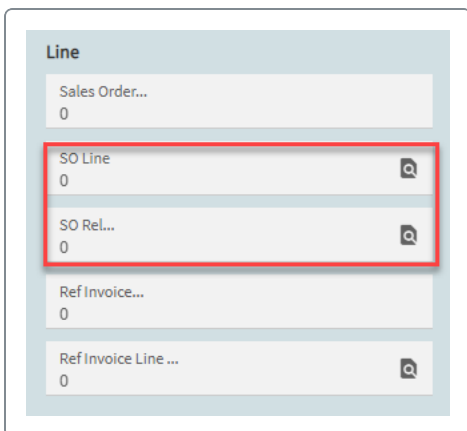
Invoice lines detail the specific part, quantity, and price for each item you are selling. Through the **Line Detail** cards, you create the details lines, and then add miscellaneous charges, define commission rates, and other things to each line.

1. In the Nav tree, select the **Lines/Detail** node.



The **Line Detail** card displays.

2. Select **New Line**. 
3. If this line is created for a sales order, search for and select the **SO Line** and **SO Rel** identifiers to define the sales order line and release that is associated with it.



4. Search for the part to create an invoice line for and specify its **Quantity**, **Unit Price** and **Discount** (if applicable).

Part

Part

Revi... ▾

Description

✕A

Customer Part

Customer Revision

Group ▾

5. In the **Quantity/Price** group box, enter the quantity, unit price, and discount percentage you want to invoice.

Quantity / Price

Quantity

10

EA ▾

Order Quantity

0.00

▾

Unit Price

\$

23.00000

Price Per

/1

▾

Discount %

2.00

Discount Amount

\$

4.600

6. In the **Tax** group box, select the tax related information.

Tax

Tax Liability

Canadian Tax ▾

Tax Category

Products ▾

Entity / Use Code

R) Non-Resident ▾

Tax Exempt

☒ Commissionable

The following rules apply:

- If a tax liability has been identified for the invoice line, select a tax liability option from the drop-down list.
 - If the line is explicitly exempt from taxes, enter a reason for the exemption within the 'Tax Exempt' field. This prevents the 'AR Invoice Entry' app from calculating taxes against the line.
 - If the salespeople selected on the 'Commission' card receive commission from this detail line, select the 'Commissionable' check box.
7. Review the **Totals** group box for the total amounts of the line. Kinetic calculates them by adding the extended price, miscellaneous, and tax amounts, and then subtracting the 'Less Discount' and 'Less Advance Billed' amounts.
 8. Select **Save**. 

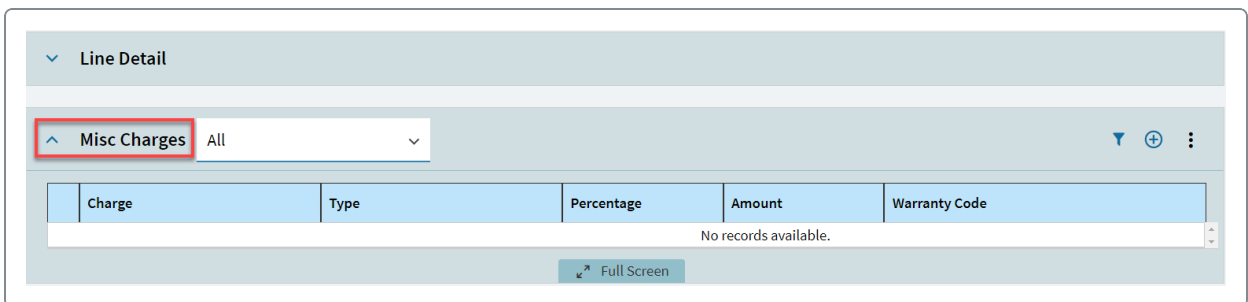


There is a number of actions available for an invoice line. If you want to learn more about them, refer to the [Using an AR Invoice Line Options](#) article.

Adding Miscellaneous Charges to Invoice Lines

On the **Misc Charge** card, create or edit miscellaneous charges added to the detail line's total amount. Miscellaneous charges are always linked to specific detail lines. Miscellaneous charges are created through the 'Miscellaneous Charge Maintenance' app. To learn about this app, review the article.

1. Scroll down to locate the **Misc Charges** card and expand it.



2. Select **New Line Misc Charge**. 



3. From the **Charge** drop-down list, select a charge.

4. In the **Amount** field, enter the charge amount. Some miscellaneous charges have a default amount, but if you need, you can change this value.



Alternatively, you can select the **Percentage** type and enter the required number in the 'Percentage' field.

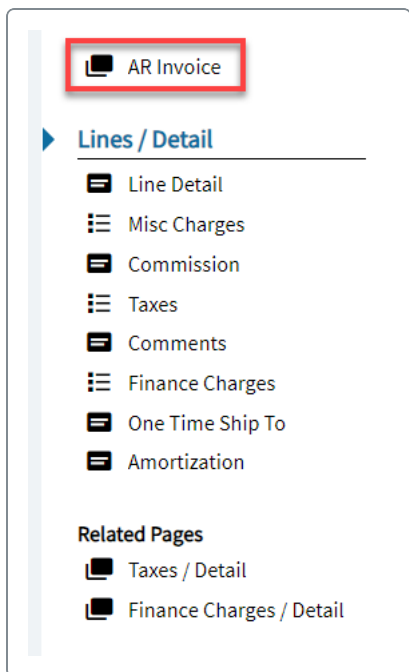
5. Select **Save**. 

Assigning Legal Numbers to Invoices and Voiding Them

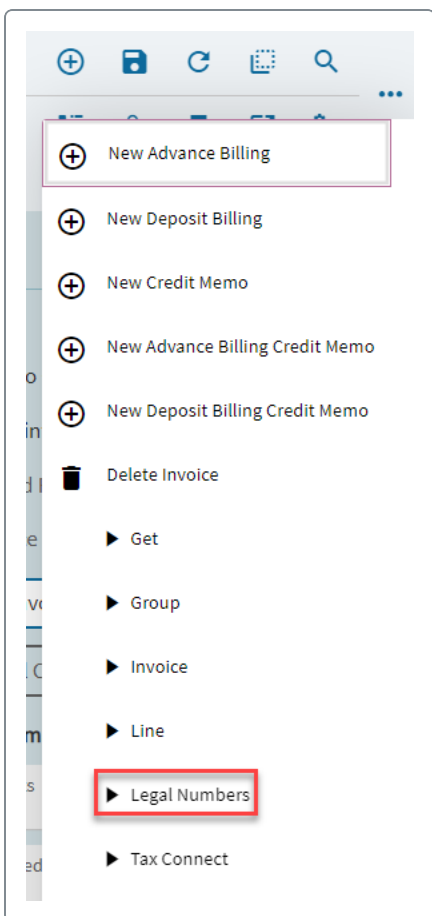
If you want to assign/void an invoice legal number:

1. In the Nav tree, select the **AR Invoice** node.

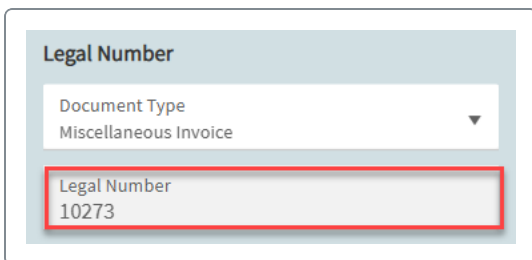
The **Invoice Header** card displays.



2. From the **Overflow** menu, select **Legal Numbers**.



3. Verify the generated legal number.



You can also assign legal numbers on the line level.

Using the AR Invoice Options

After you're done adding AR invoices and their lines, there are a lot of options you can use to proceed working with them. Here are several of the most basic ones:

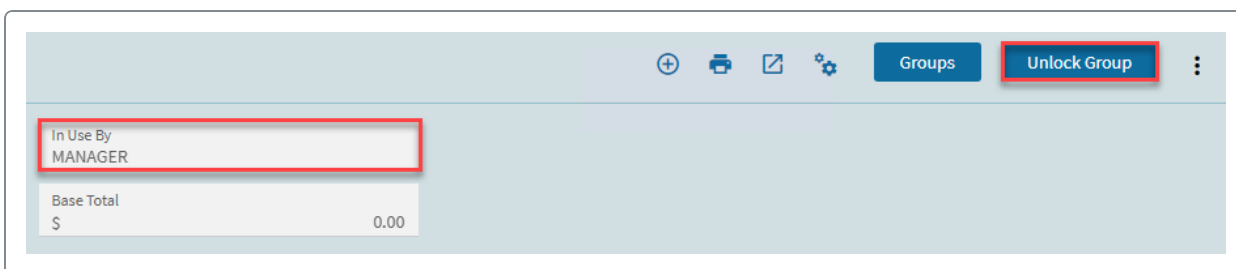
- Getting Shipments
- Running the Edit List Report for an AR Invoice Group

- Printing a Group of AR Invoices
- Posting AR Invoices
- Creating a Cancellation Invoice
- Creating a Correction Invoice
- Generating Field Service Invoices

Locking/Unlocking a Group

You can manually lock/unlock a group to make it available for other users. For example, a user need to review/print the 'Group Edit List' for a particular group. If you attempt to open a group that is locked by a certain user, Kinetic displays a message informing you the group is locked by a specific User ID.

1. If you are creating a new group, the **In Use By** field displays the user ID that created the group.

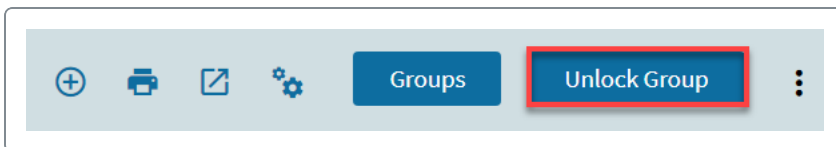


The screenshot shows a user interface with a top navigation bar containing icons for adding, printing, editing, and settings, along with 'Groups' and 'Unlock Group' buttons. Below the navigation bar, there is a form with two fields: 'In Use By' with the value 'MANAGER' and 'Base Total' with the value '\$ 0.00'. The 'Unlock Group' button is highlighted with a red box.



In this case, the group was created by the 'MANAGER' user. However, this is just an example.

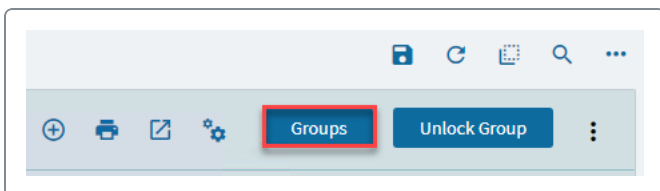
2. Select the **Unlock Group** button.



The screenshot shows a user interface with a top navigation bar containing icons for adding, printing, editing, and settings, along with 'Groups' and 'Unlock Group' buttons. The 'Unlock Group' button is highlighted with a red box.

The group is now unlocked.

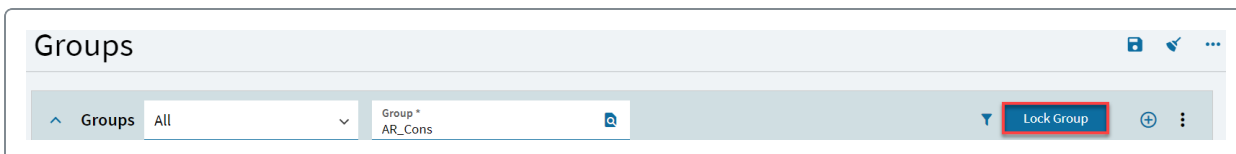
3. If you want to lock/unlock a specific group, select the **Groups** button.



The screenshot shows a user interface with a top navigation bar containing icons for adding, printing, editing, and settings, along with 'Groups' and 'Unlock Group' buttons. The 'Groups' button is highlighted with a red box.

The **Group** panel opens.

4. Inside the panel, highlight the group in the grid, and select the **Unlock/Lock** button.



Reviewing Invoice Activities

Using the **Activity** page in the 'AR Invoice Entry' app you can review information relevant to your invoice.



You cannot modify information on the Activity page.

1. Select the **Activity** page.



2. Expand the card you need and review its information.

Adjusting Sales Accounts on Miscellaneous Invoice Lines

You often need to place the sales of products or services within different sales accounts. In [AR Invoice Entry](#), you can override the default sales account within each AR invoice miscellaneous line. If it is necessary to record the sale of the goods or services within a different account, you can select the sales account you need.

In this article, we will adjusting sales accounts on miscellaneous invoice lines.

1. In **AR Invoice Entry**, select a misc invoice you want to adjust the account for and then open its line.
2. At the bottom of the line's **Detail** card, in the **Override Default GL Account** section, you can see the GL account settings with the default book and sales account.
3. Change the account as you need.
4. Select **Save**. 

Using Get Shipments in AR Invoice Entry

The **Get Shipments** functionality is a key feature in the **AR Invoice Entry** app. You use this option to create invoices directly from packing slips. When you run this app, Kinetic creates one or multiple

invoices for each customer that has packing slips selected as 'Shipped'. This is a check box located in the 'Customer Shipment Entry' app.

You define how **Get Shipments** generates invoices using the **Customer** app.

- If you want 'Get Shipments' to generate one invoice that contains multiple orders, select the **Consolidate Sales Orders** check box. If you clear this check box, Kinetic creates separate invoices for each order this customer places.
- If you want 'Get Shipments' to generate a single invoice for all packing slips created for the same order and fiscal period, select the **Combine Packing Slips** check box. If you clear this check box, each packing slip that is pulled into the AR invoice group creates a separate invoice. This happens even if they were created for the same order.
- Select the **Consolidate Shipment Lines** check box if you want to consolidate shipment lines for the same part, the same order line, and the same packing slip for a customer into one invoice line.
- Select the **Invoice Per Packing Slip** check box to indicate an individual invoice should be generated for each individual packing slip line when using the 'Get Shipments' function in the 'AR Invoice Entry' app. Clear this check box to generate one invoice per packing slip (all packing slip lines on a single invoice).

The app also uses the customer's 'Billing Frequency' settings to decide whether to generate an invoice during each Get Shipments session.

Kinetic can pull all packing slips marked as **Ready to Invoice** (you select this check box when you print the packing slip). These shipments must also have a shipment date that is either earlier or equal to the group's invoice date. If you selected the **Use Shipment Date As Invoice Date** check box in the **Company Configuration** app, Kinetic uses the packing slip's shipment date as the invoice date.

Depending on the billing day entered for each customer, however, some packing slips may not be pulled. The 'Get Shipments' option reviews each customer record's 'Billing Day Options' to determine whether or not to generate an invoice at this time.

If the shipment for a sales order line is marked as **Time/Materials Billing**, the new invoice automatically selects the **Hold Invoice** check box. Once the invoice is updated with the correct price, you need to clear the 'Hold Invoice' check box on the invoice header.

When shipments are pulled, Kinetic automatically generates the invoice header information and all invoice lines. Once you post a shipment invoice, the linked packing slip sets to **Invoiced** and you can no longer make changes to that shipment in the 'Customer Shipment Entry' app. If you delete a shipment invoice, the packing slip resets to **Not Invoiced** and you can then make changes to the packing slip.

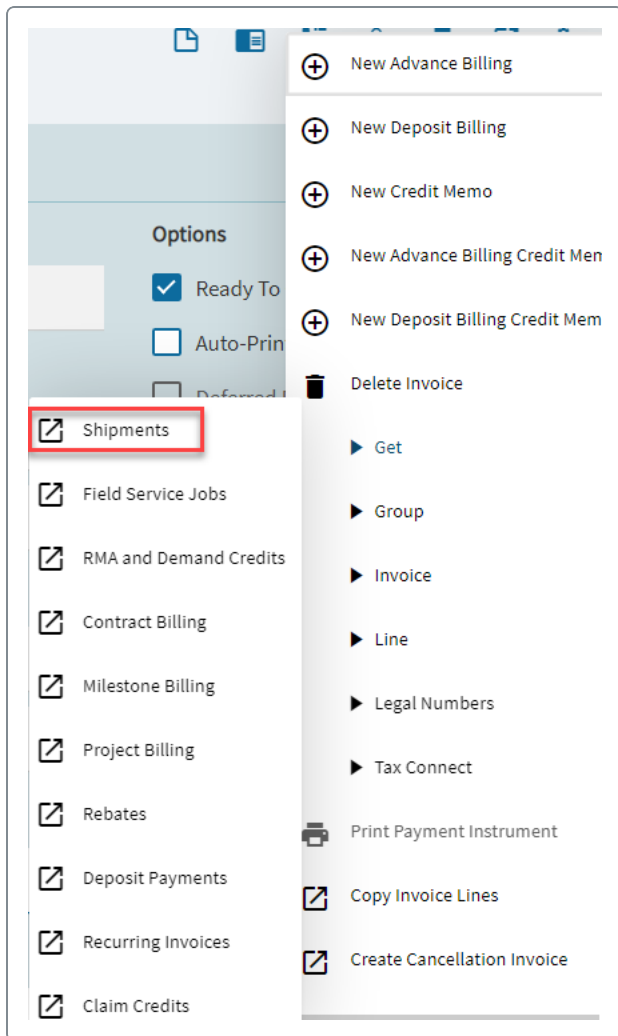


The 'Get Shipments' option doesn't create invoices for service contracts marked as **Recurring Invoices**.

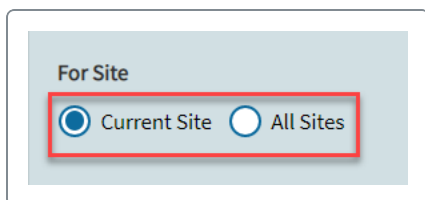
In this article, we will cover getting invoices from shipments.

1. In the AR Invoice Entry app, in the group where you want to get shipment invoices, select an existing group or create a new one.
2. Select the **Get > Shipments** option from the Overflow menu .

The Get Shipments panel opens.



3. Inside the panel, indicate whether you want pull the packing slips from the current or all sites in Kinetic.



- **Current site** - The process will turn into invoices all **Ready to Invoice** shipments sent out from the selected site.
- **All sites** - The process will turn into invoices all **Ready to Invoice** shipments from all sites within your database.

4. Depending what you want to view and subsequently select, use one of the following buttons.



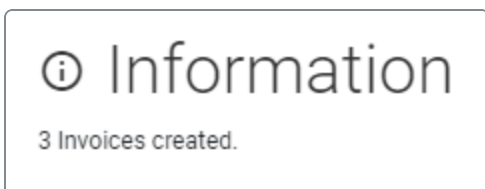
- **Select All** - If you select this button then Kinetic automatically creates an AR invoice for each packing slip in Kinetic.
- **View All Packing Slips** - Select to open the 'Packing Slips Browser' panel listing all the packing slips in Kinetic.
- **Manual Selection** - Select to manually choose a packing slip you want to invoice.



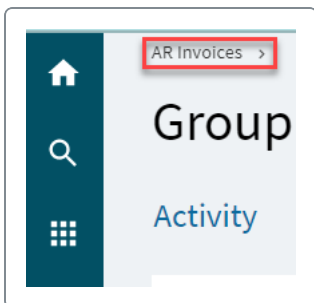
When you use Manual Selection in Kinetic 2024.2 (11.3.200) or newer, the **Ship Via**, **FOB**, **IncoTerms**, and **Tracking Number** fields also display for easier packing slip selection.

- **Drop Shipments** - Select to view the drop shipment packing slips you want to invoice.

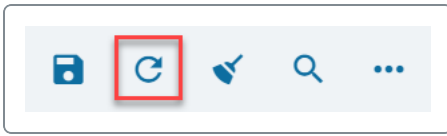
5. Once done, select **Ok** to the selection and **Yes** - to the confirmation message. The information message displays with the numbers of the created invoices:



6. Go back to the Landing page by selecting the **AR Invoice** link.



7. Next, select **Refresh** and review the generated invoices in the grid.



Invoice	Type	Credit Memo	Hold Invoice	Inv Date	Apply Date	Doc Invoice...	Order	Sold To Customer Name	Bill To Customer Name
10273	Miscellaneous	☐	☐	12/13/2022	12/13/2022	240.00	0	Dalton Manufacturing	Dalton Manufacturing
10274	Shipment	☐	☐	11/24/2021	11/24/2021	240.00	5041	Addison, INC	Addison, INC
10275	Shipment	☐	☐	11/24/2021	11/24/2021	2,592.00	5181	Addison, INC	Addison, INC
10276	Shipment	☐	☐	11/18/2021	11/18/2021	208.00	5184	Addison, INC	Addison, INC
10277	Shipment	☐	☐	11/24/2021	11/24/2021	2,592.00	5293	Addison, INC	Addison, INC
10278	Shipment	☐	☐	11/25/2021	11/25/2021	6,000.00	5355	Barriston Engineering	Barriston Engineering
10279	Shipment	☐	☐	09/09/2021	09/09/2021	22,540.00	5000	Dalton Manufacturing	Dalton Manufacturing
10280	Shipment	☐	☐	11/18/2021	11/18/2021	17,150.00	5039	Dalton Manufacturing	Dalton Manufacturing
10281	Shipment	☐	☐	08/31/2021	08/31/2021	122.50	5050	Dalton Manufacturing	Dalton Manufacturing
10282	Shipment	☐	☐	11/16/2021	11/16/2021	10,241.00	5050	Dalton Manufacturing	Dalton Manufacturing
10283	Shipment	☐	☐	11/18/2021	11/18/2021	2,038.40	5211	Dalton Manufacturing	Dalton Manufacturing
10284	Shipment	☐	☐	12/08/2021	12/08/2021	7,840.00	5363	Dalton Manufacturing	Dalton Manufacturing

Using AR Invoice Line Options

There are a number of actions available for an AR invoice line in **AR Invoice Entry**.



All of the following actions assume that you have already created an AR invoice with at least one line. If you need to make one, refer to the [Entering AR Invoices](#) article.

In this article, we will cover using additional AR invoice line options. The sections below represent the actions you can perform with an invoice line. Expand each section to learn more about them.

To assign and/or void legal number to an invoice line:

1. On the **Line Detail** card, select **Legal Numbers > Assign Legal Number** from the Overflow menu . The information panel shows the assigned legal number. Select **Ok**.
2. To void it, select **Legal Numbers > Void Legal Number**. Enter the reason for voiding and select **Ok**.
3. Select **Save**.

Pull in the default General Ledger account to the line item using the **Line > Get Default Command** option on the Overflow menu . The **GL Account** field is initially blank and disabled and the posting engine determines the default account. After you use the **Get Default Account** option, the GL account populates with the default one, but you can still change it. The system uses the GL account that displays in posting.

After you run the **Get Default Account** option, the system won't automatically update GL Account if you make changes to the invoice details' **Site** field, line's **Part** and **Group** fields. If you change those fields, you must run the **Get Default Account** option again to update the GL Account.

Generate an amortization schedule for a deferred revenue line.

1. On the **Line Detail** page, select the **Defer** check box.
2. Select the appropriate RA code.
3. Verify the correct dates display in the **Start Date** and **End Date** fields.

The screenshot shows a form titled "Deferred Revenue". It has two radio buttons: "Defer" (which is checked) and "Scheduled". Below these is a dropdown menu for "RA Code" with the selected value "12 Months Equal Amounts". At the bottom, there are two date fields: "Start Date" with the value "1/9/2020" and "End Date" with the value "2/16/2021". Each date field has a calendar icon to its right.

4. Select **Save**. 
5. Verify the deferred revenue account displays in the **GL Account** field.
6. Select **Line > Revenue Amortization > Line - Generate Amortization Schedule** from the Overflow menu . To see the schedule details, expand the **Amortization** card and review the **Revenue Amortization Schedule** grid.
7. Make any necessary changes.
8. If necessary, you can select the **Hold** check box for an unposted period and enter a **Reason Code** and **Reason Text**. The system won't recognize the amortization amount of a period on hold.
9. Select **Save**. 

If necessary, you can also use the **Line - Delete Amortization Schedule** and **Line - Restore Amortization Schedule** options.

To save time, you can use the **Copy Invoice Lines** option to reuse lines in a miscellaneous, shipment, or credit memo invoice. You can also use it to copy lines as adjusting ones. To do this, copy selected lines to the original invoice. You can opt to create the adjusting line as a reversing entry. This can result in the creation of a zero-balance invoice.

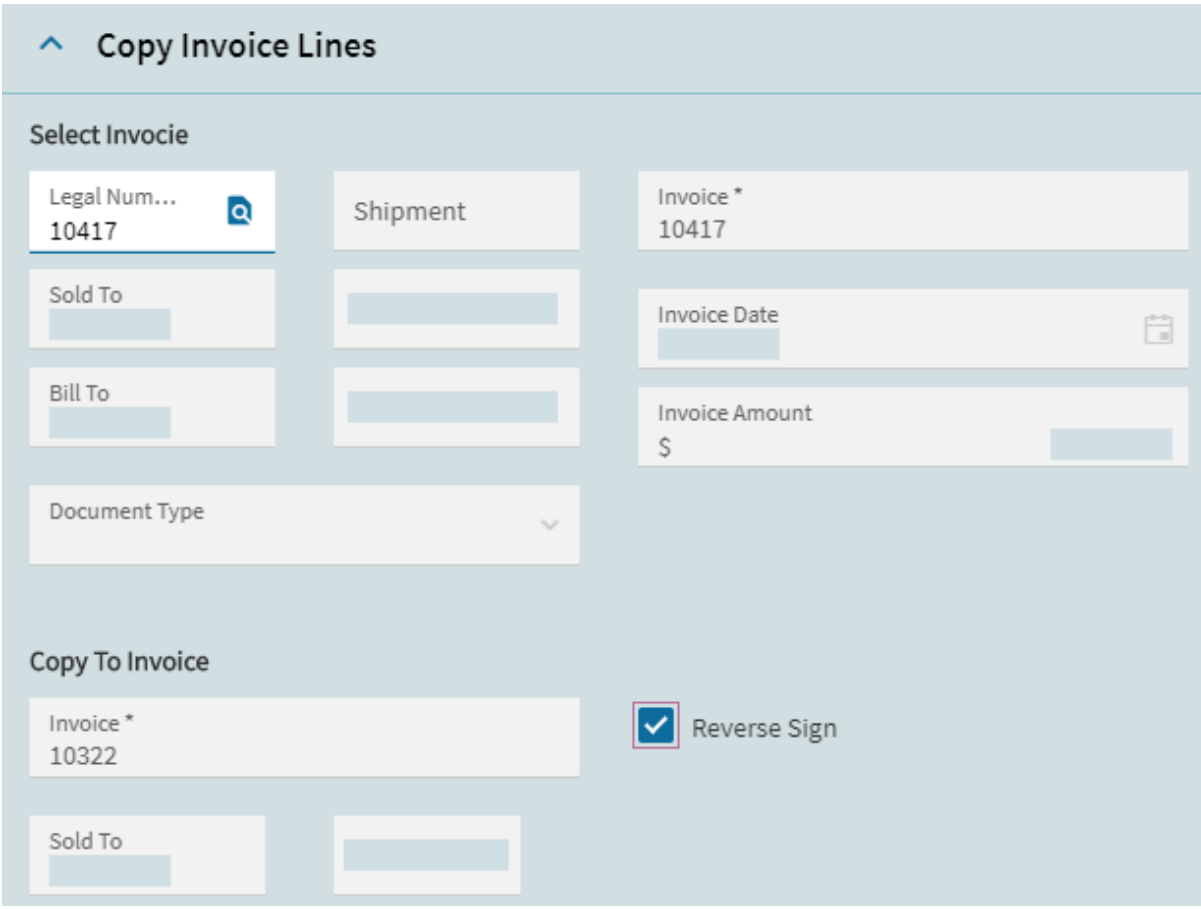
If you specified the **Reference Invoice** number is specified on the invoice header, the system uses this invoice as a source copy item.



Adjustments only affect financial processes. They have no effect on shipments or other processes connected with the original invoice.

1. On the **Line Detail** page, select **Copy Lines** from the Overflow menu .
2. In the **Legal Number** field, search for and select the invoice you will copy the lines from.

Typically, you copy lines between invoices billed to the same customer. However, you can copy lines between invoices billed to different customers. The company configuration determines the number entered in this field. You enter a legal number when the company uses legal numbers with its documents. Otherwise, you enter an invoice number. Selection of the invoice displays invoice information in other program fields.



Copy Invoice Lines

Select Invoice

Legal Num... 10417

Shipment

Invoice * 10417

Sold To

Bill To

Invoice Date

Invoice Amount \$

Document Type

Copy To Invoice

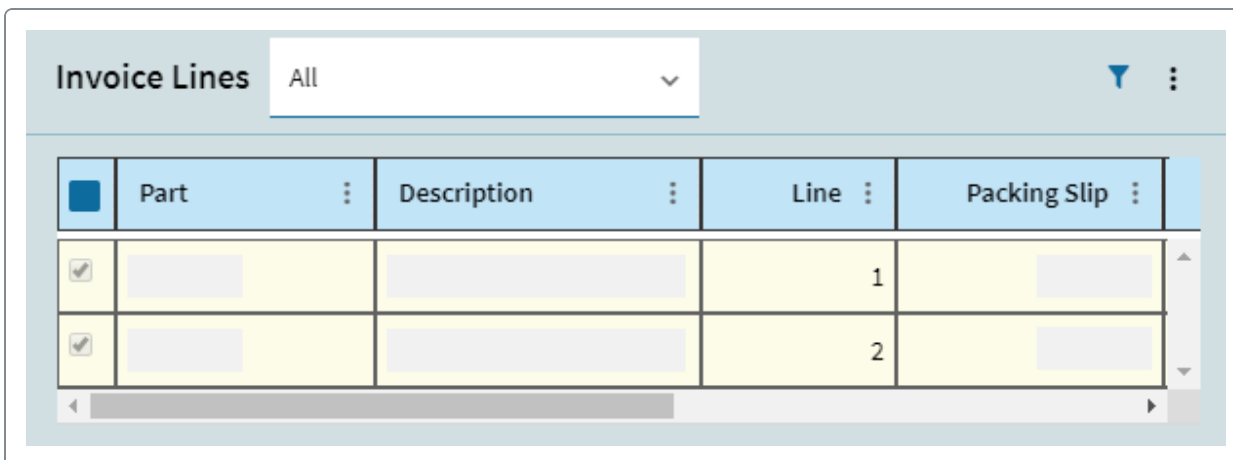
Invoice * 10322

☒ Reverse Sign

Sold To

3. Review the available details.
4. If necessary, select **Reverse Sign** to create the selected lines as reversing entries. You can use this option to copy lines as adjustments to an earlier invoice.

5. Select the check box next to the line(s) you want to copy in the **Invoice Lines** grid.



The screenshot shows the 'Invoice Lines' grid. At the top, there is a header bar with the title 'Invoice Lines', a dropdown menu set to 'All', and a filter icon. Below the header is a table with the following columns: a checkbox column, 'Part', 'Description', 'Line', and 'Packing Slip'. Two rows are visible in the table, both with their checkboxes selected. The first row has 'Line' value 1, and the second row has 'Line' value 2. A scrollbar is visible at the bottom of the table.

	Part	Description	Line	Packing Slip
☒			1	
☒			2	

6. Select **OK** and **Yes**. The application adds the lines to the invoice you selected. It also recalculates taxes on the copied lines based on effective rates for the new invoice.

Running the Edit List Report for an AR Invoice Group

View all AR invoices included in a group along with the subtotals for lines, miscellaneous charges and taxes using the **Group > Edit List** option of the Overflow menu **...** in **AR Invoice Entry**. We recommend printing out the edit list before you process invoices to verify the correct amounts.



If the system can't post an invoice due to credit or aging hold restrictions, it does not display in the edit list.

In this article, we will cover running the edit list for a group o AR invoices.

1. In **AR Invoice Entry**, select a group or invoice on the landing page. Then, from the Overflow menu **...**, select **Group > Edit List**.
2. Select the book that you want to include in the report.
3. Expand the **Advanced** card to specify the report parameters.
 - **Report Style** - Report style you want to use to run this report.
 - **Output Format** - Format for the output.
 - **Schedule** - Schedules when you want to print the report. If you select something other than **Now**, the **Recurring** check box becomes available.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after

being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Description of a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

4. Select **Print Preview**  or **Client Print** .

Printing a Group of AR Invoices

Print out all the invoices within the current invoice group using the **Group > Print Invoices** option of the Overflow menu in **AR Invoice Entry**. You can also use this option to print invoices individually or based on some parameters you set up.

On the **Print Invoice** page, you specify if you want the system to print the transactions in a pre-numbered format and also set the number of detail lines that the system will print in that format. You can use this to control the overflow. Also, here you can configure the folios available for the legal numbers. When a legal number runs out of pre-numbered formats, the system won't print the transactions until you enter a valid date or more folios in the application. Legal numbers used to print the overflow are marked as void.



The same process is available from the **Print** option of the Overflow menu in **AR Invoice Tracker**.

In this article, we will cover printing a group of AR invoices.

1. In **AR Invoice Entry**, in select the group you want to print the invoices for on the **Groups** card on the landing page.
2. Select **Group > Print Invoices** from the Overflow menu. 

Now you need to select the parameters depending on what you want the **Print Invoice Form** to display.

3. If this is a draft copy of the invoice, select the **Draft Copy** check box.

The system prints the original invoice without a copy number. However, you can enable the **Use copy number** functionality to print AR invoice groups. To activate it, select the **Use copy**

number check box located in **Company Configuration > Modules > Finance > Accounts Receivable > General**.

Each time you reprint an AR invoice, the system increments the copy number by **1**. It also saves the original print date and it remains unchanged during subsequent printing. If you do not want to increase the copy number every time you print an AR invoice, select the **Draft Copy** check box to print the invoices in the group in the draft mode.

If you select the check box, the system prints **Draft Copy** in the invoice headers along with the following information:

- **DRAFT COPY** instead of Invoice/Credit Memo
- The **INTERNAL USER ONLY - NOT SUITABLE FOR TAX PURPOSES** warning
- Page number of the total number of pages
- Invoice date
- **Printed At** followed by the date and time stamp of the print time

When the **Draft Copy** check box is clear, the system prints the invoice is printed in the non-draft mode with the invoice number, page, and the current **Printed At** date and time. it also doesn't print the copy number (when it prints the original invoice). You can print the original invoice in **AR Invoice Tracker** if you haven't yet posted it or if you have posted but not printed it.

4. In the **Transactions** drop-down, select the transactions you want to print the report for.
5. Specify what document types to print the invoices for.

Options

☐ Assign Legal Number ☐ Draft Copy Last Copy Number

Transactions
AR Invoices and Credit Memos

Document Types
☐ All
☒ Just Selected
 Credit Memo

Print Status
☐ All
☒ Only Not Printed
☐ Only Printed

Range Filters
 Begin Date: 12/1/2020
 End Date: 2/16/2021
 Begin Invoice
 End Invoice

Invoice Status
☐ All
☐ Only Open
☒ Only Closed

6. If necessary, select the required **Print Status** and **Invoice Status** to include in the print and specify the invoices range in the **Range Filters** section.
7. If you want to filter the invoices to include, use the **Filter** cards.
8. Specify the report parameters on the **Advanced** card.

- **Output Format** - Output format of the report.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

9. Select **Print Preview**  or **Client Printer** . 

Posting AR Invoices

To complete the AR invoice entry process, you need to post the group's invoices to the AR Accounts within your General Ledger. When you post an entry group, the transactions update each customer's accounts receivable information.

After you post the invoices, you can no longer delete them. However, there's a limited number of fields that you can update via **AR Posted Invoice Update**. If you post an invoice in error, you can enter an offsetting transaction.



The posting process can also create General Ledger transactions. It pulls the account numbers for these transactions from your Company Configuration, AR accounts, and other maintenance records like product group, sales tax, miscellaneous charge, and so on.

The following rules and conditions apply:

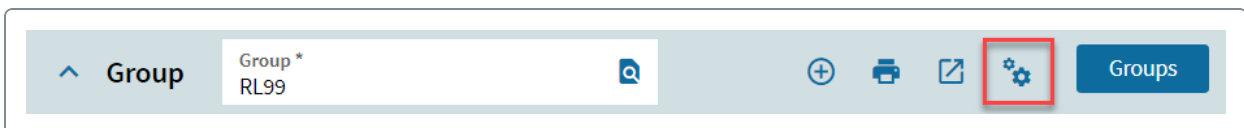
- Your account numbers in the AR Configuration and AR Accounts must be valid before you post.
- When you post invoices, you can no longer edit or delete them.
- If you post an invoice in error, you must enter an offsetting transaction.
- When group's invoices are in the process of being posted or in the review journal, you cannot add new invoices to the group.
- Posted invoices display within various programs and reports.
- If a customer exceeds a preset credit limit, the posting process will automatically place you on Credit Hold.
- You can't post invoices that are on hold until you clear the **Hold Invoice** check box on the invoice header.
- Invoices that include errors won't post. In this case, review the posting log for errors details.
- If you use Tax Connector Tax Integration with Sovos, the posting engine uses tax calculations generated through one of these services.
- When you create an invoice for a shipment pack associated with a Package Control ID (PCID), the system sets the status of the PCID header and item records to **INVOICED**.

In this article, we will cover posting an AR invoice group.

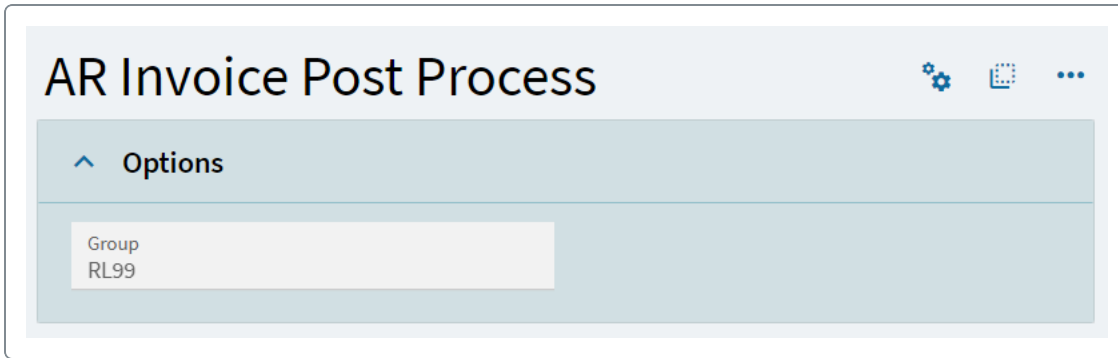


Starting in Kinetic 11.2.300, the 'AR Invoice Entry' app displays **AR Invoices** as its page title.

1. Open **AR Invoice Entry**, select a group or invoice on the landing page. Then, select **Group Post**  located next to the 'Groups' button.



The **AR Invoice Post Process** panel displays.



2. Select **Process**. 

Using Posted AR Invoice Update

The **AR Posted Invoice Update** app gives you limited control over posted invoices.

Once you post an 'AR Invoice', you can only adjust a limited amount of settings using this app. This is because transactions update each customer's accounts receivable information.



To learn more about posting AR invoices, review the [Posting AR Invoices](#) article.

You can only modify the following values:

- Add, edit, or delete a memo.
- Add, edit, or delete attachments.
- Change the invoice's due date.
- Change the invoice's payment method.
- Print the invoice.
- Adjust payment schedule.

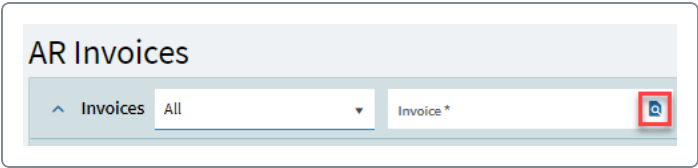


To learn about how to enter an invoice, refer to the [AR Invoice Entry](#) article.

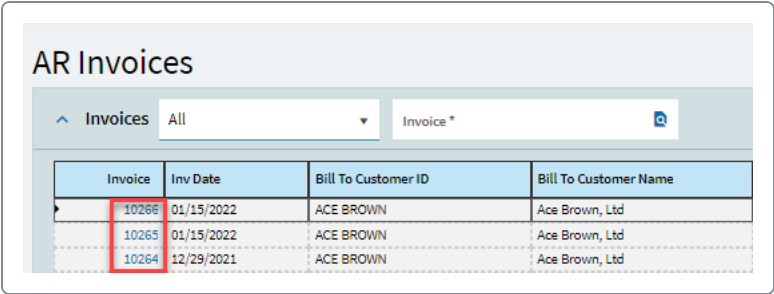
1. Open the **AR Posted Invoice Update** app.

The **Landing** page displays. The page displays all the existing posted invoices.

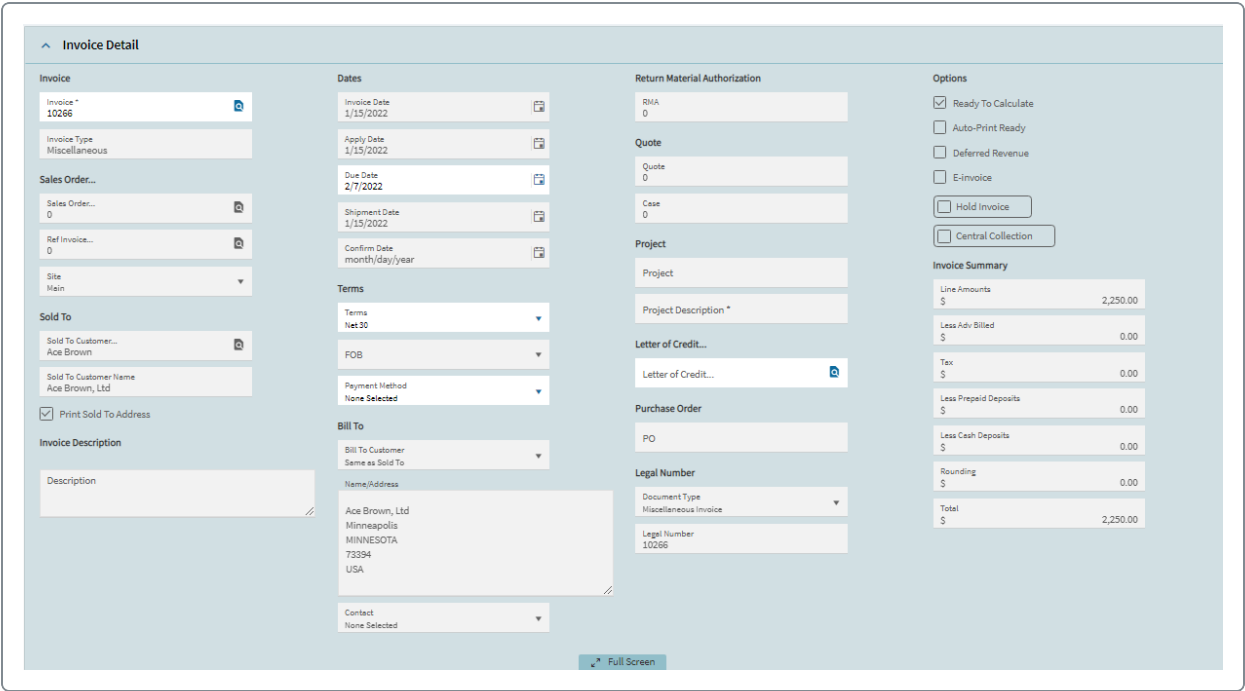
2. To select an invoice, use the Invoice field.



You can also click the invoice link inside the grid.



3. Once you select the invoice record you need, the Detail card displays.



4. Depending what you want to update on the selected invoice, you can select new **Due Date**, **Letter of Credit** or **Payment Method**.

Dates

Invoice Date
1/15/2022

Apply Date
1/15/2022

Due Date
12/13/2021

Shipment Date
1/15/2022

Confirm Date
month/day/year

Terms

Terms
Net 30

FOB

Payment Method
None Selected

Bill To

Bill To Customer
Same as Sold To

Name/Address
Ace Brown, Ltd
Minneapolis
MINNESOTA
73394
USA

Contact
None Selected

Return Material Authorization

RMA
0

Quote

Quote
0

Case
0

Project

Project

Project Description *

Letter of Credit...

Letter of Credit...

Purchase Order

PO

Legal Number

Document Type
Miscellaneous Invoice

Legal Number
10266

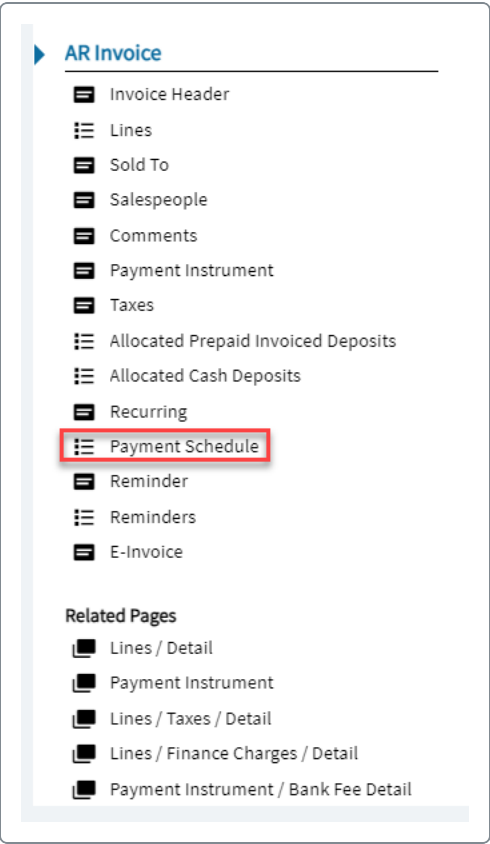
- **Payment Method** - Specifies the unique identifier of the payment method assigned to the invoice. You can select any payment method from the list like you do in the 'AR Invoice Entry' app.
- **Due Date** - Identifies the date on which the last payment is due on the invoice. If the invoice's terms are not set up on a payment schedule, you can change the 'Due Date' value. You can enter the new 'Due Date' directly, or click the Down Arrow to select a different date from the calendar.
- **Letter of Credit** - The record specifies all of the letters of credit your organization has with specific customers. You enter the 'Letter of Credits' records using the 'AR Letter of Credit Entry' app.

Adjusting a Payment Schedule

You can adjust the 'Days' and 'Due Date' values on the payment schedule on the invoice.

1. In the Nav tree, select the **Payment Schedule** node.

The **Payment Schedule** card displays.



2. Adjust the **Days** and **Due Date** values as necessary.

The screenshot shows a table titled 'Payment Schedule' with a dropdown menu set to 'All'. The table has five columns: Payment, Days, Due Date, Percentage, and Amount. There is one row with the following data:

Payment	Days	Due Date	Percentage	Amount
1	23	2/7/2022	100.000000	2,250.00

3. Select **Save**. 

Editing Amortization

Amortized cost is an accounting method in which all financial assets must be reported on a balance sheet at their amortized value which is equal to their acquisition total minus their principal repayments and any discounts or premiums minus any impairment losses and exchange differences.

1. In the Nav tree, select the **Lines/Detail** node.

The **Line Detail** card displays.

AR Invoice

Invoice Header

Lines

Sold To

Salespeople

Comments

Payment Instrument

Taxes

Allocated Prepaid Invoiced Deposits

Allocated Cash Deposits

Recurring

Payment Schedule

Reminder

Reminders

E-Invoice

Related Pages

Lines / Detail

Payment Instrument

Lines / Taxes / Detail

Lines / Finance Charges / Detail

Payment Instrument / Bank Fee Detail

2. Scroll down to locate the **Amortization** card and expand it.



The card is located at the very bottom.

3. Define the values as necessary.

Amortization

Deferred Revenue

☒ Deferred Revenue

☒ Partially Defer

RA Code

Deferred %
100.00

Start Date
1/15/2022

End Date
month/day/year

Scheduled

Totals

Revenue
\$ 2,250.00

Recognized
\$ 0.00

Unrecognized
\$ 2,250.00

Distributed
\$ 0.00

Remaining
\$ 2,250.00

Balance Remaining

Reclassification

☒ Reclass

☐ Deferred Only

Code

Reason

Comments

Revenue Amortization Schedule

Fiscal Period	Amort. Date	Percent	Amort. Amount	Posted	Posted Date	Hold	Reason	Hold Text
No records available.								

- **Deferred Revenue** - Indicate that revenue is deferred for this invoice line.
- **Partially Defer** - Enables you to defer only a portion of the revenue amount.
- **Reclass** - Enables you to select a reclassification code and reclassify revenue. This option is not available if there already are some Deferred Revenue Recognition transactions posted for this Invoice line.
- **Deferred Only** - Enables you to reclassify only 'Deferred Revenue', not touching the portion of the revenue amount that was posted directly to 'Sales'.
- **RA Code** - Use this field to select a revenue amortization code for the selected invoice line.
- **Deferred %** - Percentage of revenue to be deferred for this line item.
- **Recognized** - The recognized totals for the selected invoice line.
- **Unrecognized** - The unrecognized totals for the selected invoice line.
- **Code** - Displays the reclassification codes, if you select the 'Reclass' check box.
- **Reason** - Displays the reason codes for reclassification, if you select the 'Reclass' check box.
- **Start Date** - The starting date the revenue is deferred.
- **End Date** - The last day the revenue is deferred.
- **Distributed** - The distributed totals for the selected invoice line.
- **Remaining** - The remaining totals for the selected invoice line.
- **Comments** - Displays comments for reclassification entered by you.

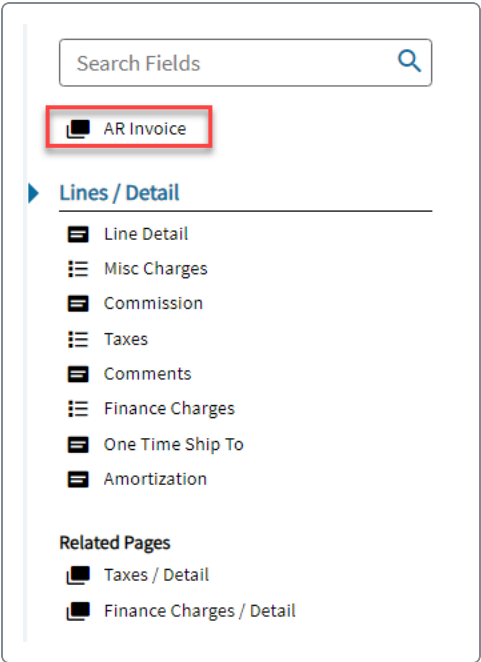
4. Select **Save**. 

Blocking Reminders

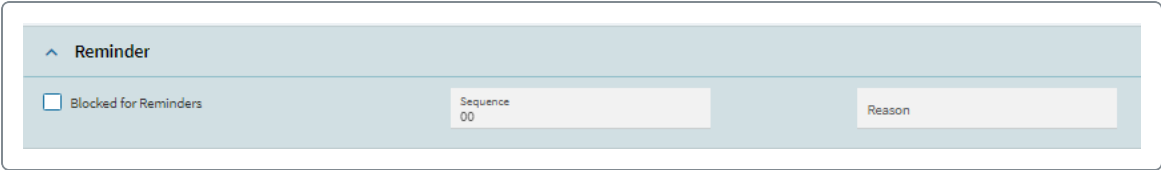
You can block reminders for the selected invoice.

1. In the Nav tree, select the **AR Invoice** node.

The **Invoice Header** card displays.



2. Scroll down to locate the **Reminder** card and expand it.



3. Select the **Blocked for Reminders** check box and define a **Reason**.

4. Select **Save**. 

Defining Recurring Parameters

You can define certain recurring parameters for a posted AR invoice.

1. Scroll up to locate the **Recurring** card and expand it.

Recurring

Recurring Cycle

☐ Recurring Source

Cycle Code ▼

Duration 000

End Date month/day/year

Maximum Value \$ 0.000

☐ Hold Invoice

☐ Copy Latest Invoice

☐ Override End Date

☐ Inactive

Recurring Summary

Instance Number 000

Cumulative Balance \$ 0.00

Last Invoice Date month/day/year

of 000

of total \$ 0.00

2. Define the **Recurring** parameters as necessary.

- **Recurring Source** - Indicates whether the invoice is a recurring source invoice.
- **Cycle Code** - Specifies a cycle code from the list of all the cycle codes available for this module. The list displays descriptions of the codes.
- **Duration** - Specifies how many times recurring invoices will be created. This value includes the recurring source invoice. Once the recurring series reaches the duration, the recurring source invoice will be inactivated.
- **Hold Invoice** - Indicates that all recurring invoices generated from this recurring series will be placed on hold when they are created when this check box is selected. This value is copied from the cycle code.
- **Copy Latest Invoice** - indicates that recurring invoices will have their details copied from the latest invoice posted in the recurring series, instead of from the details of the recurring source invoice. This value is copied from the cycle code.
- **Override End Date** - Select this check box if you want to specify a certain end date instead of using the duration.
- **Inactive** - Indicates that the recurrence of this recurring series is inactive and no additional recurring invoices will be generated from it when this check box is selected.

3. Select **Save**. 

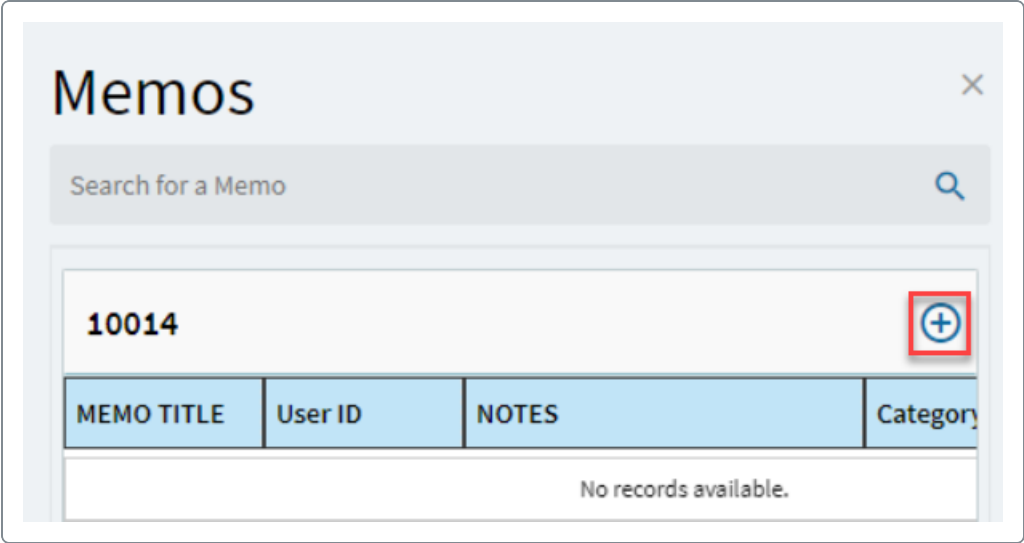
Adding Memos and Attachments

1. To add a memo, select **Memo**.

The Memos panel opens.



2. Inside the Memos panel, select **Add**.



3. Add the **Title** and **Notes**.

← Memos

Title *

Dalto Invoice Memo 10014

Add Notes

Contact Dlaton regrading the invoice discrepancies.

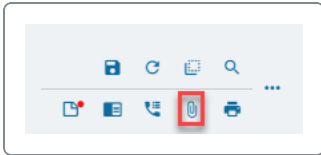
Memo Category

▼

Save

4. When you are done, inside the panel, select **Save** and **Done**.
5. To add an attachment, select **Attachment**.

The Attachments panel displays.



6. Inside the Attachments panel, select **Add**.

Attachments

Search for an attachment...

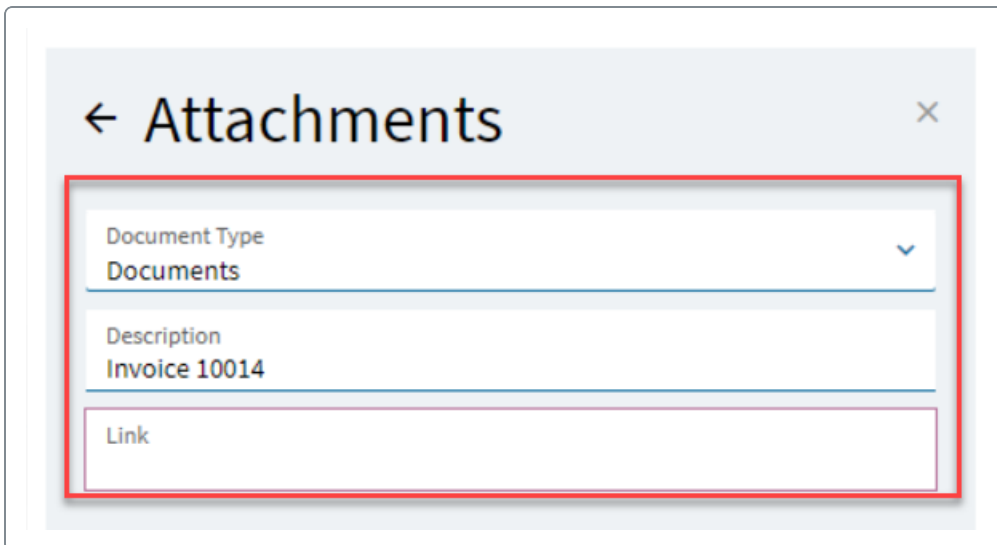
^ Table: [InvHead] 0 attach...

Reference...	View	Documen...	Description	File Name
No records available.				

Done

Add

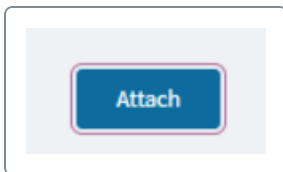
7. Inside the Attachments panel, select a **Document Type** record.



The screenshot shows a modal window titled "Attachments" with a back arrow and a close button. Inside, there is a form with three fields: "Document Type" with a dropdown menu showing "Documents", "Description" with the text "Invoice 10014", and "Link" which is currently empty. A red rectangular box highlights the entire form area.

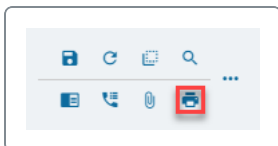
8. Enter a description and link.

9. Finally, select **Attach**.

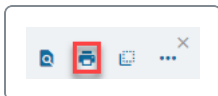


10. To print an invoice, select **Print Invoice**.

The Print Invoice panel displays.



11. Define the printing options and select **Print**.



Creating a Cancellation Invoice

In **AR Invoice Entry**, you can cancel previously posted invoices (for example, if they have errors). When you cancel an invoice, the application creates a credit memo that reverses the invoice's lines and taxes.

In this article, we will cover cancelling an invoice.

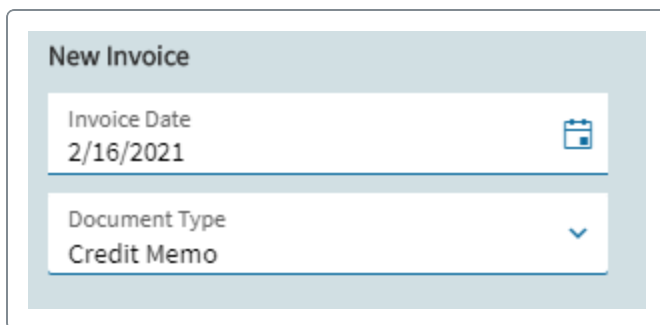
- 1. In **AR Invoice Entry**, open an existing unposted group or [create a new one](#). This will be the group you create a cancellation invoice in.
- 2. From the Overflow menu  , select **Create Cancellation Invoice**. To the confirmation message, select **No**.
- 3. In the **Create Cancellation Invoice**, search  for the legal number of the invoice that you want to cancel, select the check box next to it.

The legal number is the unique number assigned to identify this transaction. If an invoice has no legal number, the application uses the invoice number as one.

	Legal Number	Name
☐		
☐		
☒	10270	
☐		

Tip: You can also scroll right and select the line based on the invoice number that you want to cancel.

- 4. Select **OK**. The panel fills in with the original invoice details.
- 5. In the **New Invoice** section, specify the date of the new credit memo.



6. Select **OK**. Note all cancellation invoices are credit memos, you can't select any other document type.
7. Select **Yes** to the warning message.
8. The application opens the new invoice's **Details** page. Select **Save** , and from the Overflow menu , select **Group > Post**. Then, select **Process**. .

Creating a Correction Invoice

In **AR Invoice Entry**, you can correct a posted invoice or credit memo by creating a correction invoice.

In this article, we will cover creating a correction invoice.

1. In **AR Invoice Entry**, open an existing unposted group or [create a new one](#). This will be the group you create a correction invoice in.
2. From the Overflow menu , select **Create Correction Invoice**. To the confirmation message, select **No**.
3. In the **Create Cancellation Invoice**, search  for the legal number of the invoice that you want to cancel, select the check box next to it.

The legal number is the unique number assigned to identify this transaction. If an invoice has no legal number, the application uses the invoice number as one.

	Legal Number	Name
☐		
☐		
☒	10270	
☐		

Tip: You can also scroll right and select the line based on the invoice number that you want to cancel.

4. Select **OK**. The panel fills in with the original invoice details.
5. In the **New Invoice** section, specify the date of the new invoice, its document type, and select **OK**. The new invoice that the application will create will be a miscellaneous invoice.

New Invoice

Invoice Date

2/16/2021

Document Type

Accounts Receivable Invoice

6. Select **Yes** to the warning message.
7. The application opens the new invoice's **Details** page. Note the invoice is marked **Correction**.

8. Correct the details in the invoice as you need and select **Save**. 
9. From the Overflow menu , select **Group > Post**. Then, select **Process**. 

Creating a Credit Memo

A credit memo is a transaction that reduces, or credits, the balance that a customer owes your company. A credit memo can be an amount you apply to the customer's overall balance; you can also apply a credit against a specific sales order detail line.

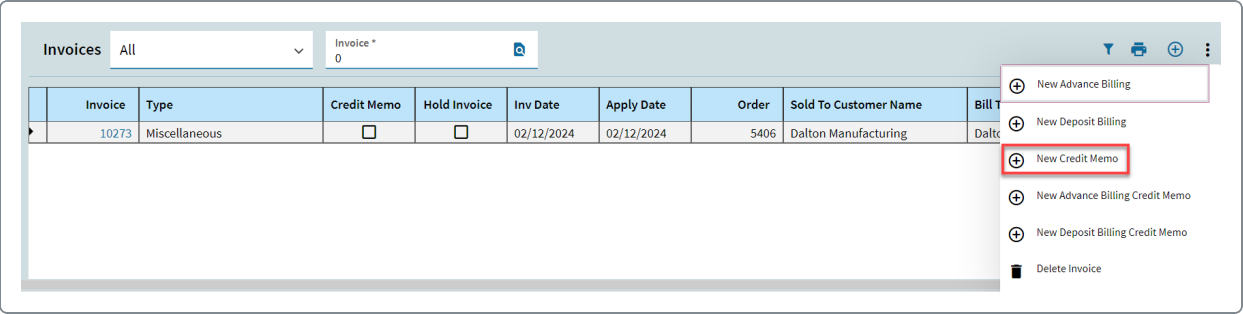


To learn how to enter an AR Invoice, review the [Entering AR Invoices](#) article.

In this article, we will cover creating a credit memo.

1. Launch the **AR Invoice Entry** app and select an existing group.
2. Locate the **Invoices** card.
3. On the **Invoices** card, select **New Credit Memo**.

The **Invoice Header** card displays.



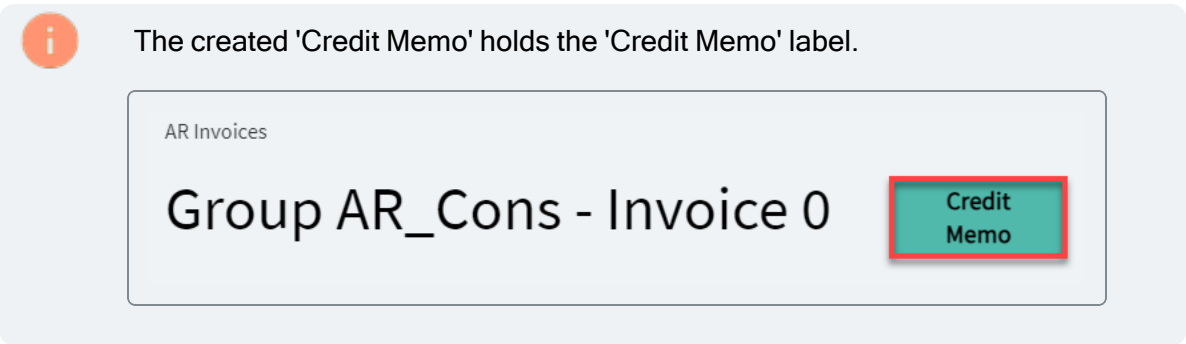
4. Enter the credit memo details as you need.

 You can use the [Entering AR Invoices](#) article for reference.

5. To finish the credit memo, you must add at least one detail line to it.

Again, to learn how do add an invoice line, review the [Entering AR Invoices](#) article.

6. Select **Save**. 



Creating Advance Billing Invoices

Create advance billing invoices in [AR Invoice Entry](#).

Advance billing invoices are customer invoices you create before you ship products or services. You must link this invoice type must to a sales order, an order line, and an order release. You can also choose whether the advance billing amount should credit the Deferred Revenue account you define in or the ordered part's Sales (Revenue) account.

Though you must create advance billing invoices before creating a packing slip for the related sales order line and release, you don't need a cash receipt for this invoice before you ship and invoice the related product or service. The total amount of the advance billing invoice is deducted from the shipment invoice even if the customer has yet to pay the invoice.

An advance billing invoice remains on the Aging Report until customers pay it. Even if the total of that advance is deducted from the customer's shipment invoice before they pay the advanced billing invoice, it still remains as an outstanding invoice against the customer until they pay it.

In this article, we will cover creating an advance billing invoice. The process is similar to creating a miscellaneous invoice, so for all details not described in this routine, please refer to the [Entering AR Invoices](#) article.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, highlight a group where you want to create an invoice and select **New Advance Billing** from the **Invoices** card's Overflow menu .
3. In the **Sales Order** field, search  for the required sales order.
4. Review the **Deferred Revenue** check box. If it is on, the invoice amounts will credit the **Deferred Revenue** account within your General Ledger. If this check box is clear, the amounts will credit the **Sales** account. Adjust the check box as you need.



If you have already entered an advance billing for this sales order, the system will set the **Deferred Revenue** check box to match the other invoices automatically. You cannot this.

5. Enter other advance billing details as you need. You can use the [Entering AR Invoices](#) article for reference.
6. Select **Save**. 
7. Expand the **Lines** card and select **New**  to add a line. The **Line Detail** page opens.
8. On the **Detail** card, search  for the required sales order line and release.

The screenshot shows a mobile application interface titled 'Detail'. It contains three input fields: 'Sales Order' (with a dropdown arrow), 'SO Line' (with the value '1' and a magnifying glass icon), and 'SO Rel...' (with the value '2' and a magnifying glass icon).

9. Specify the line's **Extended Price** and other fields as you need and select **Save** . Continue working with the advance billing invoice as you need ([print the edit list](#), [post it](#), etc). You can also run the [Advance Billing/Deposit Balance](#) report.

Creating Deposit Billing Invoices

Create deposit billing invoices in [AR Invoice Entry](#).

A deposit billing invoice is a customer down-payment or pre-payment that you must link to an order but not to a specific order line or release. The prepayment account you define in the default GL control code (the **AR Account** type) offsets the Receivables account in this transaction type.

You can also create sales order deposits directly in the Cash Receipt Entry app. The difference between creating a deposit invoice and creating a deposit through cash receipts is mainly that you can print a physical invoice if there is a deposit billing invoice. Also, if you do not choose to create a deposit billing invoice, the deposit amount never affects the Receivables account. The system debits the Receivables account only when a deposit invoice posts. Once an invoice payment posts, the system credits the Receivables account.

Your company's policy states that a 50% down payment must be received prior to the shipment of goods. Because it does not matter which line the down payment is applied to, you can use a deposit invoice to bill your customer for the down payment. This way you can create a deposit billing invoice for 50% of a customer's existing sales order.

In this article, we will cover creating an deposit billing invoice. The process is similar to creating a miscellaneous invoice, so for all details not described in this routine, please refer to the Entering AR Invoices article.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, highlight a group where you want to create an invoice and select **New Deposit Billing** from the **Invoices** card's Overflow menu .
3. In the **Sales Order** field, search  for the required sales order.
4. Enter other deposit billing details as you need. You can use the [Entering AR Invoices](#) article for reference.
5. Select **Save**. .
6. Review the deposit invoice line on the **Lines** card. Scroll right and enter its **Extended** price.



Line	Sales O...	SO Line	SO Rele...	Contract	Part	Descripti
1	5395	0	0	0	DEPOSIT	SALES O

7. Review/adjust other line details as you need and select **Save** . Continue working with the deposit billing invoice as you need (print the edit list, post it, etc). You can also run the Advance Billing/Deposit Balance report.

Generating Field Service Invoices

Use the **Get Field Service Job** functionality to generate AR invoices directly from Field Service jobs that are complete and ready to invoice. Each field service job creates a separate invoice.

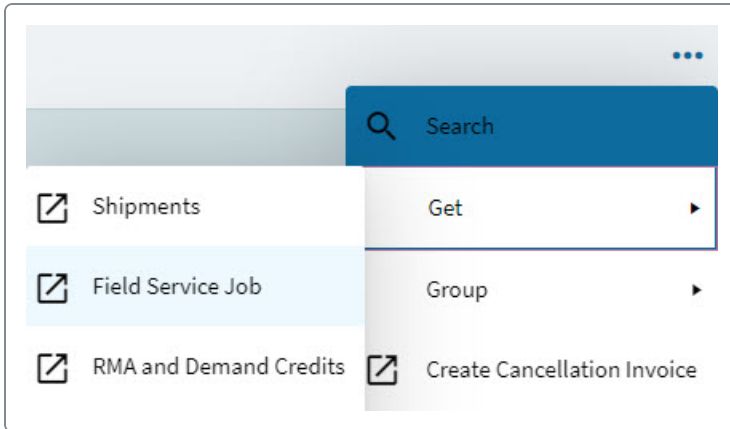
You have two options for how the invoice lines generate:

- Each individual material and labor item on the job creates a separate invoice line.
- All material and labor is summarized into a single invoice line for material, and a single line for labor.

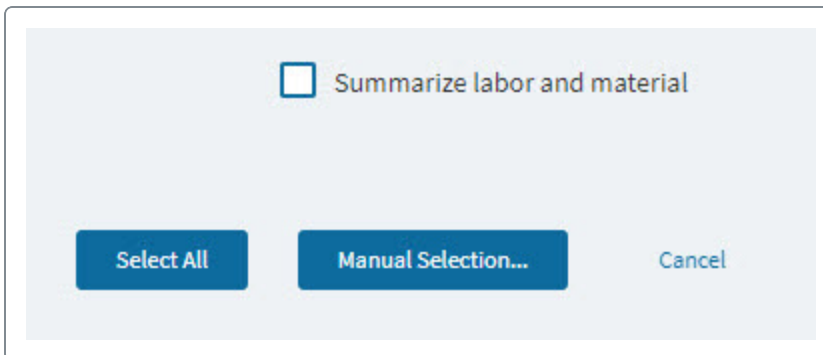
When you use the Get Field Service Job functionality, the system automatically generates the invoice header information and the invoice lines. Once you post a field service invoice, the Service Call line status is set to **Invoiced**.

In this article, we will cover generating invoices from field service jobs.

1. In **AR Invoice Entry**, select the group where you want to get field service jobs.
2. From the Overflow menu, select **Get > Field Service Job**.



3. On the **Generate Field Service Invoices** slide in panel, you can optionally filter for particular customers and call types.
4. The **Summarize labor and material** check box determines how invoice lines are created:
 - Selected: all labor data and material data will each summarize into an invoice line per labor and material
 - Clear: each labor and material entry from the job will generate a separate invoice line per record.



Each individual miscellaneous charge creates a separate invoice line.

5. Hit **Select All** to create invoices for all jobs included in your filters.
6. Alternatively, you can use **Manual Selection** and select the jobs individually. In the **Service Call Browse** panel that opens, you can select the check boxes next to the jobs you want to include.
7. Once done, select **OK** to proceed, then **Yes** to the **Are you sure?** message.

8. The invoice header and invoice lines generate.

AR Invoice Tracker > 10278 >

Invoice 10278 - Lines

Activity Details

- Details
 - Lines
 - Line Detail
 - Misc Charge
 - Taxes
 - Tax Detail
 - Finance Charges
 - Charge Detail
 - Amortization Schedule
 - Comments
 - Header Taxes

Lines

Line	Part	Description	Attribute Set	Quantity	Sales UOM	Total	Ship Date
1	516LN	Nut Nylock 5/16"		1.00	EA	0.00	03/15/2022
2	516X075B	Bolt 5/16" X 3/4"		1.00	EA	0.00	03/15/2022
3	Labor	Standard Service		1.00	EA	1,000.00	03/15/2022
4	Misc Charges	Standard Service		1.00	EA	35.00	03/15/2022



Once a service call line is invoiced, an Invoiced status indicator displays against the line on the Line Details card in Service Call Center. **Invoiced**

To access the Line Details card in Service Call Center, navigate to Details > Lines > Line Details.

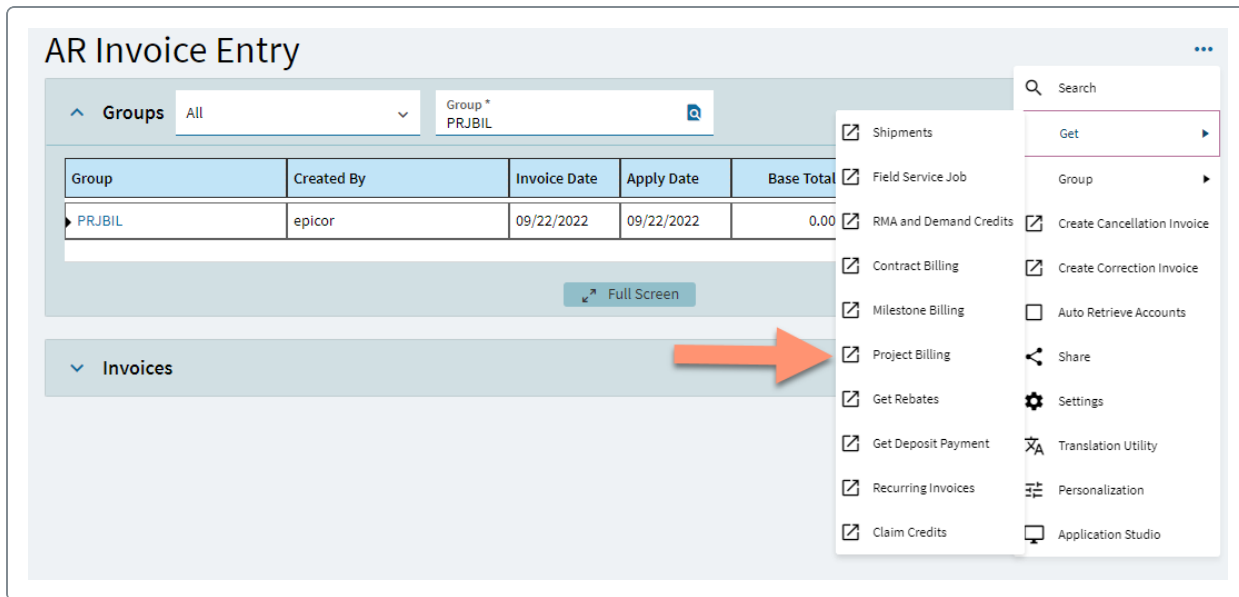


Before the 2022.1 release, the Get Field Service Call functionality generated a single invoice for multiple jobs in a service call, and created an invoice line for each job. As of 2022.1, the renamed Get Field Service Job functionality now generates a separate invoice for each job, and creates a separate invoice line for each item in the job - material or labor. Miscellaneous charges are summarized on one invoice line, with a sub-list that shows each charge.

AR Invoices - Getting Project Billing Invoices

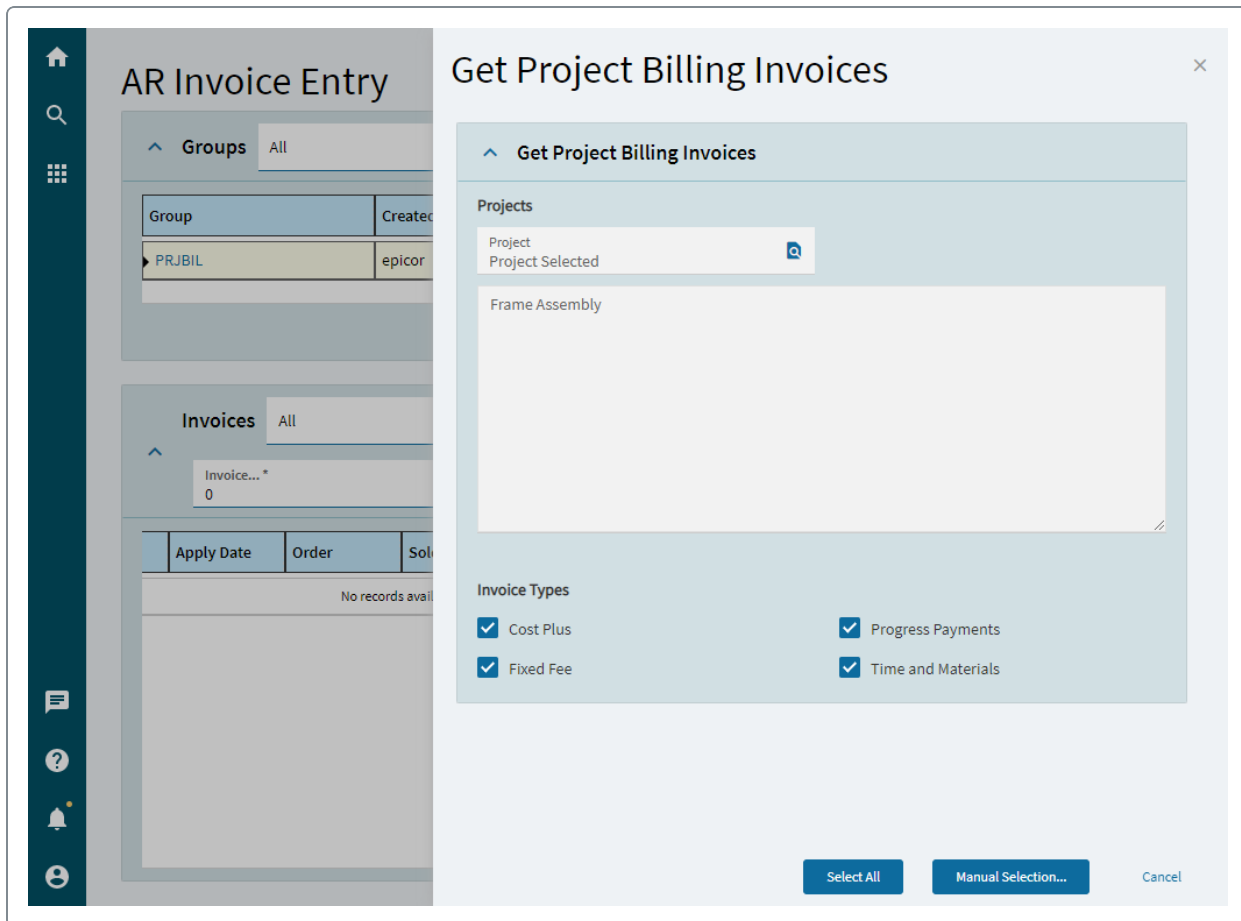
In AR Invoice Entry, you can pull in any AR invoices you created for a project. Use this feature to pull in Cost Plus, Fixed Fee, Time and Material, and Progress Payment invoices.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, select the invoice group where you want to pull in project billing invoices.
3. From the Overflow menu, select **Get > Project Billing**.



The Get Project Billing pane slides out.

4. You can limit the invoices you pull in by project. Select Search to find and select the project or projects you want to include.
5. You can also choose to exclude Cost Plus, Fixed Fee, Progress Payments, and Time and Materials invoices by clearing their check box.
6. To pull in all of the projects displayed, select **Select All**.
7. To pull in only specific invoices from the selected projects, select **Manual Selection**.
8. When you finish selecting the project billing invoices you want for the current AR invoice, select **OK**.



Generating the Advanced Billing/Deposit Balance Report

Run the **Advanced Billing/Deposit Balance Report** to view the total outstanding balance for advance billing and deposit billing invoices or payments made against sales orders. Depending on your needs, you can select invoices and payments to calculate balance based on the **apply** or **invoice** dates.

The **Selection** parameters include:

- **Balance As Of** - The last date on which the advanced billing and deposit amounts will be calculated. If you select the **Dynamic** check box, this field displays generic points in the calendar and you can run the report on a regular schedule.
- **Apply Date** - Select if you want to pick the invoices and payments to calculate balance based on the apply date. This is the date used to book journals created from the transaction.
- **Invoice Date** - Select if you want invoices and payments to calculate balance based on the invoice date.
- **Advanced Billing** - Select if you want the report to display advanced billing totals.

- **Deposits** - Select if you want the report to display deposit totals.
- **Both** - Select if you want the report to display both deposit totals and advanced billing totals.
- **Target Currency** - Specifies the currency for the report.
- **Show Unallocated Deposits** - You can include unallocated deposits in the report by selecting this check box. The report displays the deposit or the advanced billing balance made on each sales order, depending on your selection. The amount is the total deposit or advance amount the value of the order or order line.
 - $\text{Advance/Deposit Total} = \text{Order Value} - \text{Total Advanced/Deposit Amount}$
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Advance Billing/Deposit Balance**.
2. Define the **Report Options**.
3. Select the **Select By** and **Filter** options.
4. Define the currency for the report run.
5. Decide whether you want to include unallocated deposits in the report by selecting the **Show Unallocated Deposits** check box.
6. Select the **Report Style** for the report run.
7. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

8. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
9. Enter text in the **User Description** field.
10. Select the **Recurring** check box if needed.
11. Select **Print Preview**. 

Invoicing a Service Contract

Once a service contract is set up for a customer, there are two ways to process the financial transaction. One way is to create a sales order that has the service contract line attached. Then, after you ship the sales order, use AR Invoice Entry to create an invoice.

Another way to process the financial transaction is to invoice a service contract directly in AR Invoice Entry without creating a sales order or shipment. Define whether a contract needs to be shipped in Service Contract Code Maintenance.

Sales Order Entry

You use the New Contract Line option in Sales Order Entry to add a service contract as a line item to a sales order. You specify the parts, quantity, and price for each service contract line item. You follow the same procedure that you use to create a sales order. However, on the Line > Detail card, you enter information specific to a service contract.

Once you attach a service contract to an order, you cannot add any more lines to the service contract in Service Contract Entry. You can, however, continue to add as many order lines and service contract lines as you need to the sales order.

1. From the main menu, go to **Sales Management > Order Management > General Operations > Order Entry**.
2. Select **New**  to create an order.
Enter the order's header information using the **Order Detail** card. Note that when you create a new order, it has no number assigned to it and it is **0** by default. The order gets a number once you save it.
3. In the **Sold To** section, select a **Customer** record. You can enter their ID directly in the field or search  for it. Once you select a customer, the **Ship To** section fills in with the **Sold To** details by default. However, you can search for another ship to, if necessary.

Order Detail

Order	Purchase Order
Sales Order * 0	PO
Sold To Customer CUS01	Ship To ☐ One Time
Bill To Customer Same as Sold To	Customer CUS01
	Ship To

4. Select **Save**.
5. Expand the Lines card.
6. Select **New Contract Line** from the Overflow menu. A new line appears at the bottom of the grid.



Many fields are not open for data entry. For example, you cannot enter parts that are covered by the service contract in Sales Order Entry. Parts covered by a service contract are added to the service contract record in Service Contract Entry.

Order Total
\$ 0.00

Sales Person
Penny Lane

Currency
USD (Doc)

Attn
Lonnie Smith

Phone
608-555-5556 ext 305

Fax
608-555-5566

Madison WI 53703
USA

Attn
None Selected

Phone
608-555-5678

Fax
608-555-5666

Full Screen

Lines

Lines ☐ Kit Details

Line	Open	Part	Part Description	Rev	Order Quantity	UOM
No records available.						

Full Screen

7. In the navigation tree, select **Detail** to go to the Line Detail card.
8. Enter the service contract number in the Contract field, or select the Search icon to search for and select the service contract you created for this customer.
9. If you are creating a sales order for a renewed contract, enter the renewal number in the Renewal field, or select the Search icon to find and select the renewal record.

If the renewal number is zero, the sales order is processing the original contract which has not yet been renewed. If the renewal number is greater than zero, the number indicates the renewal contract record being processed.



The Renewal field is enabled once the contract has renewals to invoice. Once you select a renewal contract, the amounts that relate to the renewal display in the Unit Price field. If it is a quoted renewal, it must be accepted in order for the renewal values to display.

The **Description** of the service contract displays.

The **Order Quantity** defaults from the service contract and cannot be changed

10. If you need, change the **Unit Price** amount. The value in this field defaults from the service contract.

The screenshot shows the 'Line Detail' form in Kinetic Financials. The form is organized into several sections. On the left is a sidebar with a navigation menu. The main form area is divided into columns. The 'Part' section includes fields for Line Number, Part, Description, and Warranty. The 'Quantity / Price' section includes Order Qty, Price Per, Unit Price, and a checkbox for 'Lock Unit Price'. The 'Dates' section includes Need By and Ship By dates. The 'Status' section includes a checkbox for 'Open Line'. The 'Cross Reference' section includes Customer Part, Revision, and Contract Renewal. The 'Reference' section includes a Reference field. The 'Contract' section includes a checkbox for 'Link To Contract' and a Contract field. The 'RMA' section includes RMA and RMA Line fields. The 'Quote' section includes Quote Number and Quote Line fields. The 'Quantities' section includes On Hand, Available, This Line, and Shipped quantities. The 'Totals' section includes Ext Price, Less Discount, Misc, Tax, Total Price, and Adv. Bill Balance. The 'Unit Price' field is highlighted with a blue border and shows a value of 400.00.

11. Select **Save**. 

Customer Shipment Entry

You use Customer Shipment Entry to ship a Service Contract. You will reference the Sales Order that you create for a Service Contract in the shipment. This is essential if you select the Ship Contract checkbox in when you create a Service Contract code.

Once the Service Contract is shipped and received, you can use the pack slip ID in AR Invoice Entry to generate the invoice for the Service Contract.

Adding a Shipment

1. From the main menu, navigate to **Material Management > Shipping > Receiving > General Operations > Customer Shipment Entry**.
2. Select **New**  to add a new pack.
3. Search for and select the order and relevant Pack ID.



You must create a sales order first in the **Sales Order Entry**.

4. Specify the tracking number, weight, and ship date.
5. Select code and classification for the package.

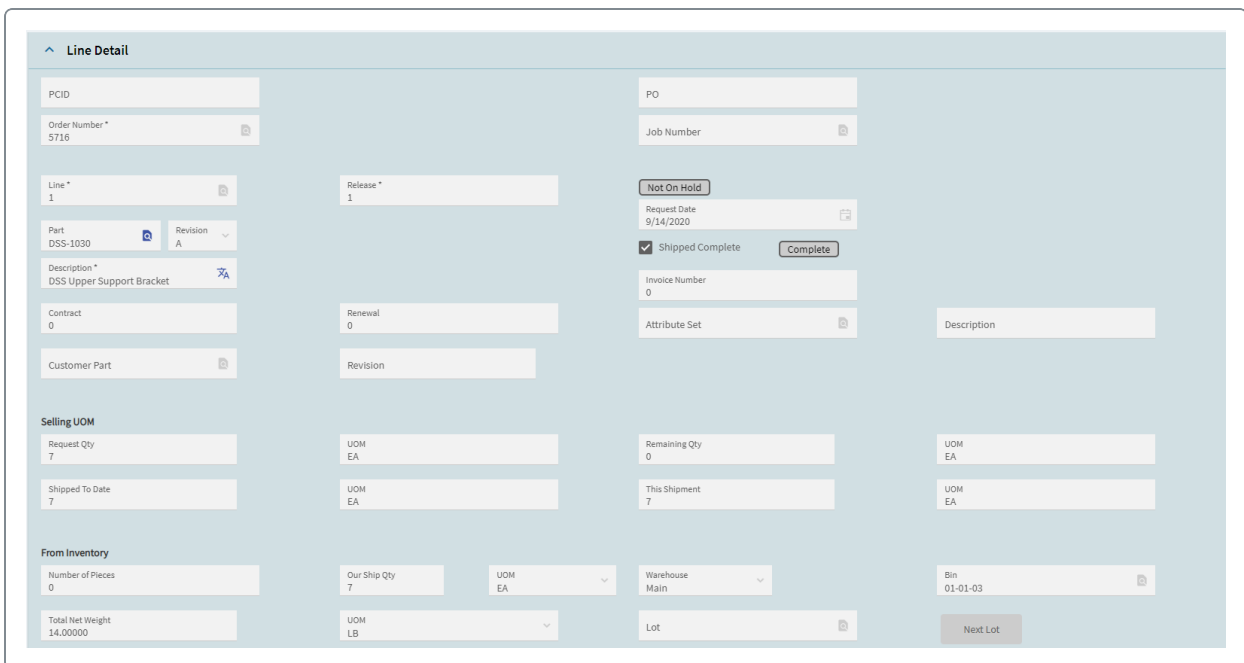
The status field displays the current status of the Pack ID / Pack Slip / Shipment.

- **Open** - The Pack ID is opened.
- **Closed** - The Pack ID is now closed.
- **Freighted** - The Pack ID is being freighted.
- **Void** - The Pack ID has been voided.
- **Staged** - The Pack ID has been staged.
- **Shipped** - The Pack ID has been shipped.
- **Invoiced** - The Pack ID has been invoiced. The following logic applies:
 - If all the lines on a shipment are invoiced, the shipment will hold the INVOICED status.
 - If only some of the lines on a shipment are invoiced, the shipment will hold the SHIPPED status.
 - If you delete lines on a shipment that includes partially invoiced shipment lines then only some of the lines on the shipment are invoiced. In this case, the application will verify if all the remaining lines on the shipment are invoiced (no cancelled invoices for the invoice exists) and will only set the status to INVOICED if all the remaining lines are invoiced (regular invoice exists and no cancelled invoice for the invoice exists).

6. Select **Save**. 

Adding Shipment Lines

1. Select **New**  to add a new line in the **Shipment Lines** card.
2. If you select the line number, the **Line Detail** page opens. You can also open it by selecting the **Line Details** node in the navigation tree.
3. Search for and select the sales order in the **Order Number** field.
4. Enter the **Line** number or search for and select Line of the sales order, and select **OK**.
5. Enter the **Release** number that references the service contract.
6. Verify the **Shipped Complete** check box is selected. The line status displays as **Complete** because enough on-hand quantity exists to ship the full line quantity.



7. Select **Save**. 

AR Invoice Entry

To invoice a customer for a service contract, you can use two options in AR Invoice Entry - Get Shipments and Get Contract Billing. Use the Get Shipments option to generate an invoice when the service contract has a packing slip with a Shipped status. Use the Get Contract Billing option to create an invoice for a contract with recurring billings, if the contract is to be invoiced directly, or to invoice a particular line added to a contract.

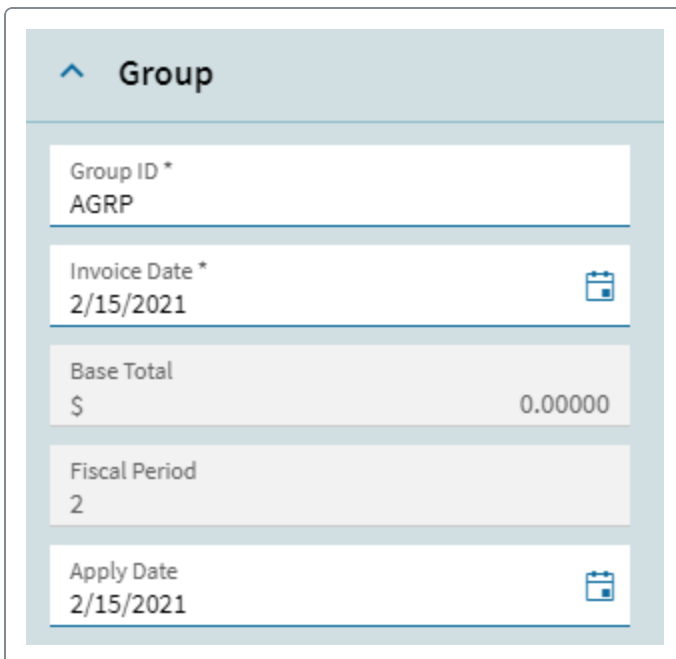
Adding an Invoice Group

A group is a batch of invoices that you collect and post to the General Ledger. After you create a group, you then enter or generate invoices to process through this group.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, select **New**  to add a group.
3. Enter the identifier for the entry group. Entry groups can use any combination of letters or numbers.



Some users enter specific numbers to easily find invoices during an audit, while others use the employee name or a date to organize the groups. After you post the group, you may reuse this identifier.



4. Specify **Invoice Date** and **Apply Date** for the group. These values are the default dates that are used for all invoices within this entry group.

The **Base Total** field displays the total amount due from invoices contained within this group (so, until there are no invoices, it's **0**) in the company's main, or base, currency. Once invoices are created for the group, they display in the **Invoices** grid.

5. Select **Save**. 

Invoicing the Packing Slip

1. You can now add the packing slip where the service contract is found. Select the Overview menu.
 - If the service contract is set up for recurring invoices or invoiced directly, select **Get > Contract Billing**.
 - If the service contract is not set up for recurring invoices, select **Get > Shipments**.

The screenshot displays the 'Invoice Detail' form in Kinetic Financials. The form is divided into several sections: 'Invoice...' (Invoice # 10273, Type Shipment, PO, Description), 'Dates' (Invoice Date 12/2/2022, Apply Date 12/2/2022, Shipment Date 12/2/2022, Confirm Date), 'Sales Order...' (Site Main, Sales Order 5410, Ref Invoice 0), 'Terms' (2/10 Net 30, FOB Factory, Payment Method None Selected), 'Legal Number' (Document Type Miscellaneous Invoice, Legal Number 10273), 'Sold To' (Customer ADDISON, Name Addison, INC, Print Sold To Address checked), and 'Bill To' (Same as Sold To). On the right, a 'Get' dropdown menu is open, showing various options. Two red arrows point from the 'Terms' field to the 'Shipments' and 'Contract Billing' options in the 'Get' menu.

2. If you select **Shipments**, the Get Shipments panel slides on. Select the Search icon in the Customers field to find and select the customer you are selling the service contract.
3. To manually select the shipment with the service contract, select **Manual Selection....** The Packing Slip Browse panel displays.

Get Shipments

Customers

CUSTOMERS SELECTED

Selected Customers

Addison, INC

For Site

☒ Current Site
 ☐ All Sites

For Customer(s)

Customers

CUSTOMERS SELECTED

☐ Sold To
 ☒ Bill To

Selected Customers

Addison, INC

Select All

View All Packing Slips

Manual Selection...

Drop Shipments

Cancel

- To review only packing slips that have not been invoiced, make sure **Not Invoiced** is selected in the Packing Slips drop-down.
- Select the packing slip to invoice and select **OK**. Select **Yes** to the confirmation message that displays.

Packing Slip Browse

Packing Slips Not Invoiced ☐ Override Billing Day ⌵

	Ready To Inv...	Pack Slip	Ship Date	Order Num...	Order Date	PO Num	Sold To Customer ID
☐	☒	282	11/18/2021	5181	10/14/2021	AD874568	ADDISON
☒	☒	283	11/18/2022	5184	10/29/2022	123124	ADDISON
☐	☒	286	11/18/2022	5293	11/07/2021	AD12292010	ADDISON
☐	☒	289	11/24/2022	5041	09/09/2022	AD874567	ADDISON
☐	☒	291	11/24/2022	5181	10/14/2022	AD874568	ADDISON
☐	☒	292	11/24/2022	5293	11/07/2022	AD12292010	ADDISON

Ok Cancel Select All Clear All

You can now print the invoice for this service contract.

Invoicing a Service Contract Call

When you report labor against a service job in Time Entry, indicating that the service call labor is complete, and report any material consumed and miscellaneous charges the actual and billable costs update in Service Call Center Line Pricing.

When you issue all material to the service job and report all labor against the service job, the status of the service job changes to Complete within Service Job Entry, and the status of the service call within Service Call Center changes to Closed. Once the status of the service call is closed, you can invoice the service call in AR Invoice Entry.

A group is a batch of invoices that you collect and post to the General Ledger. After you create a group, you then enter or generate invoices to process through this group.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, select **New**  to add a group.

3. Enter the identifier for the entry group. Entry groups can use any combination of letters or numbers.



Some users enter specific numbers to easily find invoices during an audit, while others use the employee name or a date to organize the groups. After you post the group, you may reuse this identifier.

Group

Group ID *
AGRP

Invoice Date *
2/15/2021

Base Total
\$ 0.00000

Fiscal Period
2

Apply Date
2/15/2021

4. Specify **Invoice Date** and **Apply Date** for the group. These values are the default dates that are used for all invoices within this entry group.

The **Base Total** field displays the total amount due from invoices contained within this group (so, until there are no invoices, it's 0) in the company's main, or base, currency. Once invoices are created for the group, they display in the **Invoices** grid.

5. Select **Save**.
6. You can now add the field service job to the invoice. From the Overflow menu, select **Get > Field Service Job**.

7. The Generate Field Service Invoices panel slides on. Select the Search icon in the For Customers(s) field to find and select the customer you are invoicing for the service call.
8. To only create invoices for specific call types, click the Call Types button to find and select a specific call type.
9. To manually select one or more field service calls, select the **Manual Selection...** button. A Service Call Browse screen displays all closed service calls that correspond to the selected sold to customers and call types. Select each service call to invoice in the list. Select **OK** to close the panel.
10. To manually select the shipment with the service contract, select **Manual Selection...**. The Packing Slip Browse panel displays.

Generate Field Service Invoices ×

Generate Field Service Invoices

For Customer(s)

Sold To Customers...
CUSTOMERS SELECTED

Addison, INC

For Call Type(s)

Call Types...
CALL TYPES SELECTED

Standard Service

Select All

Manual Selection...

Cancel

11. To review only packing slips that have not been invoiced, make sure **Not Invoiced** is selected in the Packing Slips drop-down.
12. Select **Select All**. Select **Yes** on the message screen that displays. Select **OK** to confirm the number of created invoices.

You can now print the invoice for this service contract.

Using Logged AP Invoice Entry

Logged invoices are a category of AP invoices you create to both record and post to a suspense account. These invoices remain in this account until you approve and pay them. You create these invoices within **Logged AP Invoice Entry**. You later validate these invoices within **Logged AP Invoice Approve and Void Entry**; you also cancel a logged AP invoice within this program.

Use **Logged AP Invoice Entry** to record and post invoices to a suspense account. You can also use the program to process debit memos.

When you log an invoice, you can:

- Post the invoice to a supplier account, using the receipt date
- Post the net amount of the invoice to a logged invoice suspense account
- Recover applicable taxes for the month the invoice is received

In this article, we will cover:

- [Creating New Groups](#)
- [Specifying Header Details](#)
- [Setting Tax Details](#)
- [Posting Invoices](#)
- [Adding GL Control](#)
- [Operating with Legal Numbers](#)

Creating New Groups

You begin the logging process by creating entry groups; groups are used to batch logged invoices. The group provides the default Apply Date placed on each invoice created within the group; it can be changed on individual invoices.

To create a group:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged AP Invoice Entry**.
2. Select **New**  to add a new group. The **Group Detail** panel displays.
3. Select the **Apply Date** drop-down list to define the default fiscal period to which group transactions post.

The company's default fiscal calendar determines the values that display in the **Fiscal Year**

and **Period** fields.

4. Select **Save**.

Specifying Header Details

On the **Header** card, create an invoice that belongs to the group.

To create an invoice:

1. Select **New Logged Invoice**  on the **Invoices** card of the landing page.
2. On the **Header Detail** card, select the **Ref PO** search icon to find and select the purchase order you want to associate with the invoice. When you link a purchase order to an invoice, it helps identify the supplier associated with the PO.
3. Enter the supplier's identifier in the **Supplier** field. After you enter this value, the app displays both the supplier's name and address linked to this record.
4. Use the **Invoice** field to identify the invoice you want to log.
5. Select the **Invoice Date** drop-down list to define the entry date for the invoice.
6. Select the **Apply Date** drop-down list to define the fiscal period in which the invoice posts.
7. Select the supplier **Bank/Remit To ID**.

8. Select **Save**.



You can also add a new logged debit memo by selecting **New Logged Debit Memo** from the Overflow menu. A debit memo reduces the payable balance of the corresponding supplier.

Setting Tax Details

The **Tax Detail** card allows to set tax information for a logged invoice.

To define a tax line for an invoice:

1. On the Tax Detail card, select a **Tax Liability**, **Tax Point**, **Tax Rate Date** for this invoice.
2. Select **New Invoice Tax**  on the **Invoice Taxes** card.
3. Specify the applicable tax type in the Tax ID field and the applicable rate in the Rate Code field.

^ Tax Detail

Tax Point
12/4/2019

Tax Liability
Test1

Tax Rate Date
12/4/2019

Currency
USD

Invoice Tax
\$ 0.00

Withholding Tax
\$ 0.00

Self-assessed Tax
\$ 0.00

Deductible Tax
\$ 0.00

System Tax Update

^ Invoice Taxes

Tax ID	Rate Code	Percent	Manual	Taxable...	Fixed A...	Report...	Ded Ta...	Description	Taxable...	Tax Amt	Report...	Tax Am...
Tax1	Rate1	10.00000	☐	0.00	0.00	0.00	0.00	Rate1	0.00	0.00	0.00	0.00

4. Select **Save**.

Use the **Invoice > Calculate Taxes** feature from the Overflow menu to automatically calculate the invoice taxes for the current logged invoice.

Posting Invoices

To finish the **Logged AP Invoice Entry** process, you must post the logged invoices. Based on the Account Option setting defined for the company in the **Company Configuration > Finance > Accounts Payable** card, logged invoices for the group post to a specified General Ledger account; the group and invoice no longer display in the **Group** and **Header Detail** cards, and in the Logged AP Invoices tree view.

To post an entry group:

1. From the Overflow menu, select **Group > Post**. The assigned group displays in the Group field in the **Logged AP Invoice Post Process** dialog box.
2. Select **Process**  to post the group. The application displays an error message if the group contains invalid entries.

Logged AP Invoice Post Process

^ Options

Group
APG1

If posting errors occur, select the **Group > Posting Log** card to review an error log. Use this log to locate the errors. You can re-post the group after correcting them.

Adding GL Control

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

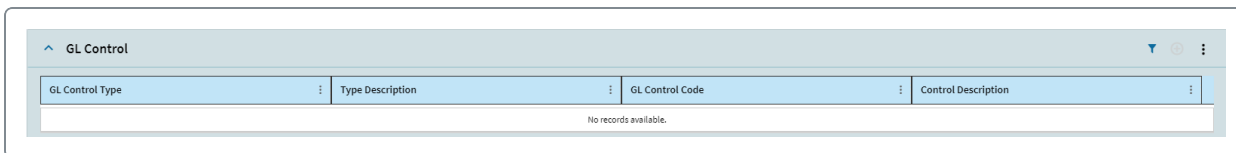
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the **GL Control Type** that contains the account contexts you need.
3. Next use the **GL Control Code** field to enter a GL control contained by the selected GL control type.



GL Control Type	Type Description	GL Control Code	Control Description
No records available.			

4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

Operating with Legal Numbers

In this article, we will cover:

- [Assigning Legal Numbers](#)
- [Voiding Legal Numbers](#)

Assigning Legal Numbers

Use the **Legal Numbers > Assign Legal Number** command to assign a legal number to an accounts receivable (AP) invoice or debit memo.

If you have set the generation type to Manual in the **Legal Number Maintenance** program, you will be required to manually assign a legal number to your AP invoice or credit memo.



You cannot assign a new legal number to the document if an existing legal number is assigned to it.

To assign a legal number:

1. Within the **Logged AP Invoice Entry** program, select a group from the **Group** card.
2. Select an invoice from the **Invoices** card.
3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Assign Legal Numbers** command.
4. Enter the required legal number element information in the legal number prompt and select **OK**.

The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

The legal number is assigned to the invoice.

5. Select **Save**. 

Voiding Legal Numbers

Use the **Legal Numbers > Void Legal Numbers** command to void a legal number that has been assigned to a document. You will be required to specify a reason for voiding the number.

After the legal number is voided, you can assign a new legal number. It will either be automatically generated (for Automatic generation type) or must be entered (for Manual generation type).

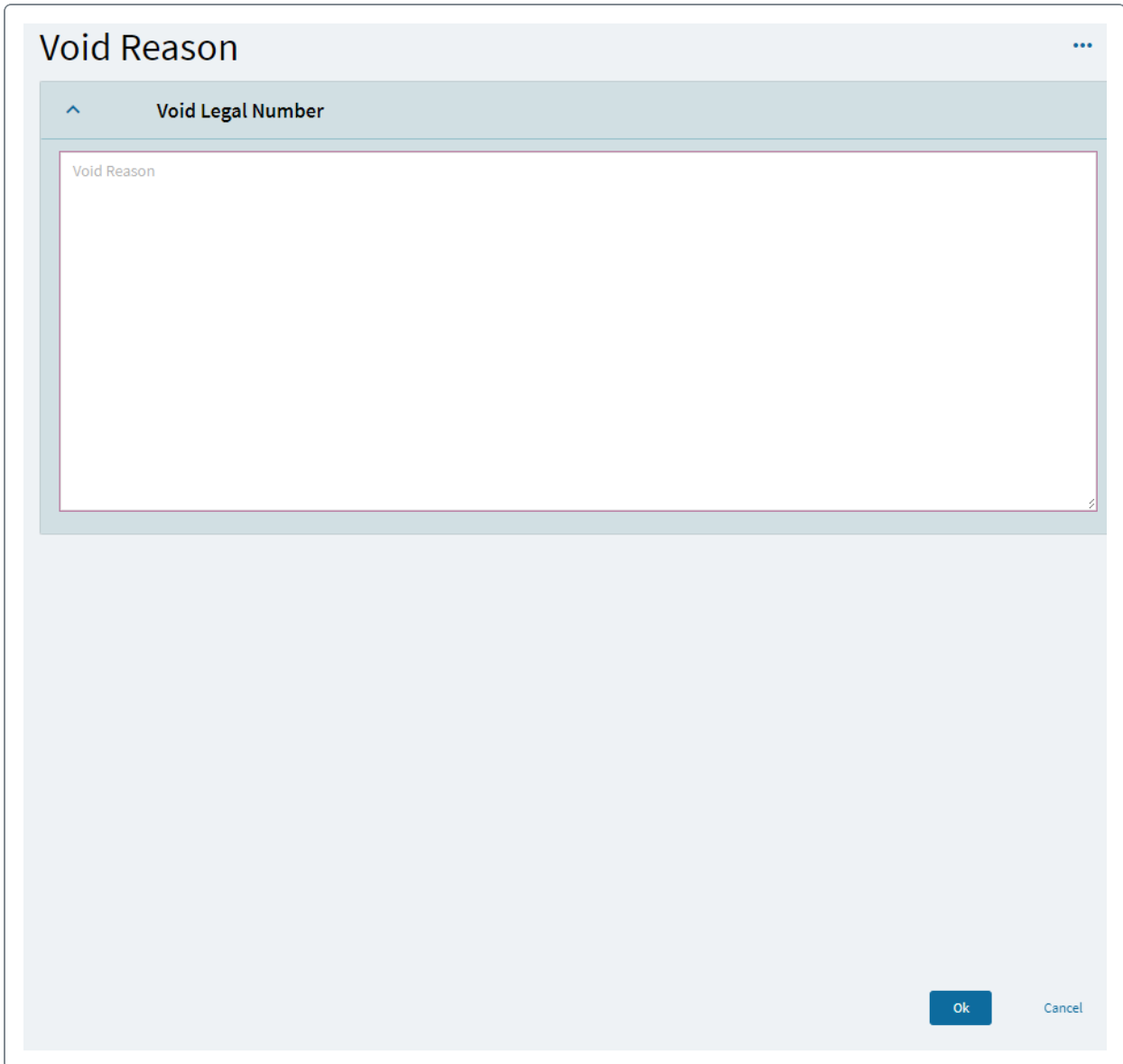


If you set voiding for the legal number format to Automatic Voiding in **Legal Number Maintenance**, the legal number voids automatically when the AP invoice is deleted.

To void a legal number:

1. Within the **Logged AP Invoice Entry** program, select a group from the **Group** card.
2. Select an invoice from the **Invoices** card.
3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Void Legal Numbers** command.
4. Enter a reason in the **Void Reason** field of the Void Legal Number screen and select **OK**.

The legal number is voided from the invoice.



The screenshot shows a 'Void Reason' dialog box. At the top, there is a title bar with the text 'Void Reason' and a three-dot menu icon. Below the title bar is a section header 'Void Legal Number' with an upward-pointing arrow icon. The main area of the dialog is a large, empty text box with a light gray border and a small 'Void Reason' placeholder text in the top left corner. At the bottom right of the dialog, there are two buttons: 'Ok' and 'Cancel'.

5. Select **Save**. 

Applying Credit Memos

In **Apply Credit Memo**, apply, or place, an open credit memo, unallocated deposit invoice, or unallocated deposit payment balance against an open invoice. You can apply one of these document types against one or multiple invoices or credit payment. You can only select invoices you created for the customer listed on the document.

A credit memo is a specific type of an Accounts Receivable invoice. This transaction reduces, or credits, the balance that a customer owes your company. A credit memo can be an amount you apply to the customer's overall balance or against a specific sales order detail line.

You can also place credit memos against invoices in **Cash Receipts Entry**.



Before you can apply a credit memo using this application, you must post to your general ledger (GL) via **AR Invoice Entry**.

Use the landing page of the application to select an existing credit memo to apply.

In this article, we will cover:

- [Selecting a credit memo](#)
- [Applying credit to invoices](#)

Selecting a Credit Memo

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Apply Credit Memo**.
2. Select the credit memo you want to work with from the grid.



By default, the application sorts the records in the grid to only have credit memos or correction invoices. If necessary, you can change **Source Type** to one of the next options:

- **Unallocated Deposit Invoice**
- **Unallocated Deposit Payment**
- **Invoice Overpayment** (only if you configure your company to allow AR overpayments)

The process is similar for all source types.

3. If necessary, enter the amount from this credit memo that you will place against the selected invoices. By default, it is the entire credit balance, so you can leave it or enter just a part of the total amount. This amount must be in the same currency that the customer uses on the invoice (you can see/change the currency in the **Apply Currency** drop-down).

^ Details

Document To Apply

Source Type:
Credit Memo/Correction Invoice

Document Number:

Legal Number:

Customer:

Balance:
\$ 49.00

Amount to Apply:
\$ 33.00

Unapplied Amount:
\$ 33.00

Fiscal Year:

Credit Memo

Not Posted

Apply Currency: *
United States Dollar

Currency Apply Amount:
\$ 33.00

Withholding Tax:
\$ 0.00

Transaction Apply Date:
2/16/2021

- Enter the apply date of the transaction in the **Transaction Apply Date** field.
- If necessary, add the credit memo description.

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

After you post a credit memo, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. For the credit memo, the prefix is **AR CM** followed by : (colon). For example:

- If you enter a description, then it is: **AR CM: XXX**, where **XXX** is the description you enter.
- If you don't enter the description, then it is: **AR CM: InvNum CustName**, where **InvNum** is the invoice number, and **CustName** is the customer name.

Applying Credit to Invoices

1. On the **Applied Invoices** card, select **New**  to add an invoice to apply.
2. Enter the invoice number in the **Invoice** field. You can also use the context menu to **Search**  for the invoice or select it from **AR Invoice Tracker** or **GL Transaction Detail Tracker**. To open the context menu, right-click in the **Invoice** field. The field must be active.
3. Verify or change the amount to apply in the **Balance** field.
4. Select **Save**. 
5. If you apply credit to several invoices, repeat these steps for as many invoices as you need. Note that you can't end your **Apply Credit Memo** routine until you apply the entire amount that you enter in the **Amount to Apply** field. You can check the amount you still need to apply in the **Unapplied Amount** field.
6. Select **Apply Credit Memo**.



If necessary, you can also use the routine above to apply the amount to credit payments on the **Applied Credit Payments** card. You can apply the credit amount either to invoices or credit payments.

Entering Invoice Terms

Use **Terms Maintenance** to establish rules that define how customers pay their invoices. Terms define the due dates, payment frequencies, discounts, and number of payment installments. Each accounts receivable code defines a time period and a discount percentage period schedule.

A terms record is required for each customer. When creating a customer record, a default terms record displays in the new record, but you can override this selection.

Use the landing page of the application to view existing terms codes or to enter a new one. In this article, we will cover:

- [Entering the overall parameters for a terms code](#)
- [Defining the discount periods available and the percentage discount available during the periods](#)
- [Adding or adjusting a payment schedule](#)

Entering the Parameters for a Terms Code

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Terms**.

2. Select **New**  to add a new terms code.
3. On the **Details** card, enter a unique identifier used for the term in the **Code** field.
4. Enter a concise description, like Net 30, for the payment terms in the **Description** field. This description is printed on the order acknowledgment and the AR invoice.

Tip: If you want to translate this description in another language, select the search icon in the Description field, and then, select the option you need from the **Language** list and enter the translated text.
5. Define how many payments can be made against an invoice during a payment cycle in the **Number of Payments** field. If this number is more than one, any invoice assigned these terms is paid through multiple payments.
6. Select the billing schedule associated with the term in the **Terms Type** field. Schedules can be based on a number of days, a day of the month, or both (End of X Month(s) plus Y day(s)). The selection in this field determines the available fields in the Due area.
7. If this terms type requires a letter of credit, select the **Require Letter of Credit** check box.
8. To use these terms to be the default on new customer records, select the **System Default** check box.
9. If the fields are available, use the **Number of Months** and the **Due on Day** fields to define a schedule based on payment after the specified number of months plus the specified number of days.
10. If the field is available, use the **Number of Days** field to define a schedule based on periodic payments. The application adds the number of days entered in this field to the invoice date to obtain the due date.
11. If the fields are available, use the **Due on Day** and **Minimum Days** fields to define a schedule based on monthly payments. The application uses the minimum days setting to move a billing to the next month when the invoice date occurs close to the due on day.
12. Use the **Discount Type** field to select the discount schedule associated with the term. Discounts can be applied based on a number of days, a day of the month, or both (End of X Month(s) plus Y day(s)). Use the Discounts sheet to define discount terms.
13. Select **Apply Discount When Paid in Full** to limit application of discounts to invoices that have been paid in full.

^

Details

Code *

COD

☐

System Default

Description *

Cash on Delivery

Number of Payments

1

Terms Type

Days

☐

Require Letter of Credit

Due

Number of Months

0

Number Of Days

0

Due on Day

0

Minimum Days

0

Discounts

☐

Apply Discount When Paid in Full

Discount Type

Days

14. Select **Save.** 

Defining the Discount Periods

Define each discount period available within the current terms code and the percentage discount available during this period. The fields that activate on the Discount List card depend on the Discount Type value you select on the Details page. This value indicates the method the application uses to determine the overall time period for each discount percentage.

1. Go to Terms Maintenance. Enter or select a terms code.
2. On the **Discount List** card, select **New**  to add a new discount.
3. Indicate how many months past the Invoice Date are used for the overall terms period in the **Number of Months** field. This field is available if you select the End of X Month(s) On Y Day (s) terms type. Enter the number of months you need in this field.
4. Indicate how many days past the Invoice Date are used for the overall terms period in the **Number Of Days** field. This field is available if you select the Days terms type. Enter the number of days you need in this field.
5. Define how many days into the last month are included in the overall terms period in the **Due on Day** field. This field is available if you select either the End of X Month(s) On Y Day(s) or Days of Month terms type. Enter the day number in this field.

For Example: You enter 20 within the Due on Day field. Now the final discount date for invoices that use this terms code is January 20th, February 20th, March 20th, and so on throughout the year.

6. Determine the last day of the month used for the overall terms period in the **Minimum Days** field. If an invoice is entered which has an Invoice Date on the day after this value, its discount schedule is moved into the next month. This field is available if you select the Days of the Month terms type. Enter the number of days from the beginning of each month you wish to include in this date range.

For Example: You create a Net 25 terms code that uses the Days of the Month terms type. You indicate in the Due on Day field that the final discounting date is the 25th of each month. You then enter 15 within the Minimum Days field. In order to receive a discount, any invoices with dates on or before the 15th of each month must be paid before the 25th of that same month. Any invoices with dates 16 or later must be paid before the 25th of the next month in order to receive the discount

7. In the **Discount Percentage** field, enter the discount percentage given for prompt payment of an invoice. Invoice printing uses this value to calculate a prompt payment discount amount.

Discounts List

All

Number Of Months	Number of Days	Due On Day	Minimum Days	Discount Percent
0	30	0	0	10.00

Full Screen

8. Select **Save**. 

Adding or Adjusting a Payment Schedule

A Payment schedule is created automatically depending on the parameters of the selected terms ID. You may want to adjust it adding new sequences to the schedule or updating the existing ones.

To add a new payment sequence to the payment schedule:

- 1. Go to Terms Maintenance. Enter or select a terms code.
- 2. On the the **Payment Schedule List** card, select **New**  to add a new schedule sequence to the Payment Schedule grid.
- 3. In the **Days** column, specify the number of days for this payment sequence.

Payment Schedule List

All

Payment	Days	Percentage
1	0	100.000000

Full Screen

- 4. Specify the percentage for the payment sequence in the **Percentage** column.
- 5. Select **Save**. 

Intrastat

Generating EU Triangular Trade for Intrastat

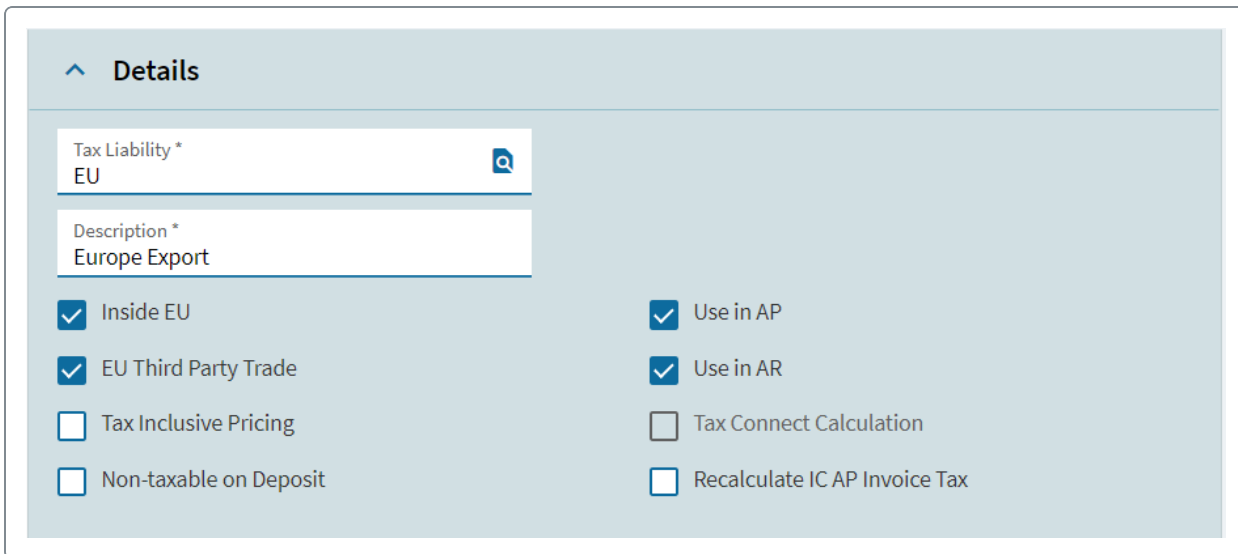
Triangular trade in Intrastat exists when three subjects are involved in the intra-EU trade transaction. The most common case occurs when a company in Member State A sells goods to a company in Member State B – intermediary, which in turn sells it to a company in Member State C, although the goods are physically moved only once from A to C.

In triangular trade the VAT identification number of the actual receiver of the goods is used first, if known. If the VAT number of the actual receiver of the goods is not known, the VAT number of the trading partner is exceptionally used according to the invoice the country code + 999999999999.

Complete the following setup in the following apps to generate EU Triangular Trade.

Tax Liability

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Tax Liability**
2. Go to the **Details** card and select the **EU Third Party Trade** check box to indicate it is a triangular trade transaction.



Details

Tax Liability *
EU

Description *
Europe Export

☒ Inside EU

☒ EU Third Party Trade

☐ Tax Inclusive Pricing

☐ Non-taxable on Deposit

☒ Use in AP

☒ Use in AR

☐ Tax Connect Calculation

☐ Recalculate IC AP Invoice Tax

Customer

You can use **Ship To** to define the shipping data of the actual receiver of goods including the tax information.



For Triangular Trade transaction, the **Ship To** country is different from the **Sold To** country of the customer.

For more information on setting up Customers and Ship To, refer [Entering Shipping Information on Customers](#) article.

AR Invoice

AR Invoice line is considered a Triangular Trade line if the **EU Third Party Trade** check box in **Tax Liability** is selected and the country on **Ship To/ One-Time Ship To** is different from the country of the **Sold To** customer.

If the invoice line is a Triangular Trade line, then **EU Third Party Trade** check box is selected on the **Invoice Intrastat Maintenance** app.

The screenshot displays the 'Invoice Intrastat Maintenance' app interface. It features a 'Details' section with various input fields and checkboxes. Key elements include:

- Manual** and **Generate 2nd Line** checkboxes.
- Transaction Date** (7/5/2022) and **Period** (0722).
- Flow** (Despatch) and **HS Commodity** (7608).
- Spec** (SPD) and **Intrastat Commodity** (HSC11).
- Transaction Type** (12) and **Excluded** checkbox.
- Description** (aluminum tubes and pipes).
- EU Third Party Trade** checkbox (checked).
- Tax ID** (NL001094312B01) and **Region** (FRA).
- Country** (NL) and **Entry Point**.
- Country of Origin** (China).
- Ship Via** (Container Ship) and **Mode of Transport** (ICCO).
- FOB** (Factory) and **Delivery Terms** (CIF).
- Statistical Value** (\$ 2,000,000) and **Statistical Value in Doc Currency** (\$ 2,000,000).
- Net Weight** (20.00).
- Invoice Value** (\$ 2,000,000) and **Invoice Value in Doc Currency** (\$ 2,000,000).
- Supp Units** (20) and **Units**.

The Tax ID on the Intrastat triangular trade is generated by the following algorithm:

- If **Tax ID** is set up for **Ship To / One-time Ship To**, then **Tax ID** is used;
- else **Tax ID** is generated as "XX" + "999999999999", where "XX" is the 2-letter ISO code of **Sold To** country of the customer, followed by 12-character string of "9"s.



If the ISO code of country is not set up, **QV999999999999** is used.

Electronic Invoicing

Understanding Electronic Invoicing

You can generate and send electronic invoices (AR invoices and credit memos) in Kinetic.

Electronic invoicing (or e-invoicing) is the exchange of invoice documents between suppliers and customers in an integrated electronic format. It essentially streamlines invoice management and simplifies how invoice and compliance documents work together.

To use electronic invoicing, you need to set up a default report style. The system uses the default report style to generate electronic invoices. You can send electronic invoices directly to customers via email or via service providers. To send e-invoices using email, you need to create the default e-mail template. Alternately, if you want to outsource the sending of e-invoices to e-invoicing providers, you need to connect to the selected provider.

You must define default report style, e-mail addresses/default provider in at least one of the following programs:

- **Customer Maintenance**
- **Transaction Document Type Maintenance**
- **Company Configuration**

The system picks up these options hierarchically: first, it looks for them in **Customer Maintenance**, then, if it doesn't find them there, in **Transaction Document Type Maintenance**, and then - in **Company Configuration**.

View an example here

You want to send all electronic invoices from your company with the same report style and using the same e-mail template. In this case, you can specify the respective parameters in **Company Configuration** and leave them blank in **Transaction Document Type** and **Customer Maintenance**.

If you want to send a customer a personalized e-mail, you can either create a template for them or manually adjust the text of the e-mail before the application sends it. In this case, you also need to specify the required e-mail template in **Customer Maintenance**. This way, the system will refer to **Customer Maintenance** for the default report style, e-mail template, and e-mail addresses, and will take only the e-mail template you specified there, then will search further (in **Transaction Document Type Maintenance** and **Company Configuration**) for the missing parameters.

To enable, set up, and use the electronic invoicing functionality, refer to the following process (note that all stages of the process contain hyperlinks to the respective articles - use them for easier setup):

1. Define a report style for electronic invoice XML files in [Report Style Maintenance](#).
2. Figure out how you want to send invoices to customers.
 - **Email** - In [E-mail Template Maintenance](#), create a template to generate e-mails that you will send either manually (using **AR Invoice Tracker**) or automatically (using the **Mass Generate E-invoices** application) after the system generates electronic invoices.
 - **Service Providers** - Set up a service provider. You can find the list of supported providers on the **System Setup > External Connections > E-Invoicing Service Providers** menu.
3. Enable the electronic invoicing functionality for the company: select the **E-invoice** check box and define other settings as necessary on the **Finance > Accounts Receivable** card in **Modules** page in [Company Configuration](#).
4. Then, use the **Customer Detail** card in [Customer Maintenance](#) to apply electronic invoice settings to a customer (you might need to open the **Full Screen** version of the card to reach the fields you need).
5. Once you enable electronic invoicing for a customer, define the required settings for a document type the system will use for electronic invoice transactions on the **E-invoice** sheet in [Transaction Document Type Maintenance](#).
6. Enter and post an invoice or a credit memo for an e-invoice customer in **AR Invoice Entry**. Remember to select a transaction document type you set up for electronic invoicing.
7. Individually generate an e-invoice, send it in an e-mail or via service provider, and get the invoice status update in [AR Invoice Tracker](#).
8. Or create a batch of electronic invoices and automatically send them to a customer in the [Mass E-invoice Generation](#) process.
9. Review statuses of the electronic invoices in **E-invoice Status Dashboard**.
10. Manually import and process electronic invoice respond files stored in a specified location and then move them to an archive folder in [Import E-Invoice Status](#)



This app is available only for the e-invoices sent by email. If you want to update the status of all the e-invoices sent via [service providers](#), use the [Update E-Invoice Status](#) app.

11. Generate an [E-invoice Status Report](#).

Setting Up a Report Style for E-Invoices

Set up a report style for electronic invoices in **Report Style Maintenance**. You can generate electronic invoices in either PDF or XML formats. The system provides the **ARFormEinv** report style

you can use to generate e-invoices in the PDF format. However, you need to adjust it to generate electronic invoices in the XML format.

In this article, we will cover adjusting a report style for electronic invoicing.

1. From the main menu, navigate to **System Management > Reporting > Report Style**.
2. Search for and select the **ARFormEInv** report ID. This report contains the **Standard E-Invoice - SSRS** report style.
3. On the **Style** details, select **XML** from the **Output Location** drop-down.
4. Select **Save**. 

Instead of adjusting this report style, you can also create a separate report style for electronic invoices in XML format using the same default values set for **Standard E-Invoice - SSRS**, if necessary.

Creating Templates for Emails

You create templates for the emails generated through the system using **Email Template Maintenance**. You can send these manually, using **AR Invoice Tracker**, or automatically, using **Mass Generate E-Invoices**, after electronic invoices are generated. Use the application to create templates for different emails you want the system to send. When you create a new template, you select an email format and then enter the relevant text and placeholder fields for things like the customer's name and the invoice date.

You can enter any relevant text and use the following placeholders that fill in automatically with the customer and electronic invoice details:

- [Customer_Contact_Name]
- [Customer_Name]
- [Invoice_Number]
- [Invoice_Legal_Number]
- [Invoice_Date]
- [Invoice_DocTotal]
- [Invoice_Currency]

You can use the following links as reference for the required syntax and culture country codes:

- [Standard Numeric Format Strings](#)
- [Custom Numeric Format Strings](#)
- [Standard Date and Time Format Strings](#)

- [Custom Date and Time Format Strings](#)
- [List of .net Culture Country Codes](#)

Use the landing page of the application to view existing email templates or to enter a new one.

In this article, we will cover creating an email template.

1. Open the **Email Template** app.
2. Select **New**  to add a new template. The **Details** page displays.
3. Enter an identifier for the template in the **Email Template ID** field.
4. Select a format you want to use for the template in the **Format** field. The options include **Plain Text** and **HTML**.

The following is an example of an email template text in the **Plain Text** format:

```
Dear [Customer_Contact_Name],  
  
Please find attached the invoice documents.  
  
Invoice Number: [Invoice_Number]  
  
Invoice Date: [Invoice_Date]  
  
Invoice Amount: [Invoice_DocTotal][Invoice_Currency]
```

There is no built in HTML editor in application. You can design an email template using any HTML editor and add the placeholders in it as required. Then you can copy the resulting HTML code into the **Body** field and use it as a template. As a result, the system will send emails with HTML content to the users and they will appear as HTML in their inbox.

Example:

```

Dear [Customer_Contact_Name], </br>
</br>
Please find attached a copy of your invoice documents.</br>
</br>
</br>
Invoice Number: [Invoice_Number]</br>
</br>
Invoice Date: [Invoice_Date]</br>
Invoice Amount: [Invoice_DocTotal][Invoice_Currency]</br>
Customer Name: <b>[Customer_Name]</b></br>
</br>

<table><tr><td>11</td><td>12</td><td>13</td></tr>
<tr><td>21</td><td>22</td><td>23</td></tr>
</table>

<img src='https://www.epicor.com/globalassets/uploadedimages/shared/epicor-logo-new.png' />

Kind regards,
XXX

```

5. Specify a subject for this email template.
6. Enter text of the email in the **Body** field. You can use placeholders that fill in automatically with the customer and electronic invoice information, if necessary.
7. Define the **Amount Format** and **Date Format** fields.



The **Format Culture** option you select in **User Account Security Maintenance** defines the format in which the application fills in the placeholders for the invoice amount and date. The application uses these settings by default if you do not specify another format for a template in the **Amount Format** and **Date Format** fields.

- The **Amount Format** field applies to the **Invoice_DocTotal** placeholder.

Example: **Invoice_DocTotal** = 981234765,43567

- For Russia:
 - #.00|ru-RU => 981234765,44
 - #.00|ru-RU => 981234765,44
 - C|ru-RU => 981 234 765,44 P
- For Germany:
 - 0.00|de-D E => 981234765,44
 - N3|de-DE => 981.234.765,436

C|de-DE => 981.234.765,44 €

- For the USA: N|en-US => 981,234,765.44
- For Switzerland (German): N|de-CH => 981'234'765.44
- For India: C|en-IN => ₹ 98,12,34,765.44
- The **Date Format** field applies to the **Invoice_Date** placeholder.

Example: Invoice_Date = 22.10.2019 8:57:09

- For Russia: d|ru-RU => 22.10.2019
- For the USA: d|en-US => 10/22/2019
- For France:

d|fr-FR => 22/10/2019

F|fr-FR => mardi 22 octobre 2019 08:57:09

- For India: d|en-IN==> 22-10-2019

You can also enter the format for the date right in the field. For example:

- yyyy MM dd => 2019 10 22
- MM-dd-yyyy => 10-22-2019

The screenshot displays the 'Detail' form for configuring an email template. The form includes several input fields and a large text area for the email body content.

- Email Template ID:** EMAIL
- Format:** Plain Text (dropdown menu)
- Subject:** John Peers
- Email Body Content:**

```
Dear [John], </br>
</br>
Please see attached a copy of your
documents. </br>

<img
src='https://www.epicor.com/globalassets.
png'/>
Kind Regards,
Mike
```
- Amount Format:** 09099798
- Date Format:** 2019 09 22

8. Select **Save**. 

Specifying E-Invoice Settings for a Company

In **Company Configuration**, specify mandatory company settings to use the [electronic invoicing](#) functionality.

1. From the main menu, navigate to **System Setup > Company/Site Maintenance > Company Configuration**. This enables e-invoicing for the current company.
2. Go to the **Finance > Accounts Receivable** card in the **Modules** page and select the **E-invoice** check box.
3. Select a directory to store the generated electronic invoices in the **Default E-invoice Path** field.
4. Place the cursor at the end of the directory name and enter the name you want the system to use for the e-invoices it generates. For example, enter `\Einvoice_{LegalNumber}.xml`. This way, `Einvoice_{LegalNumber}.xml` is the name that the system will use for electronic invoices generation, where `{LegalNumber}` is a placeholder that populates automatically with the legal number of the respective invoice.

After you select a directory, you can enter \ followed by the name for a generated file. This name can have both constant and variable parts, and the variable part can be one or more of the placeholders that fill in automatically upon the file generation. The system considers a placeholder as a file name if a dot . and an extension follow it (however, the system might not use an extension if it generates a particular file type, for example, XML). Following is a list of the placeholders you can use in the **Default E-invoice Path** field:

- `{LegalNumber}` or `[LegalNumber]` - Invoice legal number. If a legal number contains the / and \ characters, the application changes it to _ (for example, SH01-2019/0001 changes to SH01-2019_0001)
- `{InvoiceNumber}` or `[InvoiceNumber]` - Invoice number
- `{TranDocType}` or `[TranDocType]` - Transaction document type
- `{GenDate}` or `[GenDate]` - Date of the e-invoice generation in the **YYYYMMDD** format
- `{OrgRegCode}` or `[OrgRegCode]` - Company's organization registration code
- `{TimeStamp}` or `[TimeStamp]` - Date and time of the e-invoice generation in the **yyyymmddHHmmss** format

If after the `{}` and `[]` placeholder symbols there is \ or there is no other symbol, the program considers the placeholder as a sub path. Otherwise the program uses the placeholder during file name creation (as is). Take a look at the following example:

- **Epicordata\CompanyData\Temp\TranDocType\LegalNumber\LegalNumber.txt** - During the e-invoice generation, the application creates a sub path using the invoice transaction document type, then a sub path using the invoice legal number, and a file with the name using **LegalNumber**
- **Epicordata\CompanyData\Temp\TranDocType** - During the e-invoice generation, the application creates sub path using the invoice transaction document type and a file with the default file name (depending on the report style you used).

You can also leave the path without specifying the name, then the application will generate the file with a default name.

5. Open **Attachments** and verify the **File System Document** option is selected in the **File System Document** field. This way you can retrieve a generated electronic invoice from **Attachments** in **AR Invoice Tracker**.
6. Select a [service provider](#) from the **Default e-Invoicing Service Provider** drop-down if you want to send e-invoices via your Service Provider supported by the system and licensed in the current installation.



For a specific service provider to appear in this drop-down list, you first need to set up connection to that service provider under the **System Setup > External Connections > E-Invoicing Service Providers** menu (i.e. Maventa Connection Setup).

7. Select **Save**.

Setting Up an E-Invoice Customer

Set up an e-invoice customer to use [electronic invoicing](#).

In this article, we will cover setting up an e-invoice customer.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Setup > Customer**.
2. Select an existing customer on the landing page or create a new one, if necessary.
3. Locate the **E-Invoice** section on the **Customer Detail** card. If you don't see it, select the **Full Screen** icon  and locate the section.
4. Select the **E-invoice** check box to indicate that this customer can receive electronic invoices.
5. From the **Default Report Style** drop-down list, select the report style you set up for e-invoicing. For example, select **Standard E-Invoice - SSRS**.

6. From the **Sending Option** drop-down, select one of the following options:

Email

Indicates that this customer will get an e-mail with an electronic invoice details.

After you select this option, specify the following:

- Enter valid e-mail addresses in the **Default To E-Mail Address** and **Default CC E-Mail Address** fields. The system will use the addresses to send e-mails with the e-invoice details. You can enter more than one address in the fields using ; (semicolon) as a separator. Verify that the **Email** field in the **Customer Contact Information** section of the **Customer Detail** card contains a valid e-mail address - otherwise the application won't let you save the record.



Verify that the **Email** field in the **Customer Contact Information** section of the **Customer Detail** card contains a valid e-mail address - otherwise the application won't let you save the record.

- From the **Default E-mail Template** drop-down, select a default template that the system will use to generate e-mails with the e-invoice details. For the details on how to create e-mail templates, refer to the [Creating Templates for E-Mails](#) article.

Service Provider

Indicates that this customer will get an electronic invoice in the XML or PDF format via the [e-Invoicing service provider](#).

After you select this option, specify the following:

- Select a service provider from the **Default e-Invoicing Service Provider** drop-down.



For a specific service provider to appear in this drop-down list, you first need to set up connection to that service provider under the **System Setup > External Connections > E-Invoicing Service Providers** menu (i.e. Maventa Connection Setup).

- Enter the **Electronic Address** of the customer. An e-invoice address is a type of ID that can take several formats depending on the country your customer is based in and the e-invoicing service provider they use. Some of the most common formats include VAT number, Orgnr, GLN, DUNS, IBAN, and OVT.
- Optionally, specify the Customer's **Operator ID** of the e-Invoicing Service provider.

E-Invoice

☒ E-invoice

Default Report Style
Standard E-Invoice - SSRS

☐ Send on Mass Generation

Sending Option
E-Mail

Default To E-mail Address
johnson@epicor.com

Default CC E-mail Address
peters@dalton.com

Default E-mail Template
TEMP1

Default e-Invoicing Service Provider
Maventa

Electronic Address
FI07654321

Operator ID
003721291126

7. Select the **Send on Mass Generation** check box to specify whether the app would immediately try to send a newly generated e-invoice during the [Mass Generate e-Invoices](#) process. This applies to the invoices being sent via email and through service providers.
8. Select **Save**. 

Adding a Document Type for E-Invoice Transactions

Add document types for e-invoice transactions in **Transaction Document Type Maintenance**. You can create e-invoice document types only for the **AR Invoices** or **Credit Memos** system transactions.

After you create the first document type for e-invoice transactions, the system automatically sets it as the default one. However, you can create several document types and re-define which of them to

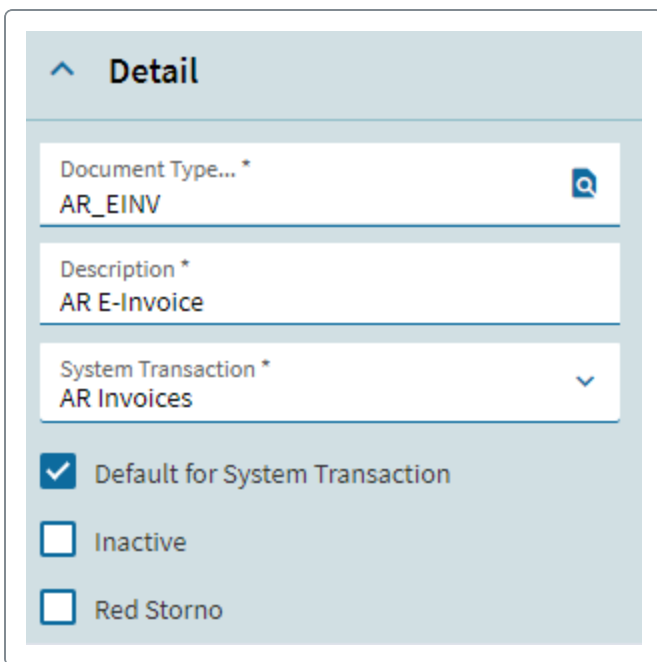
set as default at any time. To learn more about the general e-invoicing process the system supports, refer to the [Understanding Electronic Invoicing](#) article.



The fields in the **E-Invoice** card are active only after you select the **E-invoice** check box in **Company Configuration**.

In this article, we will cover creating a transaction document type for e-invoicing.

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Transaction Document Type**.
2. Select **New**  to add a record.
3. Enter the document type's name and description.
4. From the **System Transaction** drop-down, select **AR Invoices** or **Credit Memos**. These are the only transactions for which you can create an e-invoice document type.



Detail

Document Type... *
AR_EINV

Description *
AR E-Invoice

System Transaction *
AR Invoices

☒ Default for System Transaction

☐ Inactive

☐ Red Storno

5. Skip the **Authorized Users** card unless you want to add some. In this case, refer to the [Creating a Transaction Type](#) article.
6. Expand the **E-Invoice** card and select the **E-Invoice** check box. The fields in the card become active.
7. Select the **Default for E-Invoice Transactions** check box. This makes this document type the default choice for e-invoice transactions. When you select this check box, the system disables

it and will enable it only when you select it for another e-invoice transaction document type.



When you create and save the first document type for electronic invoice transactions, the system selects and disables this check box automatically. If you have more than one document type for electronic invoice transactions, you can select it manually for any of them. One document type must be always set as default.

8. Select a report style for e-invoice generation from the drop-down to use it as default.
9. Enter valid e-mail addresses in the **Default From E-Mail Address**, **Default To E-Mail Address**, and **Default CC E-Mail Address** fields. The system will use the addresses to send e-mails with the e-invoice details. In **Default To E-Mail Address** and **Default CC E-Mail Address**, you can enter more than one address using ; (semicolon) as a separator.
10. From the **Default E-mail Template** drop-down, select a default template that the system will use to generate e-mails with the e-invoice details. For the details on how to create e-mail templates, refer to the [Creating Templates for E-Mails](#) article.
11. Select a [service provider](#) from the **Default e-Invoicing Service Provider** drop-down.



For a specific service provider to appear in this drop-down list, you first need to set up connection to that service provider under the **System Setup > External Connections > E-Invoicing Service Providers** menu (i.e. Maventa Connection Setup).

^ E-invoice

☒ E-invoice

☐ Default for E-invoice Transactions

Default Report Style

Standard E-Invoice - SSRS

▼

Default From E-mail Address

johnson@epicor.com

Default To E-mail Address

peters@dalton.com

Default CC E-mail Address

Default E-mail Template

▼

Default e-Invoicing Service Provider

Maventa

▼

12. Select **Save**. 

Working with Individual E-Invoices in AR Invoice Tracker

In **AR Invoice Tracker**, you can use the **E-invoice** options of the Overflow menu to individually generate an e-invoice, send it in an e-mail (only for e-invoices sent by Email), send it via Service Provider and Get Status from Service Provider.



This article describes how to manually generate e-invoices. If you want, you can mass generate them using the [Mass Generate E-invoice](#) process.

Expand the sections below to learn more on each of the **E-invoice** options. Note that these options are only available for e-invoices (meaning the **E-invoice** check box is on on the **E-invoice** card in **AR Invoice Tracker** and the **E-invoice** check box is on on the **E-invoice** card in **Company Configuration**).

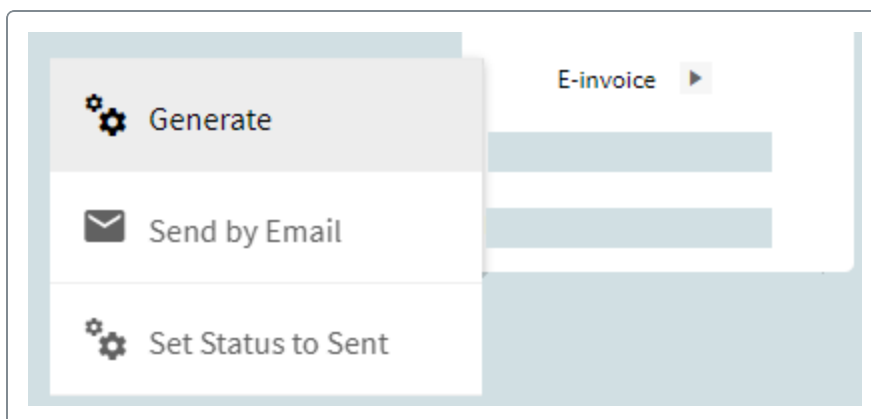
Generate

Manually generate electronic invoices for posted AR invoices or credit memos using the **E-invoice > Generate** option.



If you selected the **Use copy number** check box on the **Accounts Receivable** card in **Company Configuration > Modules > Finance**, the system prints the e-invoice as an original invoice with no copy number when generating an e-invoice (even in the PDF format).

1. Select a posted e-invoice or credit memo on the landing page in **AR Invoice Tracker**.
2. Review the details on the e-invoice on the **E-invoice** card, if necessary.
3. Select the **E-invoice > Generate** option from the Overflow menu. 



4. As you're generating a specific individual e-invoice, you can't change anything in the generation process, so all the fields in the **E-invoice Generation** page are disabled. Select **Process** . 

If the process was successful, the system generates the electronic invoice file using the default report style for e-invoices and marks the e-invoice as **Generated**. The generated file is available in **Attachments** of the invoice. The system stored it as you specified in the **Default E-invoice Path** field on the **E-invoice** card in **Company Configuration**. If there was an error in the generation process, the system marks the invoice as **Error** and you can review the error details in the **Exception Detail** field on the **E-invoice** card.

Send by Email

Manually send e-mails with generated e-invoice details using the **E-invoice > Send by Email** option.



This option is only available if an e-invoice has the **Generated** or **Sent** status. Also, the system will send only latest generated files.



Note that if you choose to send e-invoices by email, the **Send via Service Provider** and **Get Status from Service Provider** options are not available.

1. Select a posted e-invoice or credit memo on the landing page in **AR Invoice Tracker**.
2. Review the details on the e-invoice on the **E-invoice** card, if necessary.
3. Select the **E-invoice > Send by Email** option from the Overflow menu . Note that you need to have an email template (refer to the [Creating Templates for E-Mails](#) article) and you need to select it in one of these programs: **Customer Maintenance**, **Transaction Document Maintenance**, **Company Configuration**.
4. The fields in the page fill in automatically with the default e-mail template contents. It also replaces the placeholders in the e-mail text body with the real values for this invoice. However, if you want, you can select another template and or adjust the e-mail contents manually.
5. To send the e-mail, select **OK**. Once the e-mail is successfully sent, the system marks the e-invoice as **Sent**. If you want to check if there are any errors with sending e-mails, you can review the **Exception Detail** field on the **E-invoice** card.

Set Status to Sent

Manually set the **Sent** status for an electronic invoice using the **E-invoice > Set Status to Sent** option.



This option is only available if an e-invoice has the **Generated** status.

The system marks an electronic invoice as **Sent** after you send it in an e-mail using the [Mass Generate E-invoice](#) process or the **E-invoice > Send** by e-mail option of the Overflow menu in **AR Invoice Tracker**. However, if you do not distribute electronic invoices, you can still mark them as **Sent** manually. To do that, after you generate an e-invoice, from the Overflow menu, select **E-invoice > Set Status to Sent**.

Send via Service Provider

Manually send e-invoice details to customers via the service provider using the **E-invoice > Send via Service Provider** option.



The **Send by Email** and **Set Status to Sent** options are not available if you choose to send e-invoices via service providers.

Verify the invoice number and service provider on the **Send via Service Provider** panel.

The e-Invoicing Service Provider field populates with the default provider according to the following rule:

- The app pulls the service provider from the Bill To customer.
- If not available, it pulls the service provider from the Transaction document type.
- If not available, the app pulls the service provider from the Company settings.

On selecting **Submit**, the app sends the generated e-Invoice via the selected external connection.

Get Status from Service Providers

To verify the delivery of a particular invoice to the customer, select **E-invoice > Get Status from Service Providers**. The app connects to the selected e-Invoicing provider and requests the status of the sent invoice.

The following statuses are available:

- Delivered
- Error

Running the Mass Generate E-Invoice Process

Run the **Mass E-invoice Generation** process to create a batch of electronic invoices and automatically send them to a customer.

The system generates electronic invoice files using the default report style for e-invoices. It takes the report style for it from the **Default Report Style** value you specify in one of the following programs (the list displays in the hierarchical order):

- Customer Maintenance
- Transaction Document Type Maintenance
- Company Configuration

Once the system generates e-invoices, it marks them as **Generated** in **AR Invoice Tracker**. You can also see their status in **E-invoice Status Report** and **E-invoice Status Dashboard**. The system attaches the generated files to the respective AR invoices and stores them as set up in the **Default E-invoice Path** field on the **E-invoice** card in **Company Configuration**.

Learn how the system sends generated e-invoices via Email

If you generate e-invoices for a customer who is set up to get automatic e-mails with the e-invoice information (the **Sending Option** is set to **E-mail** and **Send on Mass Generation** is enabled on the **E-invoice** card in **Customer Configuration**), then the application automatically sends them e-mails with the e-invoice details. The application sends the e-mails to the specified e-mail addresses using the selected e-mail template and e-mail settings from one of the following programs (the list is displayed in the hierarchical order):

- Customer Maintenance
- Transaction Document Type Maintenance

- Company Configuration

After the system sends the e-invoice, it marks it as **Sent**. For more information, refer to the **E-mail Template Maintenance** topic of the Application Help.



The customer will receive an email with the invoice details and the latest generated files attached to the invoice.

Learn how the system sends generated e-invoices via Service Providers

If you generate e-invoices for a customer who is set up to get e-invoices via service providers (the **Sending Option** is set to **Service Provider** and **Send on Mass Generation** is enabled on the **E-invoice** card in **Customer Configuration**), then the application automatically sends the e-invoices to a service provider. You select the default service provider in one of the following programs (the list is displayed in the hierarchical order):

- Customer Maintenance
- Transaction Document Type Maintenance
- Company Configuration

After the system sends the e-invoice, it marks it as **Sent**. The e-invoice gets the **Delivered** status after you update the status in AR Invoice Tracker (Get status from Service Provider) or in the Update E-Invoice status app.

To run the mass e-invoice generation process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Mass Generate E-invoice**.
2. For mass generation, the application searches among all posted AR invoices and credit memos that are indicated as **E-invoice** (the **E-invoice** check box is on for it on the **E-invoice** card in **AR Invoice Tracker**). This way the **All E-Invoices and Credit Memos** radio button and **Open** check boxes are on by default. However, you can limit the search, if necessary.

Options

Document Types

☒ All E-invoices And Credit Memos

☐ Just Selected

E-Invoice Status

☒ Open

☐ Generated

☐ Sent

☐ Error

☐ Delivered

You can select the following statuses:

- **Open**
- **Generated**
- **Sent**
- **Error**
- **Delivered** - Delivered to customers by [e-invoicing service providers](#).



You can also generate [e-invoices manually in AR Invoice Tracker](#).

1. Select the **Just Selected** radio button. The drop-down becomes available. Now select the document type of AR invoices that you want to include in the mass generation process.
2. In the **E-Invoice Status** section, select the check boxes next to the required e-invoice status option(s).
3. On the **Filter** card, in the **Range Filters** section, specify the invoice range.
 - **By Invoice Number, By Invoice Legal Number** - Select the option for the **Begin Invoice** and **End Invoice** fields.
 - **Begin Date, End Date** - Specify the date range for e-invoices.
 - **Begin Invoice, End Invoice** - If you select the **By Invoice Number** option, in this field, enter relevant invoice numbers. If you select the **By Invoice Legal Number** option, in this field, enter relevant invoice legal numbers.
3. On the **Filter** card, select the customers and set up the range filters for which you want to mass generate electronic invoices, if necessary.

You can specify the invoice range according to the following:

- **Begin Date, End Date** - Date range for e-invoices.
- **By Invoice Number, By Invoice Legal Number** - Option for the **Begin Invoice** and **End Invoice** fields.
- **Begin Invoice, End Invoice** - If you select **By Invoice Number**, enter relevant invoice numbers. If you select **By Invoice Legal Number**, enter relevant invoice legal numbers.

4. Select **Process**.

After the system processes all invoices you select, you can use the System Monitor to review the number of the following:

- Processed AR invoices;
- Successfully created e-invoices;
- Failed e-invoices;
- Sent e-invoices;
- E-invoices failed to be sent.

If there are any errors in generating/validating/sending e-invoices, you can see them in the **Exception Detail** field on **E-Invoice** card in **AR Invoice Tracker**.

Importing and Processing E-Invoice Respond Files Sent by Email

In **Import E-Invoice Status**, manually import and process electronic invoice respond files you store in a specified location and then move them to an archive folder. This process also updates the **Generated** status of e-invoices to **Sent** (if the system accepts an electronic invoice) or **Error** (if it rejects it). If a respond contains error codes or/and error description, you can review it in the **Exception Detail** field on the invoice details in **AR Invoice Tracker**. After the applications processes all files from the selected directory, you can review the number of accepted and rejected electronic invoices in the System Monitor.



This app only gets the status update of the invoices sent by email. If you want to update the status of all e-invoices sent via [service providers](#), use the [Update E-Invoice Status](#) app.

In this article, we will cover manual importing and processing e-invoice respond files for the invoices sent by email.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Import E-Invoice Status**.
2. From the **Electronic Interface** drop-down, select an electronic interface you created for e-invoice status importing.

You need to create an electronic interface the system will use to parse the electronic invoice respond according to the format used by the particular responding agent. For the details on how to create an electronic interface, refer to the [Setting Up Electronic Interfaces](#) article.

Kinetic provides country specific electronic interfaces you can use in the respective CSFs (for example, in the Sweden CSF, Norway CSF, Finland CSF).

3. Specify the selection method for import and processing of the files using the **By File** or **By Folder** radio buttons.
4. Browse to the folder that you want to import and process. You can also enter the directory manually.
5. The, browse to the folder where you want to place the XML files after the application processes them. If you don't specify the directory, the applications places the processed files to the [server name]\EpicorData\Companies\[company name] folder.

The screenshot shows a dialog box titled 'Options'. At the top, there is a dropdown menu for 'Electronic Interface' with 'None Selected' chosen. Below this, under the heading 'Selection Method', there are two radio buttons: 'By File' (unselected) and 'By Folder' (selected). Under 'By Folder', there are two text input fields. The first is labeled 'Select Directory' and contains the text 'Processes\epicor'. The second is labeled 'Select Archive Directory' and contains the text 'Temp\epicor'. Both input fields have a small folder icon to their right, indicating a browse button.

6. On the **Advanced** card, specify the schedule when to run the process, if necessary.
7. Select **Process** .

Generating an E-Invoice Status Report

Generate a report to review statuses of electronic invoices using **E-Invoice Status Report**. This report does not include regular (non-electronic) invoices.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Reports > E-Invoice Status Report**.
2. Select an option you want to range the records in the report by: **Status/Customer** or **Customer/Status**.
3. Select the e-invoice **Status** options you want to run the report for.
4. If you want the report to include error messages for e-invoices with the **Error** status, if any, select the **Error Message** check box.

The screenshot shows the 'Options' section of a report configuration interface. It contains the following elements:

- Range By:** A dropdown menu with 'Status/Customer' selected.
- Status:** A dropdown menu with 'Generated' selected.
- Begin Date:** A date picker showing '12/1/2020'.
- End Date:** A date picker showing '2/11/2021'.
- Dynamic:** Two checkboxes, one for 'Begin Date' and one for 'End Date', both of which are unchecked.
- Error Message:** A checkbox that is checked.

5. Specify the invoice date range you want to run the report for in the **Begin Date** and **End Date** fields.
6. If you want to filter the customers which invoices to include, use the **Filter** cards.
7. Specify the report parameters on the **Advanced** card.
 - **Report Style** - Select the report style option you want to use to run this report.
 - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
 - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
 - **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

8. Select **Print Preview**  or **Client Printer**. 

Understanding E-Invoicing Service Providers

An e-invoicing service provider is the intermediary that delivers the invoices created in your app to your customers. It's like a delivery service for your e-invoices, that sends and receives e-invoices on your behalf.

By outsourcing e-invoicing delivery to service providers, you can focus on your core activities and customers, while reducing the time you spend on processing and sending the electronic invoices to the customers.

In this article, we'll explain how to create and send e-invoices with a service provider.



Make sure you get familiar with the [e-invoicing](#) functionality first.

1. There are a few configuration settings that are required to set up the connection and authentication parameters for the new provider.

In this example, configure Maventa as your service provider.

You can find the list of supported providers on the **System Setup > E-Invoicing Service Providers** menu.

2. Once you connect to the service provider, you need to make sure the app uses this provider by default when sending customer invoices. Select a default provider from the **Default e-Invoicing Service Provider** drop-down in [Company Configuration](#) and [Transaction Document Type](#).
3. The next pair of clicks you need to do in Customer Maintenance. Select **Service Provider** from the [Sending Option](#) drop-down and also specify the following:
 - **Send on Mass Generation**
 - **Electronic Address**
 - **Operator ID**
4. Enter an AR invoice and post it.
5. In the AR Invoice tracker, select [Send via Service Provider](#) from the Overflow menu  to send an individual invoice to the customer.

Or create a batch of electronic invoices and automatically send them to a customer in the [Mass E-invoice Generation](#) process.

- To make sure that your invoice has been successfully sent, select **Overflow Menu**  > [Get Status from Service Provider](#) in AR Invoice Tracker.



To update the status of all sent invoices, use the [Update E-Invoice Status](#) app.

Getting E-Invoice Status Update from Service Providers

In **Update E-Invoice Status**, get the e-invoice status update from [service providers](#).

This app works similarly to [Import E-Invoice Status](#). The only principal difference is that instead of importing e-Invoice statuses from an external file, it connects to the selected e-Invoicing provider and requests a list of all sent invoices from there.



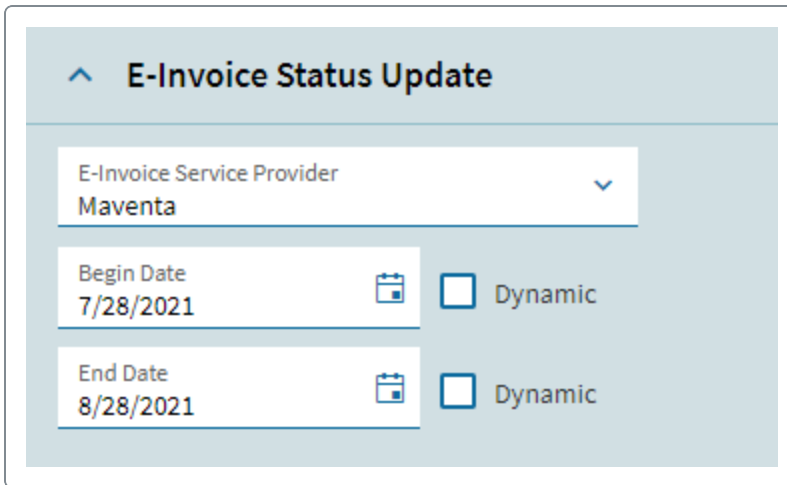
To update the status of an individual e-invoice, use the **Get Status from Service Provider** option from **Overflow** menu in AR Invoice Tracker.



This feature is only available for those providers that support API requests.

In this article, we will cover getting the status of e-invoices from the service provider.

- From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Update E-Invoice Status**.
- Select your service provider from the **E-Invoice Service Provider** drop-down list.
- Specify the begin and end dates of sending e-invoices to the service provider.



- Select **Process** . 

The process updates the **Generated** status of e-invoices to **Sent** (if the system accepts an electronic invoice) and then **Delivered**. If it rejects it, it changes the status to **Error**. If a response contains error codes or/and error description, you can review it in the **Exception Detail** field on the invoice details in **AR Invoice Tracker**.

Recurring Invoicing

Creating Recurring Source AR Invoices

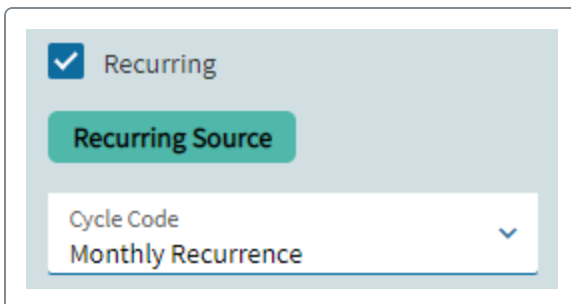
In **AR Invoice Entry**, create recurring source invoices.

A recurring source invoice is an invoice that you can send to a customer, but it is also a template the system generates recurring invoices from. When you select the recurring check box for an invoice, the cycle code selection becomes available and you can define the criteria for recurrence.

Once you create a recurring source invoice, you can start [getting the recurring invoices](#).

In this article, we will cover creating recurring source invoices.

1. In **AR Invoice Entry**, on the landing page, select or [create a miscellaneous invoice](#). You can create recurring invoices only for miscellaneous AR invoices.
2. At the bottom of the invoice's **Detail** card, select the **Recurring** check box. The **Recurring Source** indicator immediately appears.



The screenshot shows a form section for creating a recurring source invoice. At the top, there is a checked checkbox labeled 'Recurring'. Below it is a green button labeled 'Recurring Source'. At the bottom, there is a dropdown menu labeled 'Cycle Code' with 'Monthly Recurrence' selected.

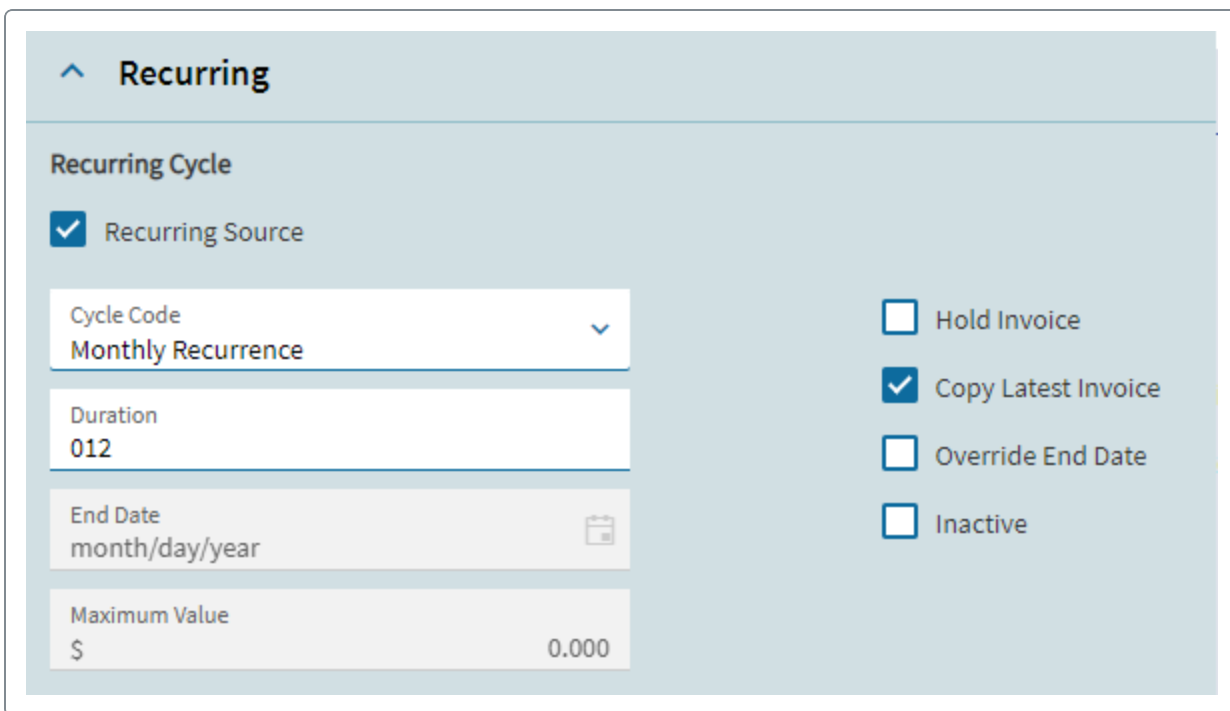
3. Select a cycle code for the invoice. The system pulls the details from the cycle code you select into the invoice.



You can use Recurring Cycle Maintenance to create a cycle for your recurring source invoice.

4. Select **Save**. 
5. Scroll down and expand the **Recurring** card.

6. Specify how many times recurring invoices will be created in the **Duration** field. Once the recurring series reaches the duration, the system will inactivate the recurring source invoice.



Recurring

Recurring Cycle

☒ Recurring Source

Cycle Code
Monthly Recurrence

Duration
012

End Date
month/day/year

Maximum Value
\$ 0.000

☐ Hold Invoice

☒ Copy Latest Invoice

☐ Override End Date

☐ Inactive

7. Select the applicable check boxes to:
- **Hold Invoice** - Indicate that the system will place on hold all recurring invoices generated from this recurring series when they are created.
 - **Copy Latest Invoice** - Copy the recurring invoice details from the latest invoice posted in the recurring series, instead of from the details of the recurring source invoice.
 - **Override End Date** - Specify a certain end date instead of using the duration. The system will then disable the **Duration** field and enable the **End Date** field.
 - **Inactive** - Indicate the recurrence of this recurring series is inactive and the system won't generate any additional recurring invoices from it.
8. Review other details, if necessary. For more info on the fields, use the field help available in the Help & Support panel  of the application.
9. Select **Save**. 

Getting Recurring AR Invoices

In **AR Invoice Entry**, create recurring invoices using the **Get > Recurring Invoices** option of the Overflow menu.

As a result of this process, the system creates a new invoice or a series of invoices from each selected recurring source invoice. Each new invoice is a copy of the recurring source invoice, including comments, charges, commissions, GL accounts, and other information. Dates, invoice numbers and legal numbers are not copied, however.

Exchange Rate uses the new invoice date or apply date to get the rate, if it not locked. The system also recalculates taxes based on the new invoice date, unless you manually calculated them on the source. If the **Copy Latest Invoice** check box is on on the recurring source invoice, the details are copied from the latest posted recurring invoice for that recurring series of the recurring source invoice.



You can generate recurring AR invoices using the **Generate Recurring AR Invoices** application.

In this article, we will cover getting recurring AR invoices.

1. In **AR Invoice Entry**, highlight a group and select **New**  to create a recurring invoice.
2. Select the **Get > Recurring Invoices** option of the Overflow menu.
3. If necessary, filter the cycle codes and customers you want to generate invoices for. The default is **All Selected**.
4. If necessary, select **Manual Selection** to select from the list of all recurring source invoices available. In the **Invoice Browse** panel that opens, select a recurring source invoice or multiple recurring source invoices that you want to use as a template to create new invoices.
5. Select a recurring source invoice or multiple invoices and select **OK**. To the confirmation message, select **Yes**.

If this process creates a miscellaneous invoice for a customer on aging or credit hold, one of the following actions occur: (based on your **Credit /Aging Limit Actions** settings in **Company Configuration**):

- **Warn** - The system ignores the customer credit and aging settings when creating and posting miscellaneous AR invoices through this process. A **Credit Hold** indicator displays.
- **Stop Entry** - You can't create the invoice. At the end of the generation process, a message displays to inform you of the invoices that the system couldn't create because the customer is on credit or aging hold.
- **Stop Post** - A **Credit Hold** indicator displays. The system writes an error message to the System Monitor when you try to post the invoice and the invoice does not post.
- **Ignore** - The system ignores the customer credit and aging settings are ignored when creating and posting miscellaneous AR invoices. A **Credit Hold** indicator displays.

These settings don't apply to credit memos, cancellation invoices, correction invoices or RMA credit memos.

Generating Recurring AR Invoices

Generate recurring AR invoices on a scheduled basis using the **Generate Recurring AR Invoices** process. The process is useful if you have a high volume of recurring invoices, since you can run it submitted to the server instead of directly through the client.

You can filter the process by selecting specific **Cycle Codes** or **Customers** before submitting the process. Once the process is complete, you can navigate to **AR Invoice Entry** to search for the group that the system created during the process. The group will contain all of the recurring invoices that the process generated. You can then modify and post the invoices directly from that group.



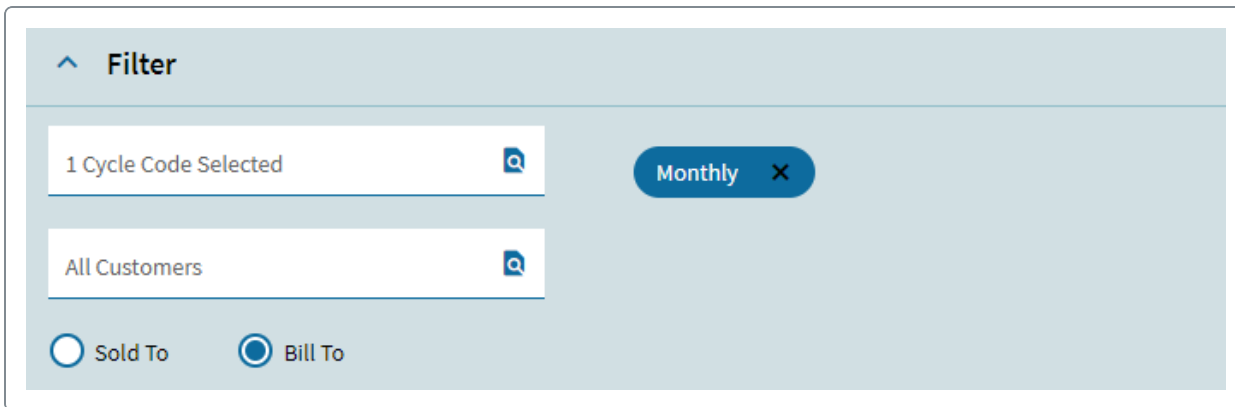
If a Letter of Credit (LoC) is linked to a recurring invoice, the system checks the status of the LoC. In case the LoC is locked or inactive, it removes it from the invoice. Once the process completes, the system provides a warning if the LoC is closed or over the limit.

In this article, we will cover generating recurring AR invoices.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Generate Recurring Invoices**.
2. Specify the cutoff date for the latest invoices to be created in the **As of Date** field.
3. Enter the ID for a group that will be created as a result of this process. This group ID must not exist as an open group in **AR Invoice Entry**.

The screenshot shows a light blue header bar with an upward arrow and the text 'Options'. Below this is a white form area. On the left, there is a text input field labeled 'As of Date' containing '2/16/2021', followed by a calendar icon. To the right of this is an unchecked checkbox labeled 'Dynamic'. Further right is another text input field labeled 'Group ID' containing 'BGRP'.

4. If necessary, expand the **Filter** card and filter for what cycle codes and/or customers you want to generate the recurring invoices.



5. On the **Advanced** card, specify the schedule when to run the process. If you select something other than **Now**, you can also select the **Recurring** check box.
6. Select **Process** . 

Letters of Credit

Entering Letters of Credit for Customers

Enter and maintain all the letters of credit your organization has with customers in **Letter of Credit Entry**. You can use this application if you have the **Payment Instruments** module.

A letter of credit is a letter guaranteeing that a bank will deliver a buyer's payment to you on time and for the correct amount. If your customer can't make a payment on the purchase, the bank should cover the full or remaining amount of the purchase.

Use the landing page of the application to view existing letters of credit or to enter a new one.

In this article, we will cover entering a letter of credit for customers.

Entering a Letter of Credit for Customers

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Letter of Credit Entry**.
2. Select **New**  to add a new letter of credit.
3. Enter the number for the letter of credit in the **LC/ECG Reference** field.
4. Add a concise description for the letter of credit in the **Description** field.
5. To select the customer who you set up a letter of credit for, select  in the **Customer** field.

6. If you send AR invoices directly to a bank or a different customer organization, select the required location from the **Bill To Customer** drop-down.
7. Select the kind of letter of credit for this customer from the **Type** drop-down. The following options are available:
 - **Letter of Credit** - A pool of credit guaranteed by the customer's bank.
 - **Export Credit Guarantee** - A pool of credit for exported goods guaranteed by the government.
8. Enter the name of the bank backing the credit in the **Guarantor Name** field.
9. If you expect all shipments to this customer to ship complete through this letter of credit, select the **Ship Complete** check box.

The screenshot shows a 'Details' form with the following fields and values:

- LC/ECG Reference:** CLOSE
- Description:** CLOSE
- Customer:** CUST3
- Bill To Customer:** Same as Sold To
- Type:** Letter of Credit
- Guarantor Name:** Dorothy Borwn
- Ship Complete:** ☐

10. Enter the amount of credit available in the local currency on this letter of credit or export credit guarantee in the **Value** and **Currency** fields.
11. View the amount of credit available based on the exchange rate and whether the rate is locked for the letter of credit in the **Lock**, **Exchange Rate**, and **Base Value** fields.

Value	\$	450.00
Currency	United States Dollar	
☐ Lock		
Exchange Rate	1.000000	
Base Value	\$	450.00
Terms	Term 01	

12. Define the time period during which this letter of credit is active in the **Issue Date**, **Valid From Date**, and **Valid To Date** fields.

Issue Date	12/2/2019	
Valid From Date	12/1/2019	
Valid To Date	12/31/2019	

13.  If you want stop placing transactions against this letter of credit, select the **Inactive** check box. Select the reason from the **Inactive Reason** drop-down.

14. Enter optional receiving information in the **Additional Data** field.

^ Additional Data

FOB
FOB Destination

Issuance Type

Packing List Copies
3

Place of Loading
USA

15. Enter additional text you want to include about the letter of credit in the **Comments** field.

16. Select **Save** .

Payment Instruments

Entering AR Payment Instruments

Enter repayment of instruments you use to pay for customer invoices at a later date in **Payment Instrument Receivable Entry**. This allows you to track and credit control promissory notes, post-dated checks, and other future-dated payment instruments (PIs).

You often need to enter a PI when you receive a promissory note from a customer. Receivable instruments result in the deposit of funds allocated to accounts receivable (AR) invoices.

Payment instruments are financial transaction methods used in different localities. You run the **Payment Instrument** functionality to track each instrument, from initial generation or receipt to clearance or settlement.

Use this application to:

- Track resulting movements and value changes for audit and credit control purposes.
- Void instruments (which re-opens the invoice(s) to which the payment instrument was applied).

- Change how you use payment instruments. For example, a customer pays one of the invoices covered by a note in cash. In this case, you can allocate note payments to other receivables.

The system allows you to configure the process to reflect the laws governing these instruments. Some countries require that the cash account for your company always reflect the value that is truly in the bank. Other countries place the check amount into a holding account, which is reduced when the bank reconciles the statement.

In addition, you can:

- Generate AR invoice to allow customer payments with promissory notes or checks.



You can print a promissory note as part of the customer statement.

- Generate immediate cash receipt for invoices that the promissory note pays.
- Use check, credit card, purchase card, debit card, or Electronic Funds Transfer (EFT) to receive payment from the customer.

For example, a company prints, posts, and sends customer invoices for \$1,200, \$1,300, and \$1,000 and a promissory note for \$3,500. The posting of the invoices debits the asset accounts and credits the revenue accounts.

Once the customer returns the note, the company enters and posts the invoices in **AR Invoice Entry** and the promissory note in **Payment Instrument Receivable Entry**. The promissory note specifies the bank accounts used for deposit and withdrawal, defines the payment schedule, and lists the invoices to which the promissory note is allocated. As a result, the system does the following:

- Marks the invoices as paid and closes them.
- Opens a new receivable to represent the note. The note is ineligible for payment through cash receipts or other payments.
- Reflects any bank fees collected in connection with the note, on the note itself, and in journals.
- Shows deposits connected with the note as credits to the company's bank account.
- Closes the note when the debt is paid. You cannot change a note after it is closed.

Select pre-generated payment instruments and convert them to payment instruments that can be posted using **Get Unapproved** from the Overflow menu. ...



The Kinetic version of **Payment Instrument Receivable Entry** is only available for the customers in the Kinetic Preview Program. For other customers, it will be available in the upcoming releases. If you would like to participate in the program, please contact your Customer Account Manager.

Use the landing page of the application to review groups and AR payment instruments related to them or to enter a new one.

In this article, we will cover:

- [Creating Entry Groups](#)
- [Adding Payment Instruments](#)
- [Allocating Amounts to Invoices](#)
- [Applying Amounts to Invoices](#)
- [Entering Bank Fees](#)
- [Using Payment Instrument Options](#)

Creating Entry Groups

Create or select any existing entry group for batch processing of instruments, and review unposted PIs for a group using the **Groups** card.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Payment Instrument**.
2. Select **New**  in the **Groups** card to create a new group.
3. Enter the identifier for the payment instrument group.
4. Specify the appropriate AR payment instrument status the system will apply to the group.
5. If necessary, change the transaction date for payment instruments that belong to the group.

Group ID *	ARPI01
PI Status	MDB Portfolio Status for AR 
Transaction Date	7/13/2020 

6. Select **Save**. 

Adding Payment Instruments

Add instruments you can apply to customer invoices at a later date using the **Payment Instruments** card. This allows tracking and credit control for promissory notes, post-dated checks, and other future-dated payment instruments.

1. In the **Groups** card, highlight a group that you want to create a payment instrument for and select **New**  in the **Payment Instruments** card.

2. Define the payment instrument type (for example, promissory note or a future-dated check).
3. Enter the **ID** and **Description** fields to identify the instrument.
4. If necessary, change the transaction date for the instrument.
5. Select the customer.
6. If necessary, change instrument's due date. The application uses the entry in the **Due Date** field and the terms associated with the selected customer to determine the payment schedule.
7. Select the default document type or a new one.

The screenshot displays the 'Header' section of the Kinetic Financials application. It is organized into several columns and rows of input fields. The 'Type' dropdown is set to 'PI_15'. The 'ID' field contains '189'. The 'Status' is 'MDB Portfolio Status fo'. The 'Transaction Date' and 'Issue Date' are both '7/24/2019'. The 'Amount' is '\$ 5,000.00'. The 'Cust ID' is 'MillerFred' and the 'Customer Name' is 'Fred Miller'. The 'Due Date' is '7/24/2019'. The 'Document Type' dropdown is open. The 'Legal Number' is '189'. The 'Bank Amount' and 'Base Amount' are both '\$ 5,000.00'. The 'Currency' is 'United States Dol...'. The 'Exchange Rate' is '1.000000'. The 'Receipt' is '\$ 5,000.00'. The 'Bank Fees' are '\$ 0.00'. The 'Total AR' is '\$ 0.00'. The 'Unapplied' amount is '\$ 5,000.00'. The 'On Account' checkbox is unchecked. The 'Company's Bank Info' section includes 'Bank Account' (Bank account 01), 'Bank Name' (Bank account 01), 'Bank Account' (2222222222), 'Bank Identifier' (SWIFT998889), 'IBAN Code' (GE987654321), 'Bank/Branch Code' (040826), and 'Bank/Branch De...' (Albert Street). The 'Customer's Bank Info' section includes 'Bank' (100), 'Bank Name' (Bank of Chicago - Chec), 'Bank Account' (100), 'Bank Identifier', 'IBAN Code', 'Bank/Branch Code' (7001531), and 'Bank/Branch De...' (Hampton).

8. Select the bank account in the **Company's Bank Info** section. This determines the account to which the application deposits payments.
9. Enter the bank in the **Customer's Bank Info** section. By default, the field displays the bank associated with the selected supplier. This determines the account from which the application withdraws payments.
10. Edit a customer or company address specific to the instrument using the **Information** card.

The default information on this card originates from **Customer Maintenance** and **Company Maintenance**.

Information	
Company Info	Customer Info
Name Epicor Education	Name Fred Miller
Address 12600 S Torrence Ave	Address 1223 Clore lane
City Chicago	City Crestwood
State/Prov IL	State/Prov KY
Postal Code 60633	Postal Code 40014
Country USA	Country USA

11. Select **Save**. 

Allocating Amounts to Invoices

Delete invoices selected on the **Invoice Selection** card and adjust amounts allocated to them using the **Allocate** card.

1. If necessary, change the currency the system applies to amounts. This affects all currency amounts for the instrument.
2. If necessary, select an entry in the **Invoices** list on the **Allocate** card and change the entries.

3. Select **Save**. 

Applying Amounts to Invoices

Select the open invoices to which the application allocates the instrument amount using the **Invoice Selection** card. The **Invoices** list contains open invoices for the customer selected in the **Header** card. You can allocate the amount of the instrument to one or more invoices.

1. Select the invoices to which the payment applies. Select a specific invoice or select the **Select All** check box. The **Unapplied Amount** field displays the unapplied amount, and the **Amount**

Selected field displays the total amount on the selected invoices.

2. Select **Apply**. The **Allocate** card lists the invoices with recalculated amounts.

Allocate

Payment Instrument 189	Amount \$ 5,000.00
Currency United States Do...	☐ On Account
	Unapplied \$ 5,000.00

3. Select **Save**. 

Entering Bank Fees

Enter bank fees that apply to the instrument using the **Bank Fee** card.

1. Expand the **Bank Fee** card and select **New**  in the **Bank Fee** card to create a new bank fee.
2. Search for the bank fee that applies to the instrument.
3. Enter the bank fee amount in the currency of the instrument.

Bank Fee

Bank Fee Overdraft	Bank Fee Descrip... Overdraft Fee
Bank Fee Amount \$ 15.000	Base Bank Fee Amount \$ 15.000
Chart D... D... GL Referen... Customer Employee	<button>Get Default</button>

4. Select the default GL account or search for another one.
5. Select **Save**. 

Using Payment Instrument Options

After you created an AR PI, you can also:

- [Print Pls](#)
- [Post Pls](#)
- [Print Edit List](#)
- [Assign Legal Numbers](#)
- [Void Legal Numbers](#)

Generating a Batch of Payment Instruments

In **Payment Instrument Batch Generation**, you can generate a batch of payment instruments, or a single payment instrument.

You can create a payment instrument for each customer and invoice due date combination within an entry group. You can also print and post the batch of payment instruments generated.



You can only use this application if you have the Payment Instruments module licensed.

In this article, we will cover:

- [Adding a new entry group](#)
- [Generating a batch of payments instruments](#)
- [Generating a single payment instrument](#)
- [Reviewing information for the generated payment instruments](#)
- [Entering bank fees and bank fee taxes](#)
- [Posting payment instruments](#)

Adding a New Entry Group

A group is a batch of payment instruments. After you create a group, you then generate payment instruments to process through this group.

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Payment Instrument Batch Generation**.
2. Select **New**  to add a new entry group.
3. In the **Group** field, enter the code that you will use to identify this entry group later. Entry groups can use any combination of letters or numbers.



Some users enter specific numbers to easily find invoices during an audit, while others use the employee name or a date to organize the groups. After you post the group, you may reuse this identifier.

- 4. In the **PI Status** field, select the current payment instrument status. For example, AR Unapproved.
- 5. Specify the **Transaction Date**.

Group Detail

Group

Group *

VIT

PI Status

AR Unapproved

Transaction Date

12/3/2021

Fiscal Year

2021

Suffix

Fiscal Period

12

AR Receipts

\$

0.00

Allocated

\$

0.00

Discount

\$

0.00

Total Cash Receipts

\$

0.00

Save

Cancel

- 6. Select **Save**.

Generating a Batch of Payments Instruments

1. From the Overflow menu , select **Batch Generate Payment Instruments**.
2. The **Batch Generate Payment Instrument** panel displays.
3. Select the invoice **Cut Off Date** and **PI Status**.
4. Select the payment instrument **Currency**.
5. If the batch is for a specific payment method, find and select the payment method you need in the **Filter** field.

Batch Generate Payment Instrument

Options

Cut Off Date
12/3/2021

PI Status
AR Unapproved

Currency
United States Dollar

Filter

1 Selected

Batch1 X

OK

Cancel

6. Select **OK**. The app generates a batch of payment instruments for each customer and due date combination.

The newly generated payment instruments display on the **Payment Instruments** card.

Payment Instruments						
All		Current Group *	Payment Instrument ID			
		777				
PI Type	Payment Instrument ID	Status	Transaction ...	Issue Date	Transaction ...	Cust. ID
AR Generation	3	AR Unapproved	12/03/2021	12/03/2021	5,500.00	Cbank2
AR Generation	4	AR Unapproved	12/03/2021	12/03/2021	5,500.00	Cbank2
AR Generation	5	AR Unapproved	12/03/2021	12/03/2021	1,466.67	Cbank10
AR Generation	6	AR Unapproved	12/03/2021	12/03/2021	1,466.67	Cbank10
AR Generation	7	AR Unapproved	12/03/2021	12/03/2021	1,466.66	Cbank10

Generating a Single Payment Instrument

1. Select the entry group from which you want to create a payment instrument, or enter a new one.
2. From the Overflow menu , select **Generate Single Payment Instrument**.
3. The **Single Generate Payment Instruments** panel displays.
4. Select the **Customer**.
5. The open invoices not associated with other payment instruments display in the **Invoices** grid.
6. Select the **PI Status** and **PI Type**.
7. Select one or more invoices from the **Invoices** grid and select **OK**.

Reviewing Information for the Generated Payment Instruments

1. On the **Payment Instruments**, select the payment instrument you just generated.
2. On the **Details** and **Information** cards, review detailed information for the payment instrument, including customer and bank account information.

^ Details

Payment Instrument	Dates	Amounts	Totals
Type * MDB AR Generate	Transaction Date 5/20/2020	Amount \$ 6,240.00	Total AR \$ 6,240.00
ID 2	Issue Date 5/20/2020	Bank Amount \$ 6,240.00	Discount \$ 0.00
Description 2	Due Date 5/29/2020	Base Amount \$ 6,240.00	Receipt \$ 6,240.00
Document Type	Customer	Currency United States Dollar	Unapplied \$ 0.00
Status MDB Unapproved Status fr	Customer ID VICTIMBER	Exchange Rate 1.000000	☐ On Account
	Customer Name Victoria Timber Products		Legal Number

^ Information

Company's Bank Info	Customer's Bank Info	Company Info	Customer Info
Bank Account Main Checking Account	Bank BOC	Name Epicor Education	Name Victoria Timber Products
Bank Name Bank of Chicago - Checkin	Bank Name Bank of Canada	Address1 12600 S Torrence Ave	Address1 2005 Sooke Rd
Bank Account 098-45-9873	Bank Account 1234567 89	Address2	Address2
IBAN Code	Bank Identifier	Address3	Address3
Bank Identifier	IBAN Code	City Chicago	City Victoria
Bank/Branch	Bank/Branch	State/Prov IL	State/Prov BC
Description	Description	Postal Code 60633	Postal Code V9B 5Y2
		Country USA	Country Canada

Reason Info

Reason

- On the **Allocate** card, view invoices allocated against the payment instrument.

Allocate

Payment Instrument 2 Currency United States Dollar Amount \$ 6,240.00 Unapplied \$ 0.00

Invoices

Invoice Number	Invoice Date	Apply Date	Due Date	Balance	Amount to A/R	New Balance
10204	05/20/2020		05/29/2020	3,120.00	3,120.00	0.00
10205	05/20/2020		05/29/2020	3,120.00	3,120.00	0.00

4. If you want to view the details of an invoice, select the corresponding **Invoice Number** in the grid.

Detail

Payment Instrument 2 Amount \$ 6,240.00

Currency United States Dollar Unapplied \$ 0.00

Selected Invoice Information

Invoice	Balances	Base Totals	Document Totals
Invoice 10204	Base Currency United States Dollar	Amount to A/R \$ 3,120.00	Amount to A/R \$ 3,120.00
Invoice Date 5/20/2020	Balance \$ 3,120.00	Less Discount \$ 0.00	Less Discount \$ 0.00
Invoice Amount \$ 3,120.00	New Balance \$ 0.00	Net to Cash \$ 3,120.00	Net to Cash \$ 3,120.00
Current Balance \$ 3,120.00		Gain/Loss \$ 0.00	New Balance \$ 0.00
Terms 1/10 Net 30	Discount Date month/day/year		Invoice Rate 1.000000
Legal Number 10204	Due Date 5/29/2020		☐ Lock
			Receipt Rate 1.000000

Entering Bank Fees and Bank Fee Taxes

1. On the **Bank Fees** card, select **New**  to add a bank fee to apply to the payment instrument.
2. Select the **Bank Fee**.
3. In the **Bank Fee Amount** field, enter the bank fee amount in the currency of the instrument.

- In the **GL Account** field, select the GL account number where the payment instrument receivable amount is booked. The four segments of the number are based on the values of Context, Book, Account, and Description.

Bank Fees

Bank Fee Overdraft	Bank Fee Amount \$ 55.000	Base Bank Fee Amount \$ 55.000
Description Overdraft Fee	Tax Amount \$ 0.000	Base Tax Amount \$ 0.000
	Amount Less Tax \$ 0.000	Base Amount Less Tax \$ 0.000

GL Account

1000-01-30- - - Cash- Regular Checking Account-ROCK-MET

- Select **Save**.
- If required, select **New** to add a bank fee tax on the **Bank Fee Tax Detail** card.
- Specify the **Tax ID** and the **Rate Code** for the tax that applies to the fee.
- Select **Save**.

Posting Payment Instruments

From the Overflow menu , select **Post** to post the payment instrument.

This marks all the invoices related to the payment instrument as paid and some GL Journals must then be created.

Normally, you can only post a signed payment instrument. However, if it has been set up in Customer Maintenance to use the Direct Debiting option, the posting process marks the payment instrument as signed and as posted at the same time.

Printing the AR Payment Instrument Report

Use the **Print Payment Instrument** option from the Overflow menu to print the selected payment instrument report in a format you define. The **Payment Instrument Report** application that displays allows you to restrict the information you print.

You can select the **Assign Legal Number** check box to generate a legal number using the information defined in the legal number definition according to the document type of the payment instrument.

The payment instrument printout includes the Remit To/Bank information, so you can send it to the correct pay to address.

In this article, we will cover printing the AR PI report.

1. On the landing page of **Payment Instrument Receivable Entry**, select a payment instrument you want to print a report for and select **Print Payment Instrument** from the Overflow menu.



2. Specify the report parameters on the **Advanced** card.

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 

Posting the AR Payment Instrument

Post payment instruments using **Post** from the Overflow menu  in **Payment Instrument Receivable Entry**. This action will mark all invoices related to the payment instrument as paid and some GL Journals must then be created.

Only signed payment instruments will be candidates to be marked as posted. Once you post a payment instrument, the application will label the payment instrument as **Posted**.



Normally you can post only a signed payment instrument. However, if you use the **Direct Debiting** option in **Customer Maintenance**, the posting process marks the payment instrument as **Signed** and **Posted** at the same time.



The application does not post payment instruments that have errors.

In this article, we will cover posting AP payment instruments.

1. In **Payment Instrument Receivable Entry**, select a group you want to post on the landing page and select **Post** from the Overflow menu. 
2. Select **Process**. 

Printing Edit List for AR Payment Instruments

Print the **Edit List** form from the Overflow menu  in **Payment Instrument Receivable Entry** to review and print a list of all the payment instruments placed within the current entry group.

In this article, we will cover printing Edit List for AR payment instruments.

1. On the landing page of **Payment Instrument Receivable Entry**, select a group you want to print an edit list for and select **Print Edit List** from the Overflow menu. 
2. Specify the report parameters on the **Advanced** card.
 - **Report Style** - Select the report style option you want to use to run this report.
 - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 

Assigning and Voiding Legal Numbers for AR PIs

Assign and void legal numbers to an AR payment instrument using the respective options of the Overflow menu  in **Payment Instrument Receivable Entry**.

In this article, we will cover:

- [Assigning Legal Numbers](#)
- [Voiding Legal Numbers](#)

Assigning Legal Numbers

Assign a legal number to an AR invoice using **Assign Legal Number** from the Overflow menu. 

If you set the generation type for the document type to **Manual** in **Legal Number Maintenance**, you will be required to manually assign a legal number sequence to your payment instrument payable.

If you have set the generation type to **Automatic**, the system automatically assigns a legal number sequence based on your settings.



You cannot assign a new legal number to the document if an existing legal number is assigned to it.

1. Select a payment instrument in the **Payment Instruments** card in the landing page. The application shows all invoices for this payment instrument.
2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.
3. Select **Assign Legal Number** from the Overflow menu. 
4. Specify the required legal number element information and select **OK**.



The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

Voiding Legal Numbers

You can also void a legal number assigned to a document using **Void Legal Number** from the Overflow menu. ... You will need to specify a reason for voiding the number. After the application voids a legal number, you can assign a new legal number.



If you set voiding for the legal number format as **Automatic Voiding** in **Legal Number Maintenance**, the legal number voids automatically when you delete the payment instrument payable.

1. Select a payment instrument in the **Payment Instruments** card in the landing page. The application shows all invoices for this payment instrument.
2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.
3. Select **Void Legal Number** from the Overflow menu. ...
4. Enter a reason in the **Void Reason** field and select **OK**.

The application voids a legal number from the invoice and changes the status to **Not Printed**.

Changing Payment Instruments Status

As payment instruments (PI) move through your business flow, they go through a number of stages that indicate its progress, and each stage can contain multiple levels, or statuses, required for your financial processes. For example, you can track how your customer credit is maintained through the life of the payment instrument reflecting the available credit based on the status and final settlement of the payment instrument.

These changes can be reflected in the General Ledger to properly record to the financial status of the asset or liability. Movement between statuses may require a GL journal entry to move the balance if either of the associated stages has a Posted status and the old and new posting codes are different. As a result, the document type may need to change and a legal number may need to be created for the change of status.

In this article, we will cover:

- [Changing the status of payment instruments](#)
- [Exporting bank files](#)

Changing the Status of Payment Instruments

Change the status of a group of promissory notes so they are ready to be applied to the bank. To clear a payment instrument in Bank Reconciliation, its status must be Apply to Bank.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Payment Instrument Status Change**.
2. In the **Groups** card, select the PI group.
3. In the **Status** field, select **Apply to Bank Status AR**. This is the status to which you are changing the promissory notes.

The screenshot shows a 'Group Details' form with the following fields and values:

- Group ID ***: GR01
- Transaction Date**: 7/15/2021
- Status**: MDB Apply to Bank Status AR
- Bank Account**: Main Checking Account
- Payment Method**: Credit Card
- Total Cash Receipts**: 0.00

There are limitations on the direct status changes that are possible in the system. The following table gives details of the permitted status changes.

Permitted Source Stage	Destination Stage
Portfolio	Apply to Bank
Portfolio, Apply to Bank	Portfolio
Portfolio, Unapproved	Cancelled

To change status from **Portfolio** to **Apply to Bank**, you must also select bank account and payment method information.

Note: To change the status from **Apply to Bank** to **Unapproved**, you must first change the status to **Portfolio**. You can then make the further change to **Unapproved**.

Once a payment instrument reaches the **Settled** or **Cancelled** stage, no further changes are possible.

Details of reversals are as follows:

- **Apply to Bank to Portfolio** - If the company bank is not defined for the payment instrument (PI) type, then additionally clear the bank number.
- **Portfolio to Unapproved** - Verify any flags against the invoice showing portfolio items are reversed.
- **Portfolio to Cancelled** - Verify all invoice references are also reversed.

The following status changes are made through other routines:

- **Unapproved to Portfolio** - Enter all accounts receivable (AR) allocations within the Payment Instrument Entry routine.
- Any status going to a **Settled** status - Use Bank Reconciliation Entry.

Note: For any status going to a **Cancelled** status, use Payment Instrument Status Change.

4. Select **Save**. 
5. From the Overflow menu , select **Select Payment Instruments**.
6. Specify the From and To dates.
7. In the **Payment Instrument Type** field, select **AR Received**.
8. Select **Retrieve**.

Select Payment Instruments

Selection

Date From: 6/14/2021

Date To: 7/15/2021

Payment Instrument Type: MDB AR Received

Retrieve

Payment Instruments

☐	Cust. ID	Payment Instrument ID	Due Date	Type	PISatus	Descript
No records available.						

Select Cancel

9. In the **Payment Instruments** grid, select the payment instrument and hit **Select**
10. From the Overflow menu , select **Post Group**.

Exporting a Bank Payment File

1. From the Overflow menu , select the **Bank Export**.
2. Select a format from the **File Format** drop down list.
3. Select **Export** and select the file you wish to export.
4. Select the **Submit** button.

Updating Payment Instruments

After you enter an AR payment instrument, you may want to review it or change its information. For example, you may need to change the bank information for a customer or a due date. You can make

these changes in AR Payment Instrument Update. You can also print the AR Payment Instrument report for the payment instrument.

to learn more about entering an AR payment instrument, refer to [Entering AR Payment Instruments](#).

Use the landing page of the application to review or update existing payment instruments.

In this article, we will cover updating a payment instrument.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Payment Instrument Update**.
2. Select a **Payment ID** in the grid to update the AR payment instrument.
3. Edit any of the available fields in the Details, Bank Fees, Bank Fee Tax Details, Signee, Allocation, or PI Details cards.



If a field is view only, it cannot be updated in Payment Instrument Update.

To learn more about the data available to update in Payment Instrument Update, refer to [Entering AR Payment Instruments](#)

Payment Instrument 2 Amount 6,240.00 Currency USD (Doc) Unapplied 0.00

Details

Details

Allocation

PI Detail

PI

ID

2

Description

AR Payment Instrument for Timber

Type *

MDB AR Generate

Document Type

Status

MDB Unapproved Status for AR

Legal Number

Legal Number

Company's Bank Info

Bank Account

Main Checking Account

Bank Name

Bank of Chicago - Checking

Bank Account

098-45-9873

Bank Identifier

Dates

Transaction Date

10/20/2021

Issue Date

10/20/2021

Due Date

10/29/2021

Customer

Cust ID

VICTIMBER

Customer Name

Victoria Timber Products

Customer's Bank Info

Bank

BOC

Bank Name

Bank of Canada

Bank Account

1234567 89

Bank Identifier

Amounts

Amount

\$ 6,240.00

Bank Amount

\$ 6,240.00

Base Amount

\$ 6,240.00

Currency

United States Dollar

Exchange Rate

1.000000

Totals

Total AR

\$ 6,240.00

Discount

0.00

Receipt

6,240.00

Unapplied

\$ 0.00

On Account

☐

Review Journal

Review Journal

0

Lock Status

Not Posted

Company Info

Name

Epicor Education

Address

12600 S Torrence Ave

Customer Info

Name

Victoria Timber Products

Address

2005 Sooke Rd

4. To print an AR payment instrument report, select **Print Payment Instrument** from the Overflow menu. To learn more about printing the AR payment instrument report, refer to [Printing the AR Payment Instrument Report](#).

5. Select **Save**. 

Processes

Running the Balance Update Process

Run the **Balance Update Process** to update Accounts Receivable (AR) balances when they are not set for automatic updates.



Run this process for each company after data migration to correctly calculate the balances of the migrated data. Run the process before running the AR Reconciliation Report to have accurate balances on your report if you have not set automatic updates.

The **Selection** parameters include:

- **Schedule** - Select the schedule during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Fiscal Year** - Displays the starting fiscal year when the balance updates are made, based on the company's main fiscal calendar.
- **Fiscal Period** - Displays the starting fiscal period when the balance updates are made, based on the company's main fiscal calendar.
- **Process Option** - Indicates the process option you want the process to use.
 - **Net Change** - Updates balances from movements that are not marked as balance updated, starting with the specified fiscal year and period.
- **Regenerate** - Regenerates and rebuilds all AR balances starting with the specified fiscal year and period.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Balance Update**.
2. Select the required options.
3. Select **Process**. 

Running the AR Invoice Adjustment Process

Run the **AR Invoice Adjustment Process** to adjust an amount against an open invoice or credit memo.

The amount you enter increases or decreases the invoice balance and creates general ledger (GL) entries.



You can adjust an open invoice to zero dollars to write it off, but that invoice closes and you cannot re-open or re-adjust it. If the amount is left on an adjusted invoice, you can adjust it back up to its original invoice amount. Use caution when increasing an invoice amount. If the original invoice is linked to an order, reconciliation can become difficult.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operation > Write Off and Adjustments**.
2. Use the **Invoice** button to search for and select an invoice.
3. In the **Adjustment** field, enter amount.
4. In the **Account** field, select an account.
5. Select **Save**.
6. In the **AR Invoice Adjustment Process** window, select **Process**. 

Posting the Payment Instrument Status Change

Post a group of selected payment instruments in order to change their status.

To post the Payment Instrument Status Change:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Payment Instrument Status Change**.
2. Create a new **Group** record or select an existing one.
3. Define the **Payment Instruments Status Change** parameters.
4. From the Overflow menu , select **Post Group**.
5. Select **Process**. 

Running the AR PI Voiding Post Process

Run the **AR PI Voiding Post Process** to void the already received payment instruments.

To void the payment instrument:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > PI Status Change**.
2. Create a new group or select an existing one.
3. In the **Status** field, select **AR Cancelled**.
4. From the Overflow menu , select **Select Payment Instrument**.

5. Select the **AR Received** payment instrument type and select **OK**.
6. Search for and select a payment instrument and select **OK**.
7. From the Overflow menu , select **Post Group**.
8. Select **Process**. 

Running the Tax Confirmation Process

Run the **Tax Confirmation Process** to set a confirmation date as a tax point for updating tax tables. The process is used for tax reporting purposes for Accounts Receivable invoices by countries that initially post deferred taxes prior to receiving confirmation documents from a customer.

An AR Tax Confirmation transaction document type should be set up prior to running the process. A legal number code can be associated to the document type.

The **Selection** parameters include:

- **Transaction Document Type** - Select the document type identifier to associate with the current process.
- **Invoice** - Search for and select the legal number of the invoice for which you want to run the tax confirmation process. After you select the legal number, other fields are populated with associated data.
- **Confirmation Date** - Specify the date when to perform tax confirmation.
- **Confirmation Apply Date** - Specify the date to use as confirmation apply date.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Tax Confirmation**.
2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the Bank Transfer Notice File Process (Japan)

Run the **Bank Transfer Notice File Process** to export a bank statement.

The **Selection** parameters include:

- **From** - Select the start date for the bank statement.
- **To** - Select the end date for the bank statement.
- **Output File Name** - Enter the path and file name for the bank statement.
- **Filter** - Search for and select a customer if required.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > Bank Account**.
2. Define the process parameters.
3. Select **Process**. 

Running the Bulk Address Validation Process

Run the **Bulk Address Validation Process** to validate addresses for your Companies, Sites, Warehouses, Customers, and customer Ship To locations before using Tax Connect (AvaTax®) in a live/production Kinetic environment.



The process result is placed inside a .CSV file that you can then view with a spreadsheet tool such as Microsoft® Excel® or a similar program.

The **Selection** parameters include:

- **Validations** - Defines different validation options that you can select for the process. For instance, if you select the **Include addresses that have already been validated** check box, the process will again evaluate any addresses that were previously validated.
- **Log Filename** - The file name and extension that will be used for the output of this process. Each time you run the process, the results will be placed in this file. You can then view this file within Microsoft® Excel® or a similar program. Keep the default file name or replace it with a file name of your choice. A unique 5-digit number is automatically appended to the end of the log file name when it is created on the server at the EpicorData location, in sub-folder [Tenancy ID]\Companies\CompanyID\Log\UserID. When the Bulk Address Validation process has been executed to completion by appearing on the History Tasks sheet of the System Monitor, the full path and name of the log file can be obtained in the system monitor message. Open log file to review the address validation results received from Avalara for error messages and address changes that you may need to act on. If you don't have direct access to server, use the Server File Download utility to download the log file to another location.
- **Validate** - This option causes the process to generate address validations that you can later compare against the original addresses. You will need to open the .CSV file created through the process to review the potential address changes.
- **Validate and Update** - This option causes the process to generate the address validations and then automatically update the original addresses with these changes.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.

- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Bulk Address Validation**.
2. Select the process parameters.
3. Select **Process**. 

Running the Finance/Late Charges Process

Run the **Finance/Late Charges Process** to calculate finance charges against overdue invoices.

The finance charges you generate through the process display in AR Invoice Entry. The finance charges are generated within their own AR invoice group, and display on the **Line > Finance Charges** sheet. You can edit the generated financial charge invoices if necessary.

The following validation messages may occur when you schedule or run the process:

- **Calculate Finance Charge is pending for at least one of the customers selected, cannot run similar process** - Displays if you attempt to schedule the process with a customer that is included on a scheduled process. (stop task agent to test it or send some tasks in a short amount of time)
- **There is a pending task for the same Group ID** - Displays if there is a scheduled process with the same Group ID (stop task agent to test it or send some tasks in a short amount of time)
- **Calculate Finance Charge is currently running for at least one of the customers selected, cannot run similar process** - Displays when there is a finance charge process running for at least one of the customers selected on your current request.



If the **Finance Charge Option** in Company Configuration is set to **Calculation Based on Days Overdue**, the late charge calculates after an overdue invoice is settled in full. If the invoice was partially paid, the amount charged is calculated based on the remaining invoice balance that was overdue.

The **Selection** parameters include:

- **As of Date** - The date from which invoices are evaluated to be overdue during the process. The default is the current date.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.

- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Process Finance/Late Charges**.
2. Select the process parameters.
3. Select **Process**. 

Running the Close Letters of Credit Process

Run the **Close Letters of Credit Process** to close open AR Letters of Credit that no longer have open orders or invoices against them.



For the process to be available, you must install the **Payment Instruments** license.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Letter of Credit Closing Process**.
2. Use the **Filter** to select customers.
3. Define the process parameters, such as **Schedule** and **Recurring** you want to use for the process.
4. Select **Process**. 

Mass Updating Customer Credit Information

Run the **Mass Credit Information Update** process to recalculate the current credit status for each customer. The system will apply all changes that you made in [Customer Credit Manager](#) to records throughout the application.

For example, if you have received payments from customers that should remove their credit hold, you can run this process for all customers, or a subset of customers, and the system will remove their credit hold.



You can run this process for credit hold and/or aging hold customers.

This process ignores all customers who you placed on **Credit Hold** or **Aging Hold** manually.

For credit hold, the update process performs the following tasks:

- Places customers on credit hold if the total of their open credit is higher than the credit limit assigned to the customer.
- Places all open orders and unposted miscellaneous invoices on credit hold for customers that were placed on credit hold. Orders and miscellaneous invoices display as **Credit Hold** in **Customer Credit Manager** and the **Credit Hold** indicator displays in **Order Entry**, **Order Tracker**, **AR Invoice Entry** and **AR Invoice Tracker**.
- Takes customers off credit hold if open credit is no longer above the credit limit assigned to the customer.
- Takes open orders and unposted miscellaneous invoices off credit hold for customers that were taken off credit hold by the process.

For aging hold, the update process performs the following tasks:

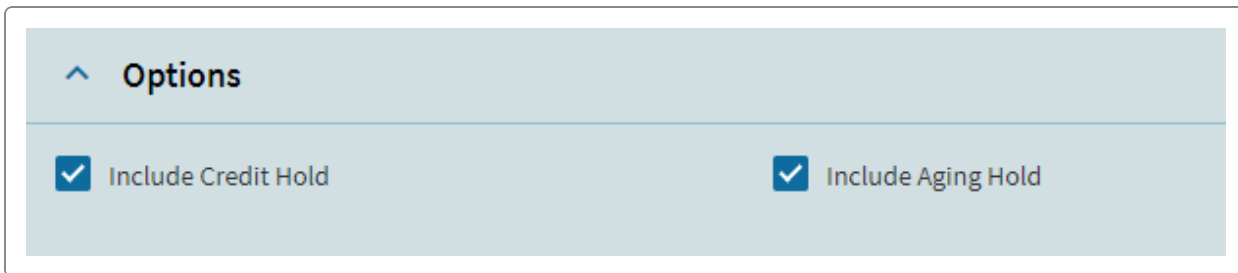
- Places customers on aging hold if they have one or more open invoices that meet the criteria of the aging code assigned to the customer.
- Places all open orders on credit hold for customers that were placed on aging hold. Orders display as **Credit Hold** in **Customer Credit Manager** and the **Credit Hold** indicator displays in **Sales Order Entry** and **Sales Order Tracker**.
- Places all unposted miscellaneous invoices on aging hold for customers that were placed on aging hold. Unposted miscellaneous invoices display as **Credit Hold** in **Customer Credit Manager** and the **Credit Hold** indicator displays in **AR Invoice Entry** and **AR Invoice Tracker**.
- Takes customers off aging hold if overview invoices have been paid or have had credit memos applied to them.
- Takes open orders off credit hold for customers that were taken off aging hold by the process.
- Takes unposted miscellaneous invoices off aging hold for customers that were taken off aging hold by the process.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Mass Credit Information Update**.

Alternatively, you can select the **Mass Credit Information Update** option from the Overflow menu  in [Credit Customer Manager](#).

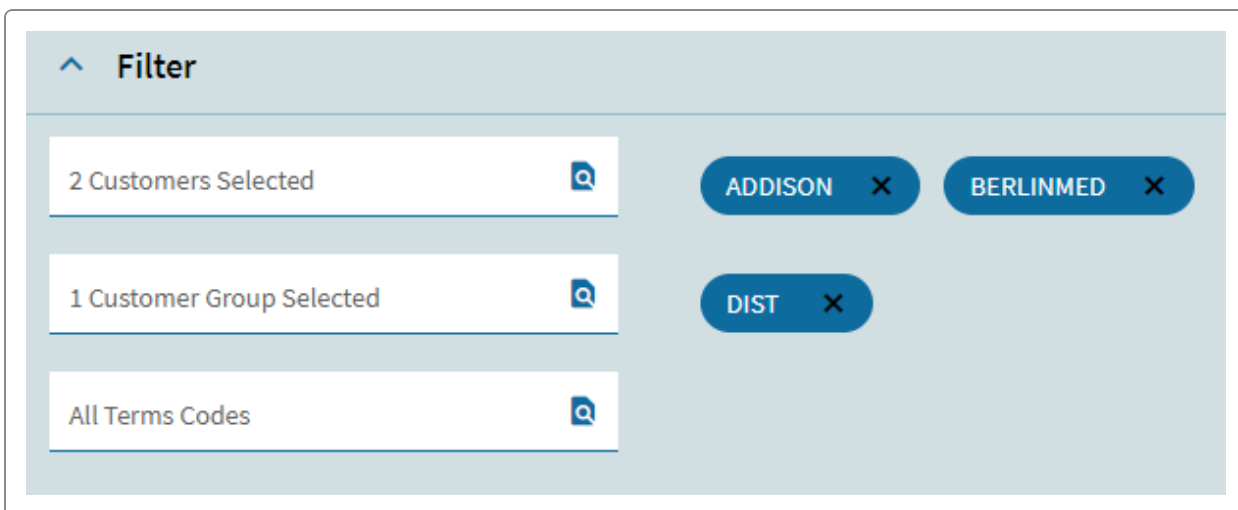
2. On the **Options** card, select the check boxes to:
 - **Include Credit Hold** - Put all customers you specify on the **Filter** card on credit hold.
 - **Include Aging Hold** - Put all customers you specify on the **Filter** card on aging hold.



Options

☒ Include Credit Hold ☒ Include Aging Hold

3. If necessary, specify the log file name. The log file includes customers placed on or taken off credit and aging hold. For each customer, it displays whether the customer is on/off credit or aging hold.
4. Expand the **Filter** card and select the customers/customer groups/term codes you want to run the process for.



Filter

2 Customers Selected 

1 Customer Group Selected 

All Terms Codes 

ADDISON X BERLINMED X

DIST X

5. On the **Advanced** card, set up when to run the process, if necessary.
6. Select **Process**. 

Running the Lockbox Process

Run the **Lockbox Processing** to load Lockbox data files received from a bank, verify data, and process valid cash receipts.

Using the Lockbox Processing you create cash receipts groups and items using received Lockbox bank files. You can perform the following tasks:

- Loading and validating the bank file data.
- Automatic creation of cash receipts into two groups (those that can be and cannot be posted).

- Automatic posting of cash receipts.
- Generating a log which lists errors encountered during validation.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Lockbox Processing**.
2. Create a new group or select an existing one.
3. From the Overflow menu , select **Process Group**.
4. Select **Process**. 

Running the Recalculate Credit National Account Process

Run the **Recalculate Credit National Account Process** to calculate the credit available to a national account customer. Typically, you recalculate credit in connection with the definition of credit pools.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > National Account Relationship**.
2. Define Relationship Class and Customer.
3. From the Overflow menu , select **Recalculate Credit National Account**.
4. Select **Process**. 

Submitting the VAT Declaration Report

Use the **VAT Declaration Report** to review and print mandatory Netherlands-specific VAT declarations.

Using the report you can:

- Create a VAT Declaration Report.
- Create a VAT correction Report.
- Print a VAT Declaration or Correction Report.
- Generate a VAT Declaration or Correction Report file in the **XBRL** format.
- Submit the files to tax authorities via Digipoort.
- View the status of the report submission (successful or rejected) and view a rejection code and message.
- Retrieve the list of detailed transactions of AR/AP invoices for the selected fiscal period and year.



The report is country specific to Netherlands.

The Selection parameters include:

- **Report ID** - Specifies the report ID.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To submit the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > VAT Tax**.
2. Define the report parameters.
3. From the Overflow menu , select **Submit VAT Report**.
4. Define the process parameters.
5. Select **Process**. 

Using Pre Printed Forms to Void Legal Numbers

Use **Void Pre Numbered Forms** to void specific legal numbers applied to the documents or checks. You can then continue to use the sequence that contains the number. Refer to the Legal Numbers chapter for information on setting up legal numbers.

Use the landing page of the application to select a legal number to void.

In this article, we will cover voiding a legal number.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Void Pre Numbered Forms**.
2. On the landing page, select the legal number that contains the folios you want to void. Only legal numbers created with the **Use Pre Numbered Format** option display in the grid.
3. Designate the numbers to void by completing the **From Legal Number** and **To Legal Number** fields.
4. In the **Reason** field, enter an explanation for the void.

Details

Legal Number *
12345678

Description
AR Invoice Legal Number

Prefix
SJ

Site

From Legal Number
000000001

To Legal Number
000000001

From Legal Number
SJ-1

To Legal Number
SJ-1

Error in packing slip

5. Select **Save** to void the numbers.

A Void Confirmation window displays showing the number of legal numbers to be voided.

Reports

Generating the Aged Receivables Report

Run the **Aged Receivables Report** to review and print each customer's open invoices sorted out in **Aging** columns. You define the Aging columns using the **Aging Format** selected within your AR Configuration.

The **Selection** parameters include:

- **Selected By** - Indicates how you want the report to select AR invoices. Available options include:
 - **Apply Date** - Invoices display based on their apply dates.
 - **Invoice Date** - Invoices display based on their invoice dates - either on or before the **Aged As Of** date.

- **Aged By** - Defines the date from which the aging is based. Available options include:
 - **Due Date** - Compares the payment Due Date with the Aged As Of date to determine into which aging column the invoice is placed. This value is the default.
 - **Invoice Date** - Compares the Invoice Date with the Aged As Of date to determine into which aging column the invoice is placed.
- **Aged As Of** - The date used to calculate the aging. The current date displays by default, but if you need, you can change this date. When you generate this report, its aging columns calculate in increments based on both the selected aging method and this date.
- **Summary Only** - Select to display the totals per customer.
- **Target Currency** - Select the currency you want the report to use.
- **Print Legal Numbers** - Select to print legal numbers on the report. Legal numbers are used for internal and external identification of documents in many countries.
- **Sold To / Bill To** - If you select the **Sold To** option, the invoices display using the customer location that purchased the shipment. If you select the **Bill To** option, the invoices display using the customer location paying for the shipment. You can also use the GL Control and Customer filters to limit the locations that display on the report.
- **Aging** - Defines the aging method used for this report. The method selected within Company Configuration displays by default, but if you need, you can select a different method.
- **Filter** - The **GL Controls** and **Customers** fields inform you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report.
- **GL Control Type** - Select the GL Control type used to organize the report.
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Aged Receivables**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the AR Payment Receipt Remittance Slips

Use the **AR Payment Receipt Remittance** form to print remittance slips for the current payments.



Initially printing of remittance slips is optional. If you want to make it mandatory (prohibit processing if slip is not printed), go to the **Company Configuration > Modules > Finance > Accounts Receivable > Additional Settings** sheet and select the **Mandatory Printing of Remittance Slip** check box.

The **Selection** parameters include:

- **Filter** - Filter the report using the Customer and Payments records.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the remittance slips:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Bank Receipt File Import**.
2. Create a new group or select an existing one.
3. From the Overflow menu , select **Print Remittance Slips**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the AR Invoice Balance Report

Generate the **AR Invoice Balance Report** to display and print customer invoice balance information. The report displays a recap of closing balances per GL Account.

The **Closing Balances by GL Account** section of the report includes the balance forward amount in the **Debit** column (for a positive balance forward) or **Credit** column (for a negative balance forward).

You can set up the report to display Open, Closed, or All invoices for one or multiple customers.

If you configure legal numbers, the **Invoice Ref** and **Transaction Ref** report columns display document legal numbers. For example, for a Cash Receipt, the report displays the **Invoice Legal Number** and the **Cash Receipt Legal Number** correspondingly, in the Invoice Ref and Transaction Ref columns.

If you don't configure legal numbers, the Invoice Ref and Transaction Ref columns display Document Numbers. For example, for a Cash Receipt, the report displays the **Invoice Number** and **Cash Receipt Number** correspondingly, in the Invoice Ref and Transaction Ref columns.

The **Selection** parameters include:

- **Range By** - Indicates how the range will be determined.
- **Begin Date** - The invoice start date for the report.
- **End Date** - The invoice end date for the report.
- **PI Option** - Indicates a payment instrument option for the report.
- **Book** - The General Ledger (GL) book used for the report.
- **Fiscal Year** - The fiscal year for the report
- **Begin Period** - The starting fiscal period for the report
- **End Period** - The ending fiscal period for the report
- **Summary Data Only** - Select to only include summary data in your report.
- **Include GL Account Information** - Select to include GL account information in your report.
- **Customer Account Balance in Credit** - Select to include the customer account balance in the credit calculations.
- **Sort By** - Select how you want to sort records in the report.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Select to print the report selection criteria as an appendix to the report.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > AR Invoice Balance**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Accounts Receivable Invoice Print Group Edit List Report

Run the **Accounts Receivable Invoice Print Group Edit List Report** launched using the **AR Invoice Entry > Group > Edit List** command, from the Overflow menu , to view all the invoices included in the current group along with the subtotals for lines, miscellaneous charges and taxes. You should print out the edit list before you process invoices to verify the correct amounts.



If an invoice cannot be posted due to credit or aging hold restrictions, it does not display in the edit list.

The **Selection** parameters include:

- **Filter (Books)** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. Select the **Report Style** for the report run.



You create report styles in Report Style Maintenance where you can set up different styles that reflect different business needs.

2. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
3. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
4. Enter text in the **User Description** field.
5. Select the **Recurring** check box if needed.
6. Select **Print Preview**. 

Generating the Accounts Receivables Letter of Credit Report

Run the **AR Letter of Credit Report** to review existing AR letter of credits.



A letter of credit is a payment method used to discharge the legal obligations for payment from the buyer to the seller, by having a bank pay the seller directly.

The **Selection** parameters include:

- **Status** - Define the status you want the report to display. The options include **Open**, **Closed**, or **Both**.
- **Expiry From** - The date when the expiration period begins.
- **Expiry To** - The date when the expiration period ends.
- **Selected Currency** - The currency for the report. The options include:
 - Base or reporting currency
 - Bank account currency
 - Letter of credit currency
- **Select Exchange Rate** - The exchange rate for the report. The options include:
 - Original Letter of Credit Rate
 - Current Rate

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Letter of Credit**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Payment Instrument Report

Generate the **Payment Instrument Report** to create an exception report of all unapproved payment instruments.



You can base your report on either due dates or creation dates.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Unapproved Payment Instruments**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Printing the AR Payment Instrument Report

Use the **Print Payment Instrument** option from the Overflow menu  to print the selected payment instrument in a format you define. **Payment Instrument Report** that displays allows you to restrict the information you print.

You can select the **Assign Legal Number** check box to generate a legal number using the information defined in the legal number definition according to the document type of the payment instrument.

The payment instrument printout includes the Remit To/Bank information, so you can send it to the correct pay to address.

In this article, we will cover printing the AR PI report.

1. On the landing page of **Payment Instrument Receivable Entry**, select a payment instrument you want to print a report for and select **Print Payment Instrument** from the Overflow menu .
2. Specify the report parameters on the **Advanced** card.
 - **Report Style** - Select the report style option you want to use to run this report.
 - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after

being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 

Printing the Payment Instrument Receivable Edit List

Generate the **Edit List** form to review and print a list of all the payment instruments that are placed within the current entry group.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the Edit List:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Payment Instrument**.
2. Create a new group or select an existing one.
3. Define the **Payment Instrument Receivable** settings for the selected or created record.

4. From the Overflow menu , select **Print Edit List**.
5. Select the **Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the AR Reconciliation Report

Generate the **AR Reconciliation Report** to review and print out a single report to assist in reconciling Accounts Receivable (AR) balances with the General Ledger (GL). The report displays differences between **amounts** and **transactions** that post to the GL and the AR sub-ledger.

Using the report, you don't need to use multiple reports and trackers to reconcile your AR balances. The report includes opening balances and displays movements for both the sub-ledger and GL. You run the report by fiscal year/period and GL book. You can group the report by GL account or document.

In the report, GL transactions control whether accounts display, even if they do not have corresponding movement transactions, for example, manual journals.

The report displays the following transaction types:

- Cash movements (invoice payments, unapplied cash, debit notes)
- Invoice movements (all types)
- Credit memo application movements
- Reverse cash movements (invoice payment, unapplied cash, credit memo, and gain/loss)
- Invoice adjustment movements
- Open Load invoices (startup)
- Payment instrument settlement movements
- Payment instrument cancellation movements

The report separates linked transactions that have different apply dates in different periods. If the apply date between the invoice and the corresponding GL transaction are in different periods, the transactions are not grouped together. Instead, each one displays their corresponding transactions and the discrepancies between the two for period closing. The movement transactions display under the account that they are posted to without the corresponding GL data and variances. The GL transaction displays in a separate row, where the Type, Document Reference, and Transaction Reference still display, but not the movement amounts or the variance.



Each row with a variance displays an asterisk at the end of the row that indicates the difference is due to posting in a different fiscal period. Transactions that are posted to a period prior to the original transaction display an asterisk in the **Difference** column. For example, a cash receipt in a period prior to the corresponding invoice Apply Date and reverse cash receipt in a period prior to the original cash receipt.



The report totals are grouped by **Detail Balance Account**, with a subtotal section for the full GL account that includes the sub-ledger totals.

The **Selection** parameters include:

- **Book** - The General Ledger (GL) book used for the report.
- **Fiscal Year** - The fiscal year for the report.
- **Suffix** - The fiscal year suffix, if one exists.
- **Starting Period** - The starting fiscal period for the report. The default is the start of the prior period.
- **Ending Period** - The ending fiscal period for the report. The default is the end of the prior period.
- **References** - Indicates whether the report will reference the legal number of the invoice or the internal invoice number.
- **Group By** - Select how you want to organize the report. The options include the **GL Account** (default) or **Document**.
- **Only Transactions With Difference** - Select to display only transaction lines with differences in the movements section of the report. The Subtotals and Totals will reflect all transactions.
- **Summary Only** - Select to print the report in the Summary form. If selected, transaction details will be suppressed from the report.
- **Include Opening Balances** - Select to display the opening balances for each document based on the selected starting period.
- **Include Closing Balances** - Select to displays the closing balances for each document based on the selected ending period.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > AR Reconciliation**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the AR Payment Receipt Remittance

Use the **Print Remittance Slips** command to print out remittance slips for all current payments.



Printing of remittance slips is optional. If you want to make it mandatory (prohibit processing if slip is not printed), navigate to **System Setup > Company/Site Maintenance > Company Configuration > Modules > Finance > Accounts Receivable > Additional Settings** and select the **Mandatory Printing of Remittance Slip** check box.

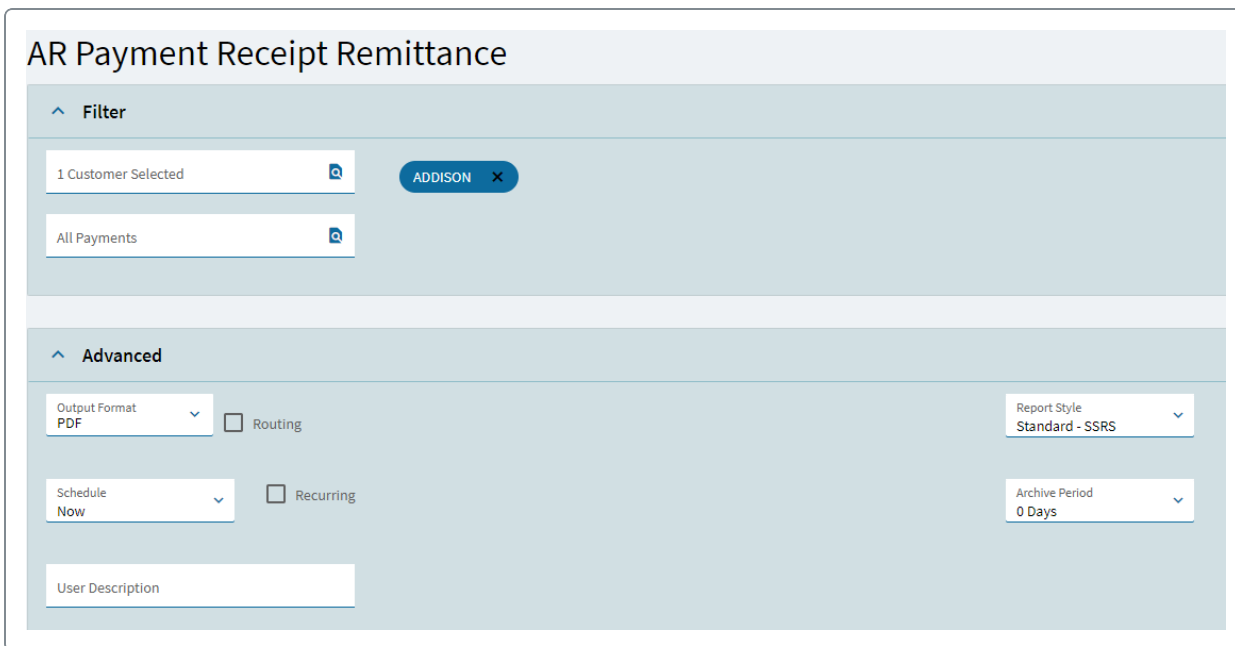
When you select this command, the **AR Payment Receipt Remittance** panel displays.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed. After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Account Receivable > General Operations > Cash Receipt Entry**.
2. Create a group or select an existing one.
3. From the Overflow menu , select **Print Remittance Slips**. The AR Payment Receipt Remittance panel displays.
4. Select the report parameters.



5. Select **Print Preview**.  The **Client Printer** panel displays.
6. Select the printer options and select **OK**.



To learn more about the reports, read the Understanding Reports article.

Generating the Shipped Not Invoiced Report

Generate the **Shipped Not Invoiced Report** to display sales orders whose parts were shipped to customers that have not yet received AR invoices for these shipments. The report displays sales orders that are shipped during a selected date range.

The **Selection** parameters include:

- **From** - The date on which this report will start. All shipments created on this date through the **To** date display on this report. These shipments are also not yet invoiced. The default is the first date of the current year. You can also set up this report to print following a regular

schedule. To do this, select the **Dynamic** check box.

- **To** - The ending day for the report. All shipments created on this date back to the **From** date display on this report. These shipments are not yet invoiced. The default is the last date of the current year. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **Dynamic** - Select this check box to run the report by a dynamic option rather than by a specific date. After you select this check box, the **From/To** field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the **From** and/or **To** field, and then select the **Recurring** check box next to the **Schedule** field.
- **Sort By** - From this list, select how you would like the report organized. The list items represent the sorting hierarchy options.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Shipped Not Invoiced**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Commission Report

Generate the **Commission Report** to review and print sales commission for selected sales personnel. The report pulls commissions for time period you define.



If a salesperson is paid commissions based on customer payments, **miscellaneous charges** and **credit memo** amounts will be deducted before the final commission amount is calculated.

The **Selection** parameters include:

- **From Date** - The beginning date for the report. Invoices that are dated from this date on through the **To** date are included in the report. The default date is the first date of the current month.
- **To Date** - The ending date for the report. Invoices that are dated on and before this date back to the **From** date are included in the report. The default date is the last date of the current month.
- **New Page per Salesperson** - Select to indicate that each salesperson's commission record will start printing on the next page.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Select to indicate that the report selection criteria is printed as an appendix to the report.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Commission**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Customer Statements Report

Run the **Customer Statements Report** to review and print out customer statements. Using the report you can review the accounts receivable activity including customer transactions. You can print out customer statements at any time and use any date range.



Only customer records that have the **Statement** check box selected in Customer Maintenance are available in this report.



If you adjust a cash receipt using **Adjust Cash Receipt**, only the final adjusted cash receipt displays in the statement.

The Selection parameters include:

- **Due Date** - Compares the Due Date with the Begin Date and End Date to determine the appropriate Aging column for the invoice.
- **Invoice Date** - Compares the Apply Date with the Begin Date and End Date to determine the appropriate Aging column for the invoice.
- **Apply Date** - Compares the Invoice Date with the Begin Date and End Date to determine the appropriate Aging column for the invoice.
- **Beginning Date** - A date when the statement period begins. All the invoices paid before this date won't display on the report.



Default is the first day of the previous month.



You can also set up this report to print at a regular schedule. Select the **Dynamic** check box to set this report up to print at a regular schedule.

- **End Date** - A date when the statement period ends. All the invoices created after this date won't display on the report.
- **Message** - A message you want to display on all of the statement forms. The message is printed at the bottom of the standard customer statement form.



For example, **Please contact Bonnie at 612-922-3094 if there are any discrepancies from your records.**

- **Exclude Statements with Zero Balance** - If you select this checkbox, the report will exclude statements with a 0.00 balance. This way you can choose not to print and send your customer a statement when their balance is zero. However, by default, zero balance statements are still included.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- Select the required **Report Style**. This dictates the style of your customer statement.



You create report styles in Report Style Maintenance where you can set up different styles that reflect different business needs.

- If you want to generate the packing slip immediately, verify the **Schedule** field displays the **Now** option.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- To help to identify the report run, enter text in the **User Description** field. The User Description text displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Customer Statements**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Customer Statements Report

Options

Age By

☒ Due Date
☐ Invoice Date
☐ Apply Date

Dates

Begin Date *
1/1/2025
☐ Dynamic

End Date *
1/31/2025
☐ Dynamic

Options

☐ List Payment Instruments
☐ Include Central Collection
☐ Exclude Statements with Zero Balance

Message

Message

Filter

All Customers

Advanced

Output Format
PDF

☐ Routing

Report Style
Standard - SSRS

Schedule
Now

☐ Recurring

Archive Period
0 Days

User Description

Generating the Deposit Slips Report

Generate the **Deposit Slips Report** to print a deposit slip of items being paid in. You can use the report irrespective of whether you are using batching. If you are using batching, Kinetic will generate or prompt you to enter the batch number if it was not generated before.

You can define the following report options and filters:

- Transaction dates range
- Group range
- Payment method range
- Batch reference range
- Which transactions to print (all, posted only, unposted only)



On printing, the Batch IDs on the selected receipts update. Items within the group are printed together with the Batch ID in the Heading. Posted receipts without Batch IDs can be grouped by payment method irrespective of the transaction date and receipt currency.

The **Selection** parameters include:

- **Bank Account** - The bank account to be used for this report.
- **Transaction Date From** - The default value is the first day of the current month. If you select the **Auto Batch Numbering Mode** check box, the default value for this field is **Last Friday** and the **Dynamic** check box selects automatically.
- **Transaction Date To** - The default value is today. If you select the **Auto Batch Numbering Mode** check box, the default value for this field is **Today** and the **Dynamic** check box selects automatically.
- **Dynamic** - Select to run the report by a dynamic option rather than by a specific date. After you select this check box, the **Date** field displays a list of dynamic options instead of the calendar.
- **Posted Transactions** - Select how transactions should be filtered in the report. The options include:
 - All transactions
 - Unposted Only
 - Posted Only
- **Batch Reference** - the batch reference number. It fills in with the next available batch reference number if you click **Next Reference** or you can enter a value manually.
- **Next Reference** - Select to assign the next available batch reference number. The numbers assigned by Kinetic are numeric only.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Cash Management > Reports > Print Deposit Slips**.

You can also use the **Financial Management > Accounts Receivable > Reports > Print Deposit Slips** menu path.

2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Sales List Report

Generate the **Sales List Report** to display and print out sales activity for selected Tax Reports and Tax Codes. You typically use the report to review VAT information for a specific tax code or a range of tax codes.

The **Selection** parameters include:

- **Round Amounts** - If selected, the amounts will be rounded in the report .
- **Report Selection** - The type of report. The options include **Date Range** and **Tax Period**. If you select the Tax Period option before you run the report, you must create and post at least one VAT Tax Report.
- **Inside EU Only** - If selected, the report is used for European countries only.
- **Start Date** - The report start date. A calendar prompt displays if you select the Date Range option using the **Report Selection** field. If you select the Tax Period option from the Report Selection field, the start date of the current month displays.
- **End Date** - The report end date. A calendar prompt displays if you select the Date Range option using the **Report Selection** field. If you select the Tax Period option from the Report Selection field, the end date of the current month displays.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Sales List**.
2. Create a new report or select an existing one.
3. Define the **Report Options** and **Date Range** settings.
4. Select **Print Preview**. 

Generating the Book Listing Report

Generate the **Book Listing Report** to produce a list of books for the active company.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Book Listing**.
2. Select the required options.
3. Select **Print Preview**. 

Printing the Recurring Journal Entry Edit List

Generate the **Print Edit List** form to review and print out a list of recurring journal records and their details. Use the Edit List to validate journals before you post them.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Recurring Journal**.
2. Create a new record or select an existing one.
3. Define the recurring journal settings for the selected or created record.
4. From the Overflow menu , select **Print Edit List**.
5. Select the **Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the General Ledger Segment Report

Generate the **General Ledger Segment Report** to display the reference codes for a range of accounts and/or periods you select.

Reference codes link your financial data with various European financial packages. They define transactions for a specific activity with your business. You can create reference codes for an employee, vehicle, trade show, and so on.

The **Selection** parameters include:

- **Fiscal Year** - Enter the fiscal year for the report.
- **Suffix** - Enter the fiscal year suffix.
- **Book** - Select the required book.
- **Starting Fiscal Year** - Specify the fiscal period to start the report. All fiscal information from this period forward to the Ending Fiscal Period will display on the report.

If the selected books have the **Future Opening Balance** option set to **Update by manual journal only** and **Starting Fiscal Period** is 0, the system includes opening journals to the report.

- **Ending Fiscal Year** - Specify the fiscal period that will end the report. All reference code
- **Segment** - Select any GL segment except segment 1, which is the natural account.
- **Filter** - Use these fields to select additional books and segments that you want to include in the
- **Sort By** - Select how to organize the report. The list items represent the sorting hierarchy
- **Output Format** - Select the format for report output.  238 July, 2025
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger Segment Report**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the Financial Report Designer Edit List

Generate the **Print Edit List** form to review and print out rows and columns that you want to display on your custom General Ledger (GL) report.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Financial Report Designer**.
2. Create a new record or select an existing one.
3. Define the **Financial Report Designer** settings for the selected or created record.
4. From the Overflow menu , select **Print Edit List**.
5. Select the **Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the Intrastat Iris Report

Generate the **Intrastat Iris Report Option** to produce the Intrastat report in Iris format that is specific to the Netherlands.

The printed data in this report is grouped successively by Flow Code, by Commodity, and by Country of Purchase.

The **Selection** parameters include:

- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report** or **Financial Management > Accounts Receivable > Reports > Intrastat Report**.
2. Select an Intrastat Report ID to print in Iris format.
3. From the Overflow menu , select **Iris Report**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the Generic Intrastat Report

Use the **Generic Report** command to print the **Generic Intrastat** report.



The **Generic** format is not country-specific. Many countries have revenue services whose third-party application accepts the generic format and localizes it to the specific needs of its own country.

The **Selection** parameters include:

- **Date Selection** - Specifies whether the report is created within a particular date range for a particular fiscal period. The options include:
 - **Period** - Select this value if you want to create the report within a particular date range. Also select the **From** and **To** values to specify enter the Start and End dates.
 - **Date** - Select if you want to create a report for a particular fiscal period. Also select the year and period values in the **Year** and **Period** fields.
- **Year** - The year with the activity you want to report. The field is only active if the report is sorted by period.
- **Period** - The period with the activity that you want to report. The field is only active if the report is not using individual date selection.
- **Account Selection** - Select the modules where the accounts are taken from when generating the report. Very few countries require this selection, so it would be used only for running temporary internal validation reports.
- **Flow** - The country-specific code that indicates whether this transaction is for a receipt (arrival) or shipment (dispatch) of goods. The value defaults from the information you specify in Company Configuration. Typically, separate reports are provided to the government for **Arrivals** and **Dispatches**. The options include:
 - **All** - Both Arrivals and Dispatches (uncommon).
 - **Arrivals** - Only arrivals (AP receipts and AR Returns).
 - **Dispatches** - Only Dispatches (AR Shipments and AP Returns).

- **Round Weights** - Select if you want to round the weights on the report to integer.
- **Round Amounts** - Select if you want to round the amounts on the report to integer.
- **From** - The first date of activity that should be reported. The field is active only if the report is selected by **Date Range** rather than whole period.
- **To** - The last date of activity that should be reported. The field is active only if the report is selected by **Date Range** rather than whole period.
- **Backdated Items Are Included** - If selected, the transactions whose transaction date is within the selected period are included, together with any previously unreported (non-posted) items prior to the start of the period. Use if only a single report is provided each month, and backdated items do not need to be reported separately.
- **Backdated Items Are Excluded** - If selected, the transactions whose transaction date is within the selected period are included, but any unreported (non-posted) items prior to the start of the period are not included. Use if you have to report new back-dated items to the government separately.
- **Only Backdated Items Are Included** - If selected, only previously unreported (non-posted) items prior to the start of the period will be included. Used if backdated items need to be reported separately to the government.

The **Selection** parameters include:

- **Group By** - Specifies how the printed records are grouped in the report. The **Flow**, **Type**, **Commodity**, and **Country** options are selected by default. The following values are available:

- Border
- Currency
- Mode
- Origin



The value is picked up hierarchically: at first from Shipment Entry, then, if not found there, from Part maintenance.

- Specification
- Tax ID
- Terms
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.

You can also use the **Financial Management > Accounts Receivable > Reports > Intrastat Report** menu path.

2. Define the **Intrastat Report** settings.
3. From the Overflow menu , select **Generic Report**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the IDEP Intrastat Report

Use the **IDEP Report** command to print the **IDEP Intrastatreport**.

You can print the report using the following styles:

- **Standard Excel Line - SSRS** - The report prints the **Intrastat Commodity Code**, **Transaction Type**, **Country Code**, **Net Mass**, **Supplementary Units**, and **Invoice Value** columns. Invoice records are grouped and sorted by Intrastat Commodity Code, Transaction Type, and Country Code and aggregated by amount and quantity fields. The report displays the **Arrivals** and **Despatches** sections. The number of records in each section is printed below a separator line and marks the end of each section.
- **Standard Multi-Excel - SSRS** - The report prints the **VAT No**, **Stat. Period**, **Flow**, **Intrastat Commodity Code**, **Transaction Type**, **Country Code**, **Net Mass**, **Supplementary Units**, and **Invoice Value** columns. Invoice records are grouped and sorted by VAT No, Statistical Period, Flow, Intrastat Commodity Code, Country Code and are aggregated by amount and quantity fields. The report displays the **Arrivals** and **Despatches** sections. The number of records in each section is printed below a separator line and marks the end of each section.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.

You can also use the **Financial Management > Accounts Receivable > Reports > Intrastat Report** menu path.

2. Define the **Intrastat Report** settings.
3. From the Overflow menu , select **IDEP Report**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the Intrastat Iris Report

Generate the **Intrastat Iris Report Option** to produce the Intrastat report in Iris format that is specific to the Netherlands.

The printed data in this report is grouped successively by Flow Code, by Commodity, and by Country of Purchase.

The **Selection** parameters include:

- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is
After the Archive Period passes, the report is purged from the system. When a report is exactly

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report** or **Financial Management > Accounts Receivable > Reports > Intrastat Report**.
2. Select an Intrastat Report **ID** to print in Iris format.
3. From the Overflow menu , select **Iris Report**.
4. Select the report parameters.
5. Select **Print Preview**. 

Printing the Reminder Letters

Run the **Reminder Letters Print** functionality to print the letters for the past-due invoices listed on the Reminder Letters sheet in the Reminder Letter Generation program. The availability of this command depends on the company settings.

The **Selection** parameters include:

- **Output Format** - Select the format for the output.
- **Report Style** - Select the report style option you want to use.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed. After the Archive Period passes, the report is purged from the system. When a report is exactly

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Reminder Letter Generation**.
2. From the Overflow menu , select **Customers** to search for a valid customer.
3. From the Overflow menu , select **Customers > Generate Letters** to generate reminder letters for the selected customer. You are prompted to enter a date for the reminder letter. Enter the date and click **OK** to generate the reminder letter(s).
4. From the Overflow menu , select **Reminder Letters > Print**.
5. Select printing parameters.
6. Select **Print Preview**. 

Generating the Sales Analysis Report

Run the **Sales Analysis Report** to display the sales that occurred during a specific date range.

The following rules apply:

- The report doesn't include over payments.
- The report includes miscellaneous charges, if you select the **Sales Analysis** check box located in Miscellaneous Charge Maintenance.

The **Selection** parameters include:

- **Dates** - The **From** and **To** dates specify the start and end dates for the report run.
- **Target Currency** - The code of the currency used for the report.
- **Advanced/Deposit Billing** - Select to include advanced and deposit billing in the report.
- **Deferred Revenue** - Select to include deferred revenue in the report.
- **Use** - Select if you want to base the report on the **List Price**, **Unit Price**, or **Net Price**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. You can organize it by the Customer Group, Product Group, or National Account.
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Sales Analysis** menu path.
2. Define the **Report** and **Invoice** options.
3. Select whether you want to base the report on the **List Price**, **Unit Price**, or **Net Price**.
4. Decide whether you want to include unallocated deposits in the report by selecting the **Show Unallocated Deposits** check box.
5. Using the **Sort By** field, define how you want to sort the report.
6. Select the **Report Style** for the report run.
7. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
8. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
9. Enter text in the **User Description** field.

10. Select the **Recurring** check box if needed.

11. Select **Print Preview**. 

Generating the Sales Gross Margin Report

The **Sales Gross Margin Report** prints Cost of Sales (COS) at the time of shipment with sales revenue details for the invoices created during a selected date range. The report can also include job cost adjustments.



The report only displays amounts from shipment invoices.

The **Selection** parameters include:

- **From** - The first date used on the report.
- **To** - The last date used on the report.
- **Sort By** - Gives you the option to sort out the report by the customer or product groups.
- **Use** - Select one of the three radio buttons to indicated how you want the order based pricing and discounts to calculate with the prices listed on the report.
- **Use Adjusted Cost** - Select to designate that the unit cost stored in the AR Invoice detail line should be updated when a job is closed. This enables the Sales Gross Margin Report to use the Job Closing fields for more accurate unit costs on the report.
- **Summary Only** - Select for the report to display in the summary format. The report will display only total amounts.
- **Include Cancelled Invoices** - Select for the report to display cancelled invoices.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sold To** - Select the report style option you want to use to run this report.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Print Chart** - Select this check box to hide the chart when printing a large amount of records. By default this check box is selected, meaning the report will include it. You can choose to exclude the chart for performance purposes.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Sales Gross Margin**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Sales Tax Report

Use the **Sales Tax Report** to produce a list of all the tax reportable sales. You can limit the report to only display selected sales taxes or tax regions (taxing jurisdictions).

The **Selection** parameters include:

- **From and To Dates** - If you selected the **By Date Range** option, use the **Start** and **End** fields to enter the start date and the end date for the report.
- **Target Currency** - The target currency being used to generate the converted amount. The conversion rule converts the amount from the source currency to an equivalent amount for the target currency.
- **Summary Only** - Select if you want to print the report in the summary format. In this format, only the selected taxing jurisdiction totals are printed.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the **From** and **To** dates.
2. Define the target currency.
3. Select if you want the report to print in the **Summary** format.
4. Select the **Report Style** for the report run.
5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
7. Enter text in the **User Description** field.
8. Select the **Recurring** check box if needed.
9. Select **Print Preview**. 

Generating the Deferred VAT Report

Generate the **Deferred VAT Report** to view the outstanding taxable balances on items that have been invoiced but are not fully reported since they have not been paid.

This is required for the tax authorities to show the difference between the tax displayed on invoices and the values displayed in tax reports, and to verify the corresponding General Ledger (GL) balance held on the interim GL tax account.

The **Selection** parameters include:

- **Cut-Off-Date** - The cut-off date for the report. The current date displays by default.
- **GL Summary** - Select to include a General Ledger (GL) summary in the report. When you select this check box, the **Book** field becomes available.
- **Source** - The source for which the report prints. Available options include AR, AP, and AR/AP.
- **Book** - The General Ledger (GL) book to include in the GL summary. This field is available when you select the GL Summary check box.
- **Filter** - Use Filter to select Tax Liabilities and Tax Types you want to display in the report.
- **Sort By** - Select how you want to organize the report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Deferred VAT**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Submission Proposal Report

Generate the **Submission Proposals Report** to display approved payment instruments ready for submission. The report contains only Portfolio payment instruments and is based on the due dates you select. You can then filter the report by payment instrument type and customer.

The **Selection** parameters include:

- **Beginning Due Date** - The beginning due date for the report
- **Dynamic** - Select to cause the **Beginning Due Date** field to display a list of date parameter options like **Today**, **Next Monday**, **First day of the Month**, and so on. Use these options to run the report through a consistent date value. For example, if you select **Today**, the report generates using the current date. If you select End of the month (1 month), the report generates using the last date from the previous month.
- **Ending Due Date** - The ending due date for the report.
- **Dynamic** - Select to cause the **Ending Due Date** field to display a list of date parameter options like **Today**, **Next Monday**, **First day of the Month**, and so on. Use these options to run the report through a consistent date value. For example, if you select **Today**, the report generates using the current date. If you select End of the month (1 month), the report generates using the last date from the previous month.
- **Filter** - Filter the report using the Customer and Payment Instrument Types (PI Types) records.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Payment Instruments Submission Proposal**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Tax Reconciliation Report

Run the **Tax Reconciliation Report** to verify and match the amounts in your tax reports against the source documents and general ledger (GL) postings. This includes any tax movements from AR and AP transactions, taxable bank adjustments and fees, and GL journals with tax entries.

You can verify the following transactions:

- AP or AR invoices taxes
- Apply debit memo taxes
- Apply credit memo taxes
- AP logged invoice taxes
- AP or AR invoice taxable adjustments
- Multi GL journal tax transactions
- Single GL journal tax transactions
- AP Payment taxes
- Cash Receipt taxes
- AP or AR Payment Instrument taxes
- Bank Fee taxes

The **Selection** parameters include:

- **Book** - The unique book identifier the report will be based on.
- **Fiscal Year** - The fiscal year suffix for the report, if one exists, to differentiate the year.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Tax Reconciliation**.
2. Define the **Report Options**.
3. Select the **Report Style** for the report run.
4. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
5. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
6. Enter text in the **User Description** field.
7. Select the **Recurring** check box if needed.
8. Select **Print Preview**. 

Printing the Withholding Tax Report

Generate and print the **Withholding Tax Report** to determine how much you will pay for corporate and non-corporate tax types that you select before you generate and print the report.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Withholding Tax Payment Report**.

2. Search for and select a **Report ID**.
3. If you create a new record, define the report settings.
4. From the report's Overflow menu , select **Print**.
5. Select the **Withholding Tax Report** parameters.
 - **Output Format** - The format of the report's output.
 - **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
 - **Report Style** - Report style option you want to use to run this report.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
 - **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
 - **User Description** - Description of a specific report run. The description you enter displays in the System Monitor.
6. Select **Print Preview**. 

Generating the Netting Transaction Report

Generate the **Netting Transaction Report** to review the posted netting transactions processed through Netting Transaction Entry.

In many companies the supplier that provides services to a customer also acts as customer and vice versa. As a result, the supplier requires to do netting of the AP and AR transactions, in order to have all the debits and credits retrieved for netting. The same logic applies to customers.

You net **debit** and **credit** using Netting Transaction Entry. The program allows you to select invoices you want to net and review the debit and credit amounts before you post the transaction.



Netting is not exclusive to AR and AP invoices.

On the **Debit** side, you can select:

- AR Invoices
- Debit Memos
- Pre-payments

On the **Credit** side, you can select:

- AP Invoices
- Credit Memos
- Un-applied Cash Receipt

You cannot net the following documents:

- Deposits
- Advanced Billing Invoices
- Debit Notes
- AR/AP Negative Invoices - These are manually created invoices with an opposite sign. Corrections are included.
- Central Payment Invoices

Selection Parameters

The **Selection** parameters include:

- The **From Date** and **To Date** fields indicate what dated transactions you want to include in the report.
- **Filter** - You can filter for specific Nettings ID(s), Supplier(s), and Customer(s), depending on what you want to include in the report.
- **Sort By** - Define how you want to sort the report. You can sort it by **Customer ID/Netting ID** or **Supplier ID/Netting ID**.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Receivable > Reports > Netting Transaction**.
You can also access the report using the **Financial Management > Accounts Payable > Reports > Netting Transaction** menu path.
2. Select the report parameters.
3. Select **Print Preview**. 

Running the Sales List Report

The **Sales List** report displays sales activity for selected tax reports and tax codes. You typically use this report to review VAT information for a specific tax code or a range of tax codes.

In this article, we will cover:

- [Creating the Sales List report](#)
- [Exporting the Sales List report](#)

Creating the Sales List Report

1. From the main menu, navigate to **Financial Management > Accounts Receivable > Reports > Sales List**.
2. Select **New**  to create a new report.
3. Enter the **EU Sales Report ID** and **Description**.
4. Select the report option and date range for the report.
5. Use the **Round Amounts** check box to indicate the amounts will be rounded in the report.
6. Select the **Inside EU Only** to indicate the report is used in European countries only.

7. Optionally, use the **Filters** card to select tax reports and tax codes to use as data for a sales activity report.

If you select the **Use Bill To Customer Tax ID** check box on the Modules > Finance > Accounts Receivable > Additional Settings card in Company Configuration and enter information in the Ship To field or select the One Time check box on the Line > Detail card in AR Invoice Entry, then the report uses the Tax ID value on the Customer > Billing card.

If you select the **Use Bill To Customer Tax ID** check box on the Modules > Finance > Accounts Receivable > Additional Settings card in Company Configuration and enter information in the Ship To field or select the One Time check box on the Line > Detail card in AR Invoice Entry, then the report uses the Tax ID value on the Customer > Billing card.

If you clear the **Use Bill To Customer Tax ID** check box on the Modules > Finance > Accounts Receivable > Additional Settings card in Company Configuration and enter information in the Ship To field or select the One Time check box on the Line > Detail card in AR Invoice Entry, then the report uses the Tax ID value on the Customer > Ship To card.

8. Select **Save**. 
9. To print the report, from the Overflow menu, select **Print Sales List**.

Exporting the Sales List Report

Generate data to an export file for electronic transmission.

The system interface for this report creates fields used to enter the report title, contact person, currency, year, and quarter. The fields appear in Electronic Report Maintenance when it opens from

this report. The interface uses values entered in the fields and interface properties to export the report file. You can export only a Sales List Report. Before export, you must set up an electronic interface, using one of the following EI files:

- Erp\EI\EUSales_CSV\EUSales_CSV.cs to generate a comma-separated file
- Erp\EI\EUSales_Generic\EUSales_Generic.cs to generate a text file
- Erp\EI\EUSales_Xml\EUSales_Xml.cs to generate an XML file

For more information, refer to Electronic Interface Maintenance topics.

1. Expand the **Export** card. In the **Electronic Interface** field, select the unique identifier of the electronic interface. For example, EU Sales List Reporting.
2. In the **Export File** field, specify the path and file name of the export file.
3. Select the **Generate Data** button to fill in the values in the Header section.

The screenshot shows the 'Export' interface. At the top, there is a section with a dropdown for 'Electronic Interface' (currently 'None Selected'), a text field for 'Export File' (containing 'Import\OneCheckOneInvoiceADDISSON'), a checkbox for 'Manual', and a 'Generate Data...' button. Below this is a 'Header' section with two columns of input fields. The left column contains: 'Trader VRN' (6691968), 'Branch' (000), 'Year' (2010), 'Period' (04), and 'Currency' (USD). The right column contains: 'Contact Name', 'Contact Phone Number', 'Contact Email Address', 'OnLine' (0), and 'Column Separator'.

4. From the Overflow menu, select **Export File**.
5. In the information window that displays, select **OK**. The Sales List report is exported to the specified location.

Tax Connect

Understanding Tax Connect

Tax Connect eliminates the tedious, complex work of determining sales tax jurisdictions of ship-to addresses, maintaining tax codes and rates, and dealing with jurisdiction-specific and commodity-specific taxation rules. The Tax Connect service provides these capabilities for the United States, Canada, Europe and countries around the world.

Tax Connect uses hosted, on-demand address validation, sales tax calculation, and sales tax reporting and returns generation. The service is powered by Avalara® AvaTax®, the leading on-demand sales tax management service. Kinetic includes the ability to enable an interface to the AvaTax® service.

Once enabled, Tax Connect performs the following functions:

- Verify customer addresses against a CASS-certified database. This is necessary to determine exactly which tax jurisdictions apply to that address. When entering or updating an address, the service will verify the address in real-time. It is capable of correcting spelling errors and adding ZIP code and ZIP + 4 (if they are missing). The complete and correct address gets saved to the application database.
- When generating an AR invoice, the verified address and line item information is passed to the service in real-time to calculate sales tax based on jurisdiction and any applicable taxability rules. The resulting tax information is stored with the invoice in the application database.
- When the AR invoice is posted to GL, the service is notified for sales tax reporting purposes and for subscription accounting of the transaction.
- Activation and subscription fees are required for this service and are determined based on the number of AR invoices you process and on the number of sales tax returns you submit to taxing authorities.

Use this article to learn how to set up and use Tax Connect. This article gives you a complete overview of the Tax Connect functionality, and provides you with links to related help articles.

Information in this article is divided into the following sections; expand the cards below to review the information in that section.

To leverage this functionality, you are required to purchase two licenses. You will need a license for the Avalara® AvaTax® service. This gives you access to this tax service's functions and features. You will also need a license for Tax Connect. This functionality lets you both prepare and then automatically send your sales tax data to the AvaTax® service.

This section gives you an overview of the set up need to do in each maintenance program.

Company Configuration

Use the Company Configuration program to define the parameters required to link to the Avalara® AvaTax® service. You also activate which functionality will run (address validation and sales tax calculation) through this program. To complete the functionality, you can also define whether or not automatic tax calculation will occur for sales orders, invoices/credit memos, or both record types.

Here are the cards within this program that you need to use:

- **Tax Interface** - This card (Modules > All Modules > Taxes > Tax Interface) allows you to connect the application to the AvaTax® service via REST V2. It also enables you to determine which features to activate. For more information, read the [Company Configuration - Tax Interface](#) article.
- **Taxes** - The AR Invoices pane on this card (Modules > All Modules > Taxes) contains the Ready to Calculate check box. When selected, this check box will cause all AR invoices to run their tax calculations through the tax service. For more information, review the [Accounts Receivable Configuration](#) article.
- **Orders** - This card (Modules > Sales > Order) contains the Ready to Process check box. When selected, this check box will cause all sales orders to run their tax calculations through the tax service. It also contains the Ready to Process For Orders From Quote check box. When selected, this check box will cause all sales orders created from quotes to run their tax calculations through the tax service. For more information, review the [Orders Configuration](#) article.
- **Tax Connect Sub-Menu** - You can use this Overflow menu to activate Tax Connect and validate your company's address. To learn more, read the [Company Configuration - Tax Connect Sub-Menu](#) article.

Company Maintenance

To accurately calculate taxes between countries, Avalara requires the country ISO code. To do this, you must define the Country ISO Code for each country. To learn more, review the [Country Maintenance](#) article.

Customer Maintenance

When shipping to customers in different countries, Avalara requires the Importer of Record to determine who is liable for goods, customs duties and tax payable upon import. To do this, you must define the Importer or Record for each customer. To learn more, review the [Customer Maintenance](#) article.

Tax Type Maintenance

Individual sales taxes can be set up to use Tax Connect in Tax Type Maintenance. To do this, you must select the Tax Connect Calculation check box on each tax record.

Tax Liability Maintenance

Use Tax Liability Maintenance to create Use Tax calculation-capable tax liability codes for assignment to your suppliers to automatically enable Use Tax calculations for AP invoices.

Product Tax Category Maintenance

Sales tax categories divide taxes into groups that apply to different products. You can create a category in Product Tax Category that will then be as the default for Tax Connect. You select this category within the [Company Configuration - Tax Interface](#) card.

Accurate source (sending) and destination (receiving) addresses are critical when calculating taxes. The types of tax calculations that are applied to a transaction depend on where the product is being shipped to as well as where the product is being shipped from. Inaccuracies in these addresses can lead to incorrect taxes being applied to a transaction.

Tax Connect provides you with the ability to validate addresses on maintenance records, sales orders, quotes, and AR invoices. You can also validate addresses through a recurring scheduling by using the Bulk Address Validation process. This section describes the address functionality that is available through the application.

Sending Addresses

You can define the addresses that will send shipments from your company at the warehouse, site, or company level. The Tax Connect functionality uses an address hierarchy to determine the sales taxes that will be levied against your customer shipments. Here is the hierarchy that the system uses:

- **Warehouse Level** - If an address is defined on the warehouse involved in the transaction, Tax Connect will use this address to determine the sales taxes that are required. To validate this address, there is a Tax Connect Sub-Menu available; read the Warehouse Maintenance - Tax Connect Sub-Menu article for details.
- **Site Level** - If an address is not defined on the warehouse, Tax Connect will next check the site record. If an address is defined for the site, Tax Connect will use this address to determine which sales taxes are required. To validate this address, there is a Tax Connect Sub-Menu available; read the site Maintenance - Tax Connect Sub-Menu article for details.
- **Company Level** - If an address is not defined on the site, Tax Connect will default to the address entered on the Company Configuration program. This address will be used to determine which sales taxes are required. To validate this address, there is a Tax Connect Sub-Menu available; read the Company Configuration - Tax Connect Sub-Menu article for details.

Receiving Addresses

You use the Customer Maintenance program to create addresses that receive your shipments - customer and ship to addresses. This program has a Tax Connect Sub-Menu that lets you validate customer and ship to addresses. This makes sure that the address that will receive your shipments are accurate. For more information, read the Customer Maintenance and Customer Maintenance - Tax Connect Sub-Menu articles.

Individual Records

The Tax Connect functionality also lets you validate addresses on specific records. The Quote Entry, Sales Tax Entry, and AR Invoice Entry programs all have Tax Connect Sub-Menus. Use these menus to validate the addresses being used on a current record.

Address Validation

When the address validation process is complete, an Address Validation program will appear. Use this window to accept or reject the validated address.

Note that you cannot change specific fields within this program. To do this, you will need to launch the appropriate program, usually a maintenance program, and make the changes that you need.

To learn more about this program, review the Address Validation articles.

Bulk Address Validation

To complete the validation functionality, the application also has the Bulk Address Validation process. This program lets validate addresses within your database through a regular, automatic schedule. You can also indicate which types of addresses should be validated through this program.

For more information, review the Bulk Address Validation article.

When Tax Connect is enabled, your sales tax data is sent to Avalara® when you save your invoices. This is the point at which the application normally calculates taxes. Instead of calculating internally however, the application sends the sales tax transactions out to the tax service. These records are then saved and then sent back automatically to your application.

The only difference between the taxing modes (Application Only versus Tax Connect) is that you will not see any tax amount changes until after you save the order or invoice/credit memo record.

Here are the situations during which Tax Connect will calculate or recalculate the sales tax transactions:

When the invoice or sales order is being auto-generated, taxes will be calculated automatically. The tax calculation will happen at the point where all data has been generated for the invoice or order transaction.

After the user manually calculates taxes on a sales order release or invoice detail line, the taxes on the entire transaction will be recalculated.

When a sales order/invoice transaction is saved, updated or deleted, and the transaction has its Ready to Calculate check box selected, Tax Connect will recalculate the results.

Processing Sales Taxes

The sales tax data that is returned by the tax service is saved using a sales tax record (Tax ID). The sales tax record that will be used is determined by comparing the Jurisdiction Code and Name to the Description value within the sales tax record. When the sales tax record is located, the information from this record is calculated against the current transaction.

If Tax Connect cannot find a match between the two records, a new sales tax record will be creating using the default account and prefix values defined on the Tax Interface card within Company Configuration.

Post and Commit Status

When a sales tax transaction is considered final, the application posts this transaction to the General Ledger. This record cannot be deleted at this point; an offsetting transaction needs to be created to correct any issues.

The Avalara® AvaTax® service has an additional status level it assigns to sales tax transactions. This lets the service manage these transactions correctly. AvaTax® does not consider a transaction to be complete until it has been assigned the Commit status. When a transaction is committed, its amounts are considered final by the tax service. So after a transaction is posted within the application, it needs to be committed within the tax service.

Review Tax Calculations

Both the AR Invoice Entry and the Sales Order Entry programs have Tax cards. You can use these cards to review the sales taxes being levied against the current record. These cards display general information about each sales tax at both the header and line levels.

You can review details about the taxes that are calculated against a record at any time. You do this by running the View Tax Connect Results command within either Sales Order Entry or AR Invoice Entry. These commands are located on the Tax Connect Sub-Menu within each program; for more information on these menus, read the Using Tax Connect in Sales Orders.

Running this command will cause the Tax Connect Results program to appear. Use this program to review the calculations.

You cannot, however, change the transactions on this window. If the tax results are incorrect, you will need to update the address, tax, or other data within the respective entry or maintenance program. When you save the changes, the tax calculations are automatically regenerated, and you can review them again on the Tax Connect Results program.

The Cert Capture feature enables you to access **entity exemption certificates** in Kinetic. These certificates are official documents that prove purchases are not subject to usual taxation systems (sales tax, VAT, GST, or other). They are required for certain types of entities (typically governmental bodies, non-profits, etc.) to purchase items tax-free. Thanks to the Tax Connect integration, you can access these certificates directly from Kinetic.

To use this feature, first **verify your Avalara® connection** connection and that the **CertCapture Enabled** Check box is selected:

1. Open the **Company Configuration** app.
2. Select the **Modules** button.
3. Select the **Taxes** node in the **Nav Tree**.
4. On the Tax Interface card, verify the **Tax Connect Enabled** check box is selected.
5. Verify the **Address Validation Enabled** check box is selected.
6. Verify the **Tax Calculation Enabled** check box is selected.
7. Verify the **CertCapture Enabled** check box is selected.
8. Verify the **Text ID Prefix** field displays **AVA**.

9. Verify that in the **Default Tax Category** field the **Calculated by Tax Connect** option is selected.
10. Select the **Test Connection** button.
11. Select **OK** when the 'Avalara Tax Interface connection was successfully validated.' message appears.

To **upload a certificate**, follow the steps below:

1. Open the **Customer** app and select a **customer**.
2. Select the **Overflow menu** and expand **Tax Connect** option .
3. Select **Send Customer to Tax Connect**.
 'The Customer has been sent to Tax Connect.' message appears.
4. Select **OK**.
5. Select the **Overflow menu** and expand **Tax Connect** option.
6. Select **Request Certificate Invite**.

Avalara® sends an email to the customer email address specified in the Customer app. This email contains instructions on how to upload a certificate. After the customer uploads a certificate, it is available through the Order Entry and AR Invoice Entry apps in Kinetic and can be used to automatically determine and apply tax exemptions.

7. Exit the **Customer** app.



If you want to send multiple customer records at once, use select the **Tax Connect Mass Update** option instead of 'Send Customer to Tax Connect'.

To **display a certificate** in Kinetic's **Order Entry** app:

1. Open the **Order Entry** app and select a **sales order** related to a customer with a certificate.
2. Select the **Overflow menu** and expand the **Tax Connect** option.
3. Select **View Tax Connect Certificates**.

The **Tax Connect Certificates** panel displays, showing the available certificates.

4. Select a **certificate** and then select the **View Certificate Preview** button.

The certificate displays and you can also download it and store it on your computer.

To **display a certificate** in Kinetic's **AR Invoice Entry** app:

1. Open the **AR Invoice Entry** app and select an **invoice** related to a customer with a certificate.
2. Select the **Overflow menu** and expand the **Tax Connect** option.
3. Select **View Tax Connect Certificates**.

The **Tax Connect Certificates** panel displays, showing the available certificates.

4. Select a **certificate** and then select the **View Certificate Preview** button.

The certificate displays and you can also download it and store it on your computer.

Posting Process

You will post Tax Connect invoices to both your general ledger and the Tax Connect database through the AR Posting Process program. The posting program uses the calculations generated through Tax Connect, and these values are permanently added to your financial records.

For more information on the posting program, read the AR Invoice Entry -- AR Invoice Post Process article.

Tax Reconciliation

Because of posting failures, interrupted Internet connections, and other issues, the tax information between your company and the Avalara® AvaTax® service can become inaccurate. To correct these issues, Tax Connect provides the Tax Reconciliation program. Use this program to keep the tax information maintained by the tax service synchronized with your tax information. To learn how to use this program, read the Tax Reconciliation articles.

Performing Tax Connect Reconciliation

Because of posting failures, interrupted Internet connections, and other issues, the tax information between your company and the Avalara® AvaTax® service can become inaccurate. The Tax Reconciliation app helps you keep the tax information maintained by the tax service synchronized with your tax information.

The AvaTax® service only manages data for invoices and credit memos, so the Tax Reconciliation app likewise only displays data from these two types (Document Types) of records.

To use this program, you must first run the **Get History** command from the Overflow menu. This will populate your data with the most current information from the tax service. You can then compare the invoice/credit memo data from your database against the current AvaTax® data. If there are any inaccuracies, you can select an **Action** for the record. This will reconcile the invoice/credit memo to its matching file within the tax service. Depending on the State (status) of your record compared against the Tax Connect State (tax service status), different actions will be available for you to select.

When you finish defining the reconciliation actions for each record, you will then run the **Perform Reconciliation** command from the Overflow menu. Your invoice/credit memo records will then be synchronized with their matching records within the tax service.

In this article, we will cover creating:

- [Verifying Tax Connect is enabled](#)
- [Getting tax history](#)

- [Reviewing sales tax transactions](#)
- [Performing Tax Connect reconciliation](#)

Verifying Tax is Enabled

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Tax Connect Reconciliation**.
2. In the Overflow menu, verify the **Tax Connect Enabled** option is selected. To find more information about Tax Connect setup, check the [Understanding Tax Connect](#) > Setup section.

Getting Tax History

Run the Get Tax History command to update your database with the tax data that currently exists within the AvaTax® application. Here's how:

1. From the Overflow menu, select **Get Tax History**.
2. Define the **Start** and **End** dates and select **OK** to confirm. The tax history is pulled from the Avalara® AvaTax® records into your database.
3. Select **Save**. 

Reviewing Sales Tax Transactions

1. Use the **Summary** card to indicate how your sales tax transactions should be reconciled with the transactions recorded within the AvaTax® service. You do this by selecting an option from the Actions list; you can select a different action for each sales tax transaction.

If an invoice/credit memo has been posted within your application but does not exist in the Tax Connect data, you will need to reverse the transaction in your application and then recreate it.



Example: An invoice has been posted to the application, but the transaction does not appear within the tax service data. To correct this, you create and apply a credit memo against the original invoice. You can then create a new invoice within the application and then re-post it. This will also create the transaction within the Tax Connect data, and the numbers will match as expected.

If an invoice is posted within your application but the amounts do not match the Tax Connect data, you need to select the Cancel action within Tax Reconciliation. You then need to reverse and recreate the transaction as described above. Meanwhile, Tax Connect will not use the canceled tax data in its reports; it will assigned a Cancelled status to this record which removes the invoice/credit memo from the tax calculations.

2. On the **Line** card you can view each detail line that is linked to the invoice or credit memo selected on the **Summary** card. This data is displayed for your information; you cannot edit the fields on this card.
3. To view the individuals sales taxes being levied against the selected invoice or credit memo, expand the **Tax** card. Use this card to review the amount of each sales tax. You cannot edit the information here.
4. If there are error, warning, or exception messages that were generated during the tax calculations, you can view them on the **Messages** card. Use this card to identify issues that you may need to resolve before you can reconcile the sales tax transactions.

Performing Tax Connect Reconciliation

When you have finished defining the actions that you want the Tax Reconciliation program to use, you are ready to process them within the AvaTax® service.

From the Overflow menu, select the **Perform Reconciliation** command. Your invoice and credit memo data is updated within both your application and the Avalara® AvaTax® service.

Trackers

Tracking AR Invoices

One of the crucial factors in the sales procedure is billing an invoice. If you sell a product, but you receive no money from the customers, you charge the debt to them. While your company waits for the customers to pay their bills, you consider the unpaid invoices as 'Accounts Receivable'.

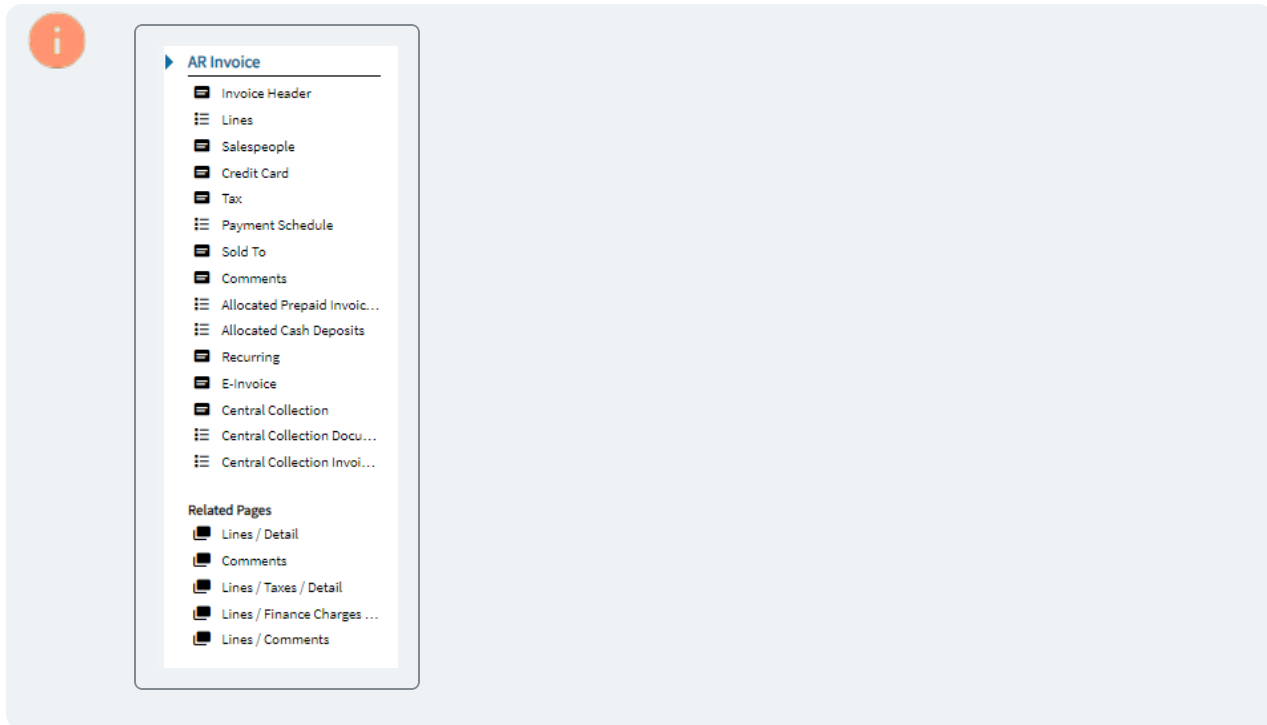
The **AR Invoice Tracker** app helps you track the billed invoices, the 'General Ledger' transactions, overall payment activity, and all the debts (Accounts Receivable) from the customer. If you are a salesperson or an accountant, who needs an overview of the general accounting information, you are likely to use this tracker.



You can find more information about the tracker interface in the Trackers Help article.



To locate different cards in the 'AR Invoice Tracker' app, use the Nav tree and its nodes.



In this article, we will cover:

- [Viewing Summary Details](#)
- [Displaying General Ledger Transactions](#)
- [Reviewing Credit Transactions](#)
- [Viewing Central Collection](#)
- [Using the Overflow Menu](#)



To learn more about general cards and fields, refer to **AR Invoice Entry** section in the Application Help.

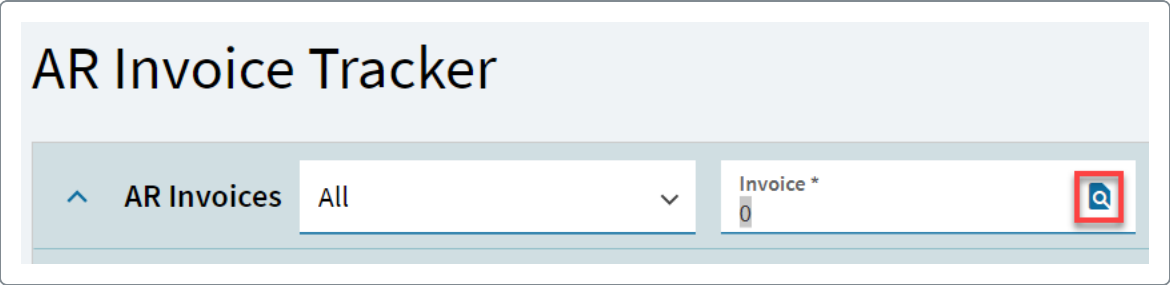
[Viewing Summary Details](#)

Suppose your customer owes you a large amount of money for a completed project. You need to view the customer name, details of the invoice, and terms of payment. On the **Invoice Header** card, you can find all the primary information about your invoices deposit details, and invoice dates. If you want to start tracking the payment activity and the invoices of your customer, that's the way to do it.

To view the AR invoice summary:

1. Open the **AR Invoice Tracker** app.
2. Next, search for and select the invoice you want to review.

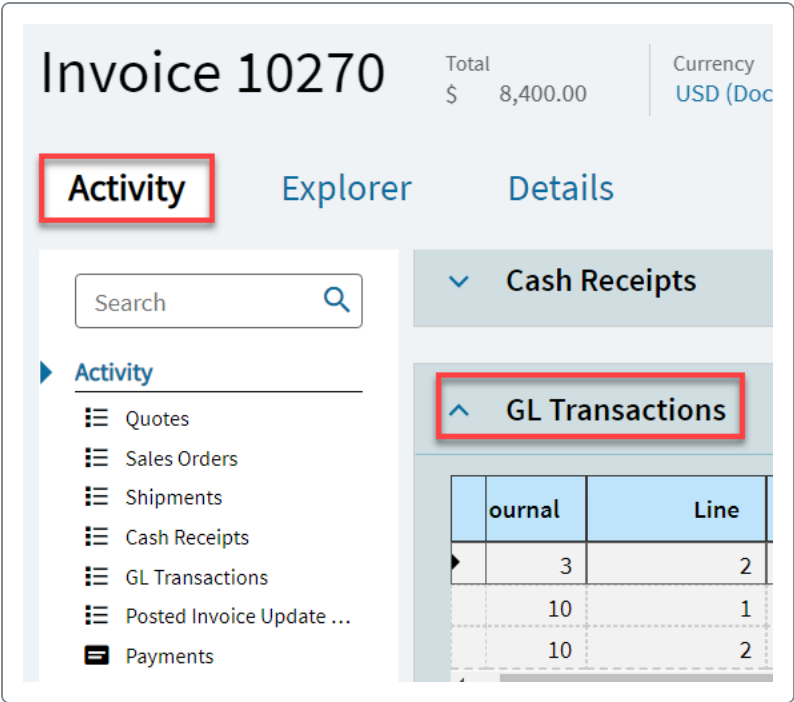
The **Invoice Header** card displays.



Displaying General Ledger Transactions

General Ledger (GL) is the heart of the system's 'Financial Management'. You can process and post all accounting transactions created throughout applications, as well as entries made directly within the ledger. It is a central repository for accounts payable, accounts receivable, fixed assets, and all other financial operations within your company.

On the **Activity > GL Transactions** card, you can track accounting journals, numbers, and information on the credits. This sheet also lets you review all the journal entry transactions placed against the current invoice that you select. This way, you can check the financial health of your company.



Here is more information about the following fields in this card:

- **Statistical UOM Code** - Statistical unit of measure.
- **Statistical** - Indicates if statistical information may be entered for the natural account. Accounts can be used for monetary amounts (0), monetary and statistical amounts (1), or only for statistical amounts (2).
- **Allocation Stamp** - Previous allocation stamp to which the allocation is to be applied.

GL Transactions									
Journal	Line	GL Account	Description	Book De...	Book Cre...	Stat Amo...	Stat UOM Code	Stat UOM	
6	1	1100-00-00	Accounts Receivable-MAIN-C...	79.20	0.00	0.000000			
6	2	4065-00-00	Sales Default-MAIN-CORP	0.00	72.00	0.000000			
6	3	2430-00-00	Accrued Property Taxes-MAIN...	0.00	7.20	0.000000			

Reviewing Credit Transactions

On the **Activity > Posted Invoice Update Credit Transaction** card, you can find all the transactions that the customer makes while paying for the invoice with their credit card. It includes the basic information, such as transaction date, number, amount of money funds, and credit card details.

Posted Invoice Update Credit Transa...								
Transact...	Transact...	Transaction Type	Docume...	Authorization Code	Result	Response Message	AVS Address Response	

Viewing Central Collection

If you are a global company with multiple subsidiaries, you are likely to use a centralized process for payments and to reduce duplicated work among your subsidiaries. To optimize the procedure and track the details of the original invoices of your company, you can use the **Details > Central Collection Invoice Payment** card.

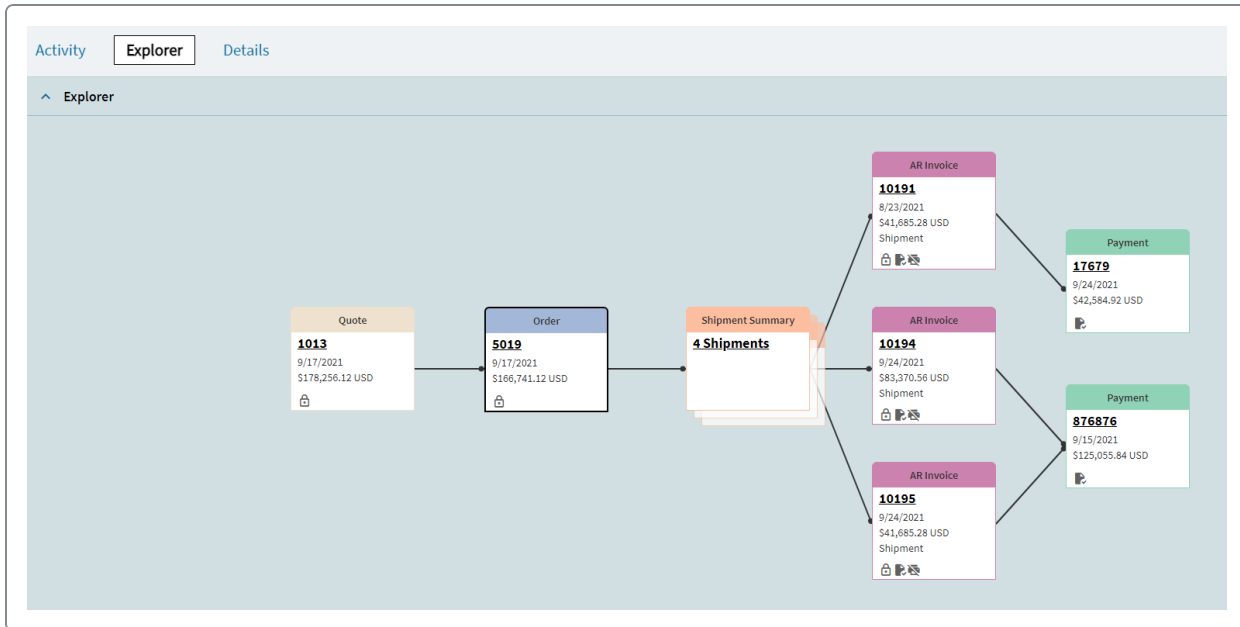
You are the manager of the Illium Works, and you decide to open a Service Center in Minnesota. You want this Service Center to be responsible for applying the AR (Accounts Receivable) collection for all the sites belonging to the Illium Works. The headquarters and sites can still access their local AR invoices and collections, and in some specific cases, are also responsible for applying some of the local collections.

Central Collection Invoice Payments								
Source	Check/Ref	Tran Date	Invoice Ref.	Type	Stage	Currency Code	Amount	Discount
No records available.								

Using the Overflow Menu to Access RMA Processing

Open the **Overflow** menu  and select the **Create RMA** option to access RMA Processing and create RMAs from the AR Invoice Tracker.

Open the **Explorer** tab to see a graphical representation of relationships between related quotes, orders, shipments, AR invoices and payments - providing a detailed overview of the quote to cash cycle:



The record you are in is always outlined with black borders.

This relationship “map” consists of five card groups:

1. Quote
2. Order
3. Shipment
4. AR Invoice
5. Payment

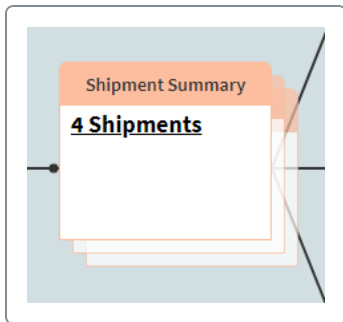
Each card contains a basic overview and an underlined link (the **Quote/Order/Shipment/Invoice/Payment Number** field), which opens a panel with detailed information:

Orders			
Orders			
Order	Open	Order Date	Customer Amount
5019	☐	09/17/2021	166,741.12



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:



You can select the underlined link on the collapsed cards to view a panel with all the records listed:

Shipments			
Shipments			
Pack ID	Ready to Invoice	Status	Ship Date
256	☒	Shipped	09/24/2021
255	☒	Shipped	09/09/2021
254	☒	Shipped	08/31/2021
253	☒	Shipped	08/23/2021



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

Using the AR Reconciliation Tracker

The **AR Reconciliation Tracker** helps you reconcile between the amounts and transactions posted in the Accounts Receivable subledger and the General Ledger. You can also track the differences,

which may arise between these ledgers.



You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Reconciliation Tracker**.
2. In the **Fiscal Year** field, enter the required fiscal year.
3. In the **Start Period** and **End Period** fields, enter the required period.

Filter

Book
Main Book

Fiscal Year
2021

Suffix

Start Period
2

End Period
2

Chart D... D... GL Referen... Customer Employee

GL Account De...

In this article, we will cover:

- [Displaying Total Details](#)
- [Reviewing Records](#)
- [Viewing Differences](#)
- [Reviewing GL Movements](#)
- [Reviewing Subledger Movements](#)



To learn more about general cards and fields, refer to the **AR Invoice Entry** section in the Application Help.

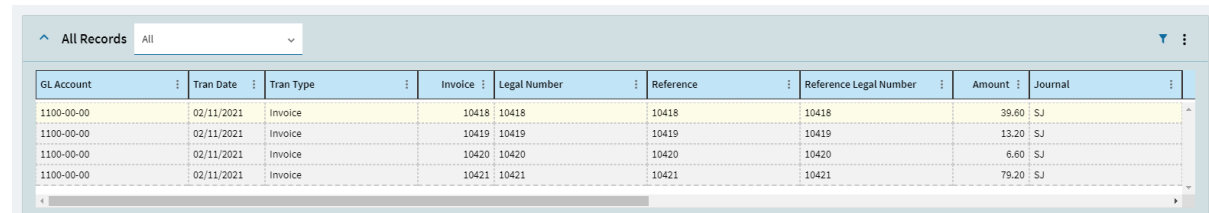
[Displaying Total Details](#)

Expand the **Totals** card, when you need the total data for the opening, closing, and GL movement balances. Here you can also review the opening and closing balances for the subledgers, as well as the subledger movement totals.

Doc Subledger Opening Balance	Doc Subledger Movement	Doc Subledger Closing Balance
115,929.70	138.60	116,068.30

Reviewing Records

If you want to retrieve all movements for the specific GL account within a given period, use the **All Records** card. It can help you quickly reconcile all the differences between the AR subledger and General Ledger.



The screenshot shows the 'All Records' card with a dropdown menu set to 'All'. The table below displays transaction data:

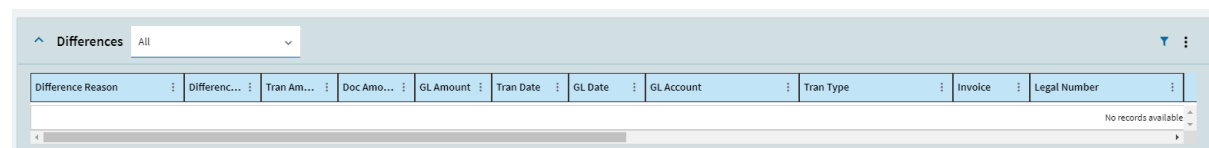
GL Account	Tran Date	Tran Type	Invoice	Legal Number	Reference	Reference Legal Number	Amount	Journal
1100-00-00	02/11/2021	Invoice	10418	10418	10418	10418	39.60	SJ
1100-00-00	02/11/2021	Invoice	10419	10419	10419	10419	13.20	SJ
1100-00-00	02/11/2021	Invoice	10420	10420	10420	10420	6.60	SJ
1100-00-00	02/11/2021	Invoice	10421	10421	10421	10421	79.20	SJ

Viewing Differences

On the **Differences** card, you can retrieve and drill down to transactions that cause a difference between the AR subledger and General Ledger. You can view the difference reasons, amounts, and other data you need for reviewing discrepancies between the subledger and General Ledger.

The following fields are available on the All Records card:

- **Difference Reason** - Reason for the transaction difference. Difference reasons include:
 - Amount** - Posted amount different between GL and subledger.
 - Backdated Settlement** - Settlement (or reversal) in a period prior to initial document posting.
 - Fiscal Period** - Fiscal period difference between GL and subledger.
 - Missing GL** - No GL transaction linked to the movement (for example, open load invoice).
 - Missing Subledger** - No subledger transaction linked to the GL movement (for example, manual journal).
- **Difference Amount** - Difference amount between the subledger and the General Ledger.
- **Reference Legal Number** - Reference legal number of the transaction, if one exists.



The screenshot shows the 'Differences' card with a dropdown menu set to 'All'. The table below displays the column headers for differences:

Difference Reason	Differenc...	Tran Am...	Doc Amo...	GL Amount	Tran Date	GL Date	GL Account	Tran Type	Invoice	Legal Number
No records available										

Reviewing General Ledger Movements

To view all GL movement transactions based on the selection criteria, use the **GL Movements** card. You can populate the transactions and movements for General Ledger, as well as its journal data, corresponding bank accounts, and currency.

GL Movements All										
GL Account	Date	Description	Book De...	Book Cre...	Fiscal Year	Fiscal Year Suffix	Fiscal Pe...	Journal	Journal...	Journal...
1100-00-00	02/11/2021	AR Inv: 10418 Addison, INC	39.60	0.00	2021			2 SJ	3	1
1100-00-00	02/11/2021	AR Inv: 10419 Addison, INC	13.20	0.00	2021			2 SJ	4	1
1100-00-00	02/11/2021	AR Inv: 10420 Addison, INC	6.60	0.00	2021			2 SJ	5	1
1100-00-00	02/11/2021	AR Inv: 10421 Addison, INC	79.20	0.00	2021			2 SJ	6	1

Reviewing Subledger Movements

If you want to view all sub-ledger movement transactions for the specific GL account, expand the **Subledger Movements** card. You can populate the transactions and movements for the sub-ledger, as well as its journal data, corresponding bank accounts, and currency.

The following fields are available on the Subledger Movements card:

- **Cash Rec Head Num** - Identifier for the related cash receipt record that generated the movement.
- **Movement Num** - Unique number for the movement transaction.
- **Rpt1 Amount** - Amount of the movement in the first reporting currency, if defined.

Subledger Movements All									
GL Account	Date	Tran Type	Invoice	Legal Number	Reference	Reference Legal Number	Amount	Currency	
1100-00-00	02/11/2021	Invoice	10418.00000	10418	10418	10418	39.60000	USD	
1100-00-00	02/11/2021	Invoice	10419.00000	10419	10419	10419	13.20000	USD	
1100-00-00	02/11/2021	Invoice	10420.00000	10420	10420	10420	6.60000	USD	
1100-00-00	02/11/2021	Invoice	10421.00000	10421	10421	10421	79.20000	USD	

Tracking the AR Letter of Credit

A letter of credit is a letter or document from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make a payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

The buyer makes an agreement with a bank that the bank will be liable to pay for some specific goods up to a certain value on the basis of some condition - usually some sort of confirmed receipt such as a bill of lading. The seller can then be satisfied that they will be paid, and raises the invoice against the bank. The seller must raise orders, deliver and raise invoices specifically against that letter; and when done so, it effectively becomes its own independent credit pool.

One variant of this is where the bank does not become the payer, but merely a guarantor in the event the buyer fails to pay. Local governments rather than banks also offer this service but usually to the supplier for a price under an Export Credit Guarantee (ECG) scheme - but in the same way you must

ensure not to exceed the value of such a guarantee. Invoices and payment processing then continues against the normal customer and the purpose of tracking is pure visibility against the particular guarantee and also to ensure that the guarantee limit is not exceeded.

Use the **AR Letter of Credit Tracker** to review details of records where you want to use precaution in offering credit facilities to a customer who may be a credit risk.



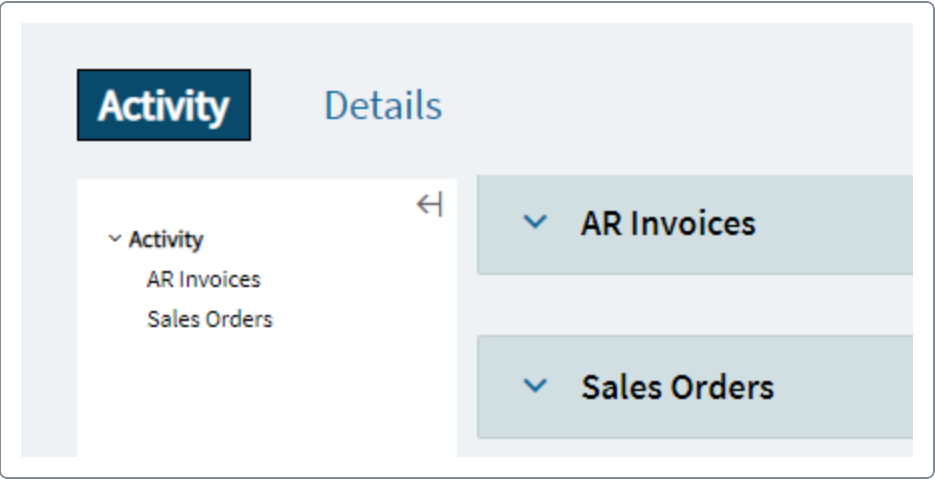
You can find more information about the tracker interface in the Trackers Help article.



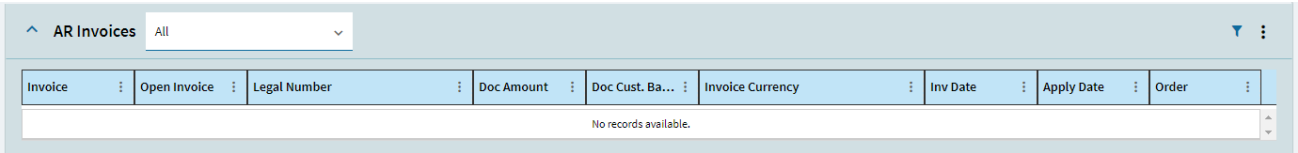
To learn more about general cards and fields, refer to **AR Letter of Credit Entry** section in the Application Help.

To use this tracker:

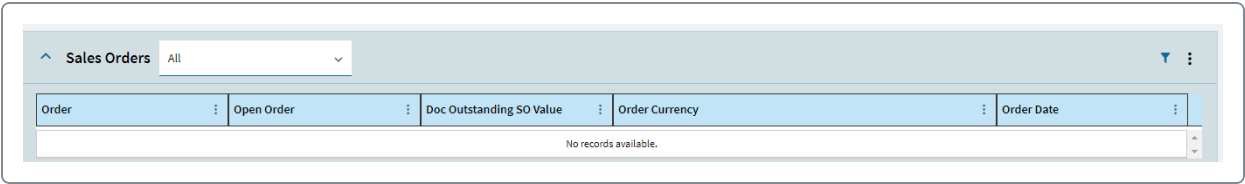
1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Letter of Credit Tracker**.
2. On the landing page, select the LCID number from the **LCID** column. For advanced search, select the search option in the **LC/ECG Reference** field.
3. In the **Activity** section, you can view the AR invoice and sales order details.



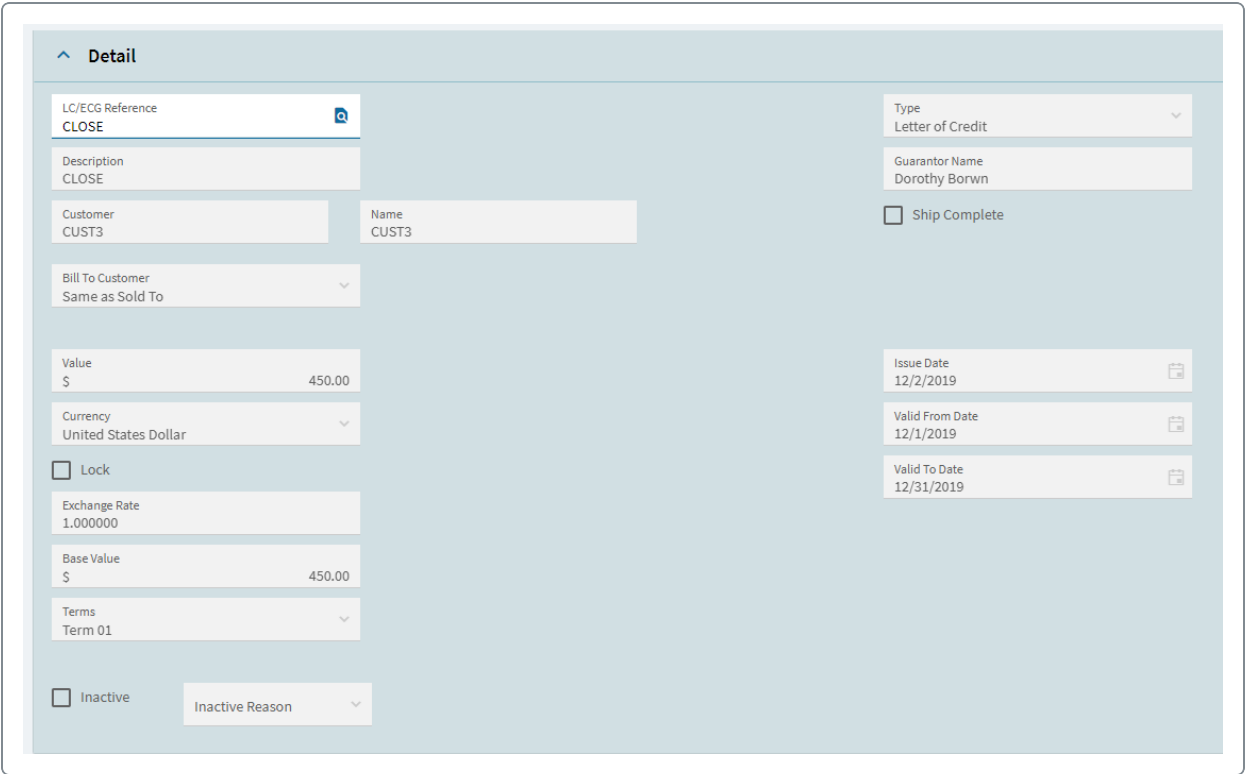
4. Expand the **AR Invoices** panel card to track AR invoices connected to a letter of credit and view details.



- 5. To track sales orders connected to a letter of credit and view details, expand the **Sales Orders** card.



- 6. Use the **Details** section to select a letter of credit and to review detailed information.
- 7. Expand the **Detail** card and select a letter of credit in the **LC/ECG Reference** field. Review details about the customer, exchange rate, dates, and types.



- 8. Expand the **Credit Manager** card to review detailed credit information from a letter of credit.

Credit Manager	
LC Value	
\$	450.00
Total Order Value	
\$	0.00
Outstanding SO Value	
\$	0.00
Cumulative Invoice Value	
\$	0.00
Remaining LC Value	
\$	450.00
Outstanding Invoice Value	
\$	0.00
Paid Invoice Value	
\$	0.00

Tracking Payment Instruments

A payment instrument is a generic term to cover different types of negotiable instruments used for payment. Any document that is an instruction to a bank to make a payment is a payment instrument. Track the different types of payment instruments such as Promissory Notes and post-dated checks and their corresponding status, from initial generation or receipt through to clearance and settlement in the **AR Payment Instrument Tracker**. By using this functionality, you can be assured that complex, settlement-related taxes are correctly handled when payment is made via payment instruments.



You can find more information about the tracker interface in the Trackers article.

To use this tracker:

1. Open the **AR Payment Instrument Tracker** app.
2. On the landing page, select the payment instrument.

3. On the **Details** card, review the detailed information for the selected PI.

Details

ID...
1

Type
MDB AR Generate

PI VICTIMBER-MDB

Status
AP Cancelled

Transaction Date
2/16/2011

Issue Date
2/16/2011

Amount:
\$ 2,080.00

Cust ID...
VICTIMBER

Customer Name
Victoria Timber Products

Due Date
2/23/2011

Document Type:

Bank Amount:
\$ 2,080.00

Base Amount:
\$ 2,080.00

Currency
United States Dollar

Exchange Rate
1.000000

Total AR
\$ 2,080.00

Discount
\$ 0.00

Receipt
\$ 2,080.00

Unapplied
\$ 0.00

☐ On Account

Legal Number

Not Posted

4. To view the detailed invoice information about an invoice linked to a payment instrument, expand the **Allocation** card.

Allocation

CurrencyUnited States Dollar

Amount\$2,080.00

Unapplied\$0.00

Selected Invoice Information

Invoice

Invoice Datemonth/day/year

Invoice Amount\$0.000

Current Balance\$0.000

Terms

Discount Datemonth/day/year

Due Datemonth/day/year

Legal Number

Base Currency

Balance\$0.000

Amount to A/R\$0.000

Less Discount\$0.000

Net to Cash\$0.000

New Balance\$0.000

Invoice Rate0.000000

☐ Lock

Receipt Rate0.000000

Amount to A/R\$0.00000

Less Discount\$0.000

Take Discount

5. Use the **Info** card to view a company or supplier address, specific to an instrument. The default information on the sheet originates from the Company Maintenance and Supplier Maintenance programs.

Info

Company Info

Name

Epicor Education

Address

12600 S Torrence Ave

City

Chicago

State/Prov

IL

Postal Code

60633

Country

USA

Customer Info

Name

Victoria Timber Products

Address:

2005 Sooke Rd

City

Victoria

State/Prov

BC

Postal Code

V9B 5Y2

Country

Canada

Reason Info

Reason

6. Expand the **Bank Fees** and **Bank Fee Tax Detail** cards to view bank fees and bank fee taxes that apply to the instrument.

Bank Fees

Bank Fee...

Bank Fee Amount:

0.000

Tax Amount

\$

0.000

Amount Less Tax

\$

0.000

Base Bank Fee Amount:

0.000

Base Tax Amount

\$

0.000

Base Amount Less Tax

\$

0.000

Chart

D...

D...

GL Referen...

Customer

Employee

EPICOR

281

July, 2025

Bank Fee Tax Detail

All

Bank Fee Tax Detail

Tax ID	Collection T...	Rate Code	Percent	Manual	Taxable Amt	Tax Amt	Text Code
No records available.							

Full Screen

7. Expand the Invoices card to view the
8. On the **Signee** card, review the details of the payment instrument signee.

Signee

Signed By

Signature Date
month/day/year

Address

City

State/Prov

Postal Code

Country
None Selected

Phone

Email

Bank Name

Bank Account

Bank Identifier

IBAN Code

Bank/Branch Code

Comment

9. On the Invoices card you can see an overview of all related invoices.

Invoices

All

Invoices

Type	Invoice Num...	Apply Date	Transaction ...	Discount Am...	Transaction ...	Gain/Loss Type	Reverse Gain...	Revaluation ...	Revaluation ...	Doc Revaluat...	Reference
No records available.											

Full Screen

10. Expand the **Endorsement To Supplier** card to review details of an AP payment instrument which is linked to a given endorsed AR payment instrument.

^ Endorsement To Supplier

PI Payable ID

Description

Transaction Date
month/day/year

Fiscal Year

Fiscal Period

Supplier ID

Supplier Name

Legal Number

Due Date
month/day/year

Document Type

Type

Company's Bank/Remit To Information

Bank Account *

Bank Name

Bank Account

Identifier

Bank Amount
\$ 0.000

Currency

Exchange Rate
\$ 0.00

Allocated
\$ 0.000

Bank Fees
\$ 0.000

Total Prom. Note
\$ 0.000

Discount
\$ 0.000

Status

Company's Bank/Remit To Information

Bank/Remit To

Bank Account

Identifier

Accounts Payable

Use the **Accounts Payable** (AP) module to enter supplier invoices for purchases that you make and then create checks for the invoices you want to pay. Kinetic can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely.

You use the 'Accounts Payable' module to update both purchase orders and actual job costs. Adjustments are created if the purchase price does not match the invoiced price, so you know how much you owe and when it is due.

Key Concepts of Accounts Payable Processing

- In an interfaced environment, Accounts Payable (AP) and expense-related General Ledger (GL) accounts are defined using GL control codes and GL control types.
- An AP Clearing account is required, as it acts as the Accrued (Unvouchered Receipts) account.
- Invoice and payment transactions are posted to the GL using a group methodology.

Typical Process Flow

- Enter a purchase order (Purchase Order Entry).
- Receive goods and services against that purchase order (Receipt Entry).
- Recognize liability for goods received (AP Invoice Entry).
- Process cash disbursements for outstanding invoices (AP Payment Entry).
- Record supplier returns when necessary (AP Invoice Entry - Debit Memo).

Setup

Creating Bank Fees

Create bank fee codes to describe and categorize the fees deducted from a bank account in **Bank Fee Maintenance**. For example, you can create a code for a bank fee charged when processing a foreign cash receipt, or for a transfer, or a monthly service.

Bank fee codes help you anticipate the types of fees the bank may charge you. Since each code can generate taxes, you can also define a tax associated with a bank fee. Once you establish a bank fee, the system automatically calculates and records the fee.

The system charges bank fees to a bank fee account you define in the GL control and assign to the selected bank in **Bank Account Maintenance**. The system applies the fee when the bank account balance is affected. Sometimes, a company knows about a fee when they create the cash receipt and payment documents, and other times, they do not see until they receive the bank statement.

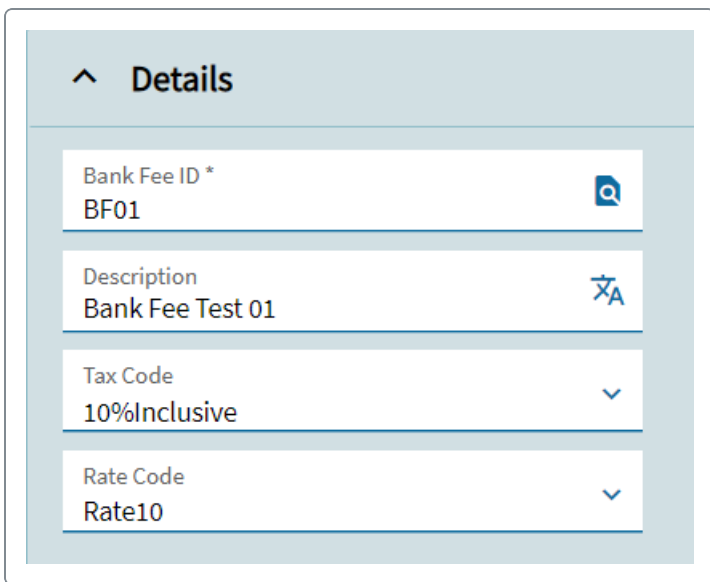
Use the landing page of the application to view existing bank fee codes or to enter a new one.

In this article, we will cover

- [Entering a Bank Fee Code](#)
- [Maintaining GL Control](#)

Entering a Bank Fee Code

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Bank Fee**.
2. Select **New**  to add a new bank fee code.
3. Enter a unique code for the fee in the **Bank Fee** field.
4. Enter additional information about the fee code in the **Description** field.
5. Select a tax rate for bank fees that generate taxes from the **Tax Code** drop-down. You can only select tax codes with single and dual invoicing and self-assessment.



^ Details	
Bank Fee ID *	BF01 
Description	Bank Fee Test 01 
Tax Code	10%Inclusive 
Rate Code	Rate10 

6. Select a rate for the tax associated with a bank fee from the **Rate Code** drop-down.



This field is mandatory when you select a tax code. You can choose from the rate codes related to the tax code you selected.

7. Select **Save**. 

Maintaining GL Control

You can associate one or more GL controls with a record. Each control you associate with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

- 1. Select the record to which you want to apply the control.
- 2. Select **New**  to add a new GL control.
- 3. Enter the identifier of the type to which the control belongs in the **Type** field.
- 4. Enter the identifier of the control in the **Control** field.

GL Control			
GL Control Type	Type Description	GL Control Code	Control Description
Bank Fee	Bank Fee	FEE	Default Bank Fee

5. Select **Save**. 

Assigning Bank/Branch Codes

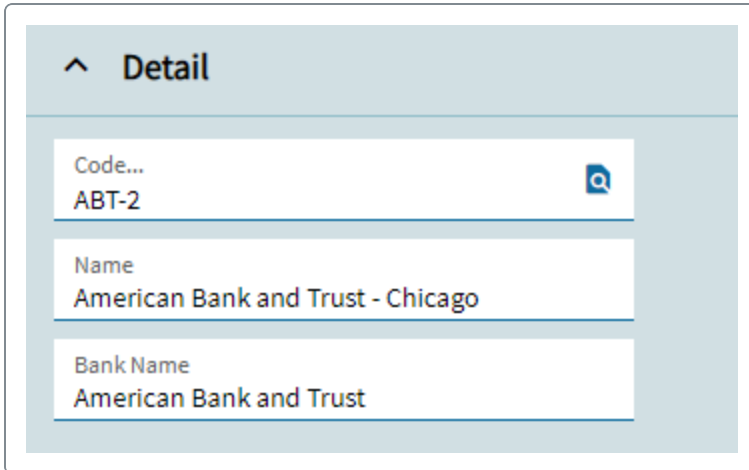
Assign codes to specific bank branch offices using **Bank/Branch Code Maintenance**. Later, you can associate bank branch codes with accounts in Bank Account Maintenance, grouping them under a specific branch.

Use the landing page of the application to view existing bank/branch codes or to enter a new one.

In this article, we will cover defining bank/branch codes.

- 1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Bank/Branch Code**.

2. Select  to add a new bank/branch code. The **Details** page displays.
3. In the **Code** field, enter an identifier for the bank and branch.
4. In the **Name** field, enter the name of the code.
5. In the **Bank Name** field, enter the name of the parent bank to which the branch office belongs.



6. Select **Save**. 

Creating Amortization Codes

Create an amortization code to define the duration of amortization, frequency of amortization periods, and the recognition amount for each period.

In this article, we will cover:

- [Entering the amortization details](#)
- [Adding an Amortization Code GL Control](#)

Entering Amortization Details

1. Open the **Amortization Code** app.

The Landing page displays. The landing page displays a list of the existing records. To select an existing amortization code, select a code link inside the grid.

Amortization Codes List

All

Code

Code	Description	Fiscal Calendar ID
12MthDays	12 Months- Days in Month	1YR_FSMonth
12MthE	12 Months Equal Amounts	1YR_FSMonth
1YAC	1Y-Actual Days Amortization	Main
DE12_Actual	DE 12 Actual Days	Main
DR Code	Deferred Revenue Code	1YR_FSMonth



The records in the screen shot are just an example.

2. To add a new amortization code, select **New**. 

The Details card displays.

3. Enter a code in the **RA Code** field.

Code Details

RA Code

Description

4. Enter a description in the **Description** field.

5. Select the scope of amortization code from the **Scope** drop-down.

Details

Code Details

RA Code

Description

Scope

AP

AP

AR

GL

GL and AP

- **AP**- Use this scope for deferred expenses in AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.
- **AR** - Use this scope for deferred revenues. When this option is on, the **Use Contract Expire Date** check box is available. This option is available if you have the **Deferred Revenue** license.

- **GL** - Use this scope for deferred expenses in GL. When this option is on, you can select appropriate GL controls on the **GL Control** card.
 - **GL and AP** - Use this scope for deferred expenses in both GL and AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.
6. Select the fiscal calendar you want to use for the selected amortization code from the **Fiscal Calendar** field.

7. Enter the number of fiscal periods in the **Duration** field.
8. Select how the system recognizes revenue or expenses from the **Calculation Method** field.

- **Equal Amounts** - Kinetic recognizes the same amount during each period.
 - **Last Period** - Kinetic recognizes revenue or expense only in the last period.
 - **Actual Days** - Kinetic recognizes the revenue or expense amount based on the number of days within a period.
9. If you want the end date to ignore the duration of the DRA code and instead use the default contract expiry date, select the **Use Contract Expire Date** check box.

If this check box is clear, the end date is blank to allow the DRA code duration to calculate correctly.



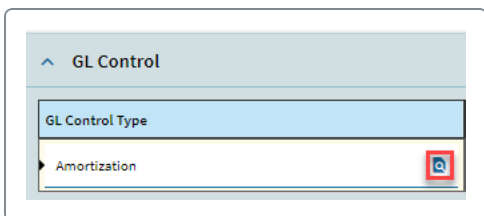
This check box is active when you select **AR** in the **Scope** field.

10. Select **Save**. 

Adding an Amortization Code GL Control

A 'GL control' defines the accounts and journal codes available when posting the selected record. You can apply multiple controls to each record maintained in the program. If you use multiple controls, each control must be based on a different GL control type.

1. To add a GL control, select **New**  on the **GL Control** card.
2. In the GL Control Type field, search for and select a **GL Control Type**.

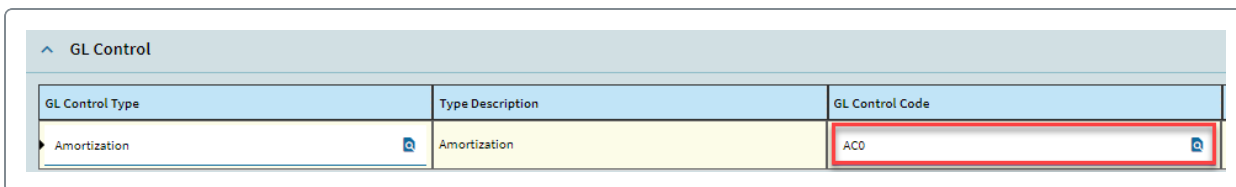


The screenshot shows a 'GL Control' card. Inside the card, there is a field labeled 'GL Control Type'. Below this field, a dropdown menu is open, showing 'Amortization' as the selected option. A red box highlights the dropdown arrow icon on the right side of the field.



The record in the screen shot is just an example.

3. In the GL Control Code field, search for and select a **GL Control Code**.



The screenshot shows the 'GL Control' card with a table-like structure. The first column is 'GL Control Type' with 'Amortization' selected. The second column is 'Type Description' with 'Amortization' as the description. The third column is 'GL Control Code' with 'AC0' entered. A red box highlights the 'GL Control Code' field.

GL Control Type	Type Description	GL Control Code
Amortization	Amortization	AC0



The record in the screen shot is just an example.

4. Select **Save**. 

Creating Memo Categories

Create memo categories to organize the memos people enter in several different system areas, including on AP invoices and customer records, in **Memo Category Maintenance**. After you create the categories, others can assign them to memos. For example, you can create a Site Visit memo category to organize notes for customer site visits or a Contact Notes memo category for customer contacts.

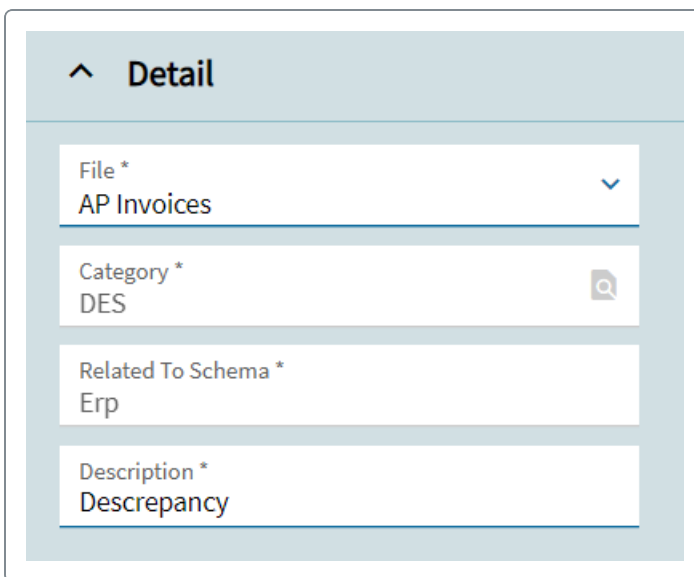
Assigning categories to memos simplifies the review process, as you can choose to view only the memos you entered for a particular purpose.

Use the landing page of the application to view existing memo categories or to enter a new one.

In this article, we will cover entering a memo category.

Entering a Memo Category

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Memo Category**.
2. Select **New**  to add a new memo category.
3. Select a file type for the new category from the **Type** drop-down. The file type you select determines where the memo category will be available for use.
4. Enter an identifier for the new memo category in the **Category** field.



The screenshot shows a 'Detail' form for entering a memo category. It contains four fields: 'File *' with a dropdown menu showing 'AP Invoices', 'Category *' with the text 'DES' and a magnifying glass icon, 'Related To Schema *' with the text 'Erp', and 'Description *' with the text 'Discrepancy'.

5. Enter additional information to identify the memo category in the **Description** field.
6. Select **Save**. 

Creating Purchase Types

In **Purchase Type Maintenance**, define purchase types and to select the GL controls that define the accounts associated with the types.

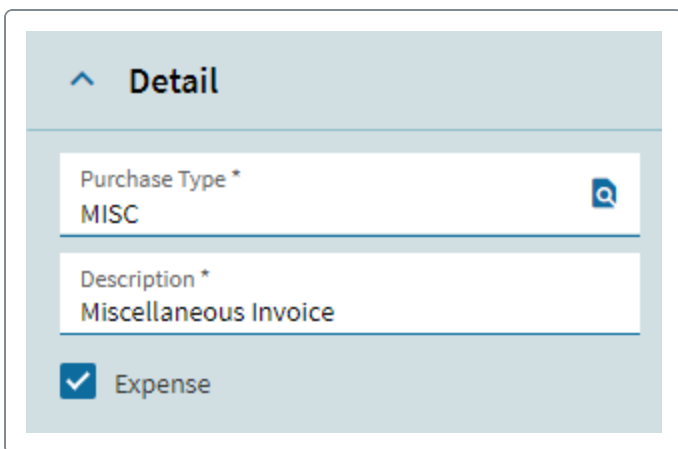
Use the landing page of the application to view existing purchase types or create a new one.

In this article, we will cover:

- [Adding a new purchase type](#)
- [Linking GL Control to the purchase type](#)

Adding a New Purchase Type

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Purchase Type**.
2. Select **New**  to add a new purchase type.
3. Enter an eight-character code that uniquely identifies the purchase type and a further description of the purchase type code.
4. Select the **Expense** check box to indicate that purchases bearing this purchase type code are expense purchases.



5. Select **Save**. 

[Linking a GL Control to the Purchase Type](#)

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

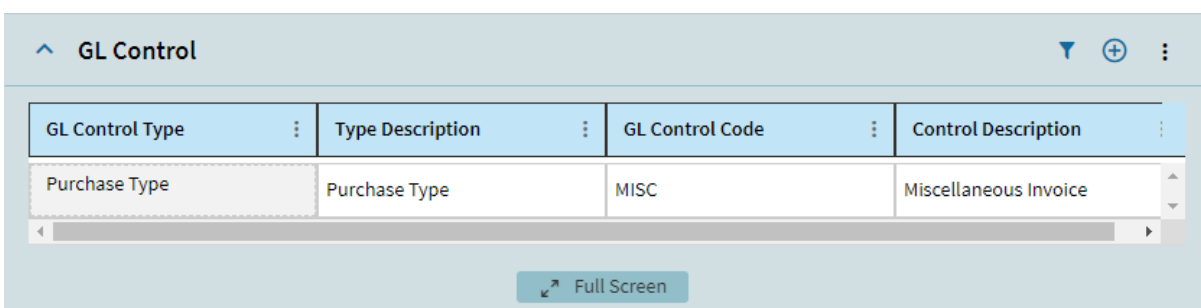
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the GL control **Type** that contains the account contexts you need.
3. Next use the **Control** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company. When you finish, save the changes.



GL Control Type	Type Description	GL Control Code	Control Description
Purchase Type	Purchase Type	MISC	Miscellaneous Invoice

Full Screen

Defining Miscellaneous Charges or Credits that Apply to Purchase Orders

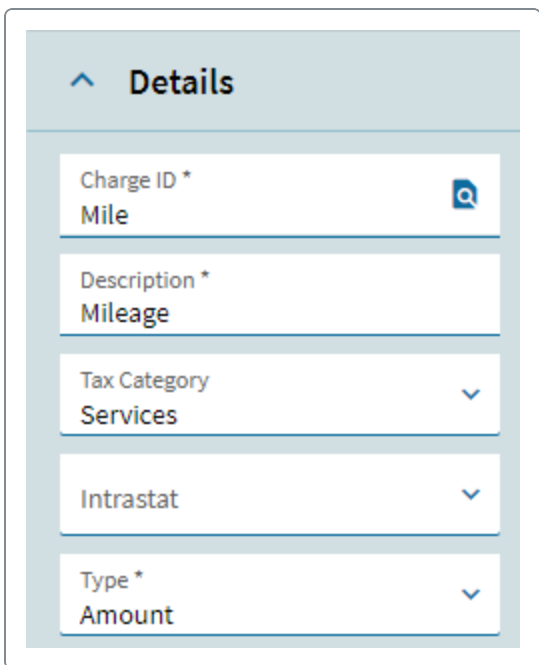
You can define charges or credits that apply to purchase orders, such as freight charges or expediting fees. Do this in **Purchasing Miscellaneous Charge/Credit Maintenance**. Note that these charges are paid to suppliers and are not the same as the charges you set up in Order Management or Accounts Receivable that your customers pay.

In this article, we will cover:

- [Entering Charges or Credits that Apply to Purchase Orders](#)
- [Entering GL Controls for Purchasing Misc Charge/Credits](#)
- [Selecting Supplier Options for Purchasing Misc Charge/Credits](#)
- [Viewing Expense Type Details for Purchasing Misc Charge/Credits](#)
- [Viewing Unit Details for Purchasing Misc Charge/Credits](#)

Entering a Charge or Credit that Apply to Purchase Orders

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Miscellaneous Charge/Credit**.
2. Select **New**  to add a new miscellaneous charge/credit.
3. In the **Charge ID** field, enter an identifier for the misc charge/credit.
4. In the **Description** field, enter additional information about the misc/charge credit.
5. Enter the tax category for the miscellaneous charge. Categories determine whether or not the charge is subject to sales tax. It is also used for sales tax reporting in Accounts Receivable.
6. If you have the Intrastat functionality, use the **Intrastat** field to define how header charges are included in the statistical value in intrastate transactions. You can exclude the header charges, include them, or set the field to Percentage to use the Percent at Border for the country as determined in the Intrastat parameters in Company Configuration.
7. Set the **Type** field to **Amount** or **Percentage** to specify how the miscellaneous charge is calculated. It can be a flat amount, or as a percentage of the extended price.
8. The **Take Discount** check box determines whether a miscellaneous charge is included in the Payment Discount calculation in AP Invoice Entry and AP Payment Entry. Select the box to include this miscellaneous charge in the Payment Discount calculation. Clear the check box to exclude it.



Details

Charge ID *
Mile

Description *
Mileage

Tax Category
Services

Intrastat

Type *
Amount

9. The next fields relate to landed costs. Select the **Landed Cost** check box to review landed costs in your base company currency. Clear the check box to review landed costs in the currency of the receipt transaction. The **Landed Cost Method** specifies a method for calculating landed cost. Choose from **Value**, **Quantity**, **Weight**, or **Volume**.
10. The **Percentage** field defines the percentage of the extended amount that will be applied as the miscellaneous charge.
11. The **Cost Amount** specifies the standard cost for this miscellaneous charge. This is the default amount that will be applied to orders and invoices. If the amount for this charge varies, do not enter an amount here. Instead, enter it directly on the order or invoice.

Example: Your standard fee for expediting an order is 100.00. Set up a miscellaneous charge called EXP and enter its amount as 100. When you create an expedited order, select the EXP charge; the Amount field will automatically be 100. Your fee for freight always changes. Set up a miscellaneous charge called FRT and do not assign it an amount. When you add the freight charge to an order, enter the charge's amount directly into the order.

12. If you have the Currency Management module, in the **Currency** field, select the currency to use for this miscellaneous charge or credit record.

13. If the miscellaneous charge is for employee expenses, check the **Expense** check box.
14. Select **Save**. 

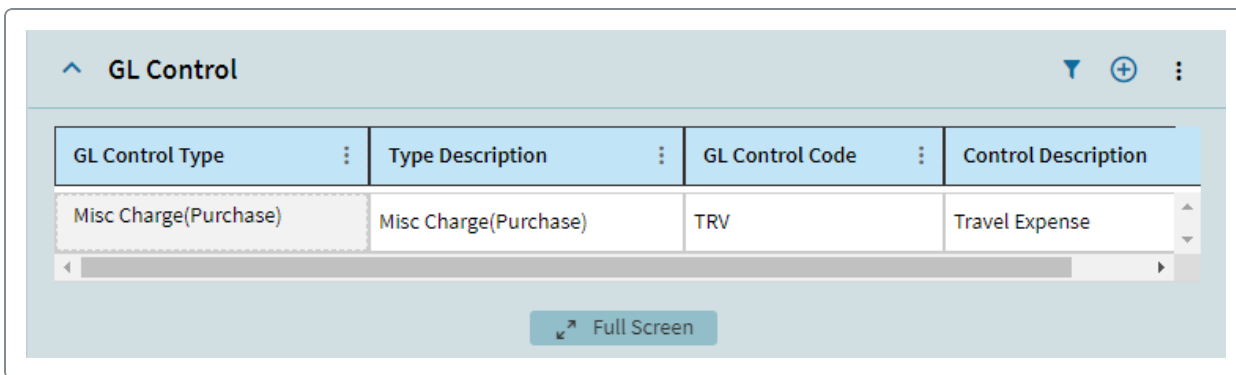
Entering GL Controls for Purchasing Misc Charge/Credits

On the **GL Control** card, select the general ledger (GL) control or controls that determine the accounts and journal codes used to post transactions for miscellaneous charges and credits.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

To enter GL controls:

1. On the **GL Control** card, select  to add a new line to the grid.
2. In the **Type** field, enter or select a GL Control Type.
3. In the **Control** field, enter a GL Control.



GL Control Type	Type Description	GL Control Code	Control Description
Misc Charge(Purchase)	Misc Charge(Purchase)	TRV	Travel Expense

Full Screen

4. Select **Save**. 

Selecting Supplier Options for Purchasing Misc Charge/Credits

Use the Supplier card to select supplier options, such as a Landed Cost method to associate with a miscellaneous charge or credit. To add a new supplier:

1. On the **Supplier** card, select  to add a supplier landed cost.
2. In the **Supplier** field, enter or select a supplier.
3. Select the **Landed Cost Method** you want to use for calculating landed cost for this supplier. Select from: **Value**, **Quantity**, **Weight**, and **Volume**.
4. In the **Type** field, select a miscellaneous charge calculation method, either **Amount** or **Percentage**.
5. In the **Percentage** field, enter the percentage of the extended amount that will be applied as the miscellaneous charge.

Suppliers				
Supplier ID	Name	Landed Cost Me...	Type	
ABCM	ABC Metals	Value	Amount	

- If there is a standard cost for the charge, enter this in the **Cost Amount** field. This is the default amount that will be applied to orders and invoices. If the amount for this charge varies, do not enter an amount here. Instead, enter it directly on the order or invoice.
- If you use **Currency Management**, you can select the currency needed for this miscellaneous charge or credit.
- Select **Save**. 

Viewing Expense Type Details for Purchasing Misc Charge/Credits

Use the **Expense Type Detail** card to view expense details connected to a supplier.

Expense Type Details		
☒ Unit Based ☒ Chargeable Tax Liability Pay Method Employee	☒ Project ☒ Indirect ☐ Inactive	Comments ☐ Required Comment Instructions

- **Unit Based** - Miscellaneous charge is unit based when this check box is selected.
- **Chargeable** - Miscellaneous expense is chargeable when this check box is selected.
- **Tax Liability** - Tax liability associated with an expense charge such as All Taxes, Exempt, or Line Recoverable.
- **Pay Method** - Payment method associated with the expense charge such as Cash, Credit, or Company Paid Travel.
- **Project** - Miscellaneous charge code is to be selected for entry of project expenses.
- **Indirect** - Miscellaneous charge code is to be selected for entry of indirect (non-project) expenses.

- **Comments** - Comment is required for the miscellaneous charge or credit type, if the check box is selected.
- **Comment Instructions** - Instructions associated with the miscellaneous charge or credit type. This field is mandatory when the Required check box is selected.

Viewing Unit Details for Purchasing Misc Charge/Credits

Use the **Unit Based List** card to add unit details.

Unit Based List					
From E...	To Effe...	Unit Description	Inactive	Claim ...	Claim Unit ...
05/08/2020	05/29/2020	per mile	☐	0.0000	0.5000
05/24/2020	06/15/2020	per mile	☐	0.0000	0.5500
05/30/2020	06/13/2020	per mile	☐	0.0000	0.5000
06/23/2020		per mile	☐	0.0000	0.5650

- **From Effective Date** - Beginning date of the unit based record.
- **To Effective Date** - Ending date of the unit based record.
- **Unit Description** - Description of the selected unit.
- **Inactive** - Inactive unit based record when this check box is selected.
- **Claim Unit Maximum** - Maximum number of units the employee can enter in a single expense transaction. If the number of units entered exceeds the maximum, the system will display the maximum allowed value.
- **Claim Unit Amount** - Amount per unit in the base currency. This is the amount used to calculate the total expense transaction amount.
- **Claim Currency Code** - Currency for the claim.
- **Override** - Employee can override the claim amount during expense entry.
- **Multicurrency** - Currency of the transaction.

Defining Purchasing Terms for Suppliers

Purchasing terms govern the frequency, number of payments, and discounts that apply to supplier invoices. You can define payment terms in **Purchasing Terms Maintenance**. You can also specify the best discount for specific terms or adjust payment schedules here.

In this article, we will cover:

- [Entering the purchasing terms details](#)
- [Specifying a discount for purchasing terms](#)
- [Adjusting payment schedules for purchasing terms](#)

Entering Purchasing Terms Details

1. Open the **Purchasing Terms** app.
2. Select **New**  to add a new purchasing terms code.
3. In the **Code** field, enter an identifier for the terms code. For example, 1/10.
4. In the **Description** field, enter a description for the terms code. For example, 1/10 Net 30.
5. In the **Number of Payments** field, enter the number of payments that can be made against an invoice during a payment cycle. If this number is more than one, any invoice assigned these terms is paid through multiple payments. Multiple payments appear on the Payment Schedule card.
6. In the **Terms Type** field, select the billing schedule associated with the term. Schedule options include Days, Day of Month, and End of X Month(s) plus Y day(s).
7. If the purchasing term requires a letter of credit, select the Require Letter of Credit check box. If you create a purchase order or AP invoice using a term that requires a letter of credit, you must select a letter of credit on the order or invoice.
8. If these terms should be the default used on new supplier records, select the **System Default** check box.
9. What you chose in the **Terms Type** field determines which fields are available in the Due area. Complete the fields that are active for the terms type you indicated:
 - **Number of Days** - this value defines a schedule based on periodic payments. The application adds the number of days entered in this field to the invoice date to obtain the due date.
 - **Due on Day** and **Minimum Days** - These values define a schedule based on monthly payments. The application uses the Minimum Days value to move a billing to the next month when the invoice date occurs close to the Due on Day value and the Day value identifies the day of the month for which the payment is due.
 - **Number of Months** and **Due on Day** - These values define a schedule based on payments after the specified number of days (Due on Day). When a payment passes this date threshold, the application considers it late.

10. In the **Discount Type** field, select the discount schedule associated with the term. Discounts can be applied based on a number of days, a day of the month, both (End of X Month(s) plus Y day(s)), or based on a schedule (By Schedule).

The **By Schedule** option in the Discount Type field allows you to specify a discount if a payment is made a certain number of days before its due date.

In the **Default Days Before Due** field enter the number of days ahead of the due date that the payment needs to be made to apply the discount.

In the **Default Discount Percent** field specify the default discount percentage.



When using the By Schedule option, each schedule can have only one discount percent. This is different from the rest of the Discount Type options where there can be different discount percentages based on the number of days. However, with By Schedule, each individual payment can have a discount percent specific to that record.

You can modify the Days Before Due and Discount Percent values for each individual payment in the **Payment Schedule** card's grid.

Payment Schedules are updated on save of the Purchasing Term in the following cases:

Save of a new purchasing term record:

- Payment Schedule records are created.
- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

When the number of payments changes on an existing purchasing term:

If the number of payments increases, new payment schedules are created. When this occurs:

- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

Existing schedule records are not updated.

When the discount type changes on an existing purchasing term:

If Purchasing Term Discount Type equals By Schedule:

- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

If Purchasing Terms Discount Type does not equal By Schedule:

- Purchase Schedule Days Before Due is set to zero.
 - Purchase Schedule Discount Percent is set to zero.
11. Select the **Apply Discount When Paid in Full** check box to calculate discounts only against invoices that are fully paid.

Details

Code *
N30

Description *
Net 30

Number of Payments
1

Terms Type
Days

☐ Require Letter of Credit

☐ System Default

Discounts

☐ Apply Discount When Paid in Full

Discount Type

Due

Number of Months
0

Number Of Days
30

Due on Day
0

Minimum Days
0

12. Select **Save**.

Calculating a Discount for Purchasing Terms

1. To add a discount term, select **New** on the **Discounts** card.
2. Complete the fields that open for data entry. These are dependent on the setting of the **Terms Type** field.

Discounts

Number Of Months	Number of Days	Due On Day	Minimum Days	Discount Percent
0	30	0	0	10.000
0	60	0	0	15.000

Specify the following:

- **Number of Months** - Indicates how many months past the Invoice Date are used for the overall terms period. The field is available if you selected the End of X Month(s) on Y Day(s) terms type. Enter the number of months you need in this field.
- **Number of Days** - Indicates how many days past the invoice date are used for the overall terms period. The field is available if you select the Days terms type. Enter the number of days you need in this field.

- **Due on Day** - Defines how many days into the last month are included in the overall terms period. This field is available if you select either the End of X Month(s) On Y Day (s) or Days of Month terms type. Enter the day number in this field. For example, if you enter 20, the final discount date for invoices that use this terms code is January 20th, February 20th, March 20th, and so on throughout the year.
- **Minimum Days** - Determines the last day of the month used for the overall terms period. If an invoice is entered which has an Invoice Date on the day after this value, its discount schedule is moved into the next month. This field is available if you select the Days of the Month terms type. Enter the number of days from the beginning of each month you wish to include in this date range. For example, you create a Net 25 terms code that uses the Days of the Month terms type. You indicate in the Due on Day field that the final discounting date is the 25th of each month. You then enter 15 within the Minimum Days field. In order to receive a discount, any invoices with dates on or before the 15th of each month must be paid before the 25th of that same month. Any invoices with dates 16 or later must be paid before the 25th of the next month in order to receive the discount.
- **Discount Percent** - Specifies the discount percentage given for prompt payment of an invoice. Invoice printing uses this value to calculate a prompt payment discount amount. For example, you assign a terms code a discount percent of 10.00. You then create an A/P invoice for \$200.00 with these terms. If you pay this invoice within the number of discount days specified for this payment terms, you will receive a \$20.00 discount (\$200 * 10%).

3. Select **Save**. 

Adjusting Payment Schedules for Purchasing Terms

Use the **Payment Schedule** card to add or adjust the payment schedule. This schedule defines the number of days and percentage for each payment sequence within the selected purchasing term. Purchasing employees use the payment schedule template for purchasing terms in AP Invoices, that can be modified according to payment conditions agreed with their supplier.

When you specify the terms details and save them, the application automatically creates a payment schedule based on these details, namely, number of payments and due dates. If you adjust the number of payments afterwards, the application updates the payment schedule based on these adjustments.

You can add new sequences to the schedule on the Payment Schedule card. Note that the sum of all payment's percentages should be equal to 100.

1. To add a payment schedule, select **New**  on the **Payment Schedule** card.
2. In the grid, the **Payment** field shows the payment sequence number. This is automatically generated and cannot be edited.

3. In the **Days** field, specify the number of days for the payment sequence to be paid. This value is used to calculate the payment due date in the Invoice Payment Schedule.

Payment	Days	Percentage
1	30	100.000000

4. In the **Percentage** field, specify the percentage of the total payment to be covered by this payment sequence. This value is used to calculate the amount to be paid per payment in Purchase Order Entry and Invoice Payment Schedule.



The Percentage field displays six decimal points. If there are variance decimals to sum up to 100 percent, the variance decimals appear in the last payment row.

5. Select **Save**.

Entering Open AP Invoices From a Legacy System

In **AP Open Invoice Load**, enter AP Invoices that were created outside the application, for example, in a previous legacy system.

These invoices do not have detail lines; they only contain the final amount of the invoice. They do not initially affect General Ledger, nor do they affect any supplier AP information. Once you post them, however, these invoices are included in your overall financial records. You can post these open invoices within this program as well.

This application is helpful when you first install the Accounts Payable module. It lets you quickly add current invoices into the database.

In **AP Open Invoice Load**, you can also check the total cost of open invoices for a specific supplier.

For that, use the **Total** option from the Overflow menu to calculate an audit total of these invoices.

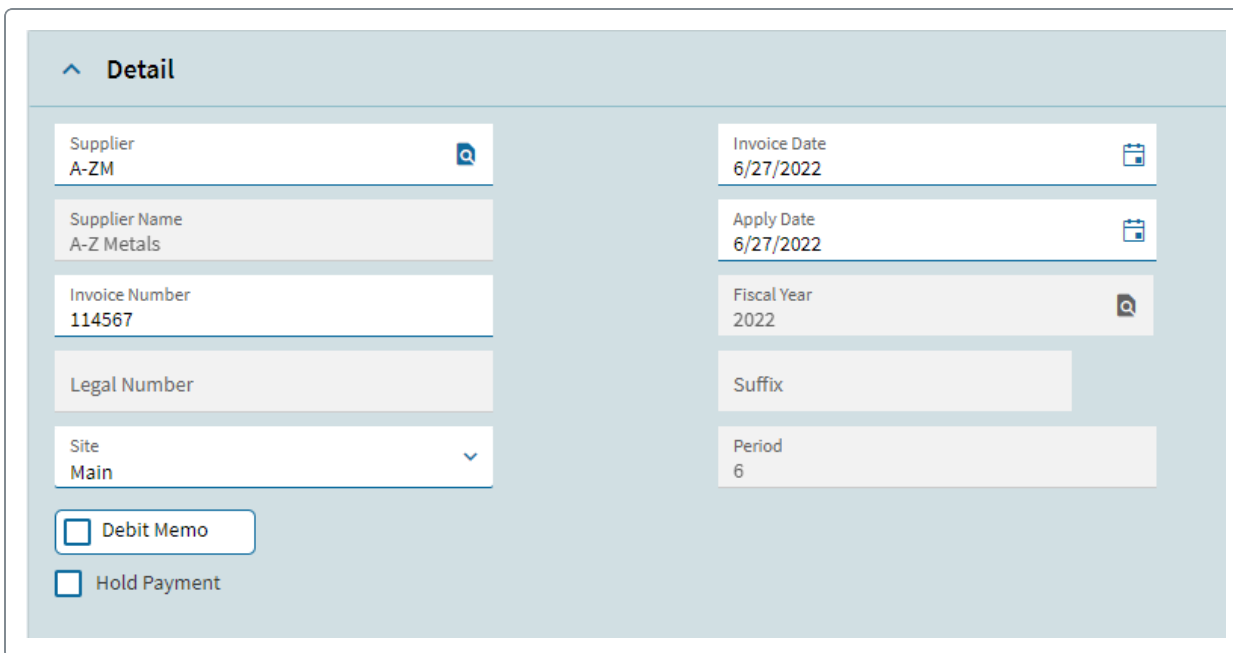
Use the landing page of the application to view existing invoices or to enter a new one.

In this article, we will cover:

- [Entering Invoice Details](#)
- [Linking GL Controls to AP Open Invoices](#)
- [Calculating the Total Cost of Open Invoices](#)
- [Posting Invoices](#)

Entering Invoice Details

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > AP Invoice Load**.
2. Select **New**. 
3. In the **Supplier** field, either enter the supplier's ID or search for and select one. The supplier's information displays.
4. In the **Invoice** field, enter the invoice number from your legacy system.



Detail

Supplier A-ZM	Invoice Date 6/27/2022
Supplier Name A-Z Metals	Apply Date 6/27/2022
Invoice Number 114567	Fiscal Year 2022
Legal Number	Suffix
Site Main	Period 6

☐ Debit Memo

☐ Hold Payment

5. In the **Site** field, select the site you want the invoice belong to.



This field is only visible if you select the Use 'Multi-site Processing' check box in the Company Configuration app and you install the Multi-site license.

6. If you need to, select a Tax Liability for the invoice. The values for Tax Types and Tax Rates are available depending on your selection. You can also make entries in the Taxable Value and Tax Value fields for up to four tax types.
7. If you need to add another open invoice from this supplier, select the **Next Invoice** button.
8. To enter invoices from another supplier, select **Next Supplier** and repeat these steps.

Terms 2/10 Net 30	Due Date 3/10/2021	☐ Hold Payment	
Bank/Remit To First American Bank			
Tax Liability Canadian Tax			
Tax Type Canadian GST	Tax Rate Current as of Januar...	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00
Tax Type	Tax Rate	Taxable Value \$ 0.00	Tax Value \$ 0.00

Next Supplier
Next Invoice

9. Select **Save**.

Linking GL Controls to AP Open Invoices

On the GL Control card, select the general ledger (GL) control or controls that determine the accounts and journal codes used to post these invoices to the general ledger.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

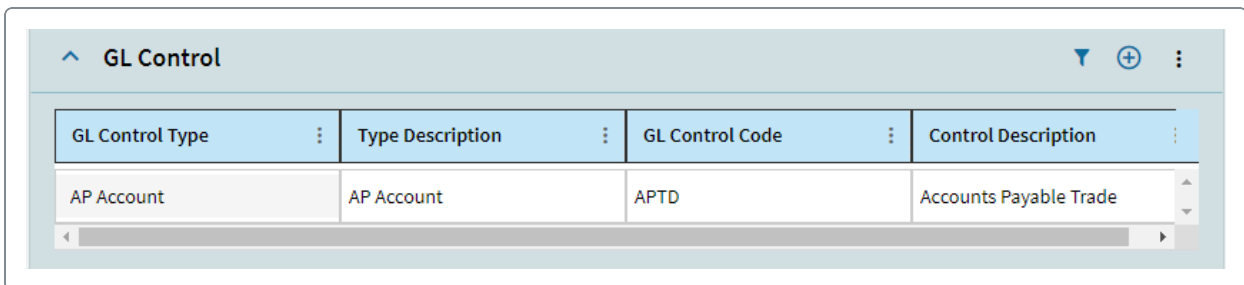
The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

To add GL controls:

1. On the **GL Control** card, select **New**. 
2. Select the GL control **Type** that contains the account contexts you need.
3. Next use the **Control** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company. When you finish, save the changes.



GL Control Type	Type Description	GL Control Code	Control Description
AP Account	AP Account	APTD	Accounts Payable Trade

Calculating the Total Cost of Open Invoices

From the Overflow menu , select **Total** to add together all the open invoices for the current supplier. A dialog box appears, showing you the total amount for this supplier's invoices. This is the total of the balance fields for all the un-posted transactions entered for this supplier.

Once entries are posted, they are no longer listed on the landing page. You can also no longer change or delete them. If you posted an invoice in error, you must create an offsetting transaction to remove it.

Posting Invoices

Use the **Post Invoices** command from the Overflow menu  to post all the transactions displayed in the landing page for the selected supplier. Once you post the invoices, you can no longer edit or delete them. If you post an invoice in error, you must enter an offsetting transaction. When a group's invoices are in the process of being posted or in the review journal, no new invoices can be added to the group.

To post all the open invoices from a supplier at the same time, follow these steps. They are then recorded in your General Ledger.

To post an invoice:

1. On the landing page, use the **Post Invoices** command in the Overflow menu  to post all the transactions displayed in the grid for the selected customer.
2. Select **Process**. 



The invoices will no longer appear within this program. They are added to your company's AP records.



Once you post the invoices, you can no longer edit or delete them. If you post an invoice in error, you must enter an offsetting transaction. When a group's invoices are in the process of being posted or in the review journal, no new invoices can be added to the group.

Entering Cents Override Codes

In **Cents Override**, create cents override codes you can use to change the normal rounding values that define the tax required on the decimal portion of an amount. These definitions use the number of decimals you set up for the base currency of the company. Cents overrides apply to the effective rates you define in **Tax Type Maintenance**.

Use the landing page of the application to view existing cents override codes or to enter a new one.

In this article, we will cover entering a cents override code.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Cents Override..**
2. Select **New**  to add a new code.
3. Enter a code identifier for the cents override record and its description.

Detail

Cent Code *
TY

Description *
TY200

4. Select **Save**. 
5. Now, you can enter cents override values for different ranges and the tax amount to apply. Expand the **Cents Override Detail List** card.
6. Select **New**  to add a new cents override line.
7. Enter the monetary range in the **Cents From** and **Cents To** fields.

Cents Override Detail List All

From	To	Tax Amount
 0.01	0.10	0.00

8. Enter the tax amount that you want to apply to the range.
9. Repeat these steps for as many lines as you need.
10. Select **Save**. 

Setting Up Aging Formats

Set up aging formats for the Accounts Receivable (AR) and Accounts Payable (AP) modules in **Aging Report Format Maintenance**. Each module has multiple aging formats available to select on various records. Although you can use different aging method formats on the AR and AP reports, they can't run until you set up a default AP and AR format in this application.

You use these aging methods in the AR and AP reports when you view open invoices and credits for customers or suppliers. The discounts or past due fees for the items display according to an aging method. When aging reports generate, the system uses the format defined in **Company Configuration** for each module as the default one. However, if necessary, you can select an alternate format before you generate the report.

You can define up to six columns (buckets) on an aging report. The first column always represents future invoices, and the second column represents current invoices; no days are associated with these columns. Each column after that includes the number of days defined on its heading (for example, Future, Current, 30, 60, 90, 120, and so on).



When you run an aging report by due date, the **Future** column contains posted invoices that are not due as of the **Aged As of Date** value selected on the report. When you run the report by invoice date, no entries display in the **Future** column unless an invoice is posted with a date that is the same as the **Aged As of Date** value selected on the report.

Use the landing page of the application to view the default system methods for AP and AR or to create a new one.

In this article, we will cover adding a report aging format.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Aging Report Format**.
2. Select **New**  to create an aging format. The **Details** page opens.
3. Enter the format's **Code**.
4. Add a brief description for the new format. The description should reflect the buckets you set up.

Details

Code *
ApSyst

☒ A/P Aging Default ☐ A/R Aging Default

Description *
A/P Default

A/P Default A/R Default

Aging Columns Headings

	Future	CURRENT	Over 30	Over 60	Over 90	Over 120
Aging Days	0		30	60	90	120

5. If necessary, select the **A/P Aging Default** or **A/R Aging Default** check box to make this format the default one for AP or AR aging reports.
6. Enter the required details in the **Aging Columns Headings** section.

This section specifies the column headings and number of days for each bucket within the aging method. Six columns, or buckets, are available. The first column always represents current entries, so there are no days associated with this bucket. Each column after the first includes the number of days associated with this bucket.

7. In the **Aging Days** fields that accompany the columns (buckets), enter how many days can elapse before the system places this item within this aging bucket.



For example, you enter **Over 30** in the column header and **Over 60** in the next header. If a customer invoice is 30-59 days overdue, the system will place it within this **Over 30** bucket.

8. Select **Save**.

Setting Up a Message ID Counter for SEPA

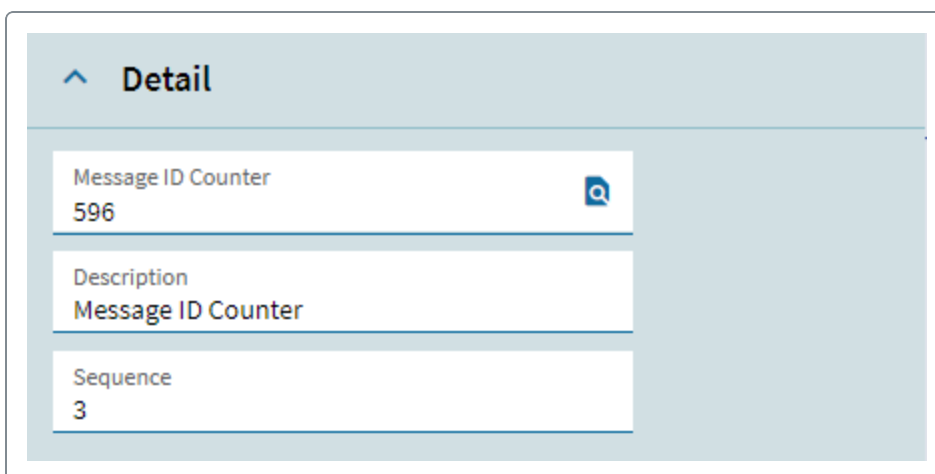
Set up a counter for Single Euro Payments Area (SEPA) message ID generation in **Payment Message ID Counter Maintenance**. You need this setting to be able to generate message IDs when

using the SEPA payment method in **AP Payment Entry**.

Use the landing page of the application to view existing records and to add a new one.

In this article, we will cover creating a message ID counter.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Message ID Counter**.
2. Select **New**  to create a payment message ID counter.
3. On the **Details** card, enter the payment message counter identifier and its description.
4. Specify the counter's sequence.



Detail

Message ID Counter	
596	
Description	
Message ID Counter	
Sequence	
3	

5. Select **Save** .

Setting Up AP Allocations and Assigning GL Accounts

Set up allocations in **AP Allocation Maintenance**. Accounts payable allocations automatically distribute expense amounts across several general ledger (GL) accounts. The system distributes the amounts based on the definitions set on the selected GL accounts.

You select AP allocations on specific AP invoice lines. You can assign AP allocations to the Receipt Billing, Miscellaneous Invoice, Advanced Billing, and Unreceived Billing lines if the **Inventory interface** option in Company Configuration is off. If the **Inventory interface** option is on, you can only apply allocations to the Miscellaneous Invoice lines.

You define these allocations through a basis (for example, square feet, percentage, or number of employees). After you create general information for the AP allocation, you need to assign GL accounts to link to this allocation and assign Allocation Units to each GL account you select.

If you have two or more GL accounts which you want to equally allocate expenses for, enter **EQ** for **Basis**. Assign identical Allocation Units to each selected GL account. For example, if you have three GL accounts, you can assign 250 allocation units on each account. Then, the AP allocation will have 750 total units.

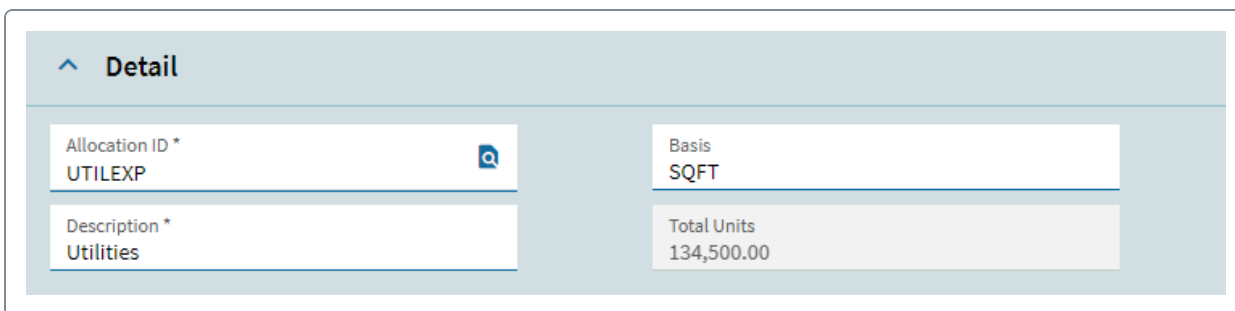
Use the landing page of the application to view allocations or enter a new one.

In this article, we will cover:

- [Entering General Information for an Allocation](#)
- [Assigning GL Accounts and Units](#)

[Entering General Information for an Allocation](#)

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Allocation**.
2. Select **New**  to add an allocation.
3. Enter an identifier for the allocation.
4. Enter additional information to describe the allocation in the **Description** field.



Detail	
Allocation ID *	Basis
UTILEXP	SQFT
Description *	Total Units
Utilities	134,500.00

5. Enter the **Basis** value. This is the unit you use to define the allocation. This value can be a unit of measure or any other condition you use to allocate the AP amounts. For example, Square Feet or EQ.
6. Select **Save**. 

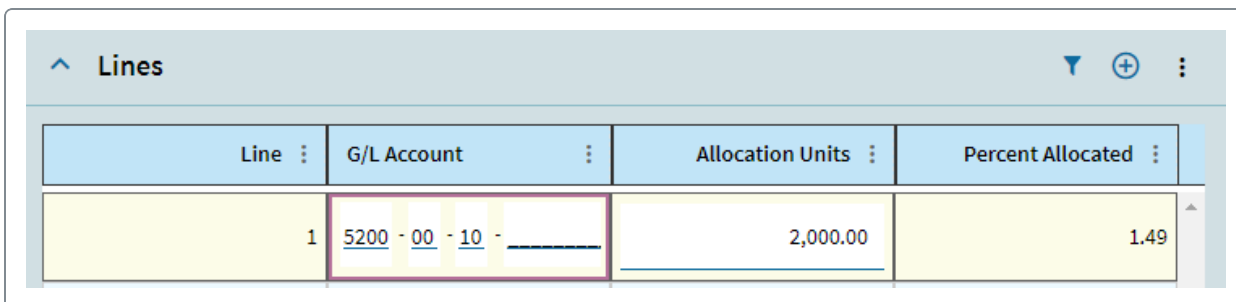
Now you need to assign the GL accounts and units using the **Lines** card. Once you do this, the total allocation units assigned to the allocation appear in the **Total Units** field. You can't edit this value.

[Assigning GL Accounts and Units](#)

After you create general information for the AP allocation, assign the GL accounts to link to this allocation and assign Allocation Units to each selected GL account. As you add AP allocation lines,

the Percent Allocated column automatically updates.

1. Expand the **Lines** card.
2. Select **New**  to add an account to the grid.
3. Add the GL account which you will allocate an amount to in the first field in the **GL Account** column. You can also enter the division, department, GL reference type, customer, and employee details in the respective fields in the column, if necessary.



Line	G/L Account	Allocation Units	Percent Allocated
1	5200 - 00 - 10	2,000.00	1.49

4. Enter the units allocated to the selected account in the **Allocation Units** column. The amount you enter reflects the **Basis** value you used for the allocation. The system adds this amount to the Allocation Units amounts entered on any other allocation lines. You can see the sum of this calculation in the **Total Units** field.

You allocate metal costs across three departments; the expense is based on pounds. Typically, the first department uses 1,000 pounds, the second 2,000 pounds, and the third 4,500 pounds. You enter each department's pound usage as the Allocation Units.

Through the AP allocation, the application distributes the metal costs based on the percentage of the Total Units that the department uses. It distributes the amounts like this: Department 1 is charged with 13.33% of the metal amount, while Department 2 is charged with 26.66% and Department 3 is charged with 60%.

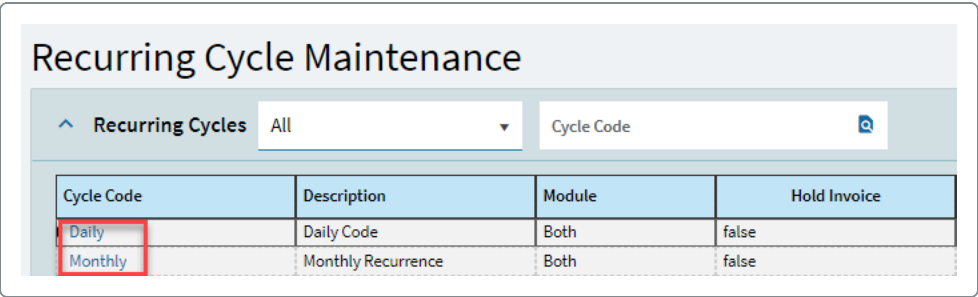
5. If necessary, add more accounts.
6. Select **Save**. 

Setting Up Recurring Cycles

A recurring cycle code controls how Kinetic generates a recurring invoice (those generated at regular intervals) and what its billing cycle will be. A recurring cycle code is a collection of different settings, including how often and how long the invoice will occur.

In this article, we will cover defining a new recurring cycle code.

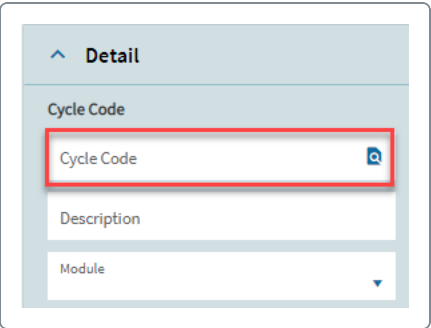
1. Open the **Recurring Cycle Maintenance** app.
The Landing page displays. The page displays a list of existing cycle codes.
2. To select an existing cycle code, select the **Cycle Code** link inside the grid.



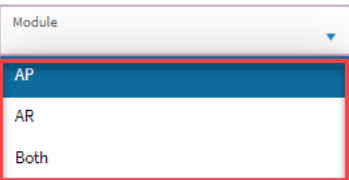
3. To add a new record, select **New**. 

The Details card displays.

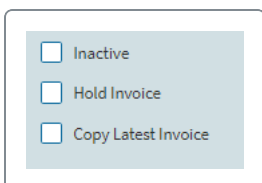
4. Enter a new **Cycle Code**.



5. Enter a description for the cycle code you are entering.
6. Specifies a module for which the recurring cycle will be available.



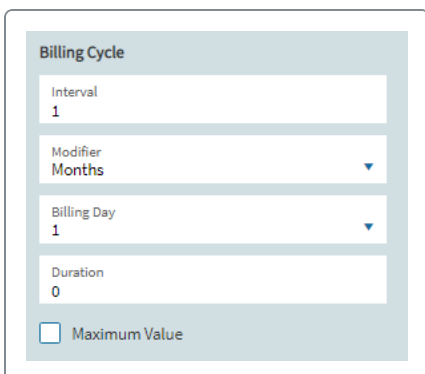
7. Select the following check boxes as necessary.



☐ Inactive
☐ Hold Invoice
☐ Copy Latest Invoice

- **Inactive** - Indicates that the recurring cycle is inactive and is not available for selection on invoices when this check box is selected.
- **Hold Invoice** - Select if you want Kinetic to place the recurring invoices that are generated using this cycle on hold when they are created.
- **Copy Latest Invoice** - Indicates that recurring invoices will have their details copied from the latest posted recurring invoice posted from the recurring series when this check box is selected. If the check box is clear, recurring invoice details will be copied from the recurring source invoice.

8. Define the **Billing Cycle** values.



Billing Cycle
 Interval
 1
 Modifier
 Months
 Billing Day
 1
 Duration
 0
☐ Maximum Value

- The **Interval** and **Modifier** fields, specify the length of time after which the next recurring invoice will be used. For example, every six weeks or every two months.
- **Modifier** - Specifies how often the interval will be applied to create recurring invoices.
- **Billing Date** - Specifies the day of the week or month on which the recurring invoices will be generated.
- **Duration** - Specify how many times you want to create the recurring invoice using this cycle. The value includes the recurring source invoice. Once the duration is reached, the source will be deactivated.
- **Maximum Value** - Select this check box if you want to set a maximum value to be invoiced through the recurring series instead of within a set time period. The recurring series will be inactivated when the total value of all recurrences reaches the maximum value. This value is defined optionally for each recurring source invoice. If this check box is selected, the 'Duration' field becomes unavailable.

9. Select **Save** 

You must keep in mind that once you select a recurring cycle code on a recurring source invoice, you cannot modify the settings in the billing cycle or delete it.

Setting Up Tax Box Report Formats

Manually set up and customize tax box report formats in **Tax Box Report Configuration**.

After you create a report form configuration, you need to link it to a report layout in the **Report Style** application. The system will link the configuration to the **Standard Configurable - SSRS** report style which you can use while printing a tax box report in the VAT Tax Report application.



After you create a configuration, you need to link it to a report style in **Report Style Maintenance**.

Use the landing page of the application to view existing tax box report formats or to enter a new one.

In this article, we will cover:

- [Specifying the tax box report configuration details](#)
- [Adding configuration lines](#)
- [Modifying the configuration line details in Excel](#)

Specifying the Tax Box Report Configuration Details

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Box Report Configuration**.
2. Select **New**  to add a configuration.
3. Enter the configuration ID and its description.

Detail

Configuration
SEVATSSRS

Description
VAT Declaration Report - SSRS Configuration

Effective From
2/3/2021

☒ Active

4. In the **Effective From** field, select the date which the configuration is active from.
5. If you want the configuration to be active, select the **Active** check box.
6. Select **Save**. 

Adding Configuration Lines

1. Go to the **Lines** card and select **New** .
2. In the **Line Number Caption** and **Line Caption** fields, enter the appropriate values.

If working in the full-page format is more convenient for you, select **1** that appears in the **Line Number** field.

Line Nu... 



Alternatively, select the **Line Details** node in the navigation tree.

3. Enter the formula to base the current configuration line on.

Line Nu...	Line Number Caption	Line Caption	Formula	Hidden
1	05	Tax Box 05		☐

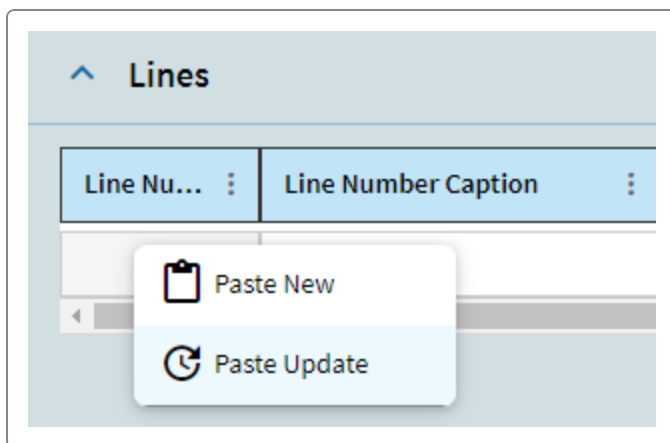
Here is my content. I will add some bullets now:

- Bullet One
 - Bullet Two
 - Bullet Three
4. If you do not want this line to print in the report, select the **Hidden** check box.
 5. If you want to zero negative values in this line, select the **Suppress Negative Values** check box.
 6. If you want blank values to print in this line instead of zero values, select the **Suppress Zero Value** check box.
 7. Select what to do with the manual tax boxes from the **Manual Tax Boxes** drop-down:
 - **Included**
 - **Excluded**
 - **Manual Only**
 8. Select **Save**. 

Modifying the Configuration Line Details in Excel

Edit the details of a configuration line using Excel.

1. In the **Lines** card, highlight the line you want to edit and select **Export to Excel** from the card's Overflow menu. 
2. Specify the file name and the path where to store it and select **Save**.
3. Navigate to the exported file, open it and edit as you need. When done, select the line and copy the details to the clipboard.
4. Go back to **Tax Box Report Configuration**. Right-click in the line you are editing and select **Paste Update**.



The values in the line change to the edited ones.

5. Select **Save**. 

Updating Global Records

Specify which fields update when global records transfer into a subsidiary company via the multi-company process in the **Global Table Maintenance** app. When the application updates global record in the parent company, the selected fields update in the subsidiary(s) through the multi-company process.

Several master tables can share data between multiple companies. Available shared tables include **CUSTOMER**, **SUPPLIER (VENDOR)**, **PART**, and **CURRENCY**.

In the **Global Table Maintenance** app, you can select to only send certain fields via the multi-company process. This way, only the selected fields update in the subsidiary company(s) which receive the global records. For example, with the **Global COA** functionality, if you don't select a field for update, you can still manually update that field in the subsidiary company, even if you select the **Global Lock** check box.

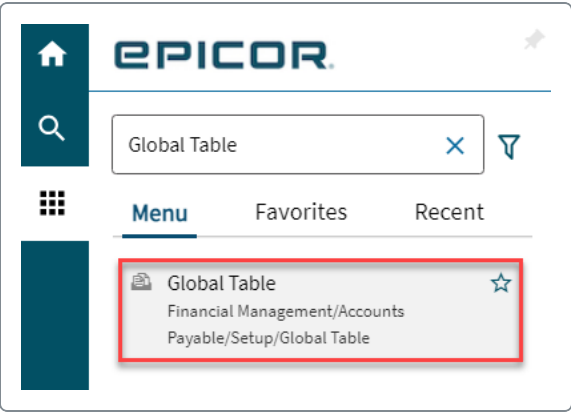
You must indicate which tables can share data for global records in all companies which use the multi-company functionality. You need to define global tables for all of the multi-site processes.

- Global Customer Credit
- Inter-Company Trading
- Central AP Invoice Payment
- Consolidated Purchasing
- Multi-Company Journals
- AP Allocations
- Consolidations
- Multi-Company Dashboards

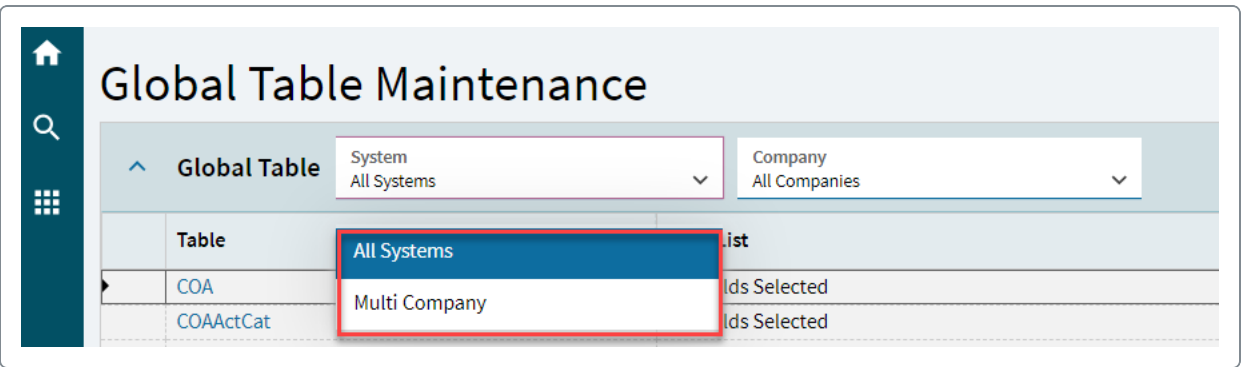
Use the landing page of the application to view global records or to update one.

In this article, we will cover updating a global record.

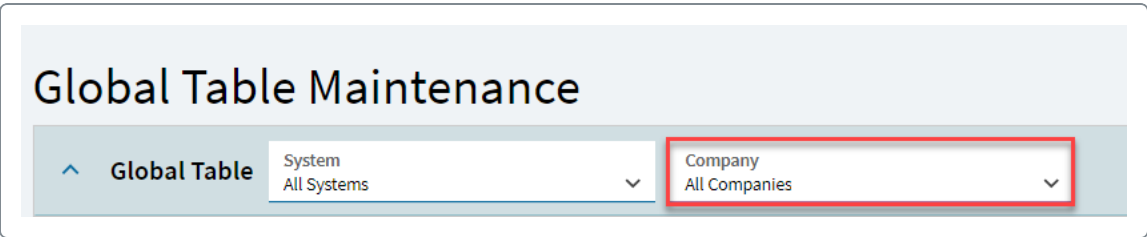
1. Open the **Global Table** app.



2. Select the global system you need from the **System** drop-down.



3. Select the company which data you want to integrate. The default value is **All Companies**.



In the **Company** field, you can select **All Companies** or a specific company, then select the tables and fields that will update. Specific company settings override the **All Companies** settings. For example, you select all fields for the **COA** table under **All Companies**, but exclude the **Description** field under the **Epic06**

company. When you update the **COA Description** field in **Chart of Account Structure Maintenance**, the application doesn't update the **Epic06** company.

4. Select the table you want to update.

Global Table Maintenance

Global Table

System
All Systems

Company
All Companies

Table	Field List
COA	No Fields Selected
COAActCat	No Fields Selected
COASegment	No Fields Selected
COASegValues	No Fields Selected
CurrConvRule	Some Fields Selected
Currency	All Fields Selected
CurrExRate	Some Fields Selected
CurrRateDisp	Some Fields Selected
CurrRateGrp	Some Fields Selected
CustBillTo	Some Fields Selected
CustCnt	Some Fields Selected
Customer	Some Fields Selected
GLAccount	No Fields Selected
GLAcctDisp	No Fields Selected
Part	Some Fields Selected
PerCon	No Fields Selected
ShipTo	Some Fields Selected
VendCnt	Some Fields Selected
Vendor	Some Fields Selected
VendorPP	Some Fields Selected
VendPart	Some Fields Selected
VendPBrk	Some Fields Selected

5. The app shows the global table's fields in the **Available Choices** list. Add a specific field or all fields to the list.

Global Table Maintenance >

Global Table Maintenance COA

Details

Details

System
All Systems

Company
All Companies

Table *
COA

Available Choices

- ☐ All
- ☐ Description
- ☐ FmtChgDate
- ☐ FmtChgTime
- ☐ GlobalCOA
- ☐ GlobalLock
- ☐ PerBalFmt
- ☐ PESumatCOA

Selected Choices

[Clear All](#)

- X COACode
- X CtrlSegList

6. As the fields you select appear in the **Selected Choices** list, you can either select a specific field, or use the **Clear All** option to remove the field(s) from the list.

Global Table Maintenance >

Global Table Maintenance COA

Details

Details

System
All Systems

Company
All Companies

Table *
COA

Available Choices

- ☐ All
- ☐ Description
- ☐ FmtChgDate
- ☐ FmtChgTime
- ☐ GlobalCOA
- ☐ GlobalLock
- ☐ PerBalFmt
- ☐ PESumatCOA

Selected Choices

[Clear All](#)

- X COACode
- X CtrlSegList

7. Repeat these steps for other global tables you want to update.

8. Select **Save**. 

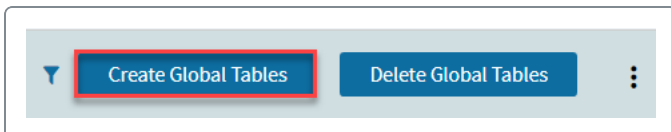


The next time you integrate, the application updates selected fields with the global information.

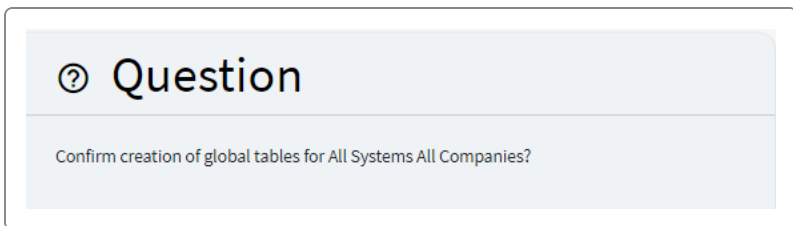
9. To return back to the **Landing** page, select the **Global Table Maintenance** link.



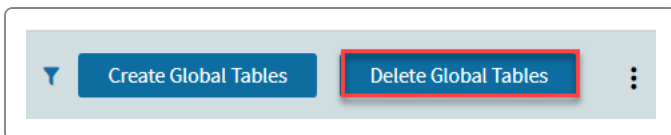
10. To create global tables, select the **Create Global Tables** button.



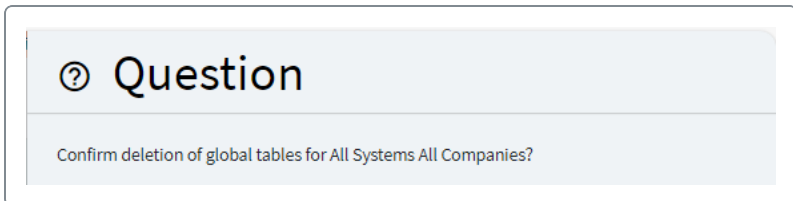
When you select this button, the **Question** panel opens asking you to confirm.



11. In the **Question** panel, select **Yes** to confirm.
12. To delete global tables, select the **Delete Global Tables** button.



When you select this button, the **Question** panel opens asking you to confirm.



13. In the **Question** panel, select **Yes** to confirm.
14. Select **Save**. 

15. Exit the Global Table Maintenance app.

Writing Off Payment Instruments

Write off the entire value of a payment instrument (PI) to the general ledger (GL) in **AP Payment Instrument Write Off**.



This program is only available if the **Payment Instrument** module is licensed.

A payment instrument you want to write off must be in the **Portfolio** status. Once written off, the payment instrument is settled and all associated invoices are fully paid.

In this article, we will cover writing off a PI.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > PI Write Off**.
2. Select the payment instrument ID you want to write off.
3. Select a settled or closed status from the **PI Status** drop-down.
4. Enter GL description and comment, if necessary.

Details

ID125

125

Supplierira3

Supplier Nameira3

Legal Number

TypeAP Receieved

StatusMDB Portfolio Status for AP

Issue Datemonth/day/year

Bank AccountBank Account

Bank Amount\$9,000.00

PI StatusAP Settled

Chart1000

D...00

D...00

GL Referen...

Customer

Employee

Customer

Cash- Regular Checking Account-MAIN

Regular Checking Amount

Comment

5. Select **Save**. 

General Operations

Processing Bank Payment Confirmations

In **Bank Payment Confirmation Import**, process the bank file a supplier bank sends back after it processes an electronic payment proposal.

Use **Payment Entry** to export a payment file and set up a payment proposal to a supplier's bank. The file sent back from the bank can be imported into Bank Payment Confirmation Import for processing.

Using either the **Automated Banking Operation (ABO)** application or another method, the system converts the file into a generic bank receipts file, formats to match the selected electronic interface

file Format. During the import process, the system matches incoming transactions to the payments proposed by Kinetic. Then, it displays system displays the results on the screen in a workbench style, and you can verify them before agreeing to process the results. You can manually unmatched the matching results in the workbench. Also, you can manually match payments that are not automatically matched. You can post the imported details and create a payment group (not posted) for each of the valid lines within the import file. If necessary, you can also generate an **Imported Statement Report** listing all records included in a bank file imported and matched in **Bank Payment Confirmation Import**.

Use the landing page of the application to view existing bank payment confirmation groups or to enter a new one.

In this article, we will cover:

- [Processing a Bank Payment Confirmation](#)
- [Printing of Imported Statement Report](#)

Processing a Bank Payment Confirmation

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import**.
2. Select **New**  to add a new group.
3. Enter the name in the **Group** field.
4. Select a transaction date in the **Apply Date** field.
5. Select the payment method you set up for AP payment confirmations from the **Payment Method** drop-down.
6. Select the bank where you made payments from the **Bank Account** drop-down

^ Group Bank Account Info

Group
1234

Apply Date
4/27/2010

Payment Method
AP Check Payment

Bank Account
Main Checking Account

Bank Name
Bank of Chicago - Checking

Currency
United States Dollar

Bank/ Account

Statement Date
month/day/year

Statement Number

Bank Paid Amount
\$ 0.00

Matched Amount
\$ 0.00

Unmatched Amount
\$ 0.00

7. From the **Overflow**  menu, select **Import File**.



Convert the electronic bank statement file originally received from the bank into a generic bank receipts file format matching the selected **Electronic Interface File Format**.

^ Imported Payments

Line 1 of 6

Line #
1



Record	Status	Matched	Supplier ID
 1	Unmatched	☐	GLOBE
 2	Unmatched	☐	ETHAN
 3	Unmatched	☐	SSSTEEL
 4	Unmatched	☐	GLOBE
 5	Unmatched	☐	ETHAN
 6	Unmatched	☐	SSSTEEL

8. Select **Match Payments** from the Overflow menu  to automatically match payments. The application will logically try to match imported payments with the non-posted payments from the proposed payment groups.



For manual match, enter **Record Number** from the **Import Detail** card into the **Record** field of each payment in the **Unmatched Payments** line that you want to match. The matched payments will move to the **Matched Payments** line.

9. Clear the **Matched** check box in **Imported Payments** line to unmatched a payment in the **Matched Payments** line and move to the **Unmatched Payments** line.

^ Unmatched Payments  			
Imported Record	Supplier ID	Supplier Name	Invoice Numt
0	ABE	AB Electronics	200001
0	ABCM	ABC Metals	200009
0	ABCM	ABC Metals	200005
0	A-ZM	A-Z Metals	200003
0	GECCO	Gecco Steel	200007

10. Select **Process Group** from the Overflow menu  to create the payment group with the same Group ID as the group being processed in **Bank Payment Confirmation Import** and move the matched proposed payments into this new payment group.
11. Select **Save**. 

You can post the new payment group in **Payment Entry**.

Printing of Imported Statement Report

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import**.
2. From the Overflow menu , select **Imported Statement Report**.
3. Select report parameters on the **Selection** card.
4. Print the report.

Transferring Bank Funds

Transfer bank funds between bank accounts in **Bank Funds Transfer**. If the bank accounts use different currencies, the system uses the **Exchange Rate** for that currency to calculate the transferred amount.

There are three calculation options for handling currency exchange differences during bank funds transfers. You can determine the calculation option by selecting one from the **Currency Exchange Difference** drop-down on the **Modules > All Modules > Currency** sheet in **Company Configuration**.

The following examples describe the three options available. In the examples, three currencies are used: USD (**Base**), EUR (**Rpt1**), and MXP (**Rpt2**) with the following exchange rates: USD:EUR = 0.9, USD:MXP = 8.0.

- Option 1: Always use default rates

In this method, you use the default exchange rates, and an exchange difference is posted to the gain/loss account.

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9 1000 USD = 900 EUR / 0.9 Default USD:EUR rate is applied.	1100 USD = 8800 MXP / 8.0 Default USD:MXP rate is applied.	100 USD (gain)
Rpt1 (EUR)	900 EUR	990 EUR = 8800 MXP / 8.0 * 0.9 Conversion chain: MXP > USD > EUR with default rates is applied.	90 EUR (gain)
Rpt2 (MXP)	8000 MXP = 900 EUR / 0.9 * 8.0 Conversion chain: EUR > USD > MXP with default rates is applied.	8800 MXP	800 MXP (gain)

- Option 2: Use explicit transfer amount, or use default rates

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9 Transfer Amount is not explicit: Base (USD) does not match to source (EUR) or target (MXP) currencies.	1100 USD = 8800 MXP / 8.0 Transfer Amount is not explicit: Base (USD) does not match to source (EUR) or target (MXP) currencies.	100 USD (gain)
	Default USD:EUR rate is applied.	Default USD:MXP rate is applied.	

	Source Bank Tran Record	Target Bank Tran Record	Difference
Rpt1 (EUR)	900 EUR		
	Transfer Amount is explicit: Rpt1 (EUR) matches source currency.		
	Source amount is used.		
Rpt2 (MXP)	8000 MXP		
	Transfer Amount is explicit: Rpt2 (MXP) matches to target currency.		
	Target amount is used.		

- Option 3: Use explicit transfer amount, or use source amount

In this method, bank transfers do not create currency gain/loss postings, so the movement defines the rate.

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9		
	Base (USD) does not match source (EUR) or target (MXP) currencies.		
	Default USD:EUR rate is applied.		
Rpt1 (EUR)	900 EUR		
	Rpt1 (EUR) matches source currency		
	Source amount is used.		
Rpt2 (MXP)	8000 MXP		
	Rpt2 (MXP) matches to target currency.		
	Target amount is used.		



To transfer funds, you must set up both bank accounts in your database.

In this article, we will cover transferring bank funds.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Funds Transfer**.

2. In the **Apply Date** field, enter the date on which you process the transfer. It defaults with the current date.
3. From the **Document Type** drop-down, select a transaction document type for the banks fund transfer. It links the transaction document type to the legal number format.

For a transaction document type to appear as the default value in this field, the **System Transaction** value must be **Bank Funds Transfer** and the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

To generate legal numbers for a bank funds transfer record, you first define at least one Bank Funds Transfer transaction document type in **Transaction Document Type Maintenance**. Then, you create a legal number format for the Bank Funds Transfer number type in **Legal Number Maintenance** and select at least one Bank Funds Transfer transaction document type to use the legal number format. When the legal number generates for the record, it uses the generation and format information defined for the selected transaction document type.

The system generates legal numbers automatically or manually based on the selected document type.

- If **Generation Type** is **Automatic**, the system generates the legal number automatically when you select **Save** or **Transfer**.
 - If **Generation Type** is **Manual**, a legal number prompt appears when you select **Save** or **Transfer**. You manually enter the legal number and select **OK**.
4. In the **Transfer From** section, select a bank and enter the amount to transfer.
 5. In the **Transfer To** section, from the drop-down, select the bank that will receive the funds.



If you transfer the funds between two banks that use different currency, the value in the **Transfer To** section's **Amount** field automatically displays the amount using the receiving bank's currency. For more information, refer to the **Currency Management** topics of the Application Help.

If the two banks use a different currency, from the **Rate Type** drop-down, select the currency exchange rate type used to determine the deposit amount .

Transfer From

Bank

Current Balance

\$

592,521.920

Amount

\$

52,199.000

New Balance

\$

540,322.920

Transfer from 100 to 300

Transfer To

Bank

Current Balance

MXN

4,901.300

Amount

\$

939,582.000

New Balance

MXN

944,483.300

Rate Type

6. Review other fields, if necessary.
- **Fiscal Year, Suffix, Fiscal Period** - Specify the fiscal period details of the apply date.
 - **Current Balance** - Specifies the amount of funds available in the selected bank. The funds' currency displays next to this field.
 - **New Balance** - Specifies the value of funds that will appear in the bank account after the transfer. The system calculates it by adding the **Amount** value to **Current Balance**.
 - **Description** - Displays the bank transfer reference code. You can enter the transaction description manually. Otherwise, the system creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in GL Transaction Type, and uses it as this transaction's description. The application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. The prefix might look like this:

Transaction	Prefix
Bank Funds Transfer	Bank Funds

All prefixes are followed by : (colon). You can review the transaction description in **Review Journal**. For more details, refer to the **Review Journal** topics of the Application Help.
7. Select **Transfer**. The system moves the amount to the bank selected in the **Transfer To** section. Now, if you want to create one more transfer, select **New** . 

Approving and Voiding Posted Logged Invoices

Approve or void posted logged invoices or logged debit memos using **Logged Invoice Approve and Void Entry**.

Once the application approves a logged invoice, you can match it to an AP invoice in **AP Invoice Entry** which automatically debits the appropriate expense account and credits to one or more of the logged invoice suspense accounts (Payables Suspense, Expense Suspense, or Tax Suspense). The status of the invoice changes from a logged invoice to a matched AP invoice authorized for payment after it posts. Use **Company Configuration** to define the logged invoice accounting option which determines how the application affects GL by logged invoice transactions.

- If you select the **Authorization Tracking** option, the AP Invoice posts as usual.
- If you select the **Account for Taxes** option, the application automatically debits an appropriate expense account and credits the Payables Suspense account.
- If you select the **Book All to a Suspense Account** option, the application credits an appropriate payables account and debits appropriate tax and expense accounts. Also, it debits the Payables Suspense account and credits the Suspense Expense and Tax Suspense accounts.

After you void a logged invoice, the system clears it from AP, GL, and AP tax tables.

Use the landing page of the application to select a logged invoice to approve or void it.

In this article, we will cover:

- [Approving Posted Logged Invoices](#)
- [Voiding Posted Logged Invoices](#)
- [Retrieving GL Transactions](#)

Approving Posted Logged Invoices

You need to create a posted logged invoice using **Logged AP Invoice Entry** before approving it.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged Invoice Approve and Void Entry**.
2. Select a logged posted invoice on the landing page.
3. Review the invoice details, if necessary.
4. Select the **Approved** check box.



If you approve an invoice for an inactive supplier, a warning message displays. Select **Yes** to continue the transaction or **No** to cancel the approval and clear the



supplier selection.

5. Your name displays in the **Approved By** field along with the current date in the **Approve Date** field.

6. Select **Save**.

Voiding Posted Logged Invoices

You need to create a posted logged invoice using **Logged AP Invoice Entry** before voiding it.

1. Select a logged posted invoice on the landing page.
2. Enter an explanation in the **Reason** field and select **Void**.



If the logged invoice is **Approved**, you must first clear the **Approved** check box and select **Save** before voiding the invoice.

3. Click **Save**.

If the application voids a logged invoice, it clears from AP, GL, and AP tax tables.

Retrieving GL Transactions

Retrieve and display general ledger transactions against a book for a selected logged invoice using the **GL Transactions** card.

You need to create a posted logged invoice using **Logged AP Invoice Entry** before retrieving GL transactions.

1. Select a logged posted invoice on the landing page.
2. Select a book on the **GL Transactions** card.

Journal	Line	GL Account	Description	Book Debit Amount
67	1	9999-00-00	Suspense Account-MAIN-CORP	531.80
67	2	9900-00-00	Payables Suspense-MAIN-CORP	0.00

3. Select **Retrieve**. The list updates with GL transactions for the book and logged invoice you selected.

Creating AP Adjustments

Create adjustments to change amounts for any open invoice or debit memo in **AP Adjustment Entry**. You can increase or decrease the invoice balance on the invoice or debit memo you select. When you adjust an AP invoice, you must also select the book and GL account to which you want the adjustment to post. You can add as many adjustments as you need against each invoice.

- You cannot increase an invoice balance above its original invoice amount. If an additional amount is necessary, you can use a correction invoice to make up for the difference.
- If you adjust an invoice balance down to \$0.00, that invoice closes. You cannot adjust a closed invoice.
- Use discretion when you adjust an invoice amount. The original invoice could be linked to a purchase order, which could make reconciliation difficult due to fluctuating invoice totals.
- You can create taxable adjustments for invoices with payment timing taxes, withholding taxes, and non-deductible taxes.

In this article, we will cover adjusting an open AP invoice or debit memo.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Adjustment**.
2. Search  for a supplier that you want to adjust an invoice for and search for the invoice.
3. Select the date you make the adjustment on in the **Apply Date** field.
4. If necessary, change the currency in the drop-down on the **Details** card header.
5. Enter the amount of the adjustment in the **Adjustment** field. This amount is the value by which you will increase or decrease the selected invoice so you can enter both positive and negative values. For example, if the current invoice balance is \$100 and you want to decrease it balance to \$80, enter **-20.000** in this field.

Typically you will enter a negative amount; this will decrease the invoice balance. If you enter a positive amount, it increases the Invoice Balance.

You cannot increase an invoice balance over the original invoice amount. If you need to increase an invoice balance over its original amount, create a new invoice for the additional amount. You should also overstate this new invoice's amount and then adjust it down to the current amount that you need. This gives you the option of adjusting this invoice amount up again later.

6. Select a document type for this transaction.

Invoice...	
4675	
Invoice Date	
4/15/2019	
Apply Date	
4/15/2019	
Amount	
\$	50.00
Apply Date	
2/9/2021	
Rate Type	
Main Rate Group	
Adjustment	
\$	-20.000
Document Type	

7. If necessary, enter a comment for this adjustment and its description. You can display the comment through a business activity query (BAQ) and you can review the transaction description in **Review Journal**

Comment
Renegotiated Pricing

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

After you post an invoice, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. For an AP adjustment, the prefix is **AP Inv Adj** followed by : (colon). For example:

- If you enter description for an AP adjustment invoice, then the transaction description is: **AP Inv Adj: XXX**, where **XXX** is the description you enter.
 - If you don't enter the description: **AP Inv Adj: InvNum (DM) SupName**, where **InvNum** is an invoice number, **DM** is added if this is a debit memo adjustment, and **SupName** is a supplier name.
8. Select the book and GL account against which you place this adjustment.
 9. Select the check boxes as you need to:
 - **Red Storno** - Mark the transaction as red storno.
 - **Taxable Adjustment** - Apply a prorated taxable adjustment to all taxes as part of your adjustment. You can't create taxable adjustments for invoices with payment timing taxes, withholding taxes, and non-deductible taxes.
 - **Copy Rate** - Use the original invoice exchange rate. This allows you to write off an invoice with a zero gain/loss adjustment.
 10. Review the **Locked** check box. If it is on, the currency rate is locked for this invoice and the application will use the invoice rate for the adjustment transaction.
 11. Review the records in the **Transactions Applied to This Invoice** card, if any.
 12. Select **Save**. 



If you're adjusting an invoice or a debit memo currently in the payment process, you will get an error message. There are two ways to correct this error. You can delete the payment through **Payment Entry** and then make your adjustment or you can wait until the system processes the payment and then enter your adjustment.

Bank Statement Processing

Working with Bank Statement Processing

In **Bank Statement Processing**, you can create new bank statements either via import of electronic statement files from the bank into the Kinetic system or via manual entry of new bank statements and statement lines. This application is complex and highly functional. You can use this article as reference on where to find the details on a process that interests you.



Every time you open **Bank Statement Processing**, its landing page is blank and you can't choose a records to work with until you select a bank account.

- [Understanding Bank Statement Processing](#)
- [Setting Up Bank Statement Processing](#)
- [Importing Bank Statements](#)
- [Understanding Unmatched Transactions](#)
- [Using Statement Workbench](#)
- [Quick Matching](#)
- [Performing Automatic Matching of Statements](#)
- [Creating Bank Statements](#)
- [Creating New Transactions](#) (both manually and automatically)
- [Using Cross-Reference and Quick Search](#)
- [Creating Reverse Transactions](#)
- [Unlocking Bank Statements](#)
- [Printing the Bank Statement Processing Edit List](#)
- [Posting Bank Statements](#)
- [Printing the GL Recap Report](#)
- [Selecting Exchange Rates for a Bank During Bank Reconciliation](#)

Understanding Bank Statement Processing

Bank Statement Processing is a powerful functionality which helps you take full advantage of Kinetic potential during bank reconciliation.

In the **Bank Statement Processing** application, you can create new bank statements either via import of electronic statement files from the bank into the Kinetic system or via manual entry of new bank statements and statement lines. Here you can also review the bank statement details, search for transactions available for matching and create new transactions. It is possible to perform bank reconciliation in automatic (using reconciliation algorithm) and manual (matching the transactions to statement lines) modes.

In **Bank Statement Processing**, you can:

- Import an electronic bank statement or manually create a new one.
- Automatically match statement lines to unmatched transactions. Line status helps you quickly review the results of automatic matching.
- Manually match statement lines to unmatched transactions.
- Perform quick manual matching of existing transactions to the statement lines.

- Automatically create new transactions.
- Manually create new transactions.
- Post new transactions to a current bank account and general ledger (GL) accounts specified in the GL controls that are attached to the bank account.

To learn more on how to work with the application (and what you can do there), refer to the **Working with Bank Statement Processing** article.

The bank statement lists the activity in the bank account as well as the balance in the bank account. The bank usually mails a bank statement to the company. The company then does a bank reconciliation - it verifies the amounts on the bank statement are consistent with the amounts in the company's account and vice versa. In most cases, you handle statements imported from the bank. However, sometimes you may want to create a new statement. For more details on this process, refer to the **Creating Bank Statements** article.



Every time you open **Bank Statement Processing**, you can't select anything on its landing page until you select a bank account.

Expand the sections below to learn more on different features and details of the application.

When the application imports a bank statement, it determines the line type and assigns this type to the line. The application can assign the following types to the statement lines during import:

- **ARRcpt** - Cash receipt (for in-payments)
- **APPay** - AP payment (for out-payments).
- **BankAdj** - Bank adjustment. This type can be assigned if the line contains a transaction code and you have already set up this code as **Bank Fee** in **Bank Statement Transaction Codes Maintenance**.
- **RevARRcpt** - Reverse cash receipt. This type can be assigned if the application recognized a statement line as a reverse during import (depends on each import file format).
- **RevAPPay** - Voided AP payment. This type can be assigned if the application recognized a statement line as a reverse during import (depends on each import file format).
- **PRPay** - Payroll cheque. This type can be assigned for out-payments if the **Payroll Checking Account** check box is selected for the bank account (on the **Bank Reconciliation** card in Bank Account Maintenance). It means that the account is mostly used for payroll payments.
- **Transfer** - Bank transfer. This type can be assigned if the line contains a transaction code and you previously set up this code as **Bank Transfer** in **Bank Statement Transaction Codes Maintenance**.

When you create a statement line manually, you can select any of the line types described above and assign it to a new line. Additionally you can select the following line types:

- **Undefined** - You have not defined the line type yet
- **Ignored** - The application ignores this line during reconciliation

The following list displays types used for the new transactions creation (for example, AR invoice cash receipt, AR miscellaneous cash receipt, voided AP payment). You cannot create new transactions from the **PRPay**, **ARPIPay** and **APPIPay** line types.

- **APPay** - For an AP invoice payment. When you are using **AP Payment Entry** to create a transaction for matching, the application automatically selects the **Manual** and **Enter Payment Total** check boxes on the header detaild. You cannot modify these settings.

In the **Payment** field, you must enter the number of the payment corresponding to this transaction. The application populates the **Payment Total** and **Bank Total** fields with the data it takes from the statement line. You can modify it if necessary. If the variance is not equal to zero, you are not able to close the program window.

- **ARPIPay** - AR payment instrument



Discounted payment instruments can be processed in two different ways depending on their stage.

- If you settle a discounted payment instrument via **AR Payment Instrument Write Off** and move it to the **Settled** stage, it appears in the list of documents available for matching with the statement lines. In this case, the application marks the statement line as **Matched** and no additional posting happens.
- If a discounted payment instrument is in the **Apply to Bank** stage, **Bank Statement** processing works as a special kind of a PI settlement, where a PI is settled with a reduced total. A part of the total is posted separately as a discounted amount. In this case the additional discounted amount is posted along with the reduced PI total.
- When working with discounted payment instruments, the system uses discounted amount to match the PI to the statement line.
- **APPIPay** - AP payment instrument.
- **ARRcpt** - For an AR invoice payment.
- **BankAdj** - For a bank adjustment.

You can select this type regardless of the amount sign on the statement line.

- **DepRcpt** - For an allocated customer deposit.
- **MiscRcpt** - For a miscellaneous cash receipt.
- **RevAPPay** - For a voided AP payment.
- **RevARRcpt** - For a reverse cash receipt.
- **RevARPI** - For a reverse AR payment instrument.



When working with discounted payment instruments, the discounted amount is used to match the PI to a Statement line.

- **Transfer** - For a bank transfer.

If a bank statement includes both straight and reversal cash movement (for example, a cheque batch is processed but one cheque is returned after for the reason that it is unsigned), you can use one of the following approaches to handle such statement.

- **Approach 1**

1. Manually work out what the statement closing balance would be without the reversal item, and over-ride the imported closing balance with new balance.
2. Flag the reversal line as **Ignored**, and ignore the warning message that ignored lines do not total zero when posting.
3. Enter a new manual statement with the real closing balance, create a statement line for the reversal, and post it.

- **Approach 2**

1. Manually update batch, and remove the reversed item from it.
2. Match the statement line to the reduced batch amount, ignore any threshold warnings and post showing a variance equal to the reversed item.
3. Flag the reversal line as matched without matching it to anything, ignore any threshold warnings, and post with a variance opposite to that above.
4. Outside the routine reverse the unreconciled item.

- **Approach 3**

1. Manually change the reversal statement line type to **Bank Adjustment**.
2. Create a new bank adjustment transaction.
3. Post the statement.
4. Enter a dummy bank statement whose end balance is equal to the opening balance and date is equal to the closing date of the original statement.
5. Enter a reverse statement line and match it to the cleared original transaction.
6. Enter a bank adjustment line (with the same value but the opposite sign) and create a new bank adjustment transaction.
7. Post the statement.

Setting Up Bank Statement Processing

To make sure the bank reconciliation process is done accurately, you must perform settings in some of the apps. These recommendations describe basic steps you need to take when using this

functionality and point out important information specific to those steps.

Basically, you need to do the following:

1. Configure an electronic interface if you use bank statement import.
2. Configure bank statement parsing parameters if you use auto-recognition of invoices (in imported bank statement). Refer to the **Bank Statement Parsing Parameters Maintenance** description.
3. Configure bank statement transaction codes if required. Refer to the **Bank Statement Transaction Codes Maintenance** description.
4. Set up a bank account and bank reconciliation parameters.
5. Make company settings of default payment instrument statuses if you work with payment instruments.

In this article, we will cover setting up the Kinetic application to correctly work with **Bank Statement Processing**:

- [Setting Up an Electronic Interface](#)
- [Setting Up a Bank Account](#)
- [Configuring Reconciliation Settings in Bank Account Maintenance](#)
- [Configuring Company Settings](#)

Setting Up an Electronic Interface

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Electronic Interface**.
2. Select **New**  to add a new electronic interface.
3. Enter the name of the electronic interface.
4. In the **Type** drop-down, select **Bank Statement**.
5. Select **Program** to search for and select an *.cs source file from the list. The program contains information related to configuring EI files of various formats. You need to open the .cs file of the required format and read the instructions provided in this file.

Details

Interface name *
Statement Import

Type
Bank Statement

Program Category *
Default

Program...

Program *
Erp\EI\StatementImportCSV_Template\Statem

Bank Statement Import

☐ System Interface

To access the EI file folders, use the following directory: ...\\Deployment\\Server\\ERP\\EI. You can select the following .cs source files for configuring electronic interfaces depending on your needs:

- **StatementImportCSV_Example.cs** and **StatementImportCSV_Template.cs** - For the CSV electronic interface.

You must pre-configure the .csv file to conform to the bank electronic statement file format. The template file contains the descriptions of all fields that you can use during this process. The example file allows you to review the configuration examples and better understand how to configure the interface. We recommend you to configure the **StatementImportCSV_Template.cs** file and keep another file for reference purposes.

- **StatementImportMT940.cs** - For the MT940 electronic interface.
- **StatementImportCamt053.cs** - For the Camt.053 electronic interface.
- **StatementImportWellsFargo_CSV.cs** - For the Wells Fargo CSV electronic interface.

The **StatementImportWellsFargo_CSV.cs** file is pre-configured to conform to the Wells Fargo bank CSV electronic statement file format. There also examples in this file.

- **StatementImportBTRS.cs** - to import bank statements in the BTRS (Balance and Transaction Reporting Standard) format.

6. Enter the interface description.

7. Select **Save**. 

To learn more about electronic interfaces, refer to the **Setting Up Electronic Interfaces** article.

Setting Up a Bank Account

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Bank Account**.
2. Select a bank account you want to configure.
3. Select the electronic interface you created for bank reconciliation.
4. If you want to enable automatic matching statement lines to transactions, on the **Bank Reconciliation** card, select the **Auto-match Statement Details** check box.

Automatic matching allows you to apply unmatched transactions to the statement lines repeatedly during reconciliation. This may be useful, for example, after you have adjusted some data in the lines after the initial run.

If you want to display automatically all transactions that potentially can be matched to a selected statement line, use the **Retrieve unmatched transactions automatically** check box.

This check box indicates that after importing a statement, the application automatically displays all transactions that potentially can be matched to a selected statement line.

5. Specify other settings as necessary.



For more details, refer to the **Setting Up Bank Accounts** article.

6. Select **Save**. 

Configuring Reconciliation Settings in Bank Account Maintenance

In Bank Account Maintenance, for the bank you set up for reconciliation, use the check boxes on the **Bank Reconciliation** card to:

- Enable automatic matching which uses an algorithm of automatic reconciliation and AR/AP automated recognition settings
- Specify parsing parameters to extract the invoice numbers from statement lines (you must pre-configure these parameters in **Bank Statement Parsing Parameters Maintenance**)

- Automatically display transactions that potentially can be matched to a selected statement line (suggested transactions)
- Filter by transaction types the unmatched transactions retrieved for each line type
- Define whether the application will search for the transactions that do not contain information about the reference number, partner name and partner bank account not only among bank adjustment transactions but also among cash receipts and AP checks
- Set up the application to create automatically different types of transactions for matching
- Specify which rate is considered as exchange rate when clearing - original payment/receipt exchange rate or clear date bank currency exchange rate

For more details, refer to the **Bank Reconciliation** field help in **Bank Account Maintenance**.

Configuring Company Settings

In **Company Configuration**, configure company settings for processing payment instruments. Note that if you do not make these settings, you will not be able to work with payment instruments in **Bank Statement Processing**.

1. From the main menu, go to **System Setup > Company/Site Maintenance** and open the **Company Configuration**.
2. On **Modules > Finance > Payment Instruments**, in the **Default Statuses** section, select default statuses for the following fields:
 - **Apply to Bank**
 - **Settled Status**
 - **Cancelled Status**
3. Select **Save**. 

Importing Bank Statements

In **Bank Statement Processing**, use the **Import Statement** option of the Overflow menu to import a bank statement for reconciliation.

It is a common situation when banks provide you with a single file containing a single statement. However, you can also receive a file containing statements for multiple bank accounts or statements with multiple sheets for a single bank account. In both cases, the system allows you to import and process statements.

In case you need to import a multi-bank file, note that:

- **Importing a multi-bank file from Bank Statement Processing** - When you import a multi-bank file with multiple statements, the system analysis all the statements and combines them into a

single statement, for the currently selected bank.

- **Importing a multi-bank file from Bank Statement Import** - When you import a file with statements for multiple accounts, the system filters statements in the multi-bank import file by bank account and combines them into separate statements. When the import completes, review the combined statement. If you successively select multiple bank accounts, you will receive a combined statement for each account.

The system pulls the number of the last imported statement sheet and assigns it to the whole statement. If the number consists of two parts (statement number and sheet number), only the first part is used as a statement number.

You create system bank accounts for a specific company. The company you work in must have all required bank accounts for processing bank statements.

In this article, we will cover importing bank statements.

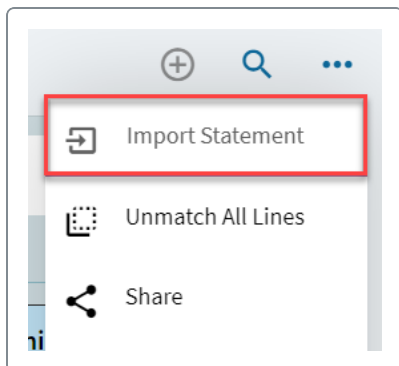
1. Open **Bank Statement Processing**.
2. On the landing page, select a bank that you set up for bank reconciliation from the **Bank Account ID** drop-down.

You need to select a bank account to work with every time you open **Bank Statement Processing**.

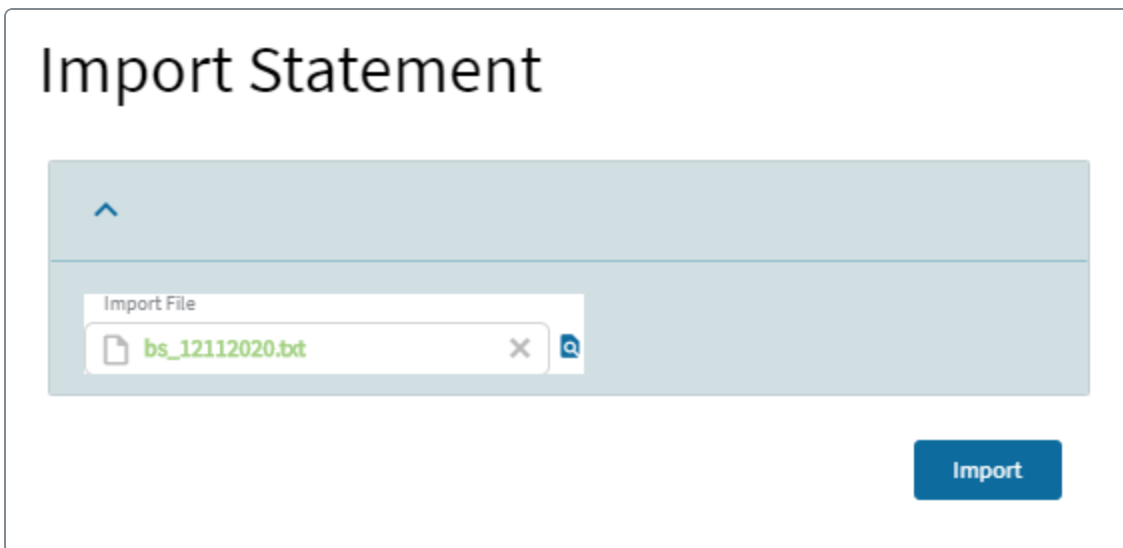


You set up banks in **Bank Account Maintenance**. For more details, refer to the **Understanding Bank Statement Processing** article.

3. From the Overflow menu , select **Import Statement**.



4. In the **Import Statement** card, select **Search**  to browse to the folder where the statement file is and select it. You can browse to the bank statements located either on the server or in your local folder. In the latter, the system automatically transfers the statement file to the server and imports it from the server location. The type of the imported statement must correspond to the electronic interface you specified in the bank account settings.



5. Select **Import** to import the bank statement.

In the **Statements** grid on the landing page, from the grid Overflow menu , select **Refresh**. The new statement appears in the grid. Open it and go to the **Statement Header**, **Statement Workbench** or **Quick Matching** pages to review information about the imported statement.

6. On the **Statement Header** card, review the **Apply Date** field: it is the date the statement applies for. It defaults to the current date, but you can select a different date, if you need. Then, review the **Statement** and **Description** fields to verify the correct details display.
7. Select a **Document Type** for the statement, if necessary. Normally you need to select the document type to assign legal numbers to the statements.
8. Review the bank balance fields.

On the **Statement Header** card, three useful fields with bank balance are available for you in the **Current Bank Balances** section:

- **Ongoing Balance**
- **Reconciled Balance**
- **Non Reconciled**

If the statement's closing date matches the period end date, the system displays the balance per statement closing date. Otherwise, it shows the current (latest available) balance.

Current Bank Balances		
Ongoing Balance	Reconciled Balance	Non Reconciled
592,521.92	0.00	592,521.92

9. In the **Opening Date** and **Closing Date** fields, enter the period included in the statement and the bank balances on the two dates. The balances help you track how entries in the program affect the line total and variance.
10. Once finished adjusting the imported statement details, select **Save**. 

Understanding Unmatched Transactions

In **Bank Statement Processing**, use the **Unmatched Transactions** card on the **Statement Workbench** page to sort and retrieve the transactions according to certain criteria. This approach allows you to review the list of transactions that you can potentially match to a bank statement line. The application retrieves unmatched transactions so that you can review them and select transactions to match to the lines.

You use the **Unmatched Transactions** card for regular and quick matching of transactions to statement lines.

In this article, we will cover:

- [Bank Account Maintenance Settings](#)
- [Set Transaction Type Filter Settings](#)
- [Retrieve Options Panel Settings](#)

Bank Account Maintenance Settings

When you configure a bank account for reconciliation in Bank Account Maintenance, you can specify the parameters related to retrieving the unmatched transactions using the **Bank Reconciliation** card. You must do it before you import/create a statement. These are the **Bank Reconciliation** details that relate to retrieving transactions for a specific bank account:

- **Retrieve unmatched transactions automatically** - If you select this check box, after importing a statement the application automatically displays all transactions that potentially can be matched to a selected statement line.
- **Filter unmatched transactions by statement line type** - If you select this check box, the system enables the filtering you specify using the **Set Transaction Type Filter** settings by default for the bank account. When you work with a statement, you can disable or enable them in the **Retrieve Options** panel (available from the Overflow menu of the **Unmatched Transactions** card).

For more details on the application setup you need to perform before you run the **Bank Statement Processing** routines, review the [Setting Up Bank Statement Processing](#) article.

Set Transaction Type Filter Settings

In **Bank Statement Processing**, the **Set Transactions Type Filter** option of the Overflow menu helps you define the default types of unmatched transactions that the system will retrieve. Once you set up the filter, the application keeps your settings and applies them every time the unmatched transactions are retrieved.

When you use this option, the application lets you define which transactions to display for a particular statement line type. In this example, you will specify the filter options for miscellaneous receipt statement lines.

1. In **Bank Statement Processing**, select **Set Transactions Type Filter** from the Overflow menu  of a statement you want to work with.
2. Select the **MiscRcpt** statement line type.



If the line type is **RevAPPay**, the application displays blank **Unmatched Transactions** details.

3. On the right, select check boxes for all applicable transactions that you want the system to retrieve for this line type. Alternatively, you can use the check boxes on the left to automatically select check boxes next to either all transaction types or only the receipt/payment ones.

Filter Options Statement 2

^ Documents

Statement Line Type
MiscRcpt

☐ All

☐ Receipts

☐ Payments

☐ Cash Receipts

☐ AP Payments

☐ AR PI

☐ AP PI

☐ Bank Adjustments

☐ Bank Transfers

☐ Payroll Cheques

☐ Reversed Cash Receipts

OK

Cancel

4. Select **OK**.

Retrieve Options Panel Settings

To see the list of unmatched transactions on the **Unmatched Transactions** card, you need to first retrieve them. To do that, go to the **Statement Workbench** page and on the **Unmatched Transaction** card, select **Retrieve**.

^ Unmatched Transactions
☐ View Matched

▼

Create Lines

Match

Retrieve

⋮

There, on the **Retrieve Options** panel, you can specify (or leave blank) the following settings:

- **From Date, To Date** - Date range for the transactions retrieval. By default, the system takes the 'From Date' value from the statement's opening date considering the 'Number of periods to Retrieve before Opening Date' parameter you set up on the 'Bank Reconciliation' card in Bank Account Maintenance. The 'To Date' is the closing date of a statement.
- **Filter by Partner** - If you select this check box, the system will filter the transactions it retrieves by a partner.

- **Include PI with due date beyond the statement period** - Select it if you want to retrieve all PI within and beyond the statement period.
- **Filter unmatched transactions by statement line type** - If you select this check box, the system automatically applies the filter settings you specify using the 'Set Transaction Type Filter' settings. By default, the system takes this value from the same-name check box in 'Bank Account Maintenance'.



If the statement is empty, the application retrieves all unmatched transactions without considering the filter settings.

Using Statement Workbench

On the **Statement Workbench** page in **Bank Statement Processing**, review transactions and imported bank statements, create new statements and lines, create new documents, and match transactions to the lines during reconciliation.

This page contains two cards: **Statement Lines** and **Unmatched Transactions**. You can expand each of them to view all the required information on one screen making the reconciliation process more effective.

In this article, we will cover:

- [Reviewing an imported statement details](#)
- [Matching a transaction statement to a statement line](#)
- [Un-matching transactions](#)

Reviewing Details of an Imported Statement

After you import or create a bank statement:

1. Expand the **Statement Lines** card.
2. Scroll right to review all the information on the line.

Statement Workbench

Running Balance

\$217,817.22

Variance

\$0.00

Bank Currency

USD

Opening Balance

\$1,083,836.36

Statement Lines

+

Line	Status	Type	Partner Name	Partner ID	Date	Bank Amount	Debit	
1	Matched	APPay			09/30/2021	-1,045,706.65	0.00	1,045
2	Matched	BankAdj			09/30/2021	85,422.60	85,422.60	
3	Matched	BankAdj			09/30/2021	20,800.50	20,800.50	
4	Matched	BankAdj			09/30/2021	15,768.20	15,768.20	
5	Matched	BankAdj			09/30/2021	1.03	1.03	
6	Matched	BankAdj			09/30/2021	57,600.00	57,600.00	
7	Matched	BankAdj			09/30/2021	95.18	95.18	
8	Matched	BankAdj			09/30/2021	0.01	0.01	
9	Matched	BankAdj			09/30/2021	-0.01	0.00	

- **Status** - Statement line's matching status
 - **Type** - Type (transaction) of the statement line
 - **Partner Name, Partner ID** - Name and ID of the partner in the statement line. The bank uses the ID to specify the partner in the statement line
 - **Date** - Transaction date
 - **Bank Amount** - Statement line amount in the bank currency
 - **Debit/Credit**- Debit/credit amount for this statement line. You may use either **Debit/Credit** or **Bank Amount** fields when reviewing the line details.
 - **Variance** - Difference between the total line amount in the bank currency and the sum of all matched documents in the bank currency
 - **Amount** - Statement line amount in the line currency
 - **Currency** - Currency code for the line amount
 - **Unallocated Amount** - Part of statement line amount that is not matched to an existing document
 - **Reference** - Number of the business document related to the line which is known to the bank
 - **New Doc** - Indicates the line is a new documented created using the [Create New Document](#) option
 - **Description** - The description of the new document
3. For unmatched transactions, expand the **Unmatched Transactions** card. Here you can retrieve and review unmatched transactions.
 4. For matched transactions, on the **Unmatched Transactions** card, select the **View Matched** check box and review the details of the transaction matched to the statement line.
 5. You can also adjust the statement details, if necessary. If you do this, once done, select **Save**.



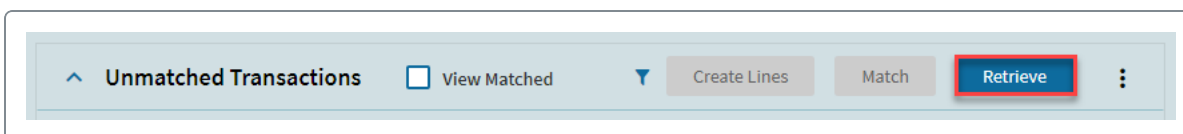


On the **Statement Lines** card, you can also create a transaction to match using the Create New Document option of the grid Overflow menu .

Matching a Transaction Statement to a Statement Line

After you import or create a bank statement:

1. On the **Statement Workbench** page, on the **Statement Lines** card, highlight an unmatched transaction that you want to match.
2. Then, on the **Unmatched Transaction** card, select **Retrieve**.



3. Specify the retrieve options, if necessary.
 1. In the **From Date** and **To Date** field, enter the date range of the unmatched transactions
 2. Select the check boxes as applicable.
4. Select **Retrieve**. Review the list of retrieved unmatched transactions on the **Unmatched Transactions** card.

To learn more about unmatched transactions, review the [Understanding Unmatched Transactions](#) article.

5. Select the check box next to a transaction that you want to match to the highlighted statement's line, and select the **Match** button. The application performs matching and removes the matched transaction from this card. You can now see this transaction on the **Matched Documents** card.
6. Select **Save**.



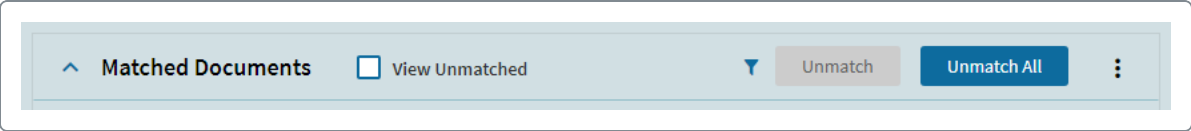
You can also use quick matching to quickly match transactions to statement lines.

Unmatching Transactions

If you want to un-match the documents from the statement line:

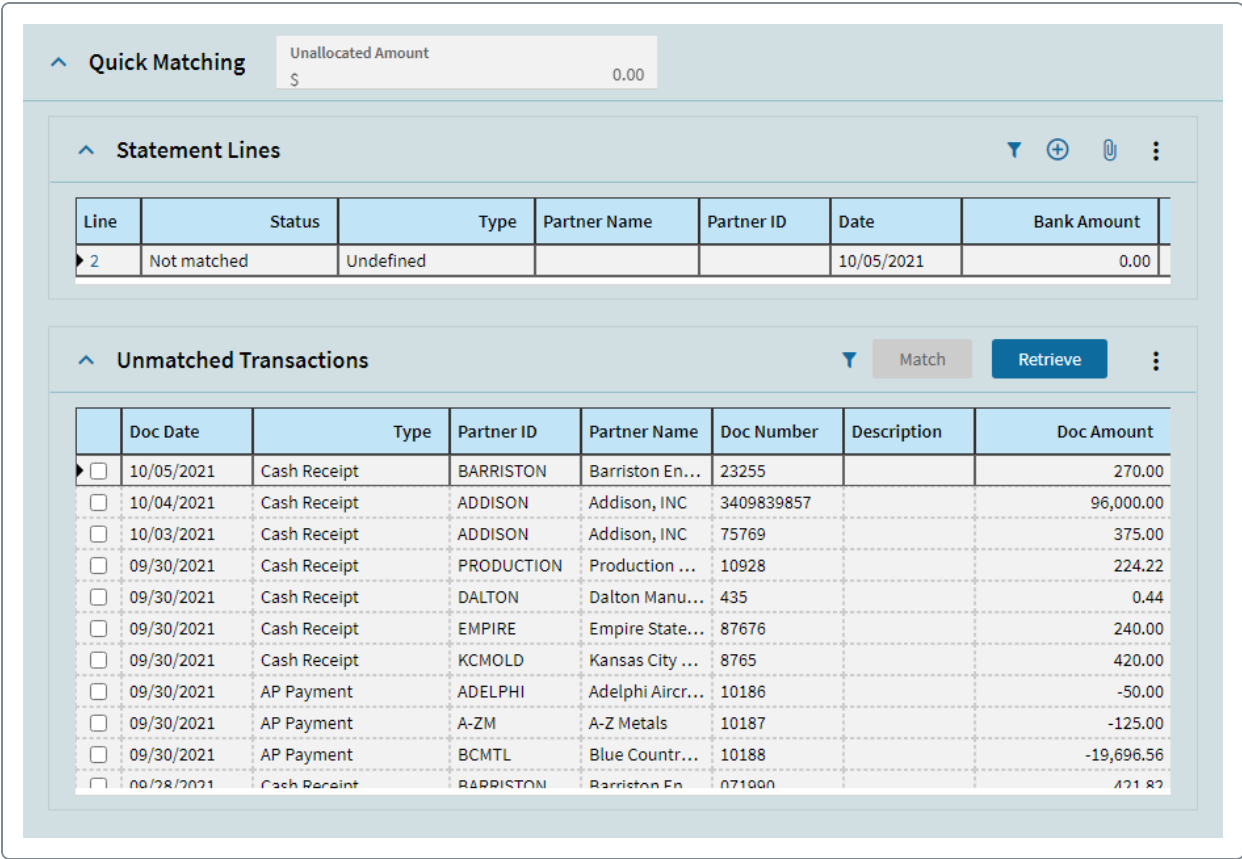
1. Highlight the statement you want to unmatch the document for on the **Statement Lines** card.
2. On the **Unmatched Documents** card, select the **View Unmatched** check box and then select the document you want to unmatch and select the **Unmatch** button.

If you want to unmatch all documents, select the **Unmatch All** button.



Quick Matching

On the **Quick Matching** page in **Bank Statement Processing**, match existing transactions to statement lines in quick matching mode. You can view both statement lines and unmatched transactions on one page in separate cards, select a statement line, search for transactions you can match to lines, and select transactions for matching.



In this article, we will cover quick-matching a transaction to a statement line.

- 1. In **Bank Statement Processing**, go to the **Quick Matching** page.
- 2. Expand the **Statements Lines** card and select an unmatched line.

3. Expand the **Unmatched Transactions** card and select the check box next to a transaction or transactions you want to match to this line. You might need to retrieve the unmatched transactions first.

To learn more about unmatched transactions, review the Understanding Unmatched Transactions article.

1. Select the **Retrieve** button on the **Unmatched Transactions** card.
2. If necessary, specify the retrieve options.
3. Select **Retrieve**.

When you select a statement line, the **Unallocated Amount** field on the **Unmatched Transaction** card fills in with the respective unallocated amount. If the amount of the line and of the unmatched transaction is the same, once you select the check box next to the transaction, the application immediately matches them and both lines disappear from the **Statement Lines** and **Unmatched Transactions** cards.

If the line's unallocated amount isn't the same as the unmatched transaction's one, as soon as you start selecting transactions, the value in the line's **Unallocated Amount** field goes down by each selected transaction's amount. When total selected amount becomes equal to the line's amount, the system considers the line as matched and the selected transactions disappear from the list.

You can view all matched transactions when you select the **View Matched** check box on the **Unmatched Transactions** card in [Statement Workbench](#). You can also unmatched transactions there, if necessary.

4. If the **Unallocated Amount** isn't zero during quick matching but you still want to match the selected transactions to the line anyway, select the **Match** button. The system considers the statement line as matched and the selected transactions disappear from the list. The application calculates the variance.

Performing Automatic Matching of Statements

In Bank Statement Processing, you can use the **Automatic Matching** option of the Overflow menu to automatically match statements to unmatched transactions. When you use this option, the application applies specific logic to review the imported bank statement and analyze its records. Using this information, it then attempts to match each of the statement lines to the existing transactions. If the attempt is successful, the application reconciles a statement record with the transaction it finds.

This command allows you to apply unmatched transactions to the statement lines repeatedly during reconciliation. This may be useful, for example, after you have adjusted some data in the lines.

In this article, we will cover:

- [Performing Automatic Matching](#)
- [Understanding the Logic of the Automatic Reconciliation Algorithm](#)

[Performing Automatic Matching](#)

1. In **Bank Statement Processing**, select the **Automatic Matching** option from the Overflow menu. 
2. Review the warning message and select **Yes** if you want to proceed.
3. If necessary, review the statement lines and matched documents on the respective cards on the **Statement Workbench** page.

[Understanding the Logic of the Automatic Reconciliation Algorithm](#)

Expand the sections below to learn more on the automatic reconciliation algorithm.

The functionality searches for the following key values in the [imported statement](#) and analyzes them (not all of them may be present in a statement line):

- Payment reference number (check number, electronic payment ID, payment legal number, SEPA credit transfer message ID, and so on).
- Invoice reference number (invoice number, invoice legal number, reminder letter number (number of the reminder letter that includes a list of invoices), and banking reference number, which is applicable only for the countries where it is used).
- A company's name or identifier used by a specific bank. Each company (partner) registered in the system may appear in the statement under various names associated with it. In terms of the system, these are partner names (search IDs).
- A specific bank account number associated with the company (actually a partner may have several bank accounts).
- If the application unambiguously finds a customer or a supplier by partner cross-reference, partner bank account or combination of partner cross-reference and bank account, it fills in the **Partner** field of a bank statement line with this customer/supplier name. For a bank transfer, the system may recognize another bank account partner as a partner by its cross-reference, bank account and/or bank code. For payroll checks, it may recognize an employee as a partner by its cross-reference.
- If the system doesn't recognize a partner, the **Partner** field remains blank and you can manually fill it in later.

For each automatically recognized or manually set line type, the application defines a list of so-called "default document types". It searches for the transactions using the following ones:

- **ARRcpt** - All cash receipts (on invoice, deposits, and miscellaneous) and AR PIs. The application searches for AR cash receipt batches first.
- **DepRcpt** - Only customer deposits.

- **MiscRcpt** - Only miscellaneous cash receipts.
- **ARPIPay** - Only AR PIs.
- **APPIPay** - Only AP PIs.
- **APPay** - AP Payments (at that AP payment batches first), AP PIs, payroll checks.
- **PRPay** - Only payroll cheques.
- **BankAdj** - Bank adjustments (entered either as a separate document or during cash receipt or AP check entry).
- **Transfer** - Bank fund transfers.
- **RevARRcpt** - Reverse cash receipts.

For all line types except for **BankAdj** and **Transfer** the application checks whether the line contains a reference number.

If the application finds the reference number:

1. The application searches for the transactions of the default document type that have this reference number.
2. If it finds one transaction, it validates it using the Reliable Match criteria (refer to the **Reliable Match Criteria** section). Depending on the validation results, it assigns a **Matched**, **Partially Matched** or **Suggested Match** status to the line.
3. If it does not find any transactions, it analyzes the partner. If the partner is not blank, it searches for transactions applying the filter of default document type, partner, transaction date, and amount in transactional currency. Depending on the validation results, it either applies the Reliable Match criteria (if it found one transaction) or assigns a **Suggested Match** (multiple transactions) or **Not Matched** (no transactions) status to the line. If it didn't find the partner, it checks the **Recognize unknown transactions** parameter and behaves accordingly (see the **Recognize Unknown Transactions** section). After this validation, it either assigns **Suggested** (multiple transactions) or **Not Matched** (no transactions) status to the line or applies the Reliable Match criteria (if it found one transaction).
4. If it finds multiple transactions, the application analyzes the partner and, if the partner is not blank, searches for the transaction applying the filter of default document type, partner, transaction date and amount in transactional currency. Depending on the validation results, it assigns a status to the line in the same way as described above. If it didn't find the partner, the application assigns the **Suggested** status to the line.

If the application doesn't find the reference number:

- If the line type is **ARRcpt** and the statement line contains recognized invoice reference numbers (invoice numbers, legal numbers, banking reference numbers, or reminder letter numbers), the application verifies whether cash receipts exist for these invoices. Depending on search results and reliable AR parameters, the application proposes transactions to be matched and sets the line status.
- If the line type is **APPay** and the statement line contains recognized payment reference numbers (invoice numbers, legal numbers, or banking reference numbers), the application

verifies whether payments exist for these invoices. Depending on search results and reliable AP parameters, the application proposes transactions to be matched and sets the line status.

- For other types and in case if the invoices were not found, the application analyzes the partner and, if the partner is not blank, searches for transactions applying the filter of default document type, partner, transaction date and amount in transactional currency. Depending on the validation results it assigns a certain status to the line in the same way as described above.
- If the partner was not found, the application checks the **Recognize Unknown Transactions** parameter and behaves accordingly (refer to the **Recognize Unknown Transactions** section).

The application checks whether the recognized statement's line meets certain criteria. You can specify separately for AP and AR transactions which criteria the application takes into consideration during this validation in **Bank Account Maintenance** - reference number, customer/supplier, transaction date. If the transaction passes this validation, the application assigns the **Matched** status. Otherwise, it assigns the **Partially Matched** status.

This parameter defines among which document types the application searches for the transactions with no information about reference number, partner name and partner bank account. Depending on its value, the application behaves in different ways. If this parameter is switched off, the application considers Bank Adjustment only as a default bank type and searches for the transactions applying the filter of this default document type, transaction date, amount and currency.

If this parameter is switched on, the application considers Bank Adjustment as a default bank type along with the type selected with reference to the amount sign (refer to the **How the Application Performs Automatic Matching** section, point 1). It searches for the transactions applying the filter of default document types, transaction date, amount and currency. This parameter is useful if the bank statement is imported in the CSV format. This format mostly does not include information about a reference number and a partner whereas the transaction date and amount information are only available.

You can perform automatic matching repeatedly. When the application analyzes a bank statement during automatic matching, it uses the following workflow:

- The application checks all collapsed batches first. If it finds a batch meeting the criteria, the application handles this batch as a normal payment or cash receipt.
- After checking batches, the application checks other payments or cash receipt.
 - If it finds a payment or cash receipt meeting the criteria and it is included in an already validated batch, the application ignores this payment or cash receipt.
 - If it finds a payment or cash receipt meeting the criteria and it is included in a non-validated batch, the application assigns the Suggested status to the batch and expands it.
 - If it finds a batch meeting the criteria and a payment or cash receipt from this batch is already matched to a statement line, the application ignores this batch.

The application searches bank adjustments by transaction date, amount in bank currency and bank fee code (if it was assigned to the BankAdj statement line during its type recognition). Depending of the search results, the application assigns a status (**Not matched**, **Partially Matched**, **Matched**,

Suggested) to the lines.

The application searches bank fund transfers transaction date, amount in bank currency and recognized bank account partner. A bank account should be considered recognized if any of the following is true:

- A statement line contains a bank account code that matches the IBAN account code of one of the registered bank accounts.
- A statement line contains a combination of bank code and bank account code that matches the **Bank Identifier** and **Checking Account** fields of one of the registered bank accounts.

Depending on the search results, the application assigns a status (**Not matched**, **Partially Matched**, **Matched**, **Suggested**) to the lines.

The application uses standard algorithm described in this section - first, it verifies the reference number. If the reference number was not found, the application analyzes the partner and, if the partner is not blank, searches for transactions applying the filter of partner, transaction date and amount in transactional currency.

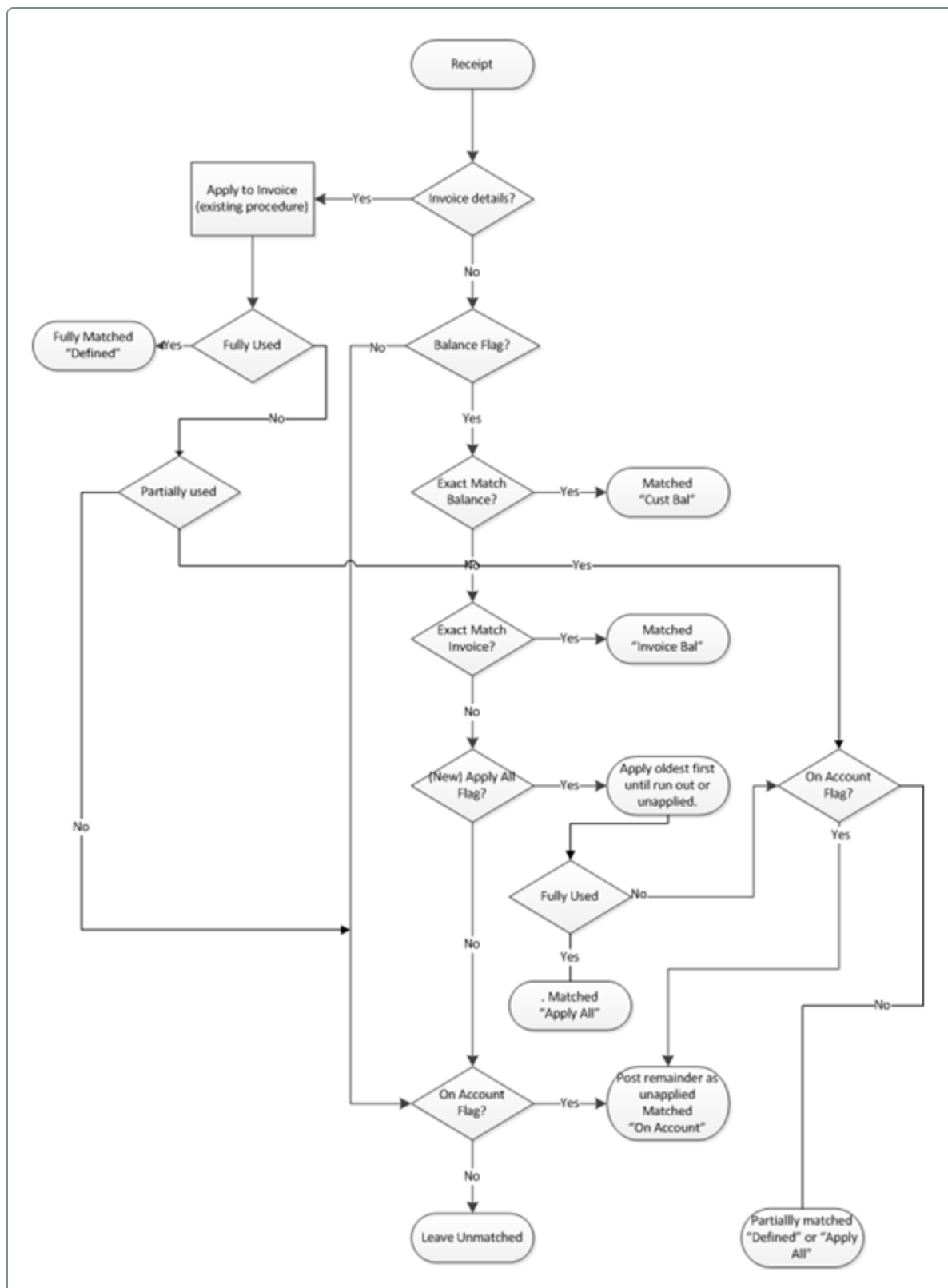
The check boxes on the **Bank Reconciliation** card in Bank Account Maintenance that are described in this section enable the application to create cash receipts automatically.

- Automatic creation of cash receipts is enabled only when you select the **Auto creation of Invoice Cash Receipts** check box. The application applies the invoices whose references are displayed on the **Statement Lines** card on the **Statement Workbench** page. These invoices must have the same details as the statement line and the invoice date must be not later that the line date. If the invoices amount is equal to the line amount, the application generates a cash receipt and the line status changes to **Matched**.
- If all invoices are applied but some amount on the line still remains, the application checks whether the **Auto creation of On account Cash Receipts** check box is selected. If it is selected, the application puts unapplied amount on account and generates a cash receipt for the allocated amount. The line status changes to **Matched**. If the **Auto creation of On account Cash Receipts** check box is not selected, unallocated amount is left on the line and the line status changes to **Partially Matched**.
- If there are no invoices on the **Statement Lines** card on the **Statement Workbench** page, the application checks whether the **Auto creation of Cash Receipts Based on Customer Balance** check box is selected. If it is, the application attempts to apply all invoices and credit memos (where the details are the same as on the statement line and the invoice date is not later that the line date) to the line. It applies them one by one until unallocated amount becomes zero. If it is not possible to find invoices and credit memos with total amount equal to the line amount, the application attempts to find an invoice which amount matches the line amount. If the invoice amount matches the line amount, the application generates a cash receipt and the line status changes to **Matched**.
- If it is not possible to match the line by customer balance or invoice balance as explained, the application checks whether the **Apply All** check box is selected. If it is selected, the application searches for the invoices with the same details as on the statement line but with various

amounts. It attempts to apply them one by one until unallocated amount becomes zero. The application generates a cash receipt and the line status changes to **Matched**.

- If some unapplied amount remains, the application puts it on account if the **Auto creation of On account Cash Receipts** check box is selected.

The following schema illustrates an algorithm of auto creation of cash receipts by customer balance.



For example, you have the following unmatched transactions:

Number	Date	Amount	Discount
1	1/20/14	\$180	5% discount by February, 1. It is inapplicable on February, 5.
2	1/25/14	\$ -20 (it is a credit memo)	no discount
3	1/27/14	\$100	5% discount by February, 8
4	2/02/14	\$220	5% discount by February, 11

If the statement date is 2/05/14 and the line amount is \$255, the application checks available invoices and performs calculations:

1. $0 + 180$ (no discount allowed) = 180
2. $180 - 20 = 160$
3. $160 + (100 - 5) = 255$
4. Result: transactions 1, 2, and 3 are matched to the statement line.

If the statement date is 2/05/14 and the line amount is \$209, the application checks available invoices and performs calculations:

1. $0 + 180$ (no discount allowed) = 180
2. $180 - 20 = 160$
3. $160 + (100 - 5) = 255$
4. This amount is greater than the line amount, therefore the application checks the amount of the transaction 4 and matches it to the line since the amounts are equal. Result: transaction 4 is matched to the statement line.



The application only helps you to reconcile the statement but you always have the final say. After reviewing the automatic matching results you may need to complete the reconciliation manually.

Creating Bank Statements

If you want to manually create a bank statement and its lines (instead of [importing it](#)), you can do it using the **Bank Statement Processing** app. However, it is only possible if there are no unposted statements for the current bank - otherwise the application will open an unposted statement and you will need to continue working with it.

After you successfully create a statement, you can start [matching](#) business documents to this statement as you normally do for an imported statement.

Use the landing page of the application to view existing bank statements or to enter a new one.

In this article, we will cover:

- [Entering a bank statement](#)
- [Adding statement lines](#)
- [Locking a Statement](#)

Entering a Bank Statement

1. Open the **Bank Statement Processing** app.

The **Landing** page displays.

2. On the landing page, select the bank that you set up for bank reconciliation from the **Bank Account ID** drop-down.



You set up the bank in **Bank Account Maintenance**. For more details, refer to the [Understanding](#) and [Setting Up Bank Statement Processing](#) articles.

Once you select a bank account ID, an existing statement of statements display in the grid. In this example, we select the 'Main Checking Account'.

Statement	Description	Currency Code	Opening Balance	Closing Balance	Opening Date	Closing Date	Posted	In Use By
4	MDB Reconciliation	USD	772,701.85	775,821.85	09/13/2021	10/04/2021	☒	Mat
3	2008	USD	773,746.86	1,083,836.36	08/17/2021	09/08/2021	☒	Mat
2	2009 Updates	USD	217,817.22	772,701.85	09/30/2021	09/30/2021	☒	Mat
1	2009	USD	1,083,836.36	217,817.22	09/09/2021	09/30/2021	☒	Mat



The statements include the opening and closing balance and dates, indicate whether a statement(s) is/are posted, and if it is used and who by. This is the 'In Use By' column field, which displays a user that has the statement opened meaning that this record is locked and no other user have access to the statement. .

3. To select an exiting statement, select the statement link on the **Landing** page.

The **Statement Header** card displays.

Bank Statement Processing

Statements

All

Bank Account ID *
Main Checking Account

Statement *
0

Statement	Description	Currency Code	Opening Balance
5	Metal	USD	775,821.85
4	MDB Reconciliation	USD	772,701.85
3	2008	USD	773,746.86
2	2009 Updates	USD	217,817.22
1	2009	USD	1,083,836.36

4. To add a new statement, select **New**.

The **Statement Header** card displays.

5. Enter a statement description in the **Description** field.

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

Kinetic assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. For the bank statements, the prefix is **Bank Rec** followed by : (colon).

6. If you need, change the opening and closing statement dates. By default, the system sets the opening and closing statement dates as the closing date of the previous statement plus one day.

Opening Date
2/18/2021

Closing Date
2/18/2021

Apply Date
2/18/2021

7. By default, the **Opening Balance** field is read-only. However, you can change it if you need using the **Modify Opening Balance** option of the **Overflow** menu. 

1. Select **Save**  to save the changes.
2. From the Overflow menu , select **Modify Opening Balance**.
3. Enter the required opening balance and select **Modify**.

Modify Opening Balance Statement 1

Bank Account ID
ARFIN

Description
ARFIN

Opening Balance
777444.31000

8. Enter the closing balance manually.

Opening Balance	777,444.31
Closing Balance	718,000.00
Line Total	0.00
Variance	59,444.31

9. Select **Save**. 

Adding Statement Lines

In **Statement Workbench** you can create new statement lines and, if necessary, also create statement lines using an existing transactions.

In this section we will cover:

- [Manually creating a statement line manually](#)
- [Creating a statement line from an existing transaction](#)

Manually Creating a Statement Line

1. Go to the **Statement Workbench** page and expand the **Lines** card.
2. Select **New**  to add a statement line.



3. Select the line type.

The following line types are available:

- **ARRcpt** - Cash receipt invoice
- **APPay** - AP payment
- **MiscRcpt** - Miscellaneous Receipt
- **ARPIPay** - AR payment instrument. You can't create this type automatically.
- **APPIPay** - AR payment instrument. You can't create this type automatically.
- **BankAdj** - Bank Adjustment
- **Transfer** - Bank Transfer
- **DepRcpt** - Deposit Receipt
- **RevARRcpt** - Reverse cash receipt
- **RevAPPay** - Voided AP payment
- **PRPay** - Payroll cheque
- **Undefined** - The application can't determine the line's type automatically
- **Ignored** - The application ignores this line type during reconciliation



If you create a document for a cash receipt or a miscellaneous cash receipt through **Bank Statement Processing**, write off functionality is not available and all write off fields are disabled.



Also, if you create a document for miscellaneous cash receipts, invoice payments or deposit payments through the [Create New Document](#) option of the line's Overflow menu , you can assign legal numbers for the documents using the **Legal Numbers > Assign Legal Number** option of the page Overflow menu. 

4. Scroll right on the statement line and specify one of the following fields: **Bank Amount**, **Debit**, or **Credit**.

Bank Amount 	Debit 	Credit 
-1,257.00	0.00	1,257.00

The amount in the **Bank Amount** field may be positive (debit amount) or negative (credit amount). The **Debit** and **Credit** columns always display positive amounts. Normally you can select which columns you use - **Bank Amount** or **Debit/Credit**, and set up the layout accordingly. You must enter the values in these fields considering the line's type you specified. For example, the amount must be negative for the **APPay** or **APPIPay** types. Otherwise, you can enter it in the **Credit** column as a positive value.

5. If necessary, enter a partner name using Customer/Supplier Searches and Quick Searches.
6. Select **Save**. 

Creating a Statement Line from an Existing Transaction

Apart from manually creating a statement line in a newly created statement, you can create it from an existing transaction.

1. On the **Statement Workbench** page, expand the **Unmatched Transactions** card.
2. Select the **Retrieve** button to retrieve unmatched transactions. Specify the parameters as you need and select **Retrieve**.
3. From the grid, select a check box next to an unmatched transaction (or several of them) to use as base for a new line.

For more details on unmatched transactions, refer to the Understanding Unmatched Transactions article.

Unmatched Transactions ☐ View Matched ▼ Create Lines Match Retrieve ⋮							
☐	Doc Date	Type	Partner Name	Doc Number	Description	Doc Amount	Doc Cu...
☒	10/05/2021	Cash Receipt	Barriston En...	23255		270.00	USD
☐	10/04/2021	Cash Receipt	Addison, INC	3409839857		96,000.00	USD
☐	10/03/2021	Cash Receipt	Addison, INC	75769		375.00	USD
☒	09/30/2021	Cash Receipt	Production ...	10928		224.22	USD
☒	09/30/2021	Cash Receipt	Dalton Manu...	435		0.44	USD
☐	09/30/2021	Cash Receipt	Empire State...	87676		240.00	USD

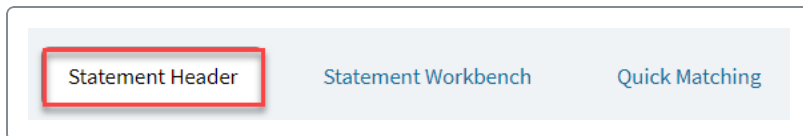
4. Select the **Create Lines** button. The transaction(s) you selected disappears from the list of unmatched transactions and appears in the grid on the **Statement Lines** card, it gets the **Matched** status. The line contains all available information from the selected transaction (type, partner ID, amount, etc). In the **Amount** field, you can review the document amount in the document currency, and in the **Bank Amount** field - in the bank currency. The statement line date is now equal to the **Clear Date** one.

5. Select **Save**. 

Locking a Statement

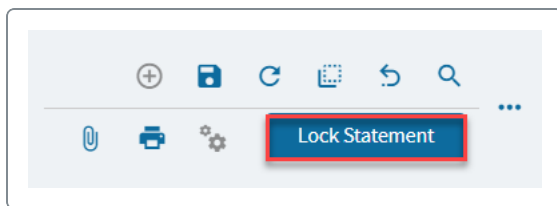
1. Select the **Statement Header** page.

The **Statement Header** card displays.



2. To lock a statement, select the **Lock Statement** button.

The button changes to 'Unlock Statement'. No other user can now modify the locked statement unless you unlock it.



You cannot lock posted statements.

3. Select **Save**. 

Creating New Transactions

If there are no existing transactions that you can use for reconciliation in **Bank Statement Processing**, you can set up the application to create transactions automatically or create them manually by yourself.

In this article, we will cover:

- [Creating transactions automatically](#)
- [Creating transactions manually](#)
- [Editing a new transaction](#)

Creating Transactions Automatically

If there are no suitable transactions for matching, you can set up the application to automatically create transactions during statement import and repeat this operation using the **Generate New Cash Movements** option if the Overflow menu.

The application allows you to automatically create transactions of different types during bank reconciliation. For this, you need to specify the setting applicable for your case using the Bank Reconciliation card in **Bank Account Maintenance**. The check boxes you select there determine the transaction types that **Bank Statement Processing** will be able to create automatically. The Generate New Cash Movements functionality also follows these settings.

The sections below describe the settings for automatic creation of the respective transactions. Expand each section to learn more.

The application automatically searches for the posted invoices that meet definite criteria, generates new cash receipts and where possible applies the found invoices to cash receipts. You can review the principles on how these documents are created in the **Understanding the Logic of the Automatic Reconciliation Algorithm** section in the Performing Automatic Matching of Statements article.



The application can only recognize partners if you specify all required cross-references for these partners. Refer to the Using Cross-References and Quick Search article for details.

On the **Bank Reconciliation** card in **Bank Account Maintenance**, select the following check boxes:

- **Auto create Invoice Cash Receipts**

You can generate a cash receipt with an allocated invoice. This option is applicable to the statement lines with recognized customer, status **Not matched** or **Partially matched** and

existing invoice references on the **Statement Workbench > Statement Lines** card in **Bank Statement Processing**. The application searches for the posted invoices with details similar to the statement line details. If it finds such an invoice, it generates an invoice cash receipt, automatically allocates this invoice to the cash receipt and matches the cash receipt to the line.

If the imported file contains invoice reference numbers (invoice numbers, legal numbers, reminder letter numbers, or banking reference numbers, which are applicable only for the countries where they are used) and invoice amounts. You can save this information in a bank statement line during import. You can then use this information during auto creation of cash receipts. As the application creates a new cash receipt, if the invoice is found by its reference number (its invoice number, legal number, banking reference number, or reminder letter number) and the invoice amount is greater than zero, it will add the invoice to cash receipts with this amount. To save the invoice numbers and amounts, in the electronic interface:

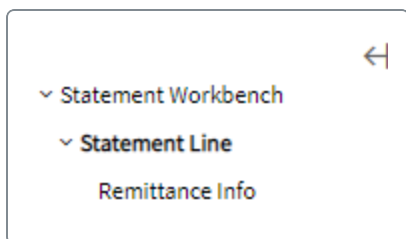
1. Collect invoice numbers and amounts in the following line:

```
[{"Amount":100.0,"Number":"invoiceNumber1"},
{"Amount":200.13,"Number":"invoiceNumber2"}]
```

 (a list of InvoiceInfo objects saved in the JSON format).
2. Add the resulting line to the RemitData field of the StatementLine object, adding the `<InvcList>` tag at the beginning and the ` separator. For example, `<InvcList>`

```
[{"Amount":100.0,"Number":"invoiceNumber1"},
{"Amount":200.13,"Number":"invoiceNumber2"}]
````

After the import, the saved details will be available on the **Remittance Info** page in **Statement Workbench**. The application will add the invoice reference numbers (invoice numbers, invoice legal numbers, banking reference numbers, reminder letter numbers) from the saved list the **Invoice References** field on the **Detail** card of the **Statement Line** page. You can open the page from the navigation tree on the left:



You can view a file example in the **StatementImportBTRS.cs** file of the **StatementImportBTRS** electronic interface.

- **Auto create On Account Cash Receipts** - You can enable the application to create an on account cash receipt for the statement's line when the application can't find appropriate invoices. This functionality is applicable to the statement lines with a recognized customer, status **Not matched** or **Partially matched** and blank invoice references on the **Statement Workbench > Statement Lines** card in **Bank Statement Processing**. To perform this operation, you also need to select the **Auto create Invoice Cash Receipts** check box.

- **Auto create Cash Receipts Based on Customer Balance** - You can generate a cash receipt with the details taken from the statement line. The application searches for the invoices and credit notes with details similar to the statement line details, creates a cash receipt with the amount equal to the unallocated amount and attempts to apply the found invoices to the cash receipt until the unallocated amount becomes zero. To perform this operation, you also need to select the **Auto create Invoice Cash Receipts** check box.



If you want the application to search for the posted invoices with different amounts and apply them one by one until the unallocated amount becomes zero or until it applies all appropriate existing invoices, additionally select the **Apply All** check box.

If the application identifies the statement line as bank transfer, it attempts to define the corresponding bank participating in this transfer. If it successfully finds this bank, it creates a bank transfer document for this statement line.

On the **Bank Reconciliation** card in **Bank Account Maintenance**, select the following check boxes:

- **Auto create Bank Transfers - same currency** - If the same currency is set for another bank, the application creates a same currency bank transfer transaction.
- **Auto create Bank Transfers - cross currency** - If a cross currency is set for another bank, the application creates a cross currency bank transfer transaction.

The application automatically creates bank adjustment transactions during the automatic bank reconciliation.

Creating Transactions Manually

If there are no suitable transactions, you can create a new one manually.



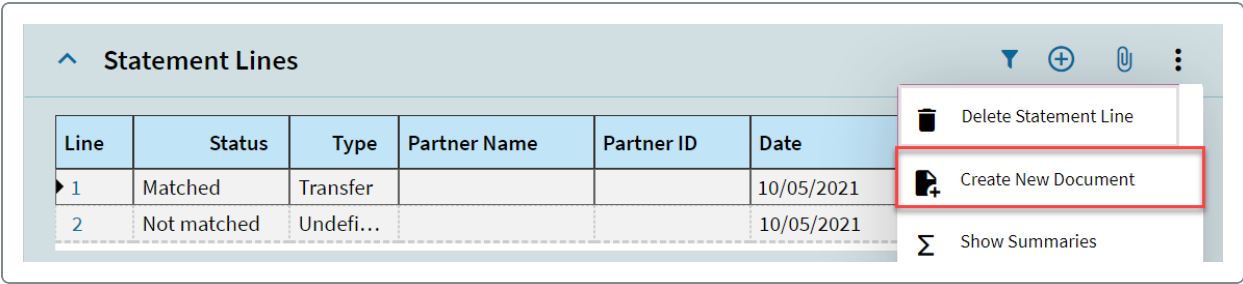
You can't create a new document from the **PRPay**, **ARIPay** and **APPiPay** line types.

1. Select or add a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.
2. Review the line details and select a type from the **Type** depending on which transaction you want to create. A pop-up application that will open for you to create a new transaction depends on this type.
 - **APPay** - AP invoice payment. When you use **AP Payment Entry** to create a transaction for matching, the application automatically selects the **Manual** and **Enter Payment Total** check boxes on the **Payment Details** card in **AP Payment Entry**. You can't change these settings. Then, you need to enter the number of the payment corresponding to this transaction in the **Payment** field. The application populates the **Payment Total** and **Bank Total** fields with the data it takes from the statement line. You

can modify it if necessary. If the variance is not equal to zero, you are not able to close the program window.

- **ARRcpt** - AR invoice payment.
- **BankAdj** - Bank adjustment. You can select this type regardless of the amount sign on the statement line. Note that only the **Adjustment** page is available in the trimmed-down **Bank Adjustment** application when it starts (see step 3).
- **DepRcpt** - Allocated customer deposit.
- **MiscRcpt** - Miscellaneous cash receipt
- **RevAPPay** - Voided AP payment. Refer to the **Creating Voided AP Payment Transactions** section of the **Creating Reverse Transactions** article for details.
- **RevARRcpt** - Reverse cash receipt. Refer to the **Creating a Reverse Cash Receipt Transaction** section of the **Creating Reverse Transactions** article for details.
- **RevARPI** - Reverse AR payment instrument. Refer to the **Creating a Reverse AR PI Transaction** section of the **Creating Reverse Transactions** article for details.
- **Transfer** - Bank Transfer.

3. From the Overflow menu , select **Create New Document**.



The pop-up application based on the statement line type launches.

4. Review the information on the sheets and adjust it if required.



If you're creating a document for a cash receipt or a miscellaneous cash receipt, the write off functionality is not available and all write off fields are disabled.

If you're creating a document for miscellaneous cash receipts, invoice payments or deposit payments, you can assign legal numbers for the documents by selecting **Legal Number > Assign Legal Numbers** option of the Overflow menu.



5. Select **Save**. 

Editing a New Transaction

After you create a new transaction, either automatically or manually, the application displays it on the **Unmatched Documents** card after you select the **View Matched** check box on the Statement Workbench page. You can edit this transaction, if you need to. It can be due to some reasons, for example, if you find it reasonable to link an invoice to an on account cash receipt.

For each newly created transaction, the system selects the **New Doc** check box on the both cards. To edit this transaction:

1. Expand the **Unmatched Documents** card and select the **View Matched** check box Highlight the transaction you want to adjust and select **Modify Created Document** from the **Overflow menu**. 

This opens the respective pop-up application.

2. Change the transaction as you need and select **Save**. 

Using Cross-References and Quick Search

In **Bank Statement Processing**, you can create cross-references and perform quick search for partners during reconciliation.

Cross-references help you specify which partner IDs mentioned in bank statements correspond to the partner names registered in Kinetic. This functionality makes reconciliation easier since the application suggests the partner name for the statement line using pre-defined pairs (partner names - partner IDs). You can also use this functionality to specify a partner when you enter a new statement line.

You want to specify partner IDs **Antar**, **Ant**, **Ant22** for the partner with the name **Antares**. When the application analyses the statement line where it finds either of these IDs, it will consider **Antares** as a suggested partner for this line and populate the **Partner Name** field with **Antares**.

- You need to create a number of pairs of partner IDs and partner names that the application will use during reconciliation.
- When the application analyzes a statement line, it attempts to suggest the name of Epicor-registered partner based on the partner ID pulled from the line.
- You can perform quick search manually and find the partner name which the application then adds to this statement line. You can:
 - Perform quick search of partner IDs (cross-references), select an applicable partner ID, and store a combination of the partner ID from the line and the selected partner. The system will store this pair for future reconciliations. Refer to the [Performing Quick Search](#) section for details.
 - Perform partner (supplier, customer, employee, or bank account) search, select a partner name and store the partner ID against the selected partner. This specified pair

will be stored for future reconciliations. Refer to the [Creating a Cross-Reference](#) section for details.

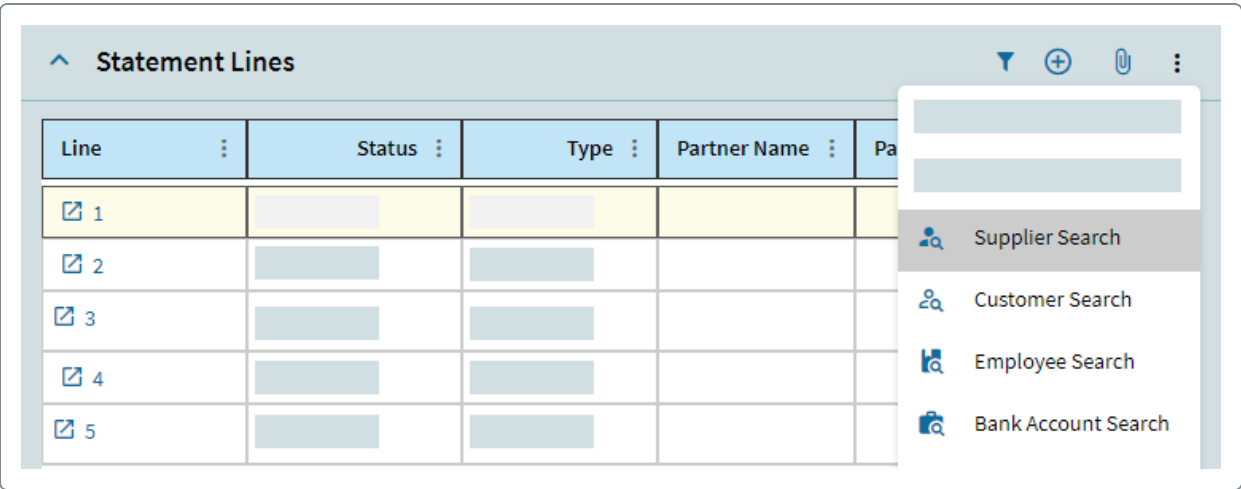
In this article, we will cover:

- [Creating a cross-reference](#)
- [Performing quick search](#)

[Creating a Cross-Reference](#)

A cross-reference helps you use a pair of partner ID - partner name during reconciliation so that the application can suggest a partner for the line. The application attempts to suggest an Epicor-registered partner based on the partner identifier it takes from the line. If there were no suggestions, the line's **Partner Name** field remains blank. However, you may search for the partner manually and store the identifier against the partner which was found. From then on, the application considers this pair (Partner - Partner identifier) as a perfect match.

1. In **Bank Statement Processing**, select a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.
2. Review the partner ID (if any). From the card's Overflow menu  , select one of the following options: **Supplier Search**, **Customer Search**, **Employee Search** or **Bank Account Search**.



3. In the **Search** panel, search for and select the partner you need. The application stores the identifier on the line against this partner and populates the **Partner Name** field.

Alternatively, you can you can create partner identifiers in:

- Supplier Maintenance > Supplier > Detail > Search Cross-References
- Customer Maintenance > Customer > Detail > Search Cross-References

- Payroll Employee Maintenance > Employee -> Search Cross-References
- Bank Account Maintenance > Search Cross-References

4. Select **Save**. 

Performing Quick Search

You can perform quick search of the partners during reconciliation, but before completing these steps, you need to:

- Enter cross-references for the partners (suppliers, customers, employees and bank accounts)
- Import a bank statement or create a new statement with a line or lines

To perform a quick search:

1. In **Bank Statement Processing**, select a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.
2. From the card's Overflow menu , select one of the following options: **Supplier Search**, **Customer Search**, **Employee Search** or **Bank Account Search**. For the presentation purposes, in the steps that follow, we will use **Supplier Search**.
3. In the **Search** panel, select the **Quick** search type. Then, from the **Search Id** drop-down select **Supplier Xref Quick Search**.
4. Enter the partner ID you need to find suggested partners for in the **Search Xref** field and select **Search**. The application displays search results with partner names using this ID as a cross-reference.

You can also leave the field blank and select **Search** - this way the system will pull all supplier cross-referencies.

5. Select the check box next to the cross-reference you need and select **OK**.

Search Type
Quick

Search Id
Supplier Xref Quick Search

Search Xref

Search

Clear Results

	Search Xref	XRef Active	Supplier Name
☒		☒	

The line's **Partner Name** field populates with the cross-reference supplier name.

6. Select **Save**. 

Creating Reverse Transactions

In Bank Statement Processing, you can also create reverse transactions. You can automatically create reverse transactions if you selected the **Auto reverse check box** on the **Bank Reconciliation** card in Bank Account Maintenance before you start importing the statement. Alternatively you can use the **Generate New Cash Movements** option of the Overflow menu in **Bank Statement Processing**.

The application searches for all cash receipt or cleared payment transactions with the same partner (customer/supplier), reference number and transactional amount and creates reverse transactions based on the search result. The date of the document must not be later than the date of the statement line.

The application creates a reverse transaction regardless of the number of periods you set in **Bank Account Maintenance** (the **Number of periods to Retrieve before Opening Date** parameter on the **Bank Reconciliation** card).

If the **RevARRcpt** and **RevAPPay** lines does not contain partner or reference information, you can match them only manually using the **Create New Document** option of Overflow menu. The **Create Lines** and **Match** options are also available for these lines.

In this article, we will cover examples on creating reverse transaction. Expand each section below to learn about each of the processes.



To fully go through the examples, you will need to use several applications apart from **Bank Statement Processing**. For the details on the applications and routines, refer to the respective help articles.

Use this section to learn how and why you create a reverse AR payment transaction. You will use the following example:

The bank processes cash receipts as a batch. After sending a cash receipt batch to the bank, you found out one of checks was incorrectly entered into the system, (it was applied to the wrong customer). You want to correct the issue so you need to reverse the incorrect cash receipt and enter a new one. The bank processed the whole batch and the received bank statement includes the line with total batch amount.

1. Create a batch of invoice cash receipts with the customer, amount and check number from the table below and post it.

Customer	Amount	Check number
Customer 1	500	111
Customer 2	400	222
Customer 3	100	333

Assume that customer 3 in check 333 is incorrect and you must use customer 4 instead.

2. In **Reverse Cash Receipt**, search for the check 333 and reverse it.
3. Go to **Bank Statement Processing**. Then:
 - If you imported the bank statement, on the **Statement Workbench** page, select a statement line for the processed batch on the **Statement Lines** card (the **ARRcpt** line with amount **1000**). Then, select the batch from step 1 among unmatched transactions, and [match](#) it.
 - If you created the statement manually, you may either match this batch to the created **ARRcpt** line or create a line from the selected unmatched batch.
4. [Post](#) the statement. The system reconciles all cash receipts included into the batch. However, to reconcile reversed and replenishment cash receipts, you need to create a dummy bank statement with zero turnover (in which closing and opening balances are the same). Use the following steps for directions on the process.
5. [Create a statement](#) with two lines:

Line Type	Amount	Customer
RevARRcpt	- 100	Customer 2
ARRcpt	100	Customer 4

6. Find the reverse transaction you created in the step 2 and match it to the **RevARRcpt** line.
7. Create a new cash receipt transaction or match an already created replenishment cash receipt to the **ARRcpt** line.
8. Post the statement and select **Save**. 

When a reverse cash receipt line is present in a bank statement (especially in an imported bank statement) you may also create a new reverse transaction from bank statement. You can use the Statement Line > Create New Document command from the Actions menu.

The following example explains how and why you create a voided AP payment transaction. In this example, you correct an error **before** you send the batch to the bank. You have a batch of posted payments with allocated AP invoices. You find out that the supplier in one of them is incorrect before the batch is sent to the bank. You need to reverse the incorrect payment.

1. In **AP Payment Entry**, create a batch of invoice payments with the supplier, amount and check number from the table below and post it.

Supplier	Amount	Check number
Supplier 1	- 500	111
Supplier 2	- 400	222
Supplier 3	- 100	333

2. Void a check with an incorrect supplier in **Void Payment Entry**.
3. In **AP Payment Entry**, create a replenishment payment with supplier, amount and check number from the following table and post it.

Supplier	Amount	Check number
Supplier 4	- 100	333

4. Then, in **AP Payment Batch Maintenance**, include the replenishment check to the batch. The system set the updated batch to the bank and the bank processes it. Now you need to reconcile an updated batch in bank statement.
5. Go to the **Statement Workbench** page in **Bank Statement Processing**. Select the batch of payments you updated in step 6 on the [Unmatched Transactions](#) card.
6. [Match](#) the batch to the statement line and [post](#) the statement.

The following example explains how and why you create a voided AP payment transaction. In this example, you correct an error **after** you send the batch to the bank. You have a batch of posted payments with allocated AP invoices which you need to reconcile. The bank processed a batch but then reversed one check. You need to void the incorrect payment in bank statement.

1. In **AP Payment Entry**, create a batch of invoice payments with the supplier, amount and check number from the table below and post it.

Supplier	Amount	Check number
Supplier 1	- 500	111
Supplier 2	- 400	222
Supplier 3	- 100	333

2. In **Bank Statement Processing**, [import](#) or [create](#) a statement.

If you do it manually, create a statement with two lines:

Line Type	Supplier	Amount
APPay		- 1000
RevAPPay	Supplier 3	100

The same lines are preset in the imported statement.

3. Go to the **Unmatched Transactions** card on the **Statement Workbench** page and select the batch of payments you posted in the step 1.
4. Match the batch to the line and post the statement. Now you need to void the AP check reversed in the bank statement, so select the **RevAPPay** line.
5. Select the [Create New Document](#) option from the Overflow menu  on the **Statement Lines** card.
6. Void an AP check in **Void AP Payment** and then post the statement.



The application creates a reverse transaction regardless of the number of periods set in **Bank Account Maintenance** (the **Number of periods to Retrieve before Opening Date** parameter on the **Bank Reconciliation** card).

1. Make sure you have configured company settings required for payment instruments. Refer to **Setting Up Bank Statement Processing** article for details.
2. In **Bank Statement Processing**, select the statement line on the **Statement Lines** card on the **Statement Workbench** page and make sure it is of the **RevARPI** line type.
3. Expand the **Unmatched Transactions** card. The application displays payment instruments with the following parameters:

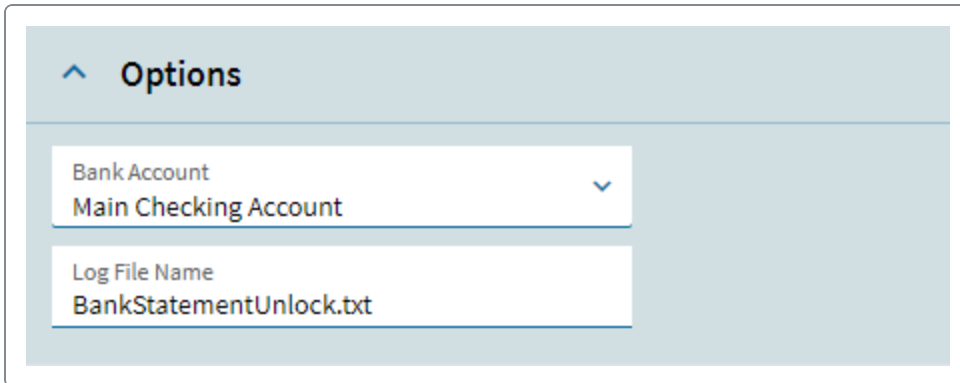
- Posted on the same bank account where the statement was imported
 - In the **Settled** status
 - The status change (to **Settled**) date must not be later than the line date
 - The same currency as on the statement line
4. Select the AR payment instrument you want to match to this line and [match](#) it. The application creates a new reverse AR payment instrument transaction matched to the selected statement line and changes the line status to **Matched**. Later you can un-match the document, if necessary.

Unlocking Bank Statements

Run the **Unlock Bank Statement** process for the current company to unlock bank statements that are locked.

In this article, we will cover unlocking bank statements.

1. From the main menu, go to **System Management > Rebuild Process > Finance > Unlock Bank Statement**.
2. Select the bank account that you need to unlock statements for from the **Bank Account** drop-down.
3. In the **Log File Name** field, change the log file name if you want, or use the default one.



The screenshot shows a light blue header bar with an upward arrow icon and the text "Options". Below this, there are two input fields. The first is a dropdown menu labeled "Bank Account" with "Main Checking Account" selected. The second is a text field labeled "Log File Name" with "BankStatementUnlock.txt" entered.

4. Expand the **Advanced** card. In the **Schedule** field, specify the schedule settings. The available options include **Now**, **Startup Task Schedule**, and any other user-defined schedules.
5. Select **Process**. 

Printing the Bank Statement Processing Edit List

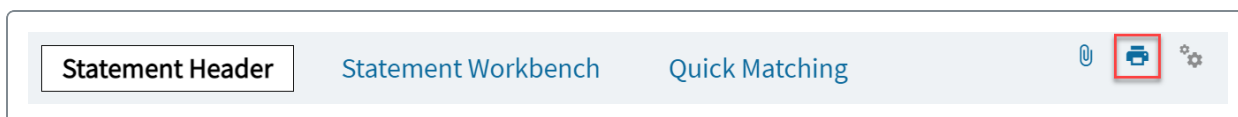
In **Bank Statement Processing**, print all transactions for the current bank statement by using the **Print Edit List** icon.



All open checks display in the **Outstanding** section of the edit list, even if the check's date is after the statement's closing date.

In this article, we will cover running the Edit List report.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to run the report for.
2. Select the **Print Edit List** icon.



3. On the **Options** card, select the applicable check boxes to view:
 - **Show Outstanding Items** - Outstanding items.
 - **Show Documents** - Matched documents.
 - **Show Line-level GL Accounts** - GL accounts/debits/credits display for each line.
4. If necessary, filter for the book(s) you want to run the report for on the **Filter** card.
5. Specify the report parameters on the **Advanced** card.

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in

the System Monitor.

6. Select **Print Preview**  or **Client Printer** .



Starting from Kinetic 11.2.400, the report header also displays the statement's Running Balance, Variance, and Opening Balance values. Additionally, the Gain/Loss value for a transaction displays only when it does not equal 0.

Posting Bank Statements

In **Bank Statement Processing**, run the **Post Statement** process to reconcile current statement transactions with the selected bank account. This option is available from the Overflow menu if all statement lines are fully matched or some of them have the **Ignored** type and the statement variance amount is zero.

Posting the statement is available when variance is equal to zero (you can review it in the **Variance** field on the **Statement Header** page) and you have matched transactions to all lines of the bank statement.



Print the Edit List before posting to make sure the transaction is correct. You cannot edit the transaction after you post it. If you detect an error in the posted transaction, enter an offsetting entry to correct it.

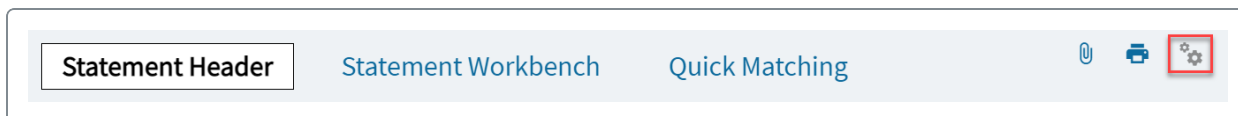
During the process, the application automatically creates General Ledger (GL) transactions and places them in the fiscal period selected on the statement.

Use the posting process to create GL transactions for:

- Variance statement line amounts, if these amounts are not zero. GL transactions post to the Cash and Variance accounts from the GL controls for the bank account.
- New transactions created from the bank statement lines, for example, AR Payment, Bank Funds Transfer, and Bank Adjustments). When you post new transactions, corresponding GL transaction types are called and run.
- If you selected the **Reconciled AR Balance**, or **Reconciled AP Balance**, or **Reconciled Other Balances** check boxes on the bank record, the posting process creates GL transactions that move cleared amounts from the Pending Cash accounts (where they were posted when the original transaction was posted, for example, AR cash receipt, AP payment) to the Cash account you specify in the bank's GL controls.

In this article, we will cover posting a bank statement.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to post.
2. In the **Statement Header**, select the **Post Statement** icon. If a warning message appears, select **Yes**.



3. Select **Process**. 
4. The **Posted** status appears on the **Statement Header** page next to the statement's number and description.

The statement's transactions are now posted to your General Ledger.

Printing the GL Recap Report

In **Bank Statement Processing**, run the GL Recap Report by using the **Print GL Account Recap** option of the Overflow menu. You can use this report to review the GL cash transactions to occur after the posting process runs. You can only print the report if the selected statement has transactions available to post.



You can review and print the report even if you do not have user permissions to enter and edit bank statements.

In this article, we will cover generating/printing the GL Recap Report.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to run the report for.
2. From the Overflow menu , select **Print GL Account Recap**.
3. Specify the report parameters.

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

4. Select **Print Preview**  or **Client Printer** . 

Setting Up Bank Statement Parsing Parameters

Set up a parsing parameter in **Bank Statement Parsing Parameters** and apply it during bank reconciliation to retrieve the information about invoice references.

Bank statements you import usually have similar symbol sequences where the invoices are listed. Namely, invoice references are preceded by the symbols NR and are followed by the symbols //. You can create a parsing parameter that enables the application to retrieve the invoice references information from a statement using this pattern. The application then searches for these invoices, verifies their details, automatically creates a cash receipt, and allocates invoices to this cash receipt.

The application uses for parsing the information from bank statements that are identified as being invoice/remittance information by the particular electronic interface (EI) program used to import the statement, if any. You are able to see the source string provided by importing a statement, and review the Source string for invoice references parsing field value shown on the Statement Workbench - Raw Data card.

Examples for the following EI routines:

- for the StatementImportMT940 EI routine (based on the German banking standard): the :86: field (tags ?20-?29 and ?60-?63) of the MT940 statements. Note that the leading '?nn' tags themselves are removed from the string by the EI program prior to passing the data into this text parsing routine.
- for the StatementImportCSV_Generic EI routine: the Remittance Information field.

In this program, you can create parsing parameters codes which are then used in Customer Maintenance and Bank Account Maintenance. The application uses the following logic:

- it attempts to perform parsing using the parameter set up in Customer Maintenance
- in case the parameter is not specified, the application applies parsing parameters set up in Bank Account Maintenance

Generally, you create a parameter code and assign a rule or rules for extracting invoice references from the statement's line to this parameter. The application allows you to analyze imported lines. The following options are available:

- user-defined parsing parameters
- user-defined regular expressions

If you set up a parameter code which uses both user-defined parsing parameters and regular expressions, the application applies these options sequentially and concatenates parsing results.

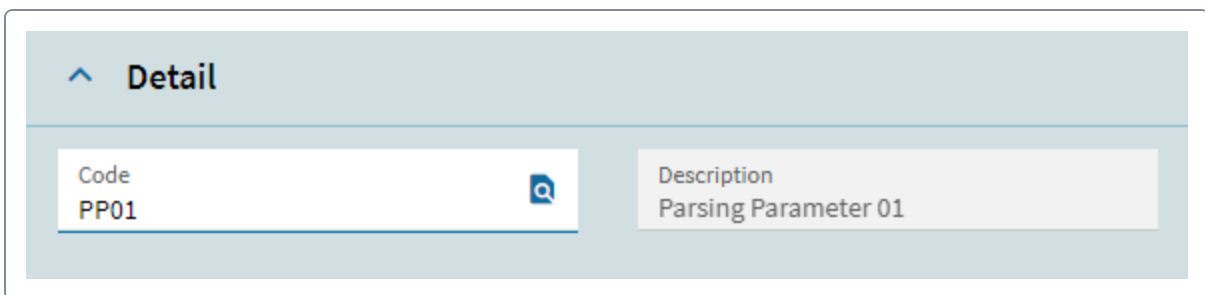
Use the landing page of the application to view existing parsing parameters or to enter a new one.

In this article, we will cover:

- [Adding a parameter code](#)
- [Creating parsing parameters](#)
- [Adding a regular expression](#)

Adding a Parameter Code

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Bank Statement Parsing Parameters**.
2. Select **New**  to add a new a new parameter code.
3. Specify the parameters code and description.



The screenshot shows a 'Detail' form with a light blue header. Below the header, there are two input fields. The first field is labeled 'Code' and contains the text 'PP01'. To the right of this field is a magnifying glass icon. The second field is labeled 'Description' and contains the text 'Parsing Parameter 01'.

4. Select **Save**. 

Creating Parsing Parameters

This section explains how to create a parsing parameter and use it for extracting invoice numbers from the bank statement.

Let us assume you have a bank statement with the following string:

:86:002?00SUMMED CHEQUE?1097271?20NR?21 10243,10244,10245//?32ADDISON

In this example, we create a parameter that will parse this string and find existing invoice numbers using the following information:

- Starting characters in the sequence are NR.
- Ending characters in the sequence are //.
- Separator is a comma.

To create a parsing parameter:

1. In the **Parsing Parameters** card, select **New**  to add a new a new parameter.
2. In the **Start token** field, select **Keyword**.
3. Select  in the **Keyword** card.
4. In the blank line that displays in the Keyword grid, enter NR.
5. In the **End token** field, select **Keyword**.
6. Select  in the **Keyword** card.
7. In the blank line that displays in the Keyword grid, enter //.
8. In the **Separate by** field, select **Separator**.
9. Select  in the **Separator** card.
10. In the blank line that displays in the Keyword grid, enter a comma (,).

The screenshot shows the 'Parsing Parameters' configuration window. It is divided into three main sections: 'Start token', 'End token', and 'Separate by Separator'. Each section has a dropdown menu and a list of keywords. The 'Start token' dropdown is set to 'Keyword' and the list contains 'NR'. The 'End token' dropdown is set to 'Keyword' and the list contains '//'. The 'Separate by Separator' dropdown is set to 'Separator' and the list contains ','.

11. Select **Save**. 

Adding a Regular Expression

In the **Regular Expressions** card, to enter a pattern of text. This regular expression describes strings to be matched when searching text.

The application uses this option along with parsing parameters to extract invoice numbers from the statement's line. The standard Microsoft .net syntax for regular expressions is applied. Refer to the following URL for more information on regular expression syntax - <https://msdn.microsoft.com/library/ae5bf541.aspx>

This syntax allows for alphabetic backreferences. The application identifies the particular element within the recognized string that are to be considered as invoice numbers. This is done by storing that element as a backreference called <invoice>. Examples are shown in the How to Create a Regular Expression section.

The Test Area pane allows you to test created regular expressions using some sample text.

The following section provides examples of using regular expressions to extract invoice numbers from the statement.

Example 1. Let us assume you have a bank statement with the following string:

Invoices:2015-AR-123456,2014-AR-624912/ up to 15 June

In our example we create a regular expression that will parse this string and find invoice numbers. Let us build a regular expression that will help us to find invoice numbers in the analyzed string.

Regular expression: **Invoices:((?<invoice>\d{4}-[A-Z]{2}-\d{6}),{0,1})+/.***

Description of the expression components:

1. The string starts with the sequence **Invoices:**.
2. **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
3. **\d{4}** - matches four digit characters
4. **[A-Z]{2}** - matches two uppercase word characters
5. **\d{6}** - matches six digit characters
6. **,{0,1}** - invoice numbers can either be separated by a comma or not
7. **+** - matches the preceding subexpression for the invoice templates one or more times since there can be several invoice numbers in the statement
8. ***** - matches any single character zero or more times since there can be any number of any characters in the statement that are preceded by the invoice number.



This subexpression will find invoice numbers 2015-AR-123456 and 2014-AR-624912.

Example 2: Now you have a bank statement with the following string:

INV 1999-AB-78945688, 7777:AB:78978978, 1234567890

Regular expression:

```
((INV)|(NR.))\s*(?:(?<invoice>\d{4})(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8})|(?<invoice>\d+)),{0,1}
)+
```

Description of the expression components:

1. **((INV)|(NR.))** - identifies a string that starts with either INV or NR.
2. **\s*** - matches any white space character before this character (zero or more times)
3. **+** - matches the preceding subexpression for the invoice templates one or more times since there can be several invoice numbers
4. **|** - this character separates two possible invoice templates:
 - **(?<invoice>\d{4})(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8})** and
 - **(?<invoice>\d+)**
5. **,{0,1}** - invoice numbers can either be separated by a comma or not
6. **(?<invoice>\d{4})(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8})** - the first template:
 - **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
 - **\d{4}** - matches four digit characters
 - **(?<dlm>.{1})** - one character preceded by four digits is now a value of the variable dlm. We need to perform this step since we do not know exactly which character is used a

separator in the template. it can be a dash or a colon. As this value is now stored, we can use it in the expression.

- **[A-Z]{2,3}** - matches two or three uppercase word characters
- **\k<dlm>** - matches the character whose value is stored in the variable dlm.
- **\d{8}** - matches eight digit characters

Note: This subexpression will find the invoice numbers 1999-AB-78945688 and 7777:AB:78978978.

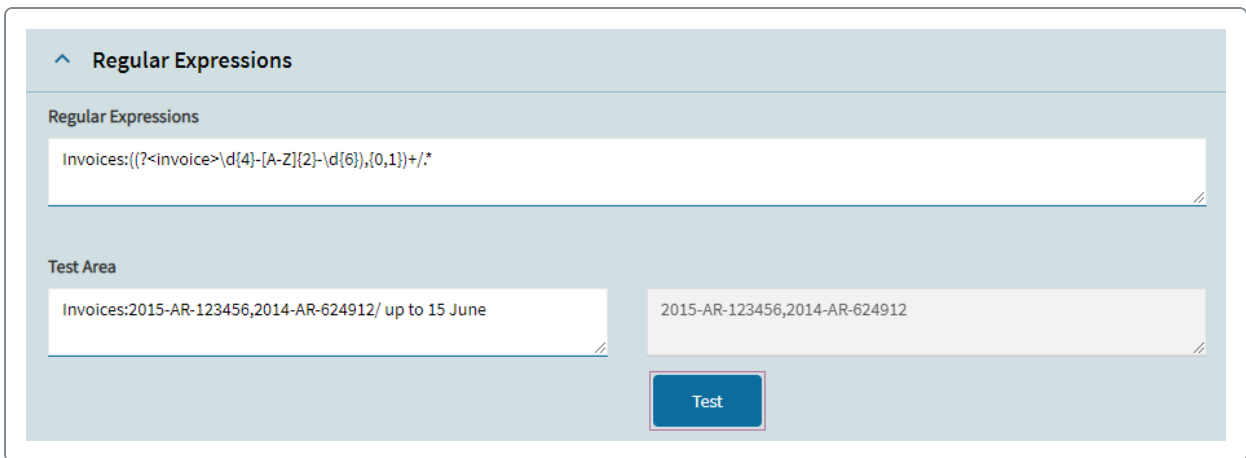
7. **(?<invoice>\d+)** - the second template.

- **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
- **\d+** - matches digit characters (one or more times)

Note: This subexpression will find the invoice number **1234567890**.

To create a parameter with the expression:

1. In the **Parsing Parameters** card, select **New** .
2. In the **Expression** field, enter the regular expression.
3. In the **Sample Text** field, enter the string from the statement where this expression will be applied.
4. In the **Test Results** field, view the testing results.



Regular Expressions

Regular Expressions

Invoices:((?<invoice>\d{4}-[A-Z]{2}-\d{6}),{0,1})+/*

Test Area

Invoices:2015-AR-123456,2014-AR-624912/ up to 15 June

2015-AR-123456,2014-AR-624912

Test

5. Select **Save**. .

Selecting Exchange Rates for a Bank During Bank Reconciliation

Select which exchange rate the system will consider during bank reconciliation if a foreign currency is applied using the Bank Reconciliation card in **Bank Account Maintenance**. There you need to select the **Bank Exchange Rate When Clearing** parameter.

In this article, we will cover three cases of using the **Bank Exchange Rate When Clearing** parameter. Expand the sections below to learn about each of the cases.

Let us assume the system uses following exchange rates:

	Receipt Date	Clear Date	Notes
USD	1	1	Base currency (Book 1) and bank currency
EUR	1.2	1.25	Reporting currency (Book 2)
RUB	1.4	1.45	Payment currency

1. Enter Receipt1 on receipt date (bank account in USD):

- 100 RUB - payment amount
- $100 * 1.4 = 140.00$ USD - bank amount
- 140 USD - base amount
- $140.00 / 1.2 = 116.67$ EUR - amount in reporting currency EUR

2. Create a line from Receipt 1 in **Bank Statement Processing**:

- Statement line date = Clear date
- Line currency = RUB
- Amount = 100 RUB
- Bank amount = 140.00 USD

3. Post the statement.

- Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	140.00 USD
CR	Pending Cash	140.00	116.67	140.00 USD

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

The actual bank amount of the original receipt in base/reporting currency on clear date:
140.00 USD; $60.87 * 2.2 / 1.25 = 112.00$ EUR. Gains/Losses: **140.00 - 140.00 = 0**
USD; $112.00 - 116.67 = -4.67$ EUR

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	140.00 USD
CR	Pending Cash	140.00	116.67	140.00 USD
CR	Cash	0	4.67	
DB	Gains/Losses	0	4.67	

1. Enter Receipt 2 on receipt date (Bank account in NOK):

Exchange rate to USD:

	Receipt Date	Clear Date	Notes
USD	1	1	Base currency (Book 1) and bank currency
EUR	1.2	1.25	Reporting currency (Book 2)
RUB	1.4	1.45	Payment currency
NOK	2.3	2.2	Bank currency

- 100 RUB - payment amount
- $100 * 1.4 / 2.3 = 60.87$ NOK - bank amount
- $60.87 \Rightarrow 60.87 * 2.3 = 140$ USD - base amount
- $60.87 * 2.3 / 1.2 = 116.67$ EUR - amount in reporting currency EUR

2. Create a line from Receipt 2 in **Bank Statement Processing**:

- Statement line date = Clear date
- Line currency = RUB
- Amount = 100 RUB
- Bank amount = 69.87 NOK

3. Post the statement.

- Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK

Gains/Losses (6.09 USD; 9.54 EUR) will be posted when the **Bank Account Revaluation** procedure is run.

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

The actual bank amount of the original receipt in base/reporting currency on clear date:
 $60.87 * 2.2 = 133.91$ USD ; $60.87 * 2.2 / 1.25 = 107.13$ EUR. Gains/Losses: $133.91 - 140.00 = -6.09$ USD; $107.13 - 116.67 = -9.54$ EUR

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK
CR	Cash	6.09	9.54	
DB	Gains/Losses	6.09	9.54	

1. Enter new statement line with the following values in **Bank Statement Processing** and match the receipt to it.

- Statement line date = Clear date
- Line currency = RUB
- Amount = 100 RUB
- Bank amount = $100 * 1.45 / 2.2 = 65.91$ NOK (payment amount 100 RUB is converted into bank amount on clear date)

After matching the statement line: **Variance** = $65.91 - 60.87 = 5.04$ NOK $\Rightarrow 5.04 * 2.2 = 11.09$ USD ; $5.04 * 2.2 / 1.25 = 8.87$ EUR

2. Post the statement.

- Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK

Gains/Losses (6.09 USD; 9.54 EUR) will be posted when the **Bank Account Revaluation** procedure is run.

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

The actual bank amount of the original receipt in base/reporting currency on clear date:
 $60.87 * 2.2 = 133.91 \text{ USD}$; $60.87 * 2.2 / 1.25 = 107.13 \text{ EUR}$. Gains/Losses: $133.91 - 140.00 = -6.09 \text{ USD}$; $107.13 - 116.67 = -9.54 \text{ EUR}$

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK
CR	Cash	6.09	9.54	
DB	Gains/Losses	6.09	9.54	
DB	Cash	11.09	9.66	5.04 NOK
CR	Variance	11.09	9.66	

Intrastat

Entering and Updating Intrastat Transactions

Use **Intrastat Entry / Update** to change details in Intrastat records. The program supports company reporting on trade in goods among European Union (EU) countries.

Posting of AR and AP invoices that involve intra-EU trade generates records displayed in this program. Each record reflects a combination of an invoices and the parts on it. For example, an invoice for three parts generates three records. The generated information is based on the invoice values of goods.

The system provides you with the basis to assist you in completing your Intrastat submissions. An output file is produced (without heading data) that can then be adjusted and processed as required (for example, by using an Excel spreadsheet).

The information provided is based on the invoice values of goods and is prepared as a result of AR and AP invoice processing and posting.

Prior to running reports or exports, you can add or delete records, and adjust values or transaction codes, to ensure the accuracy of the report. Examples of potential adjustments include:

- Reversal of adjustments made in previous periods
- Dispatched goods that are not invoiced
- Received goods that are not invoiced
- Goods whose value differs from their corresponding invoice value
- Goods movements not tracked by the application - such as items moved for repair and return

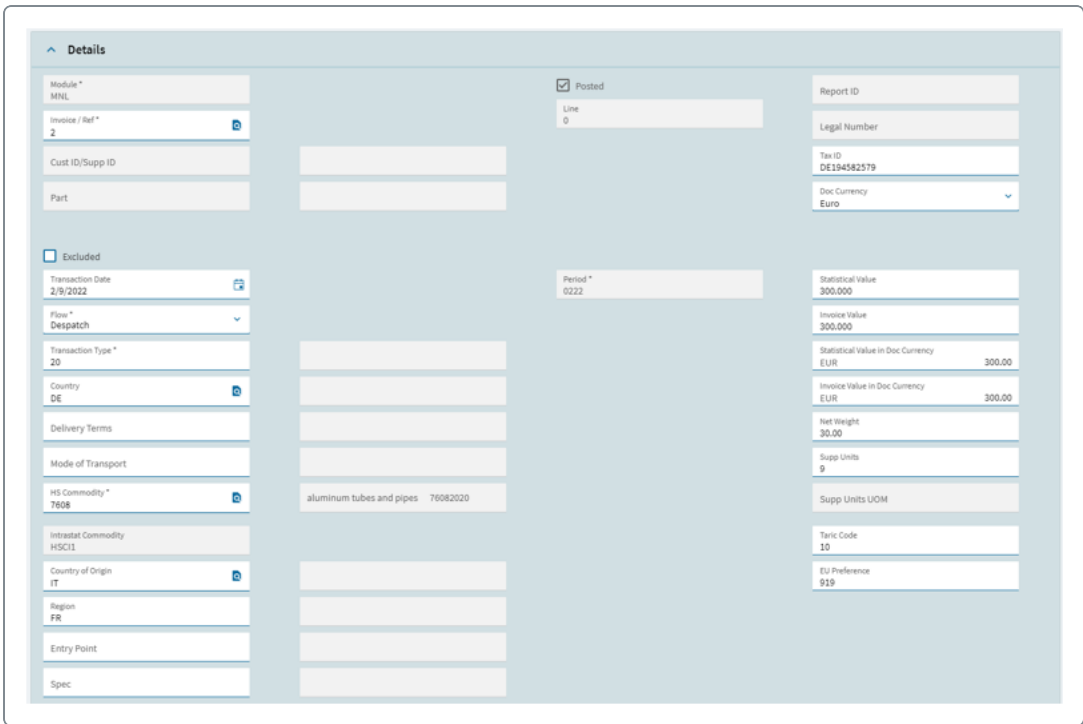
- Any goods not moved with an invoice - such as samples
- Timing differences
- Distance sales
- Services or triangulated goods

Prior to your Intrastat submission, examine and adjust your returns to ensure compliance with local requirements and the level of detail required for your situation and threshold.

Use the landing page of the application to view and update existing transactions or to enter a new one.

In this article, we will cover entering a manual Intrastat transaction.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Intrastat Entry / Update**.
2. Select **New**  to add a new Intrastat transaction.
3. Select **Next Reference Number** to assign a number to the new transaction. The number is taken from the counter that you specified in **Company Configuration** in the **Starting Intrastat Ref** field.
4. On the **Details** card, specify the required options.



The screenshot displays the 'Details' card of the Intrastat Entry / Update form. The form is organized into several sections with input fields and checkboxes.

- Module:** MINL
- Invoice / Ref:** 2
- Cost ID/Supp ID:** (empty)
- Part:** (empty)
- Posted:** ☒ (checked)
- Line:** 0
- Report ID:** (empty)
- Legal Number:** (empty)
- Tax ID:** DE194582579
- Doc Currency:** Euro
- Excluded:** ☐ (unchecked)
- Transaction Date:** 2/9/2022
- Flow:** Despatch
- Transaction Type:** 20
- Country:** DE
- Delivery Terms:** (empty)
- Mode of Transport:** (empty)
- HS Commodity:** 7608
- Intrastat Commodity:** HSC11
- Country of Origin:** IT
- Region:** FR
- Entry Point:** (empty)
- Spec:** (empty)
- Period:** 0222
- Statistical Value:** 300.000
- Invoice Value:** 300.000
- Statistical Value in Doc Currency:** EUR 300.00
- Invoice Value in Doc Currency:** EUR 300.00
- Net Weight:** 30.00
- Supp Units:** 9
- Supp Units UOM:** (empty)
- Taxic Code:** 10
- EU Preference:** 919

- **Module** - Displays the name of the module where the Intrastat transaction was created or specifies if the transaction is created manually. Possible values: **AP** - Accounts Payable module; **AR** - Accounts Receivable module; **MNL** - Manually created transaction.
- **Invoice / Ref.** The invoice number if the source is AR or AP (see the **Module** field value). If the **Module** field value is set to Manual, enter the reference number here.
- **Cust ID/Supp ID** - The ID of either the customer or supplier on the invoice.
- **Part** - The code of the part.
- **Transaction Date** - Specifies the date of the transaction.
- **Flow** - The country-specific code that indicates whether this transaction is for a receipt (Arrival) or shipment (Despatch) of goods. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options).
- **Transaction Type** - The type of transaction this invoice represents, for example, change of ownership or shipping goods for a subcontract job. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options).
- **Period** - The current fiscal period.
- **HS Commodity** - Specifies the Harmonized System goods classification code.
- **Comment** - Specifies free form comment text to describe the transaction.
- **Country** - The Intrastat code that you entered for the country in the country master file. This is the destination or country of consignment. This value defaults from the Intrastat code you entered in the country master file.
- **Country of Origin** Specifies the code of the country that originally manufactured the goods. This code is required in some countries, and may need to be reported to Intrastat authorities when the parts arrive. This code is exported to the output file, and is printed on the transaction report.
- **Delivery Terms** Specifies the terms of delivery. This field is only used by certain countries for Intrastat reporting. In the UK, you can enter one of the following delivery terms: EXW: Ex works, FOB: Free on Board at the port of departure, CIF: Cost, insurance, and freight to the port of arrival, DDU or DDP: Delivered domicile XXX: Other Any value in this field defaults from the FOB field in vendor, customer, order, or purchase order.
- **Entry Point** The area or city where goods cross the border. The default for this field is the Border Crossing value in Country Maintenance.
- **Excluded** - Select this check box if this transaction should not be reported.
- **HS Commodity Description** - The description of the HS Commodity code.
- **Intrastat Commodity** - The Intrastat Commodity Code shows the official Intrastat commodity code that will be included in the export files. This is taken from the Intrastat Commodity Code that is stored against the HS Commodity chosen above. Occasionally,

you may need to record a movement against an Intrastat commodity code that has not previously had a corresponding HS Commodity Code entry in the HS Commodity Code table. In order to do that, you enter the Intrastat Code into the HS Commodity Code field. This will then warn you that the record is not on file, but if you proceed, it will allow you to continue and duplicate the code into the Intrastat Commodity Code field also, ready for export.

- **Invoice Value** - The amount on the invoice.
- **Legal Number** The legal number for AR/AP transactions.
- **Line** - The line number on the invoice that has this part.
- **Mode of Transport** - The Intrastat code for the method of shipment. This value defaults from the code you entered in Ship Via Maintenance.
- **Net Weight** - The weight of the goods you are invoicing. Important: You may not be able to post an invoice unless you specify a weight, if you selected the Weight Required check box for the commodity. See Intrastat Commodity Maintenance for details about the Weight Required field for a commodity code.
- **Region** - Specifies the region where the invoice was entered.
- **Report ID** - Specifies the ID of the report.
- **Spec** - Designates the country-specific code that describes the purpose of the flow of goods. For example, in The Netherlands, a flow spec of "00" means a normal import/export, "01" means an export of good without doing anything to the goods, "03" means an import/export with the intention to ship the goods back to their origin, and so on. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options). You can enter up to five characters in the Spec field.
- **Statistical Value**- The value of the goods you are invoicing, including miscellaneous charges. This value does not include taxes.
- **Supp Units** - A secondary quantity of the commodity, generally associated with a different unit of measure. Important: If you selected the UM Required check box when you defined the commodity, you will not be able to post the invoice unless you specify a secondary quantity (that is, a supplementary unit). Select the UM Required box to indicate which quantity should be used for the commodity. For example, you define two commodity codes for wine; the first commodity code uses bottles as its unit of measure, and the second commodity code uses a unit of measure of liters. See Intrastat Group Maintenance for details about the UM Required field for a commodity code.
- **Tax ID** - Specifies the ID number of the state tax for the customer or supplier.
- **Document Currency** - Specifies the currency of the document.
- **Statistical Value in Doc Currency** - Specifies the statistical value in document currency.
- **Invoice Value in Doc Currency** - Specifies the amount in the invoice in document currency.
- **Taric Code** - Specifies the TARIC Code (Integrated Tariff of the European Communities) of goods.

- **EU Preference** - The Community Preference Code is used in customs declaration to indicate whether goods meet the conditions to qualify for preferential treatment with respect to tariffs.
5. Select the **Posted** check box if this transaction is ready to be posted.
 6. Select **Save**. 

Editing Invoice Intrastat Maintenance

Edit or review the Intrastat information for the current invoice line in **Invoice Intrastat Maintenance** if you buy products from suppliers in other European countries. This information includes the Intrastat Commodity, Border Crossing, and Mode of Transport codes.



To set up the Intrastat feature and learn more about the Intrastat processing, go to the **Working with Intrastat** article first.

Use the landing page to view existing AP or to edit one.

In this article, we will cover using the AP invoice Intrastat process.

1. From the main menu, navigate to **Financial Management > Accounts Payable > General Operations > AP Invoice Entry**.
2. Go to the line of the AR Invoice and select the **Line > Intrastat** from the Overflow menu . The **Invoice Intrastat Maintenance** panel displays.
3. If the Intrastat values for this invoice are final, select the **Manual** check box. If you do not select this check box, the Intrastat information is automatically refreshed from its various sources when you post the invoice.
4. Edit the following parameters as required:
 - **Flow** - A country specific code that indicates whether this transaction is for a receipt (arrival) or a shipment (dispatch). For example, A or D.
 - **Transaction Type** - The kind of transaction associated with this invoice. Some examples of transaction types are change of ownership and shipping goods for a subcontract job.
 - **Entry Point** - The area or city where the goods cross the border. This value defaults from the **Border Crossing** field from the country master file.
 - **Generate 2nd Line**- Select the check box to record an additional transaction in the Intrastat report file for credit memos. This activates the additional fields for the credit memo transaction.

Invoice Intrastat M...

Details

☐ Manual

☒ Generate 2nd Line:

Transaction Date

2/27/2021

Period: *

0221

Flow *

Arrival

Spec

A10

Transaction Type *

11

Flow *

Arrival

HS Commodity... *

7608

Description

aluminum tubes and pipes

Intrastat Commodity

Excluded

Description

aluminum tubes and pipes

Tax ID

intrc1tax

Region

UK

Description

Country...

GB

Description

Country of Origin...

China

Description

Ship Via

Federal Express

Mode of Transport

Description

FOB

Delivery Terms

Description

Value of Goods

1,500.00

Net Weight

15.00

Feedback

Close



The Country of Origin value is picked up hierarchically: at first from Shipment Entry, then, if not found there, from Part maintenance.

- 5. Select **Close** to exit the panel.

Creating Intrastat Reports

Create and generate Intrastat reports in the **Intrastat Report** application.

Intrastat reporting is a monthly obligation for companies who move goods across borders in the European Union. It enables these governments and the EU to track trade between countries. You can generate and export three types (generic, Iris, and IDEP) using Intrastat Reports. Exported Intrastat files use an electronic interface defined in Electronic Interface Maintenance.

There are three types of the Intrastat report available:

- **Iris** - This Intrastat report is specific to the Netherlands.
- **Generic** - This Intrastat report is not specific to any country. Many countries have revenue services whose third-party software accepts the generic format and localizes it to the specific needs of their own country. This version includes the information on an Iris report, plus:
 - **Invoice Line Value** - Individual line value (after deducting any line discount).
 - **Statistical Value** - Invoice line value together with a prorated portion of any additional charges on the invoice, such as freight or insurance.
- **IDEP (Intrastat Date Entry Platform)** - This Intrastat report uses file structures that can be imported using the IDEP platform. IDEP has been used to import and submit Intrastat records in Austria, Denmark, Belgium, Luxembourg, Sweden, the Netherlands, France, Portugal, and Spain since late 2014. In IDEP, you can enter data either by using a standalone application or a Web application (IDEP.WEB). You generate an IDEP report every month and submit it to tax authorities through an IDEP package or a Web application.

For a complete sales kit shipment, if the **Must Ship Kit Complete** setting is on and the **Price Type** field includes the **Parent Pricing** option, the Intrastat Report only displays the parent price. Component lines do not display values.

The **Must Ship Kit Complete** and **Parent Pricing** settings are taken from a sales order and can be different from the values defined in **Part Maintenance** for the kit. In **Sales Order Entry**, select the **Sales Kit Parameters** option and define the settings that are by default selected or cleared based on the **Part Maintenance** settings.

The system takes the sales kit weight from a shipment. If the weight is not set up on the shipment and in **Part Maintenance**, the system calculates it as a summary weight of all sales kit components.

Use the landing page of the application to view existing Intrastat reports or to create a new one.

In this article, we will cover creating and generating an Intrastat report. Once you enter the report details, you can generate the report using any of the options in the Overflow menu .

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.
2. Select **New**  to add a new report.
3. Enter an identifier for your report in the **Report ID** field.
4. Enter more information to describe the report in the **Description** field.

5. Choose whether you want to create the report for a date range or for a specific period in the **Date Selection** drop-down.
 - **Date** - Select it to create the report for a date range. Enter the range in the **From** and **To** fields.
 - **Period** - Select it to create the report for a specific fiscal period. Enter the year and period in the **Year** and **Period** fields.

^ Details

Report ID *
Aug

Description
August Report

Date Selection
Period

Year
2020

Period
08

6. Now, select the modules from which the application takes the accounts in the **Account Selection** field. Very few countries require this parameter. You might use it for running a temporary internal validation report and normally would be deleted. Available options are:
 - All
 - Accounts Payable
 - Accounts Receivable
 - Manual (for manually created transactions)
7. Verify that the country-specific code that indicates whether this transaction is a receipt (arrival) or shipment (despatch) of goods is entered in the **Flow** field. This value defaults from the information in Company Configuration. Typically, you need to provide separate reports to the government for arrivals and despatches. The options include:
 - All - Both arrivals and despatches (uncommon)
 - Arrivals - Only arrivals (AP receipts and AR returns)

- **Despatches** - Only despatches (AR shipments and AP returns)

The application takes the AP and AR flow values from Company Configuration.

The application takes the AP and AR flow values from the default Company Configuration parameters from the **Arrival** and **Despatch** fields in **Modules > All Modules > Localization > Intrastat > Detail**.



If you select **Arrivals** or **Despatches**, the report only displays values for the current value in Company Configuration. It is not expected that these Arrival and Despatch values will be changed. But if the value was changed, data for the old value does not display. In such a case, select **All** to view data for all values, old and current.

8. Now, set up your backdating options.

- **Backdated Items are Included** - The report will include transactions with the transaction date within the selected period, together with any previously unreported (non-posted) items prior to the start of the period. This would be the normal use if only a single report is provided each month, and backdated items do not need to be reported separately.
- **Backdated Items are Excluded** - The report will include transactions with the transaction date within the selected period, but it won't include any unreported (non-posted) items prior to the start of the period. You would use this option if you have to report new back-dated items to the government separately.
- **Only Backdated Items are Included** - The report will include only previously unreported (non-posted) items prior to the start of the period. You would use this option if you need to report backdated items separately to the government.

Account Selection
All

Flow
All

☒ Backdated Items Are Included

☐ Backdate Items Are Excluded

☐ Only Backdated Items Are Included

9. If necessary, select your rounding options. If you want to round the amounts on the report to the nearest integer, select **Round Amounts**. If you want to round the weights on the reports to the nearest integer, select **Round Weights**.

10. Select **Save**. 
11. Use one of the options on the Overflow menu  to generate or export the report in the format you want. Depending on what report you are creating, you can use the following option to print reports:
 - Generic Report
 - Iris Report
 - IDEP Report

You can also export any Intrastat report to a file.

Exporting an Intrastat Report to a File

Export Intrastat reports using the **Export to File** option of the Overflow menu.  The exported report uses formatting set for the interface in **Electronic Interface Maintenance**. The system provides interfaces for exporting Intrastat reports.



IDEP report is exported into Excel files. Depending on the electronic interface setup, arrivals and despatches can be exported into two different Excel files or to the same work sheet in one Excel file.

Before exporting Intrastat reports, make sure you have created a respective electronic interface in **Electronic Interface Maintenance** using the appropriate program:

- Generic format: **Server\Erp\EI\IntraStatExport_GENERIC\IntraStatExport_GENERIC.cs**
- Iris format: **Server\Erp\EI\IntraStatExport_IRIS\IntraStatExport_IRIS.cs**
- IDEP format: **Server\Erp\EI\IntraStatExport_IDEP\IntraStatExport_IDEP.cs**

Invoicing

Calculating Taxes in AP Invoice Entry

The **AP Invoice Entry** provides multiple functions to calculate, review, and enter taxes for the invoice.

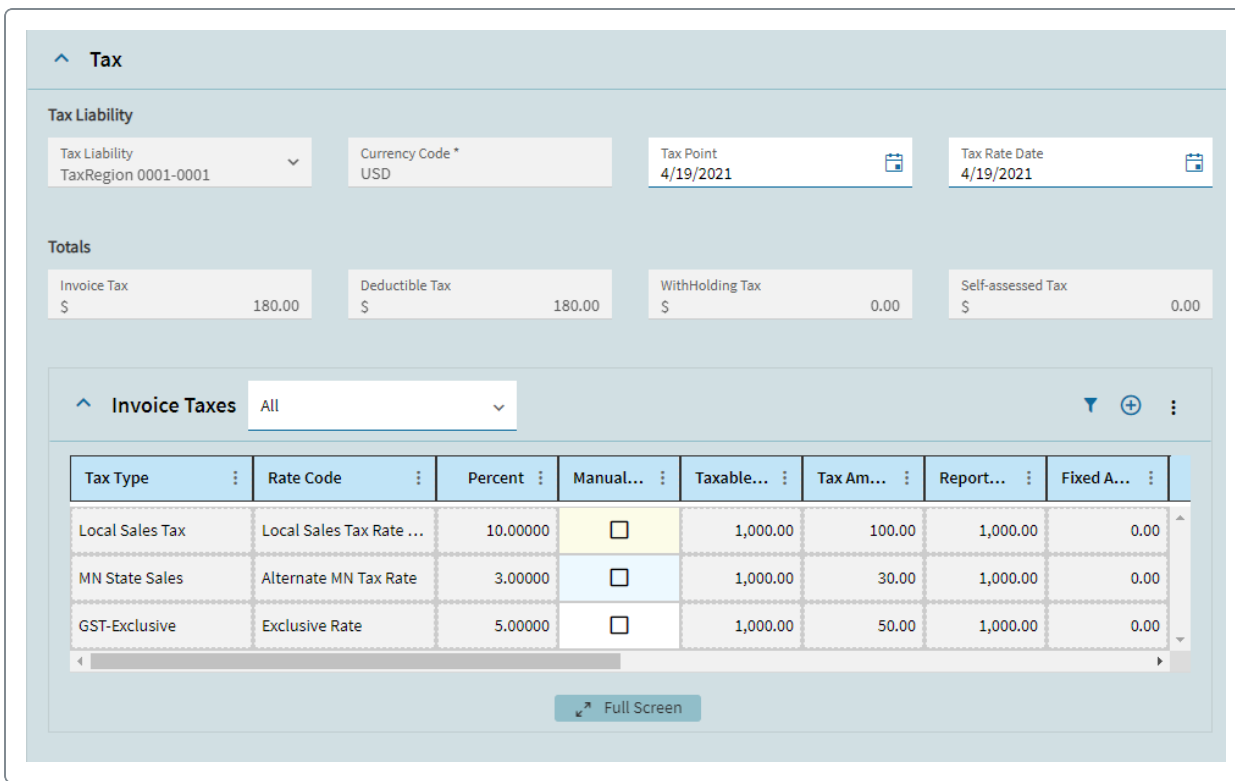
In this article, we will cover:

- [Calculating Taxes](#)
- [Entering Invoice Taxes](#)

Calculating Taxes

Two calculating options are available in the Overflow Menu :

- Select **Group > Calculate All Taxes** to automatically calculate the invoice taxes for all the current group's items. Run this process after all relevant information has been entered for all invoices.
- Select the **Invoice > Calculate Tax** command to automatically calculate the invoice taxes for the current invoice.



Tax

Tax Liability

Tax Liability: TaxRegion 0001-0001

Currency Code *: USD

Tax Point: 4/19/2021

Tax Rate Date: 4/19/2021

Totals

Invoice Tax: \$ 180.00

Deductible Tax: \$ 180.00

Withholding Tax: \$ 0.00

Self-assessed Tax: \$ 0.00

Invoice Taxes All

Tax Type	Rate Code	Percent	Manual...	Taxable...	Tax Am...	Report...	Fixed A...
Local Sales Tax	Local Sales Tax Rate ...	10.00000	☐	1,000.00	100.00	1,000.00	0.00
MN State Sales	Alternate MN Tax Rate	3.00000	☐	1,000.00	30.00	1,000.00	0.00
GST-Exclusive	Exclusive Rate	5.00000	☐	1,000.00	50.00	1,000.00	0.00

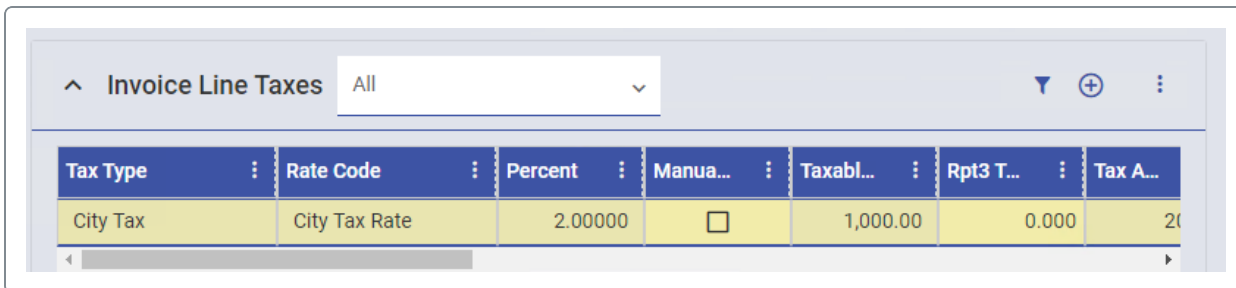
Full Screen

- Select **Group > Set All Ready to Calculate** when you are ready to calculate invoice details. Tax calculations will take place when you save items tied to the invoice that could affect taxes. These items include the Header Detail, Line Detail, and Miscellaneous Charges cards. During processing, taxes are calculated against this AP invoice.

Entering Invoice Taxes

Expand the **Tax > Invoice Line Taxes** card to enter or view taxes applied to an invoice line.

1. Select **New**  to add a new tax.
2. Select the tax type, rate code, percentage, and taxable amount.



Tax Type	Rate Code	Percent	Manua...	Taxabl...	Rpt3 T...	Tax A...
City Tax	City Tax Rate	2.00000	☐	1,000.00	0.000	20

3. Select **Save**. 

Creating Manual GRNI Clearing Documents

This option is enabled when the **Allow Multiple Invoicing of Receipts** check box is selected and the check boxes for **Manual GRNI Clearing** section are selected in **Company Configuration**. You use this feature when you need to show you have closed receipts in the system for their reconciliation. You can create a Manual GRNI (Goods Received Not Invoiced) Clearing document type in Transaction Document Type Maintenance which uses the Manual GRNI Clearing system transaction. Setting up and creating this type of document helps to reconcile the AP clearing accounts.



When you create a manual GRNI clearing AP document, it can be posted and viewed in **AP Invoice Tracker**. However, an AP Invoice transaction is not created or posted to the GL.

In this article, we will cover creating manual GRNI clearing documents.

1. In AP Invoice Entry, select **New Manual GRNI Clearing** from the Overflow menu.
2. Select a **Ref PO**.
3. Select an **Invoice Date** and **GRNI Clearing** document type.

The GRNI Clearing label displays.

Group NET-DM-4 - Invoice GRNI-0000000001 GRNI Clearing No Taxes Total \$ 0.00 Currency USD (Doc)

Details

AP Invoice

- Invoice Header
- Lines
- Tax
- Misc Charges
- Misc Charge Taxes
- GL Control
- Comments
- 3rd Party Late Cost
- Recurring Invoices
- Payment Schedule

Related Pages

- Lines / Detail
- Misc Charge Taxes / Detail
- Lines / Misc Charge Tax ...
- Lines / Job Misc Charge...
- Lines / Taxes / Detail

Invoice Detail

Invoice	Dates	Options	Invoice Summary
Ref PO 0	Invoice Date month/day/year	☐ Central Payment	Matched
Supplier ABE	Apply Date 4/19/2021	☐ Hold Payments	☐ Ready To Calculate
AB Electronics Preston House 1000 Preston Road Eden Prairie MN 55348 USA	Confirm Date month/day/year	☐ Hold Invoice	Line Amounts \$ 0.00
Invoice * GRNI-0000000001	Terms Terms 2/10 Net 30	☐ Allow Override	Header Misc Charges \$ 0.00
Amount \$ 0.00	Due Date 4/19/2021	Payment Payment Method AP Electronic Payment	Tax \$ 0.00
Ref Invoice	Legal Numbers Document Type	PrePayment	Rounding \$ 0.00
Description	Legal Number	Letter of Credit Letter of Credit	Less Pre-Payment \$ 0.00
		LOC description	Total \$ 0.00
			Variance \$ 0.00

4. Select **Save**.
5. From the Overflow menu, select **New Receipt Line** in the **Invoice Lines** card.
6. Select line(s) from the AP Invoice Uninvoiced Receipt Lines grid. The line(s) move to the AP Invoice Selected Receipts grid.
7. Select Create Lines. The selected receipt lines are added to the current AP invoice.
8. Verify the **Final Invoice** check box is selected.
9. Select **Save**.

Defining the Recurring Parameters for AP Invoices

Expand the **Recurring Invoices** card of the **AP Invoice Entry** to define the recurring parameters for an AP invoice.



You must first set up recurring cycles that define how recurring invoices will be generated in **Recurring Cycle Maintenance**.

In this article, we will cover defining.

1. Select the **Recurred** check box to indicate whether the invoice is a recurring source invoice.
2. Select the required cycle code from the drop-down list.
3. Select the **Override End Date** if you want to specify a certain end date instead of using the duration.

The **Duration** field will be disabled and the **End Date** field will become available.

Recurring Invoices

Recurring Cycle

☒ Recurring Source

Cycle Code
Monthly Recurrence

Duration
12.00000

End Date
month/day/year

Maximum Value
\$ 0.00000

☐ Hold Invoice

☐ Copy Latest Invoice

☐ Override End Date

☐ Inactive

Recurring Summary

Instance Number
1.00000

Cumulative Balance
\$ 0.00

Last Invoice Date
month/day/year

of 000

of total
\$ 0.00

4. Select **Save**. 
5. To finalize the process select **Get > Get Recurring Invoices** from the Overflow menu.

You can find more information about this process in the [Generating Recurring AP Invoices](#) article.

Managing Legal Numbers for AP Invoices

In this article, we will cover:

- [Assigning Legal Numbers](#)
- [Voiding Legal Numbers](#)

[Assigning Legal Numbers](#)

Use the **Legal Numbers > Assign Legal Number** command to assign a legal number to an accounts receivable (AP) invoice or debit memo.

If you have set the generation type to Manual in the **Legal Number Maintenance** program, you will be required to manually assign a legal number to your AP invoice or credit memo.



You cannot assign a new legal number to the document if an existing legal number is assigned to it.

To assign a legal number:

1. Within the **AP Invoice Entry** program, select a group from the **Group** card.
2. Select an invoice from the **Invoices** card.
3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Assign Legal Numbers** command.
4. Enter the required legal number element information in the legal number prompt and select **OK**.

The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

The legal number is assigned to the invoice.

5. Select **Save**. 

Voiding Legal Numbers

Use the **Legal Numbers > Void Legal Numbers** command to void a legal number that has been assigned to a document. You will be required to specify a reason for voiding the number.

After the legal number is voided, you can assign a new legal number. It will either be automatically generated (for Automatic generation type) or must be entered (for Manual generation type).



If you set voiding for the legal number format to Automatic Voiding in **Legal Number Maintenance**, the legal number voids automatically when the AP invoice is deleted.

To void a legal number:

1. Within the **AP Invoice Entry** program, select a group from the **Group** card.
2. Select an invoice from the **Invoices** card.
3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Void Legal Numbers** command.
4. Enter a reason in the **Void Reason** field of the Void Legal Number screen and select **OK**.

The legal number is voided from the invoice.

5. Select **Save**. 

Entering AP Invoices

Entering AP invoices is very important process in closing the financial deals of your company. You buy things and you need to pay for them, you have to meet your terms with the suppliers, get discounts and keep close track of all these transactions. To record payments to your suppliers use the **AP Invoice Entry** app. The invoices you enter here update open purchase orders, shipping receipts, and General Ledger accounts.



To enter an AP invoice, you must install the **Accounts Payable** license.

You can use this app to create both regular invoices and debit memos. Within regular invoices, each line must be assigned a specific type.

Invoice	Invoice Date	Supplier Name	Amount	Balance	OpenPayable	Central Pay...	CPay Open	Debit Memo	Pre-Payment	Posted
Inv01	01/16/2023	AB Electronics	1,000.00		☒	☐	☐	☐	☐	☐

In this article, we will cover:

- [Creating New Groups](#)
- [Specifying Invoice Details](#)
- [Creating Lines](#)
- [Managing General Ledger Functions](#)
- [Adding Deferred Expense Amortization Details](#)
- [Locking/Unlocking Group](#)
- [Posting Invoices to AP Accounts](#)

Creating New Groups

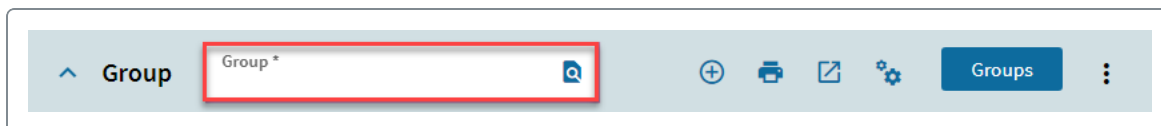
Start with creating a new group. A group is a batch of invoices that you collect and post to the 'General Ledger'. Once you create the group, you then enter or generate invoices to process through

this group.

To create a group:

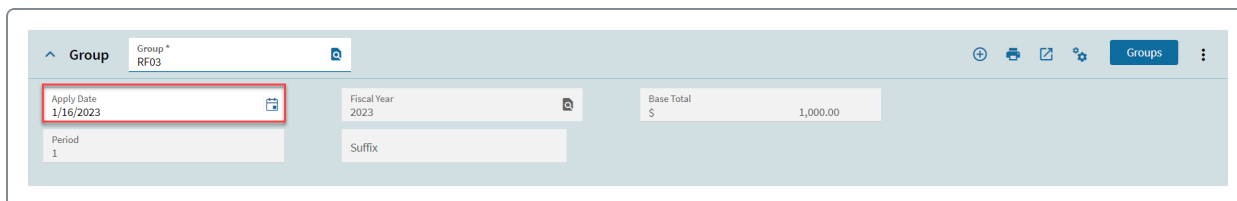
1. Open the **AP Invoice Entry** app.
2. To add a new group, select **New Group**. 

The **Group** field is now ready for entry.



3. Enter a name for the group.
4. Select the **Apply Date** drop-down list to define the default fiscal period to which group transactions post.

The company's default fiscal calendar determines the values that display in the **Fiscal Year** and **Period** fields.



5. Select **Save**. 

Specifying Invoice Details

Enter invoice header information. Here you add or edit miscellaneous charges placed against the current invoice, enter sales tax information, and define an invoice as a recurring source invoice.

1. Locate the **Invoices** card.
2. Select **New Invoice**. 

The **Invoice Header** card displays.

3. Enter the **Supplier**, **Invoice**, **Invoice Date**, and the **Amount**.

Invoice Header

Invoice	Dates	Options	Invoice Summary
Ref PO 0	Invoice Date 1/16/2023	☐ Central Payment	Matched
Supplier * ABE	Apply Date 1/16/2023	☐ Hold Payments	☐ Ready To Calculate
Name AB Electronics Preston House 1000 Preston Road Eden Prairie MN 55348 USA	Confirm Date month/day/year	☐ Hold Invoice	Line Amounts \$ 1,000.00
Invoice * Inv01	Terms 2/10 Net 30	☐ Allow Override	Header Misc Charges \$ 0.00
Amount \$ 1,000.00	Due Date 2/15/2023	Payment Payment Method AP Check Payment	Tax \$ 0.00
Ref Invoice	Legal Numbers Document Type	PrePayment	Rounding \$ 0.00
Description	Legal Number	Letter of Credit Letter of Credit	Less Pre-Payment \$ 0.00
		LOC description	Total \$ 1,000.00
			Variance \$ 0.00

4. Use the **Payment Method** field to select the default method for remitting payment to this supplier.

Payment

Payment Method
AP Check Payment

PrePayment

5. Select the **Hold Invoice** check box to block posting of the invoice. Select this check box when the invoice is disputed or when you need supervisor approval.

Options

☐ Central Payment

☐ Hold Payments

☐ Hold Invoice

☐ Allow Override

6. If the **Site** field is visible, select a site.



This field is only available/visible if you select the 'Use Multi-Site Processing' check box located on the 'General' card of the 'Company Configuration' app. You must also select the 'Site Segment' check box for a segment using the 'Chart of Accounts Structure Maintenance' app.



After you create an invoice line, you will see an entry on the 'GL Analysis' card. The account assigned to this record has the site segment replaced with the site segment for the site you selected in the 'Site' field. For example, assume a scenario where you are entering an invoice in the 'Main' site but you select the 'Evanston' site in this field. If the default account would have been 2000-00-00, and the site segment value for 'Evanston' is 01, then the account you would see instead is 2000-01-00.

7. Select **Save**. 



After you save the invoice the payment schedule is generated based on the purchasing terms. Use the **Payment Schedule** grid to edit, and review the schedule through which you will pay the amount on an AP invoice. The Days Before Due and Discount Percent columns are available only if an option that uses the 'By Schedule' Discount Type is selected in the Terms field on the Invoice Header card.

Creating Lines

After the invoice header information is complete, add detail lines to it. These detail lines can be different line types - depending on the reason for the payment.

The available line types include:

- **Receipt Line** - Add this type for lines linked to receipts. These receipts are created through the Shipping/Receiving module.
- **Miscellaneous Line** - Use this type for miscellaneous expenses or as a recurring source invoice to use as a template for other recurring invoices; this line type is not linked to purchase orders or job records.
- **Job Miscellaneous Line** - Use this type to record miscellaneous charges for materials used on specific jobs.
- **Advanced Billing Line** - Use this type when you make an advance payment against a purchase order line before you receive a shipment from the supplier.

- **Unreceived Billing Line** - Use this type when you make a payment against a shipment that is sent out, but is not yet received by your company.
- **Asset Line** - Use this line type to specify relevant information after the purchase of an asset.

In this section, we will cover:

- [Adding Miscellaneous Lines](#)
- [Specifying Late Landed Costs from Third Party Suppliers](#)

Adding Miscellaneous Lines

This example shows you how to enter a **Miscellaneous Line** type. Typically, you create miscellaneous line invoices to account for miscellaneous expenses that are not linked to any purchase order or job records. You can also define a miscellaneous line invoice as a recurring source invoice to use as a template for other recurring invoices.

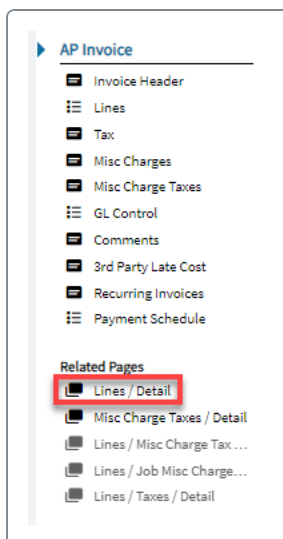


The **Recurring** check box must be selected and a **Cycle Code** set on the Header card or an invoice with a miscellaneous line to be designated as a recurring source invoice.

To add a miscellaneous line:

1. In the Nav tree, select the **Line/Detail** node.

The **Line Detail** card displays.



2. On the card, select **Misc Line**.
3. Search for and select a part.

Invoice Information

Line Type

Miscellaneous Billing

Part



Description *



Tax Category



Tax Exempt

Purchase Code





To locate the 'Invoice Information' group box, you must scroll down on the 'Line Detail' card.

4. Enter the **Supplier Qty** and **Unit Cost**.

Supplier Part



Supplier Qty

1

UOM

EA



Unit Cost

112.00

Cost Per

/1



Ref Disc Amt

0.00

☒ Final Invoice

5. Select **Save**. 



If necessary, you can add miscellaneous charges or miscellaneous charge taxes for this line using the **Misc Charges** card.

Specifying Late Landed Costs from Third Party Suppliers

Landed costs are any additional, unallocated expenses you must include with the cost of purchased materials. Commonly, the total cost of a landed shipment includes the purchase price, freight, insurance, and other costs up to the port of destination that cannot be handled through labor or burden calculations. In some instances, it may also include the customs duties and other taxes levied on the shipment.

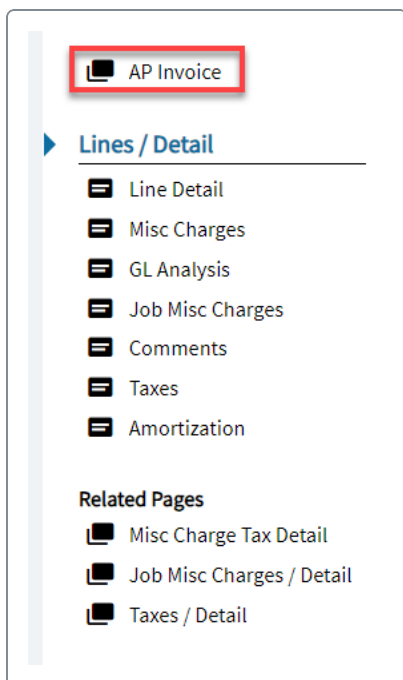
In some countries, it is common for simple domestic receipts to have freight charges added from a third-party supplier. Since all costing has to be done on the basis of actual received invoice documents and not by adding an estimated charge, this means that many receipts need to use this feature to add a freight charge at a later time.

For example, you can enter an invoice from a third party supplier, Dane Transportation Company, related to an inventory purchase order (PO) receipt without using Landed Costs and having Late Costs update the average or FIFO cost layer for the parts received on the PO receipt.

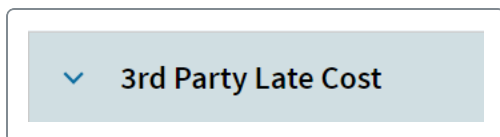
To specify late landed costs from 3rd party suppliers and allocate them to received goods:

1. In the Nav tree, select the **AP Invoice** node.

The **Invoice Header** card displays.



2. Scroll down to locate and expand the **3rd Part Late Cost** card.



3. Select **New Late Cost**  in the **Late Cost Lines** card.

3rd Party Late Cost

Late Cost Lines

Charge Code	Description	Type	Percentage	Doc Misc A...	Misc Amount
Insurance	Insurance	Amount	0.00	30.00	30.00

Full Screen

Allocation Values

Allocation Basis 0.00000	Allocated Amount \$ 0.00	Unallocated Amount \$ 30.00

Lines To Be Allocated

Supplier

Pack Slip

PO

Invoice

Add To Allocation Grid



You can also automatically add Late Costs related to container shipments or purchase receipts to the AP Invoice.

Show me how to automatically transfer Late Costs related to container shipments and purchase receipts

All late costs related to a container shipment or purchase receipt can be automatically added to the AP Invoice using the Get Late Costs function. You can select one, many or all late costs for multiple containers or receipts related to the supplier on the invoice.

1. From the Overflow menu , select **Get > Get Late Costs**.
2. The **AP Invoice Add Late Costs** sliding panel displays.
3. On the **Receipts/Containers** card, review the list of purchase orders with uninvoiced receipts and containers for the supplier and select the one for which you want to get late costs.

Receipts/Containers					
All		PO 0	Container ID 0		
PO	Packing Slip	Container ID	Receipt Date	Status	
4214	4214-7	7	12/04/2019	ARRIVED	
4411	4411-8	8	05/03/2021	RECEIVED	

- 4. The Late Cost lines that have not been invoiced display on the **Late Cost Lines** card.
- 5. Select the line(s) you want to invoice or use the **Select All** button.

Late Cost Lines

All

Total Uninvoiced

\$

653.70

Currency

USD

Select All

	PO	Container ID	Seq Num	Description	Doc Misc Amount
☐	4214	7	2	Maersk Shipping Cost	653.70

- 6. Once selected, the Late Cost lines move down to the **Selected Late Costs** card.
- 7. To generate the Late Cost lines, select the **Generate Late Costs** button at the bottom right-hand corner of the sliding panel.

AP Invoice Add Late Costs

PO	Packing Slip	Container ID	Receipt Date	Status

Full Screen

Late Cost Lines

All

Select All

	PO	Container ID	Seq Num	Description	Doc Misc Amount
☐					

Full Screen

Selected Late Costs

All

	PO	Packing Slip	Container ID	Seq Num	Description	Doc Misc Am...
☐						30.00

Create Late Costs

Cancel

8. Select **OK** to the **Late Costs have been created** message.
9. The lines pulled in from the selected PO now display in the **Late Cost Lines** card.
4. Select a **Charge Code**.
5. Specify the **Type**.
6. Select the **Supplier** field to search for and select a supplier.

Late Cost Lines

Charge Code	Description	Type	Percentage	Doc Misc Amount
Insurance	Insurance	Amount	0.00	30.00

Full Screen

Allocation Values

Allocation Basis: 0.00000

Allocated Amount: \$ 0.00

Unallocated Amount: \$ 30.00

Lines To Be Allocated

Supplier 9.0-Sup

Pack Slip 4199

PO 4453

Invoice 1

Add To Allocation Grid

7. Select **Add to Allocation Grid**. The grid displays only received lines available for allocation.
8. Select the lines for allocation using the **Selected** check box in the grid. All received receipt lines are added to the **Allocated Lines** grid.
9. Select the **Allocate Cost** button in the **Lines To be Allocated** card.

Allocations are recalculated. Cost is allocated between the selected lines (unselected lines are ignored) in proportion to the line value according to the disburse method. The application shows the **Allocated Amount**.

Managing General Ledger Functions

In this section, we will cover:

- [Allocating Lines to Multiple General Ledger Accounts](#)
- [Setting GL Controls](#)

Allocating Lines to Multiple General Ledger Accounts

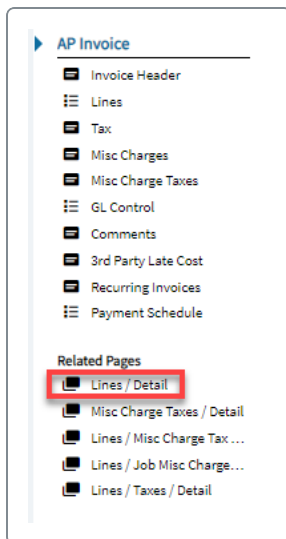
Distribute the current line amounts to specific **General Ledger** accounts. This functionality enables you to update the GL distribution amount, and allocate to multiple GL accounts. This distribution creates the expense offset to Accounts Payable for each invoice line.

You can also distribute these amounts across multi-company accounts and select the external company and GL account that will receive the AP allocations. After you post the AP invoice, the subsidiary (child) company will receive the allocations through a **GL Journal Entry**.

To allocate the allocate expense amounts to more than one GL account:

1. Open Invoice Lines > Detail > GL Analysis and specify the GL account for distribution in the **GL Account** field on the **G/L Distribution** card.
2. In the Nav tree, select the **Lines/Detail** node.

The **Line Detail** card displays.



3. Scroll down to locate and expand the **GL Analysis** card.
4. Enter the amount you want to apply to this account in the **Document Amount** field.

The screenshot displays the 'GL Analysis' card. It includes a 'Totals' section with 'Expenses' at 112.00 and 'Line Total' at 112.00. Below this is the 'G/L Distribution' section, which has a dropdown menu set to 'All'. At the bottom, there is a table with two columns: 'Document Amount' and 'G/L Account'. The first row of data shows '112.00' in the 'Document Amount' column and '1290-00-00' in the 'G/L Account' column. The 'Document Amount' cell is highlighted with a red rectangular box.

Document Amount	G/L Account
112.00	1290-00-00

5. Select **Save**. 

Setting GL Controls

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.



For example, the AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

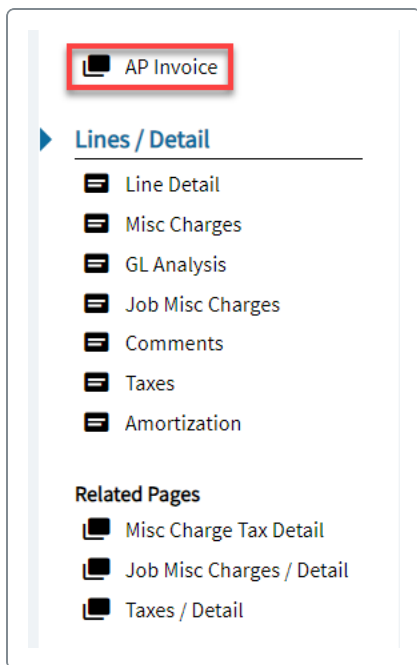


You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

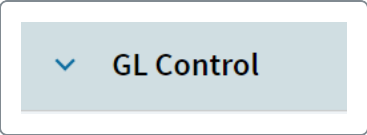
To add GL controls:

1. In the Nav tree, select the **AP Invoice** node.

The **Invoice Header** card displays.



2. Scroll down to locate and expand the **GL Control** card.



3. On the **GL Control** card, select **New**. 

4. Select the **GL Control Type** that contains the account contexts you need.

A screenshot of a table titled "GL Control". The table has four columns: "GL Control Type", "Type Description", "GL Control Code", and "Control Description". The first row has the value "AP Account" in the "GL Control Type" column, which is highlighted with a red border. The other columns in the first row contain "AP Account", "APTD", and "Accounts Payable Trade" respectively. There are expand/collapse icons on the right side of the table header.

GL Control Type	Type Description	GL Control Code	Control Description
AP Account	AP Account	APTD	Accounts Payable Trade

5. Next use the **Control** field to enter a GL control contained by the selected GL control type.

6. Continue to add the GL control types you need for the current company. When you finish, select **Save**. 

Adding Deferred Expense Amortization Details

In this section, we will cover:

- [Adding Amortization Lines](#)
- [Making Deferred Expense Amortization Schedules](#)

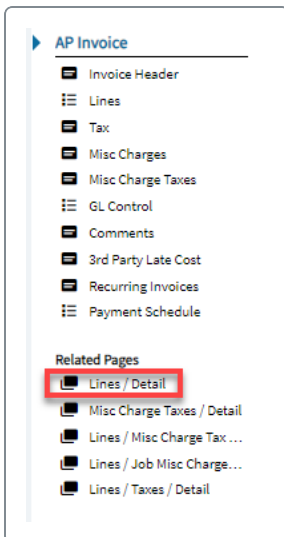
Adding Amortization Lines

You can create, delete and auto-complete amortization schedules for invoice lines.

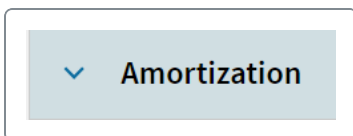
To add a new amortization line:

1. In the Nav tree, select the **Lines/Detail** node.

The **Line Detail** card displays.



2. Scroll down to locate and expand the **Amortization** card.



3. Select **Deferred Expense** check box.

Amortization

Deferred Expense

☒ Deferred Expense

Scheduled

Amortization Code
DE 12 Actual Days

Start Date
4/19/2021

End Date
3/31/2022

Deferred Expense GL Account

Cha... D... D... GL Referen... Customer Employee
2800 00 00

Get Default

Totals

Expense	\$ 1,000.00
Distributed	\$ 0.00
Remaining	\$ 1,000.00
Recognized	\$ 0.00
Unrecognized	\$ 1,000.00

Expense Amortization Schedule All **Create** Delete Autocomplete

Fiscal Year	Fiscal Year Suffix	Fiscal P...	Amorti...	Amount	Amorti...	Posted	Posted
No records available.							

- Specify the **Amortization code** field.
- Specify the **Deferred Expense GL Account**.
- Select the **Create** button.
- Select **Save**. 

Making Deferred Expense Amortization Schedules

You can also use **Deferred Expense** of the Overflow menu to perform actions with deferred expense amortization schedules for all invoices in the selected invoice group.

You can choose from the following actions:

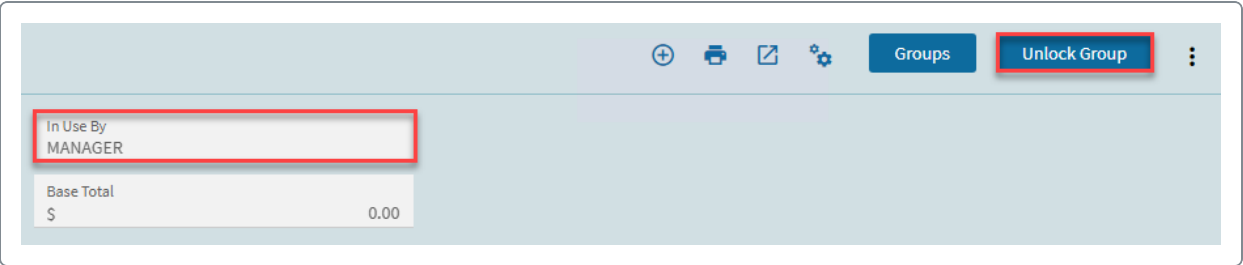
- **Generate Amortization Schedule** - Generate a schedule for all invoices in the selected invoice group.
- **Restore Amortization Schedule** - Overwrite a manually entered schedule line and restore the originally generated schedule.
- **Delete Amortization Schedule** - Delete amortization schedules for all invoices in the group.

Locking/Unlocking a Group

You can manually lock/unlock a group to make it available for other users. For example, a user need to review/print the 'Group Edit List' for a particular group. If you attempt to open a group that is locked by a certain user, Kinetic displays a message informing you the group is locked by a specific User ID.

- 1. If you are creating a new group, the In Use By field displays the user ID that created the group.

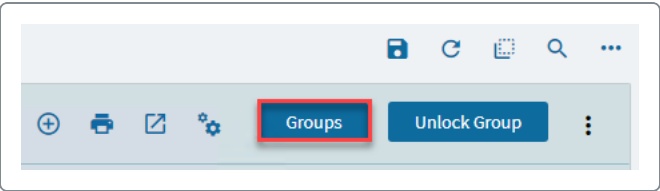
In this case, the group was created by the 'MANAGER' user. However, this is just an example.



- 2. Select **Unlock Group**.

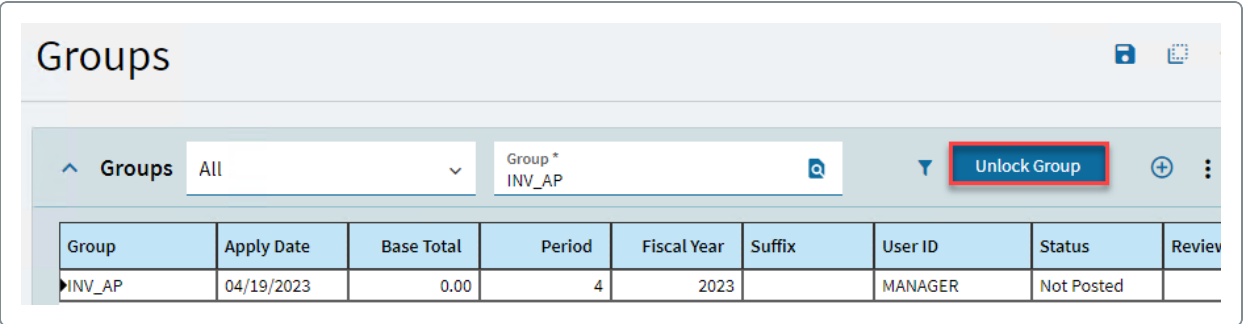
The group is now unlocked.

- 3. If you want to lock/unlock a specific group, select the **Groups** button.



The Group panel opens.

- 4. Inside the panel, highlight the group in the grid, and select the **Unlock/Lock** button.



Posting Invoices to AP Accounts

To finish the **AP Invoice Entry** process, you must post the invoices to the AP accounts within the General Ledger. When an entry group is posted, transactions update the AP information for each supplier referenced within the group.



Once you post the invoices, you can no longer edit or delete them. You can place a posted invoice on hold. If you post an invoice in error, you can enter offsetting transactions. You can also use Invoice Adjustment to write it off, or create and apply debit memo to close the invoice. If you need to adjust the amount of the invoices, you can create a correction invoice.

Use the **AP Invoice Entry** app to modify the invoice number of any recurring invoice prior to posting:

1. Open the **AP Invoice Entry** app.
2. Select a group of recurring invoices.
3. Select any recurring invoice that hasn't been posted yet.

The screenshot shows the 'AP Invoice Entry' app interface. At the top, there's a 'Group' dropdown set to 'Test'. Below it are fields for 'Apply Date' (1/1/2023), 'Fiscal Year' (2023), 'In Use By', 'Period' (1), 'Suffix', and 'Base Total' (\$ 500.00). A table of invoices is displayed below, with columns: Invoice, Invoice Date, Supplier Name, Amount, Balance, Open Payable, Central Pa..., CPay Open, Debit Memo, Pre-Payment, Variance, Posted, Due Date, and Legal Number. The first row, '123000-2', is highlighted with a red box. Below the table is a 'RealInvoiceNum-1' field.

4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

The screenshot shows the 'Invoice Detail' app interface. At the top right, there's a red button labeled 'Change Invoice Number'. The interface is divided into several sections: 'Invoice' (with fields for Ref PO, Supplier, Name, and Address), 'Dates' (with fields for Invoice Date, Apply Date, and Confirm Date), 'Terms' (with a dropdown for Terms and a field for Due Date), 'Legal Numbers' (with a dropdown for Document Type and a field for Legal Number), 'Options' (with checkboxes for Central Payment, Hold Payments, Hold Invoice, and Allow Override), 'Payment' (with a dropdown for Payment Method and a field for PrePayment), 'Letter of Credit' (with a dropdown for Letter of Credit and a field for LOC description), and 'Invoice Summary' (with a table showing Line Amounts, Header Misc Charges, Tax, Rounding, Less Pre-Payment, Total, and Variance).

- On the Change Invoice Number panel enter your custom invoice number in the **New Invoice Number** field.

- Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

To post an entry group:

- Select **Group Post**. 

The **AP Invoice Post Process** panel opens.

- Select **Post**  to post the group. The application displays an error message if the group contains invalid entries.



If posting errors occur, select the **Group > Posting Log** card to review an error log. Use this log to locate the errors. You can re-post the group after correcting them.

Reviewing Supplier Part Cross Reference

Review the supplier and qualified manufacturer's part cross references associated with the invoiced internal part you receive for the specified purchase order line in **Supplier Part Cross Reference**.

Let's suppose you purchased a widget from Widget Design, Inc. Within your company's database, the part number is WIDG123. This supplier, however, tracks this part as abc1-WDGT. You enter WIDG123 in the **Part** field and abc1-WDGT in the **Supplier Part** field.

You create supplier part cross-references in the **Qualified Manufacturer**, **Approved Supplier Maintenance**, and **Supplier Price List Maintenance** programs.

The purpose of **Supplier Part Cross-Reference** is to validate purchase order accuracy and fitness of use. No quantities display on this page because amounts are recorded directly in the **Receipt** and **Inspection Processing** programs against your base internal part number only. It merely allows you to verify that the supplier or manufacturer part numbers you are ordering, invoicing, or receiving are valid for your internal part number.

In this article, we will cover:

- [Selecting Supplier Part Cross Reference for Review](#)
- [Verifying Supplier Part Cross Reference in AP Invoice Entry](#)
- [Verifying Supplier Part Cross Reference in Receipt Entry](#)

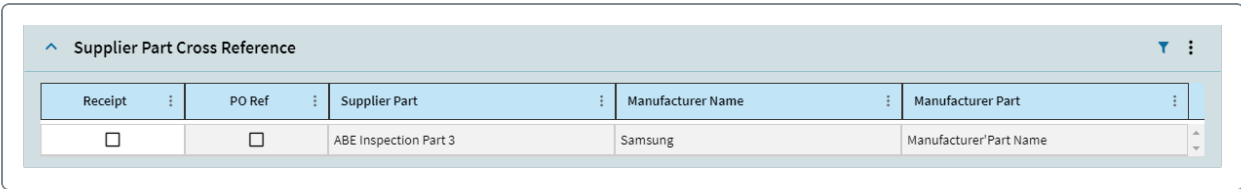
Selecting Supplier Part Cross Reference for Review

1. Select a receipt you need for from the grid on the landing page.
2. Go to the **Line Detail** page in the navigation tree.
3. Select **Search**  in the **Supplier Part** field.
4. Review the information you need in **Supplier Part Cross Reference**.

Verifying Supplier Part Cross Reference in AP Invoice Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part being invoiced for the specified purchase order line.

1. Select the **Invoice** check box to determine the specific manufacturer or supplier part numbers you received. This allows you to verify supplier or manufacturer part numbers for which you are processing AP invoices. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being invoiced.



The screenshot shows a web application interface for 'Supplier Part Cross Reference'. It features a table with five columns: 'Receipt', 'PO Ref', 'Supplier Part', 'Manufacturer Name', and 'Manufacturer Part'. Each of the first four columns has a vertical ellipsis icon to its right. The 'Receipt' and 'PO Ref' columns contain checkboxes. The 'Supplier Part' column contains the text 'ABE Inspection Part 3'. The 'Manufacturer Name' column contains 'Samsung'. The 'Manufacturer Part' column contains 'Manufacturer Part Name'. Above the table is a header bar with a collapse icon, the title 'Supplier Part Cross Reference', and a search icon. To the right of the table is a vertical scrollbar.

Supplier Part Cross Reference				
Receipt	PO Ref	Supplier Part	Manufacturer Name	Manufacturer Part
☐	☐	ABE Inspection Part 3	Samsung	Manufacturer Part Name

- **Invoice** - Indicates which specific supplier and manufacturer part numbers were referenced when the you inspected purchase order line using the Inspection Processing program.

- **Inspect** - Designates the specific manufacturer or supplier part numbers you inspected. This allows you to verify exactly which supplier or manufacturer part numbers you are currently inspecting. For example, if you are inspecting Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only inspecting Texas Instruments items, you would only select that particular check box.
 - **Receipt** - Indicates which specific supplier and manufacturer part numbers were referenced when the you received purchase order line received in the application.
 - **PO Ref** - Indicates which specific supplier and manufacturer part numbers were referenced on the purchase order line when you entered on **Purchase Order Entry - Lines Detail** card.
2. Select **OK**.

Verifying Supplier Part Cross Reference in Receipt Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part you are receiving for the specified purchase order line.

1. Select the **Receipt** check box to determine the specific manufacturer or supplier part numbers being received. This allows you to verify supplier or manufacturer part numbers you are currently receiving. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being received.

The screenshot shows a software window titled "Supplier Part Cross Reference". It features a header bar with a search icon and a menu icon. Below the header is a table with the following columns: "Invoice", "Inspected", "Receipt", "PO Ref", "Supplier Part", "Manufacturer", and "Manufacture". The table body is empty, and a message "No records available." is displayed at the bottom of the table area. A "Full Screen" button is located at the bottom right of the window.

- **Receipt** - Designates the specific manufacturer or supplier part numbers being received. This allows you to verify exactly which supplier or manufacturer part numbers you are currently receiving. For example, if you are receiving Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only receiving Texas Instruments items, you would only select that particular check box.
2. Select **OK**.

Matching Material Receipt Lines

Match unreceived billing invoice lines with material receipt lines in **Invoice Receipt Match Maintenance**. After you both enter a material receipt and post an unreceived billing invoice from the same supplier, these records appear in the **Invoice Receipt Match Maintenance**. You then link, or match, a selected invoice line with a selected receipt line.



To match these records, both the receipt and the invoice must share the same Supplier ID.

Use the landing page of the application to view existing material receipt lines or to post one.

In this article, we will cover:

- [Matching Unreceived Invoices Receipts](#)
- [Posting Matched Invoices](#)
- [Viewing Error Log](#)

Matching Unreceived Invoices Receipts

To link an unreceived invoice line to a receipt line:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Receipt/Match**.
2. On the **Unreceived Invoice Line** card, select the receipt you want to match with the invoice. The **Matching Details** and **Unmatched Receipt Lines** cards display.

On the **Matching Detail** card, review all the receipts created for the invoice's supplier.

Matching Details

Invoice abcm1	Line 1	Invoice Date 8/31/2020
Supplier ABCM		Invoice Supplier ... 10 EA
PO 4277	Line 1	Release 1
Part 1032FW		Invoice Unit Cost \$ 110.00000
Supplier Part SP1		Base Unit Cost \$ 110.00000
Legal Number 2020-APINV-00000003		Base Amount \$ 1,100.00
		Matched Reference

3. On the **Unmatched Receipt Lines** card, select the **Match** icon.

 Only one receipt line can be matched to the invoice line.

Unmatched Receipt Lines

Match

Unmatch

Matched Reference	Packing Slip	Line	Receipt...	Receipt...	UOM	UOM	Suppl
	4277-1	1	08/31/2020	10.00	EA	EA	SP1

The invoice is now linked or matched, to the selected receipt.

 To unmatch the linked receipt, select the **Unmatch** icon.

Posting Matched Invoices

After you match an invoice with a receipt, you next post these records to the General Ledger. This causes several GL entries to be created, including Invoice and Receipt Variance amounts.

To post invoices:

- 1. From the Overflow menu  , select the **Post** command.
- 2. Make sure all entries are correct and select **Yes** to confirm posting.

Viewing Error Log

If any errors occur after the posting process, a message appears invites you to review these errors on the **Posting Log**.

This table details the possible error messages and what they mean:

Message	Meaning
Invalid Balance	Either this invoice has a negative balance, or this debit memo is 0 or has a positive balance. Review all detail lines.
Invalid Line Balance	Either the invoice line has a negative balance, or a debit memo line is 0 or has a positive balance. Review this debit memo detail line.
Receipt Information NOT available	A Receipt Billing line references an invalid receipt. Review the specific detail line.
Job Material NOT Available	A receipt billing line that references a job material has an invalid job sequence. Review the specific detail line.
Job Operation NOT Available	A receipt billing line that references a job operation has an invalid job sequence. Review the specific detail line.

Message	Meaning
Invalid AP Account ID	The AP invoice header is linked to an invalid AP account. Review either the AP invoice header or the AP Account record.

Review the errors and then use **AP Invoice Entry** or the appropriate maintenance program to correct the error. When the invoices or GL account numbers are correct, run the **Post** command again.

Using Posted Invoice Update

The **Posted Invoice Update** app gives you limited control over posted AP invoices. You can use this app to place a posted invoice or its payments on hold, add a memo, link a 1099 code, and on most invoices, you can also change the 'Due Date'.

In Posted Invoice Update, you can:

- Review posted AP invoices.
- View the final invoice status for GRNI (Goods Received Not Invoiced)
- Clearing documents. A highlighted GRNI Clearing indicator displays next to the invoice number and you can see the setting of the Final Invoice check box.
- Modify certain recurring settings on a posted AP invoice, remove the recurring invoice settings, or make its status inactive.



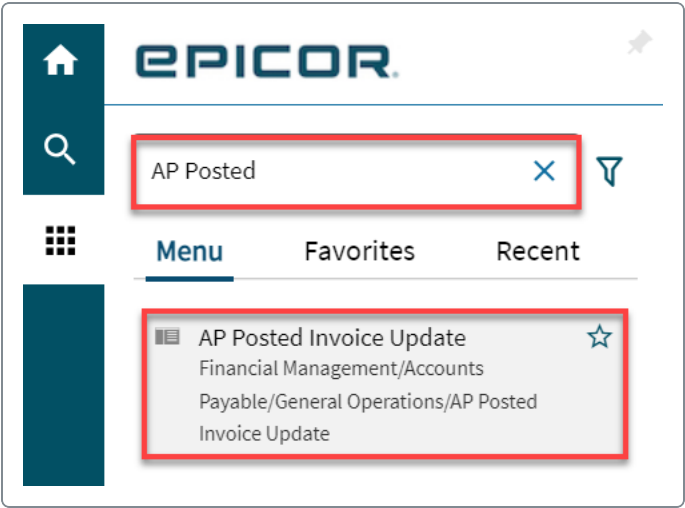
Note that you cannot edit a posted invoice. If you post an invoice in error, you must enter an offsetting transaction.

Use the landing page of the application to select a posted invoice to view.

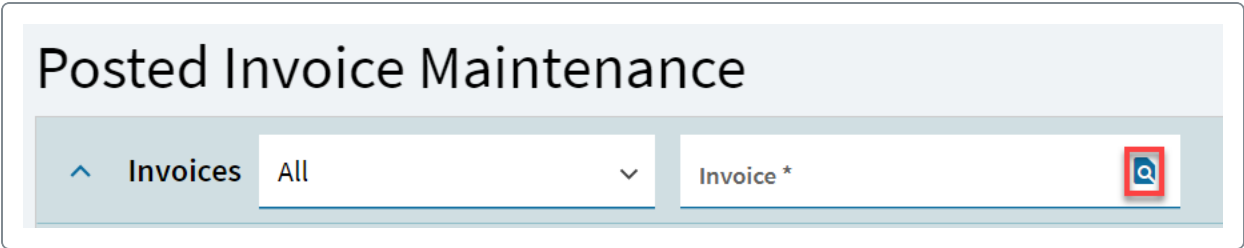
To review detailed information about a posted AP invoice:

1. Open the **Posted Invoice Update** app.

The **Invoices** card displays.



2. Once you open the app, you have two options.
- a. You can search for and select an invoice using the 'Invoice*' field.



- b. You can click the invoice number link inside the grid.

Posted Invoice Maintenance

^ Invoices All Invoice *

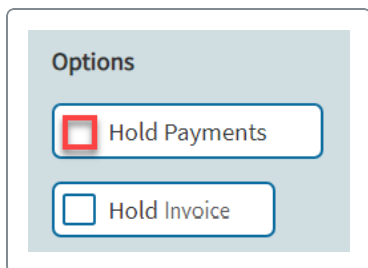
	Invoice	Supplier Name	Invoice Date	Due Date
▶	12002	AB Electronics	01/15/2022	12/13/2021
	12458	AB Electronics	12/29/2021	01/07/2022
	12459	AB Electronics	12/29/2021	01/07/2022
	654	AB Electronics	12/29/2021	01/07/2022



Whether you choose 'a' or 'b', the **Detail** card displays.

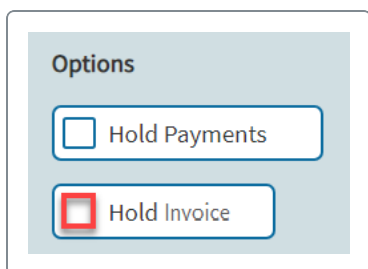
3. Using the **Detail** card, review the data for the selected invoice. You can place either a posted invoice or its payments on hold. You can add memos here too. You can also change the 'Due Date'.

- **Hold Payments**



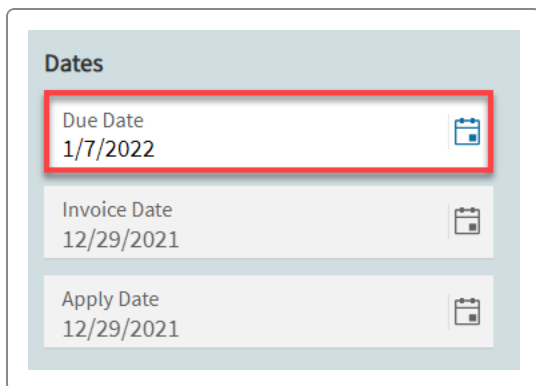
The screenshot shows a light blue box titled "Options". Inside, there are two buttons. The first button, "Hold Payments", has a red square icon to its left, indicating it is selected. The second button, "Hold Invoice", has a white square icon to its left, indicating it is not selected.

- **Hold Invoice**



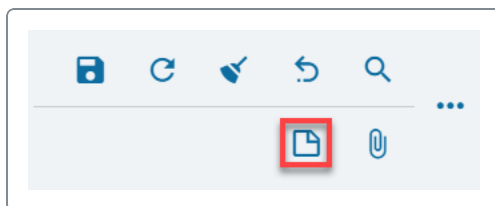
The screenshot shows a light blue box titled "Options". Inside, there are two buttons. The first button, "Hold Payments", has a white square icon to its left, indicating it is not selected. The second button, "Hold Invoice", has a red square icon to its left, indicating it is selected.

- **Due Date**



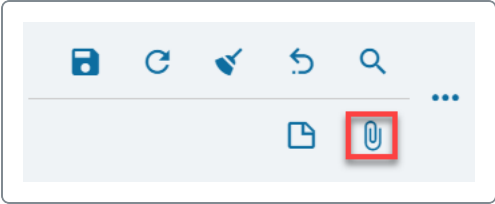
The screenshot shows a light blue box titled "Dates". Inside, there are three rows. The first row, "Due Date", has the value "1/7/2022" and a calendar icon to its right. This row is highlighted with a red border. The second row, "Invoice Date", has the value "12/29/2021" and a calendar icon to its right. The third row, "Apply Date", has the value "12/29/2021" and a calendar icon to its right.

- **Memos**



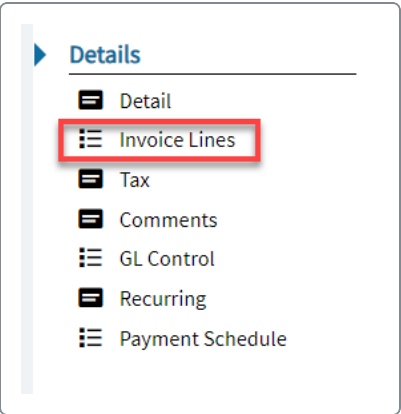
The screenshot shows a light blue box with a toolbar. The toolbar contains several icons: a document icon, a refresh icon, a checkmark icon, a back arrow icon, a search icon, and a three-dot menu icon. Below the toolbar, there is a red square icon with a document symbol, which is highlighted with a red border, indicating it is the 'Add Memo' button.

- Attachments



4. In the Nav tree, select the **Invoice Lines** node.

The **Invoice Lines** card displays.

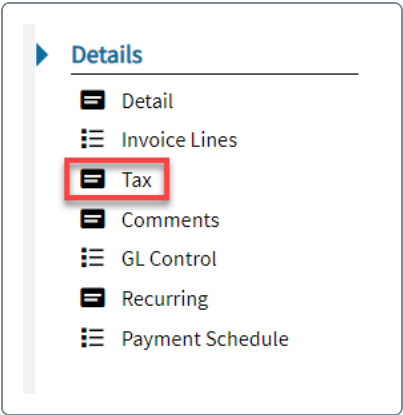


5. Review the card.

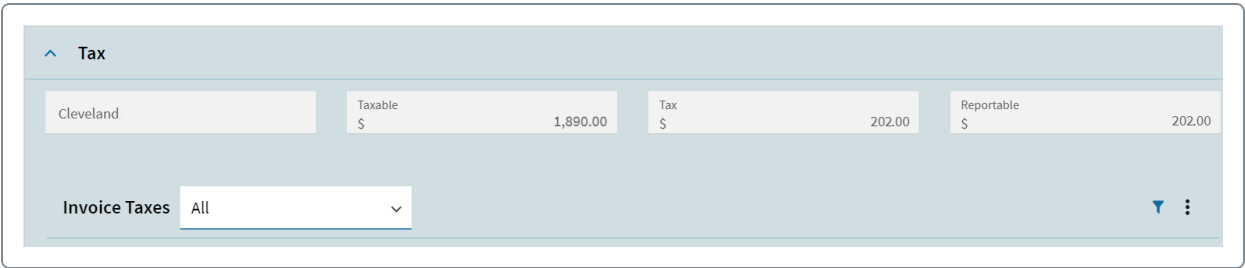
Invoice Lines All										
	Line	Line Type	Part	Description	Supplier P...	Supplier Qty	UOM	Unit Cost	Cost Per	Extended ...
	1	Miscellaneous Billing				1.00	EA	1,890.00	/1	1,890.00

6. Select the **Tax** node in the Nav tree.

The **Tax** card displays.

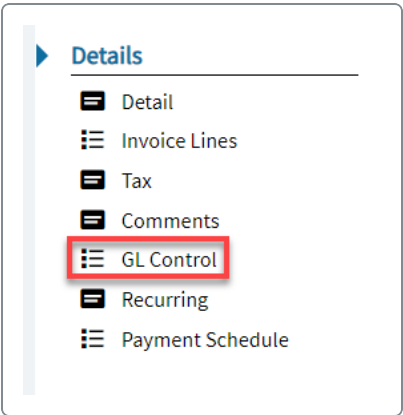


7. Review the taxes that are placed against the current invoice.



8. Select the **GL Control** node in the Nav tree.

The **GL Control** card displays.

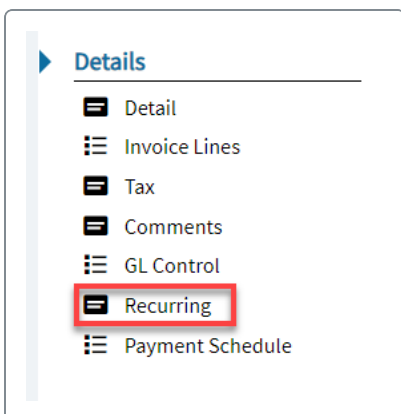


9. Review the **Type** and **Control** codes. The codes are pulled from the existing files.

GL Control				
	GL Control Type	Type Description	GL Control Co...	Control Description
	AP Account	AP Account	APTD	Accounts Payable Trade

10. Select the **Recurring** node in the Nav tree.

The **Recurring** card displays.



Use the **Recurring** card to define certain recurring parameters for a posted 'AP Invoice'. The fields on this card default from the 'Cycle Code' selected in the invoice header. This is the 'Detail' card.

Recurring

☒ Recurring

Recurring Source

Cycle Code

Monthly Recurrence

The fields located on the 'Recurring' card can be modified per invoice. You can remove the 'Recurring Source' setting for a recurring source invoice from which no recurring invoices were generated. You can select the **Inactive** check box for



any invoice at any time and no additional recurring invoices will be created for the selected invoice.

Recurring

Recurring Cycle

☒ Recurring Source:

End Date
month/day/year

☐ Hold Invoice

☐ Override End Date

Cycle Code
Monthly Recurrence

Maximum Value
\$ 0.00000

☐ Copy Latest Invoice

☐ Inactive

Duration
12.00000

11. Select the **Payment Schedule** node in the Nav tree.

The **Payment Schedule** card displays.

Details

Detail

Invoice Lines

Tax

Comments

GL Control

Recurring

Payment Schedule



Use the **Payment Schedule** card to edit and review the payment schedule for the posted invoice. The payment schedule is based on the purchasing terms defined for the invoice. You can only update the payment terms if the invoice has no payments or partial payments.

Payment Schedule

All

	Payment	Days	Due Date	Percentage	Amount	Days Before ...	Discount Per...
	1	9	01/07/2022	100.000000	1,890.00	0	0.00

12. When you finish, save the changes and exit the app.

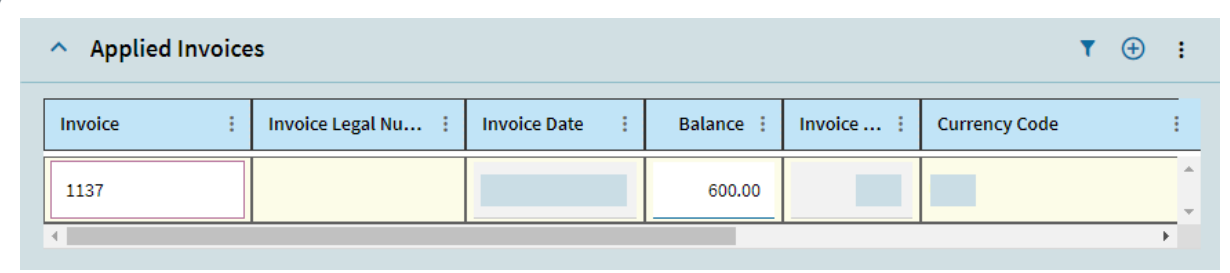
Applying Debit Memos/Prepayments

Apply, or record, debit memos against the total amount due on selected AP invoices in **Apply Debit Memo/Prepayment**. The system then subtracts the amount you apply from the total amount due on each AP invoice you define through this program.

Prepayments are payments you make to a supplier in advance of receiving goods or services. You can enter prepayments within **AP Payment Entry**. Then, you can select the prepayment within **Apply Debit Memo/Prepayment** to add the amount you are applying against the prepayment as a debit memo on the invoice. After you create a debit memo against a prepayment, you can then add other invoices to the debit memo and enter additional amounts to apply. When you enter all of the amount values you want on the debit memo, you then apply them against the selected invoices.

In this article, we will cover updating and applying a prepayment.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Apply Debit Memo / Prepayment**.
2. From the grid, select the record you want to use.
3. In the **Detail** card, verify/change the total amount of the prepayment amount in the **Amount to Apply** field.
4. Select a **Transaction Apply Date**.
5. Select **Save**. 
6. Optionally, add additional invoices to this prepayment. In the **Applied Invoices** card, select **New**  to select an invoice to apply.
7. Enter a valid invoice number in the **Balance** field.



Invoice	Invoice Legal Nu...	Invoice Date	Balance	Invoice ...	Currency Code
1137			600.00		

8. Specify other details as required.
9. Select **Save**. 
10. Select **Apply Debit Memo/Prepayment**.

Letters of Credit

Entering a Letter of Credit for a Supplier

If you have a letter of credit for a supplier, you can enter and track that letter in **AP Letter of Credit Entry**. First, complete the information in the Detail card. Then, use the Additional Data card to enter more information about the letter of credit.

Use the landing page of the application to view existing letters of credit or to enter a new one.

In this article, we will cover:

- [Entering the Letter of Credit Details](#)
- [Entering Optional Receiving Information for a Supplier Letter of Credit](#)

Entering the Letter of Credit Details

1. Go to **Financial Management > Accounts Payable > General Operations > AP Letter of Credit Entry**.
2. Select **New**  to add a new letter of credit.
3. In the **LC Reference** field, enter the reference number for the letter of credit.
4. In the **Description** field, enter some description of the letter of credit. This will print on reports and display on screen in multiple places.
5. In the **Supplier** field, enter or search for and select the supplier with whom you have set up the letter of credit.
6. From the **Bank** drop-down list, select the bank with which you have established the letter of credit.
7. Select **Ship Complete** to indicate the goods or services received via this letter of credit must be shipped complete.
8. In the **Value** field, enter the amount of credit available with this letter.
9. The **Currency**, **Lock**, **Exchange Rate**, and **Bank Value** fields indicate the amount of credit available using the currency exchange rate at the selected bank. These values only display for your information.
10. The **Terms** fields displays the AP payment terms selected for this specific letter of credit.

11. The **Issue Date**, **Valid From Date**, and **Valid To Date** fields define the time period during which this letter of credit is active. If you need, you can change these date values.

^
Detail

LC Reference *

LCR

Description *

LCR1

Supplier *

ABE

Bank *

Main Checking Account

☐ Ship Complete

Value *

\$

1.00

Currency *

United States Dollar

☐ Lock

Exchange Rate

1.000000

Base Value

\$

1.00

Terms

☐ Inactive

Inactive Reason

Supplier Name

AB Electronics

Issue Date *

2/5/2021

Valid From Date *

month/day/year

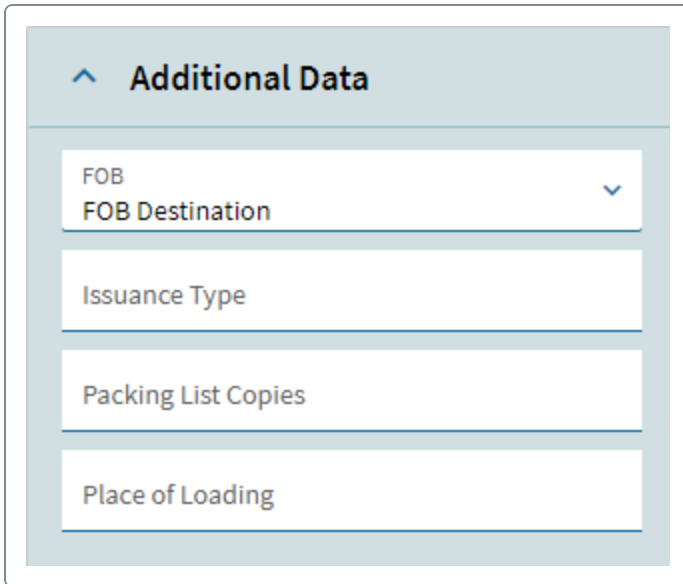
Valid To Date *

month/day/year

12. You use the **Additional Data** card to enter optional receiving information like Free On Board, Place of Loading, and so on.
13. Save the record.

Entering Optional Receiving Information for a Supplier Letter of Credit

1. In the AP Letter of Credit form, expand the **Additional Information** card.
2. Enter the **FOB** related to the letter of credit.
3. In the **Issuance Type** field, enter the type of letter of credit.
4. In the **Packing List Copies** field, enter the number of packing list copies that should be generated for orders associated with this letter of credit.
5. In the **Place of Loading** field, enter the location where the loading occurs.



The screenshot shows a form titled "Additional Data" with a blue header bar. Below the header, there are five input fields stacked vertically, each with a light blue border and a thin blue line at the bottom. The first field is labeled "FOB" and has a small blue downward arrow on its right side. The second field is labeled "FOB Destination". The third field is labeled "Issuance Type". The fourth field is labeled "Packing List Copies". The fifth field is labeled "Place of Loading".

6. Save the record.

Payments

Entering Payments

Create payments to pay AP invoices through check or electronic payments in the **AP Payment Entry** app. After you enter the payments and process the checks, you then record these transactions in your 'General Ledger'. You do this by posting the payments using the 'Overflow' menu. You can make payments against invoices created to pay suppliers. You can also pay miscellaneous expenses that do not have an invoice, enter manual checks for extra expenses, process debit memos, and make payments to one-time suppliers.

You start the process by creating a group for the payments. You can then create payment records that satisfy both invoices and miscellaneous payments. After you enter the payments and process the checks, you can post the payments.

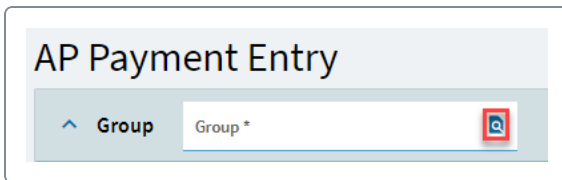
In this article, we will cover:

- [Adding a payment group](#)
- [Entering the payment details](#)
- [Selecting invoices and entering payments for them](#)
- [Adding an invoice payment](#)
- [Setting up additional payment details](#)
- [Using the payment group options](#)
- [Locking Group](#)

[Adding a Payment Group](#)

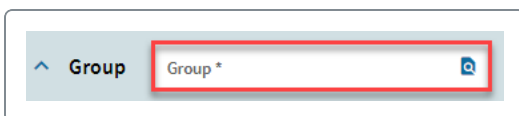
You begin the **Payment Entry** process by creating a payment group. You can use the groups for batch processing of payments.

1. Open the **Payment Entry** app.
2. In the **Group** field, search for and select an existing payment group record.



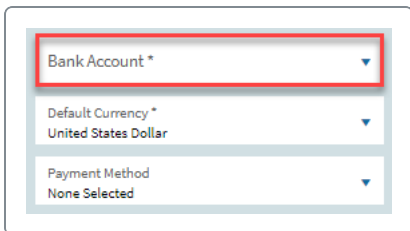
The screenshot shows the 'AP Payment Entry' app interface. At the top, there is a header 'AP Payment Entry'. Below it, there is a section labeled 'Group' with a dropdown arrow. To the right of the dropdown is a search bar labeled 'Group *' with a magnifying glass icon.

3. To create a new group, select **New Group**. 
4. Enter the group ID.



The screenshot shows the 'AP Payment Entry' app interface. The 'Group' dropdown is expanded, and a red box highlights the search bar labeled 'Group *' with a magnifying glass icon.

5. Select the bank account you withdraw the payments from. If necessary, you can change the account before a payment run or define a different account for a manual payment.



Bank Account *

Default Currency *

United States Dollar

Payment Method

None Selected

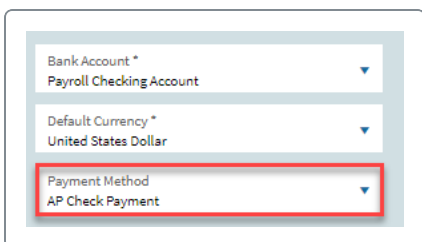


If you plan on entering an 'Electronic File Transfer (EFT)' payment, select a bank account with an 'EFT' payment method.

6. Review the **Default Currency** field.

The field displays the currency you use for the selected bank account. Depending on the payment method, you can or can't change the currency used for the group.

7. From the **Payment Method** drop-down, select the payment method Kinetic will use as the output format for the payment run.



Bank Account *

Payroll Checking Account

Default Currency *

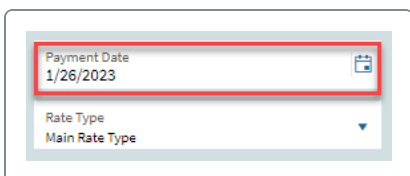
United States Dollar

Payment Method

AP Check Payment

If you select the manual payment method, you can then directly enter checks.

8. Enter the date when Kinetic runs the payments through this group.



Payment Date

1/26/2023

Rate Type

Main Rate Type

The active exchange rate used to convert bank account amounts to other currencies depends on the date you enter.

9. If you need, select the currency rate type that applies to these group payments from the Rate Type drop-down.

Rate types define the conversion rules Kinetic uses to update amounts from the original (source) currency to a new (target) currency.

10. Select **Save**.



If you select Clear  and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

Entering the Payment Details

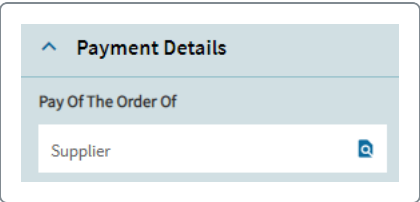
- 1. In the **Current Payments in Process** card, select **New Payment**.

The **Payment Details** card displays.



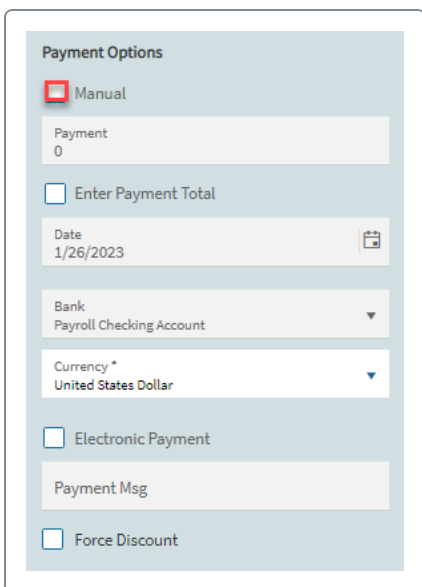
Here you can create payments for specific invoices, miscellaneous payments, electronic payments, and manual checks.

- 2. Search for the supplier or enter their ID directly in the field and press **Tab**.



Kinetic automatically displays the supplier name and address, as well other information linked to them.

- 3. If the group uses a manual payment method, select the **Manual** check box.



Payment Options

☒ Manual

Payment
0

☐ Enter Payment Total

Date
1/26/2023

Bank
Payroll Checking Account

Currency *
United States Dollar

☐ Electronic Payment

Payment Msg

☐ Force Discount

For the manual payments, the 'Manual' check box is selected (and you can't clear it) and some of the fields in the **Manual Payment** section are available.

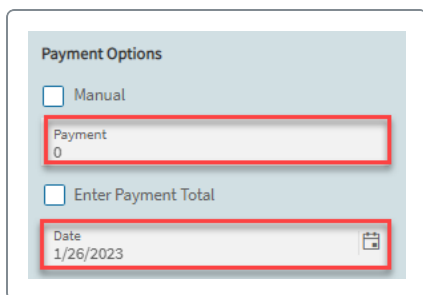
Manual checks are created outside of the application. You must pay all payments you make for this group through manual checks. Usually you write these paper checks for COD payments or unforeseen expenses.

For manual payments, you can:

1. Select the **Enter Payment Total** check box to enable entering a check amount in the Payment Total field. If the check box is clear, the 'Payment Total' field displays a total amount that you can't change.

The 'Enter Payment Total' check box becomes available if this is a manual payment and if the bank currency is different from the company's base currency.

2. Enter the check number in the Payment field and the check date in the Date field.



Payment Options

☐ Manual

Payment
0

☐ Enter Payment Total

Date
1/26/2023

4. If this payment uses EFT, the **Electronic Payment** check box is on.

You send such payments electronically to a bank linked to a supplier. If you select an EFT payment method for the group, you must pay all payments in this group electronically.

You create payment methods using the 'Payment Method Maintenance' app. There you specify the file to use for the electronic payments on this method record. You must also add a bank that can receive electronic deposits on the supplier record. If there is no bank for the supplier record, the application throws an error message.

When you use the **Process Payments** option of the Overflow menu, you can:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Preview** - Previews remittance advice, once either the **Print** or **Generate Only** process is complete.

5. Select the **Force Discount** check box if you want Kinetic to calculate the payment using the best possible discount terms offered by the supplier.

When the check box is clear, Kinetic calculates the discount based on the effective discount rate defined by the supplier's purchasing terms.

6. If you need, in the **Exchange Rate** field, enter the exchange rate type to change the default one you selected for the group. This field is available when the bank currency is different from your company's base currency.
7. If necessary, enter the GL description for this payment.

You can enter the transaction description manually. Otherwise, Kinetic creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in 'GL Transaction Type', and uses it as this transaction's description. You can review the transaction description in the 'Review Journal' app.

After you process a payment, Kinetic assigns the description you enter (or the description the Kinetic creates) with a specific prefix that depends on the transaction. For the AP payment, the prefix is **AP Paym** followed by : (colon). For example:

- If you enter description for an ordinary AP payment, then the transaction description is: **AP Paym: XXX**, where **XXX** is the description you enter.

- If you don't enter the description: **AP Paym: PayNum SupName**, where **PayNum** is a payment number, and **SupName** is a supplier name.

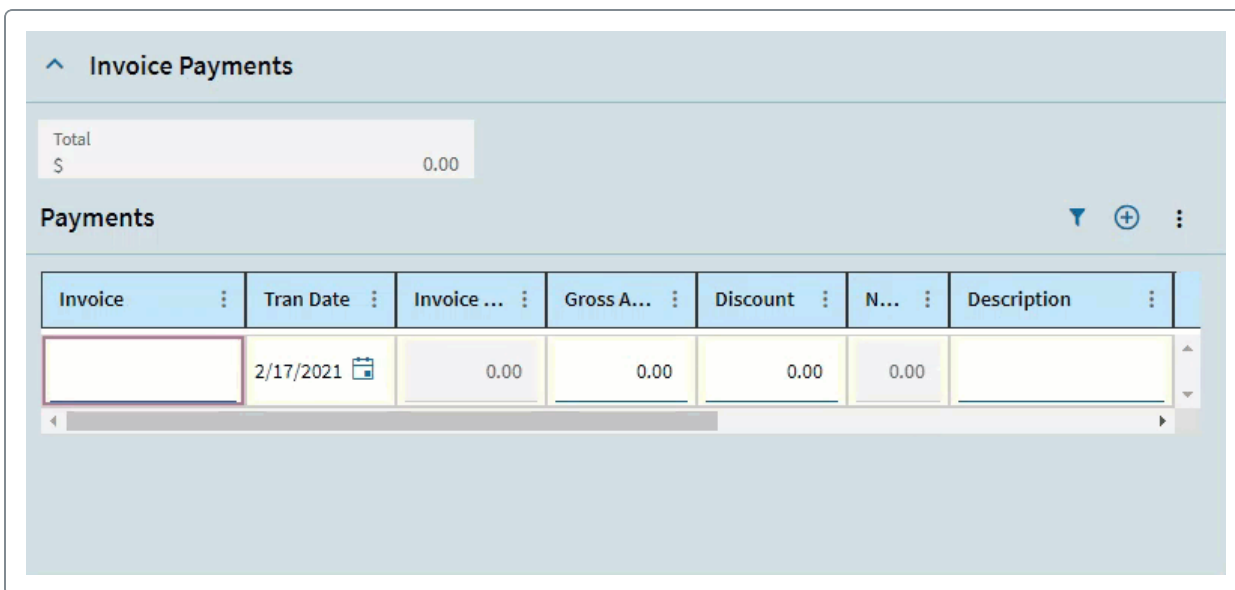
8. Select **Save**. 

Adding an Invoice Payment

On the **Invoice Payments** card, enter and edit payments made against a specific invoice. You apply these payments against open invoices created for the supplier you selected on the 'Payment Details' card.

1. Expand the **Invoice Payments** card and select **New Invoice Payment**. 
2. Enter the number of the invoice against which the payment applies or search for it.

In the **Invoice** field, right-click to open the context menu and select **Search**:



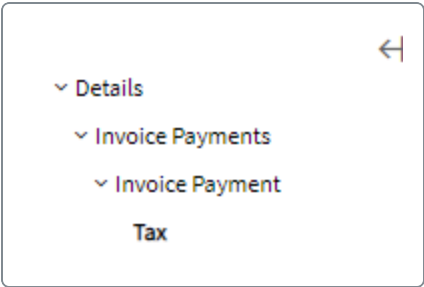
Invoice	Tran Date	Invoice ...	Gross A...	Discount	N...	Description
	2/17/2021	0.00	0.00	0.00	0.00	

Then, select **Search** in the panel that opens, choose the invoice you need from the grid, and select **OK**.

3. After you add an invoice, its details fill in automatically. However, you can change them, if necessary.
4. Enter the **Gross Amount** value of the payment, excluding discounts, in the currency of the supplier's invoice.
5. Change the **Discount** amount, if necessary. Kinetic uses the discount terms set on the supplier record to calculate the amount. The app subtracts the discount amount from the gross amount to calculate the amount in the 'Net Payment' field. The company pays this amount. Then, after

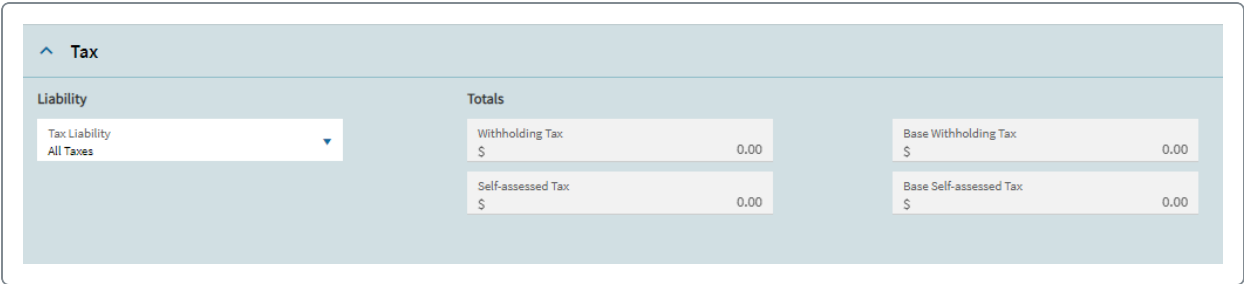
you save the invoice, the 'Invoice New Balance' amount displays the difference between the amount of the supplier's invoice and the Net Payment, if any.

- 6. Enter information about the payment in the **Description** field. If this payment is made by check, the system prints this text on the check stub.
- 7. Specify the invoice legal number and taxes details, if you need. To do that, open the **Invoice Payment** card using the Nev tree.



- 1. From the Overflow menu, select **Legal Numbers > Assign Legal Number**.
- 2. Select **Save**. 

- 1. Expand the **Tax** card.



- 2. Select the required tax liability (the tax region for the current payment) from the drop-down. If the liability has multiple taxes, the app calculates and populates them in the **Tax Lines** grid.
- 3. Select a **Tax ID**. The app calculates the tax amounts based on the payment amount and the tax percentage set for the selected ID.

Tax Lines						
Tax ID	Rate Code	Collection Type	Manual	Percent	Fixed Tax	Taxable...
City Tax	City Tax Rate	Invoicing	☐	2.00000	0.00	1,184.45
County Sale Tax	County Sales Tax 2...	Invoicing	☐	1.25500	0.00	1,184.45
State Sales Tax	State Sales Tax Rat...	Invoicing	☐	0.00000	0.00	1,184.45
EU SUPP...	RATE	Invoicing	☒	17.50000	0.00	0.00

4. If necessary, edit the tax line details.

5. Select **Save**.

8. Select **Save**.

Tip: You can also add miscellaneous payments and prepayments.

Setting Up Additional Payment Details

After you add the general payment details and invoices/misc payments/prepayments, you can also set up/adjust the bank/remit to, bank fee and ACH payment details. To learn more about each of them, expand the sections above.

On the **Bank/Remit To** card, select a bank account or remit to address for the current payment. The system takes the bank/remit to from the AP invoice by default, but you can select an alternative if the supplier has multiple bank/remit to records.

1. Expand the **Bank/Remit To** card and select the required supplier bank account or remit to record from the drop-down. It defaults from the invoice, if specified.

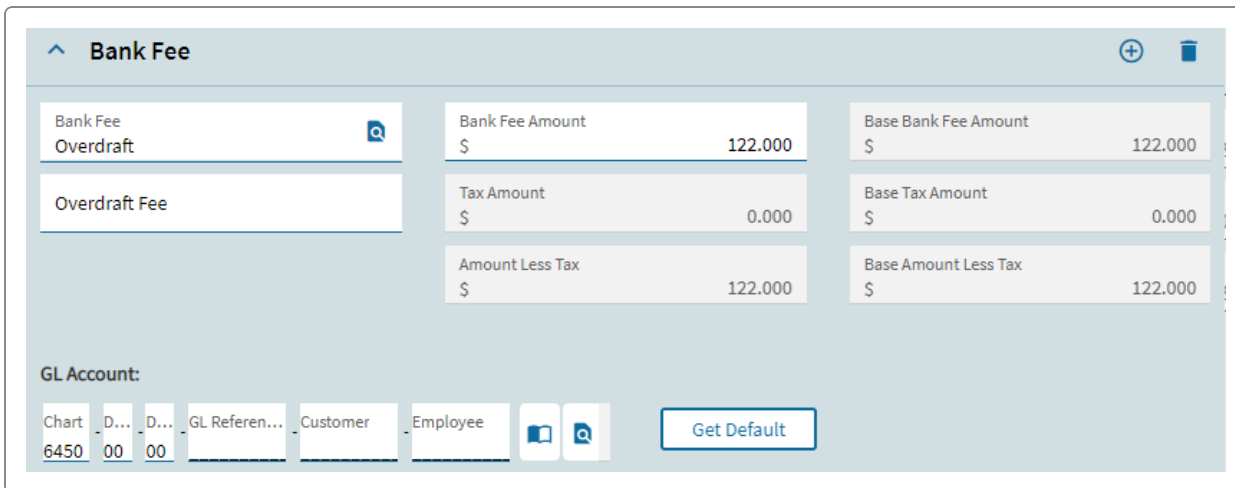


If you're entering an Electronic File Transfer (EFT) payment, select the bank account with the payment method.

2. The bank details fill in automatically. Select **Save** once done.

On the **Bank Fee** card, enter bank charges that apply to the payment.

1. Expand the **Bank Fee** card and select **New**  to enter a bank fee.
2. Search  for the fee you want to place against the payments and select it.
3. Enter the **Bank Fee Amount** value (in the currency selected for the payment).
4. In the **GL Account** section, select the **Get Default** option to get default GL account number. This number consists of four segments that represent the number (Division, Chart, Deposit, and GL Definition). If you don't want to use the default settings, you can search enter the elements manually.



5. Add a bank fee tax by selecting **New** .
6. Select the required tax ID from the drop-down.
7. Select **Save**. .

On the **ACH Payments** card, specify the the default settings for electronic payments made through the Automated Clearing House (ACH) Network. The fields on this card are active only if the payment method for the selected payment group is of the EFT type.



You must specify the **Routing**, **ID**, and **Check Digits** values for the bank accounts you use in the ACH payments processing.

1. Expand the **ACH Payments** card.
2. From the **Entry Class Code** drop-down, select the class code. It specifies the type of a payment (credit or debit), account nature (consumer or corporate), and any other information specific to the format. This value defaults from the option that you set for the selected supplier

in the 'Supplier Maintenance' app. However, you can change the defaults to one of the following options:

- **CCD** - Corporate credit or debit used to disburse or consolidate funds
- **CTX** - Corporate trade exchange
- **WEB** - Internet-initiated entries

3. Select the required **Transaction Code**. This is a two-digit code that identifies the type of account to be debited or credited and indicates whether the item is a prenote or dollar transaction. You set this code for each individual entry detail record. The options include:

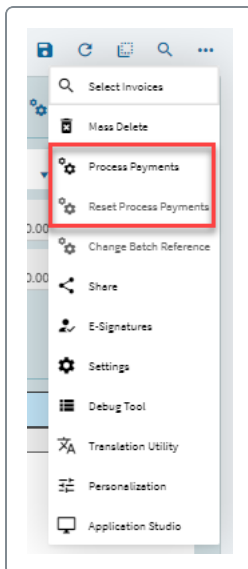
- **22** - Checking account credit (default)
- **23** - Checking account credit prenote
- **32** - Savings account credit
- **33** - Savings account credit prenote

4. Select **Save**. 

Using the Payment Group Options

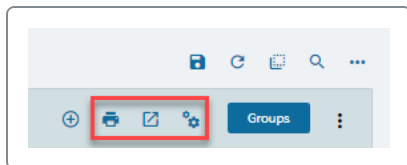
After your payment is ready, use the Overflow menu  to:

- [Process Payments](#)
- **Reset Process Payments**



To post the group, generate/review/print the 'Remittance Advice Report', and to generate/review/print the 'Group Edit List Report', review the following articles.

- Print Remittance Advice
- Generating the Edit List Report for a Payment Group
- Post



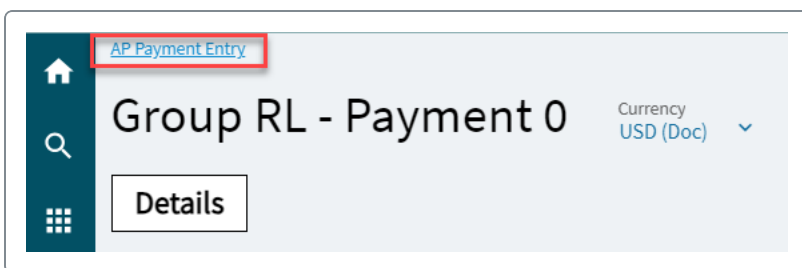
Locking Group

You can lock a group to prevent other users modifying and posting it. A group can be only unlocked by the user that locked it.

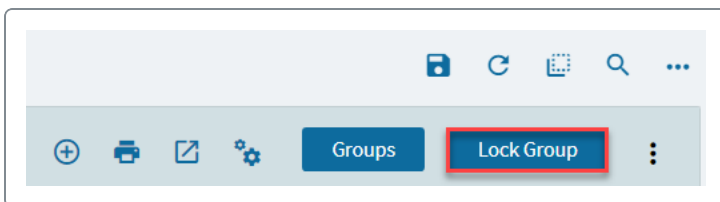
To lock a group:

1. If you create a new group and define payment details, click the **AP Payment Entry** link.

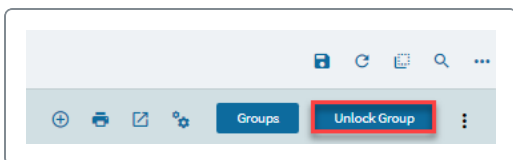
The **Group** card displays.



2. Next, select the **Lock Group** button.



The button changes to 'Unlock Group'.



3. Select **Save**. 

Entering Miscellaneous Payments and Prepayments in AP Payment Entry

Add miscellaneous payments and prepayments on the **Miscellaneous Payments** card in the 'AP Payment Entry' app. You need misc payments for miscellaneous expenses (like un-invoiced payments for products or services used in the company's operation). As for prepayments, you typically generate them for a contract agreement when AP invoices are not available. Here, you can also enter taxes that apply to the (pre)payments.



The routine that follows assumes that you already have a payment group and payment details. Please refer to the Entering Payments article for more details.

In this article, we will cover:

- [Adding a misc payment/prepayment](#)
- [Adding taxes to the misc payment/prepayment](#)

Adding a Misc Payment

1. In the AP Payment Entry app, select your group and click on a **Payment Number** link.

The **Payment Details** card displays.

The screenshot shows the 'AP Payment Entry' app interface. At the top, there's a 'Group' dropdown menu with 'RL' selected. Below this, there are several input fields: 'Bank Account *' (Payroll Checking Account), 'Default Currency *' (United States Dollar), 'Payment Method' (AP Check Payment), 'Payment Date' (1/26/2023), 'Rate Type' (Main Rate Type), and 'Current Payments In Process' (All). A search bar labeled 'Payment' is also present. At the bottom, there's a table with columns: 'Payment N...', 'Name', 'Manual', 'Date', 'Payment Document Type', and 'Payment T...'. The first row shows a payment number '0' (highlighted with a red box), 'A-Z Metals', a checkbox for 'Manual', the date '01/26/2023', a yellow background for 'Payment Document Type', and '0.00' for 'Payment T...'. A blue plus icon is visible in the bottom right corner of the table area.

2. Scroll down to locate the **Miscellaneous Payments** card and expand it.
3. On the card, select **New Miscellaneous Payment**.

Invoice	Pre-Payment	Gross Amount	Tax Amount	Expense Amount	Description	Contract/Reference	Ref PO
	☐	0.00	0.00	0.00			0

4. Enter the payment amount in the **Gross Amount** field and, if necessary, add the description of the misc payment/prepayment in the **Description** field.

Invoice	Pre-Pa...	Gross A...	Tax Am...	Expens...	Description
☒ ABE-2021-2-001	☒	1,223.00	0.00	1,223.00	Feb Prepayment
	☐	576.00	0.00	576.00	Gas

5. If this is a prepayment, select the **Pre-Payment** check box. This indicates the amount you enter is a pre-payment that you will send to the supplier.

If you are creating a prepayment, you can also specify the following:

- **Contract/Reference** - Contract or reference number.
- **Ref PO** - Reference purchase order number for the prepayment. You can search for it using the context menu in the field.

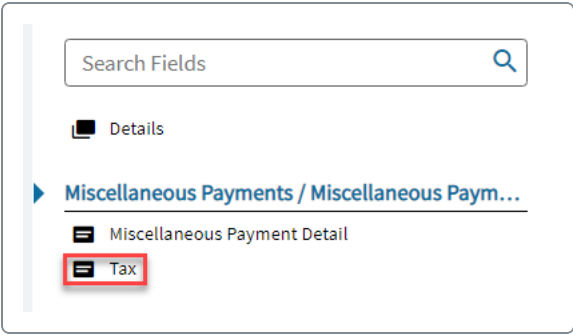
6. Select **Save**. 



To change an expense account to a miscellaneous payment select the payment in the **Tran No** field column on the Miscellaneous Payments card. Then search for and select a GL account in the **Expense Account** field.

Adding Taxes to the Misc Payment/Prepayment

1. To add a tax to the misc payment/prepayment, select the **Tax** node in the Nav tree.
- The **Tax** card displays.



2. Select the required tax liability (the tax region for the current payment) from the drop-down.

If the liability has multiple taxes, the app calculates and populates them in the **Tax Lines** grid. If it doesn't and you add/change the tax lines manually, the **Manual Tax Update** check box appears. It is on by default.



You can manually clear this check box. The app then re-calculates the taxes according to the **Tax Liability** you selected and you lose all manual updates after you save the changes.

3. Select a tax ID.

The app calculates the tax amounts based on the payment amount and the tax percentage set for the selected ID.

Tax Lines						
Tax ID	Rate Code	Collection Type	Manual	Percent	Fixed Tax	Taxable...
City Tax	City Tax Rate	Invoicing	☐	2.00000	0.00	1,184.45
County Sale Tax	County Sales Tax 2...	Invoicing	☐	1.25500	0.00	1,184.45
State Sales Tax	State Sales Tax Rat...	Invoicing	☐	0.00000	0.00	1,184.45
EU SUPP...	RATE	Invoicing	☒	17.50000	0.00	0.00

4. Select **Save**. 

Selecting Invoices for an AP Payment Group

Quickly select invoices for an AP payment group and generate payments them using the **Select Invoices** option of the landing page Overflow menu  in **AP Payment Entry**. The application

searches for all the open invoices and selects the records that match the criteria you set up. Various check boxes help you limit or expand the search.



If you want to add invoice payments individually, refer to the **Adding an Invoice Payment** section of the [Entering Payments](#) article.

1. After you add the payment details, from the **Details** page, go back to the landing page of the application. To easily do that, select **AP Payment Entry** in the crumb bar in the top left corner of the page:



2. On the landing page, highlight the group you want to select the invoices for. From the landing page Overflow menu , select **Select Invoices**.
3. Now, select the invoices manually in the **Invoice Payment Selection** card or filter the search.

By default, the system displays the invoices based on the payment method of the payment group. The payment method of each invoice displays in the grid, as well as their **Bank/Remit To ID** and **Bank/Remit To Name**.

- If the **Bank/Remit To ID** is set on the invoice, a payment is created with this bank regardless if this bank is primary or not for the supplier.
- If the **Bank/Remit To ID** is not set on the invoice and the supplier has a primary bank defined, a payment is created with this primary bank.
- If the **Bank/Remit To ID** is not set on the invoice and the supplier has no primary bank defined, the application creates a payment with the first selected supplier's bank that has the same payment method as on the group. If such a bank does not exist, it creates a payment with the first selected supplier's bank regardless of its payment method.
- If the **Bank/Remit To ID** is not set on the invoice and the supplier does not have any bank defined, the applications creates no payment and you get an error message.

Tip: You can select/clear all invoices by using the check box in the upper left corner:



Invoice Payment Selection ×

^ Invoice Payment Selection ▼ ⋮

☐	Select... ⋮	Name ⋮	Bank/Remit To ID
☒	☒		
☐	☐		
☒	☒		
☐	☐		
☒	☒		
☒	☒		

↶ Full Screen

OK Filters Cancel

1. In the **Invoice Payment Selection** panel, select **Filters**.
2. If you want to filter all the invoices for a specific due date, enter it. The application returns all invoices due on or before this date. By default, the field displays the group's **Payment Date**.

Selection

Due Date
2/17/2021

☐ Consider Discount Dates

Discount Horizon
2/17/2021

☐ Exclude Invoices with Zero Discount

☐ Include Invoices without Payment Method

☐ Include Invoices with Letter of Credit

☒ Include future due Debit Memos

3. Select the applicable check boxes to:

- **Consider Discount Dates** - Limit the results to invoices with discount dates on or after the specified due date, select the check box. If you select it, also specify the **Discount Horizon** date. The system will include the invoices which discount dates are before or on the **Discount Horizon** date you specify.
- **Exclude Invoices with Zero Discount** - Exclude invoices with zero discount amounts or with an AP invoice discount date earlier than the payment date.
- **Include Invoices without Payment Method** - Include invoices without a payment method
- **Include Invoices with Letter of Credit** - Include invoices linked to letters of credit
- **Include Future Due Debit Memos** - Include debit memos with future due dates.

4. If necessary, select specific payment methods, supplier groups, invoice currencies, or suppliers to include in the search.

Filters

2 Payment Methods Selected

All Supplier Groups Selected

1 Invoice Currency Selected

All Suppliers Selected

AP Physical Check

AP Check Payment

USD

5. Select **OK**.

You return to the **Invoice Payment Selection** panel, the grid fills with the records that you filtered for. There you can select some or all of them.

 Debit Memos are always selected for payment, and you can't filter them through the criteria you define. If this creates a negative check, you need to delete the records that cause this amount before you process the payments.

- 4. To enter payment amounts against the invoices you selected, in each invoice's **Gross Payment** field (scroll right to find it), enter the required amount.
- 5. If a discount is available for this payment, it appears in the **Disc. Taken** field. If you need, change this amount. If you do this, the **Net Payment** amount changes respectively.

☐	S...	Name	Bank/Remit T...	Bank/...	Invoice	De...	P...	Due Date	Amou...	Gross ...	Disc. T...	Net Pa...
☐	☒					☐	☐		121.00	121.00	5.00	116.00

- 6. When done, select **OK**. The new entry appears in the grid on the **Current Payments In Process** card. If necessary, you can open it's **Details** page and adjust/review the invoice payments that you added. They will be available on the **Invoice Payments** card. There you can also go into details for each invoice, specify their legal numbers and taxes, if necessary. To learn more about the process, refer to the next sections of this article.

 Only a specific number of invoices can be printed on a single check stub. If you select more invoices than a check can handle, the application creates two or



more checks when it processes these payments. This can result in a negative check, which you can't print or post. If this happens, rearrange your payments so that you create a positive check amount.

Tip: You can not only mass add, but also mass delete the payments. To do that, in the **Current Payments In Process** grid, highlight the check group that you want to delete and select **Mass Delete** from the Overflow menu. This removes all the payments in this check group. Note that you can't delete a payment that you have already posted to your GL accounts. If you post a payment in error, you will need to create an offsetting entry to correct it.

Enter overview information here. Content should be conversational and contain program name.

Use the of the application to view existing (Replace) or to enter a new one.

In this article, we will cover creating (Replace).

1. From the main menu, navigate to **Module> Update navigation path**.
2. Select **New**  to add a new (Replace).
3. Add additional steps here.
4. Select **Save**. 

Processing Payments

When you finish entering your payments, process them using the **Process Payment** command of the Overflow menu  in the **AP Payment Entry** app. Use this option to print checks or create electronic payments files for all payments within the current group. For 'Electronic File Transfer' payments, this process creates an electronic bank export payment file. The options available in the application depend on the 'Payment Method' you select for the payment group.

If the payment method is for electronic payments, you must also select the **Bank Export File** you use to receive the payment information. Each payment automatically has a Remittance Advice Number printed on it. For the electronic payment processing, the following options are available:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Print Preview** - Previews remittance advice, once either the Print or Generate Only process is complete.

If the payment method is for manual checks, the app prints the checks in alphabetical order by

supplier name. If there is no room to print out all the invoices being paid to a supplier, the application splits the payment and automatically generates a second check.

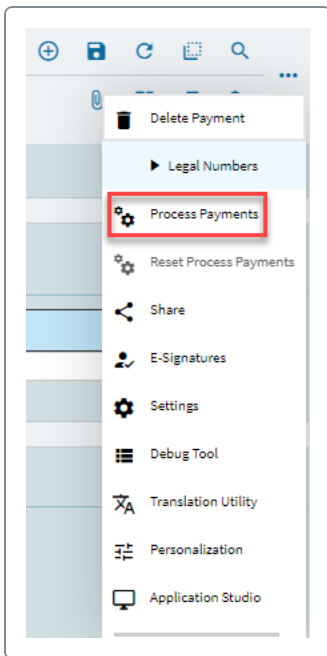


You can't change check records after they are printed. If there is an error, you need to delete the check.

In this article, we will cover processing a payment.

1. In the AP Payment Entry, from the Overflow menu , select **Process Payments**.

The Process Payments panel opens.



2. Specify the required parameters of the process.

- **Payment number currently loaded** - Number of the payment to include in the checks or payment file. If you want to use a different payment, select the **Override Payment** check box and enter the number you want to load.
- **Override Payment** - Select this check box and enter the first payment number in the run in the **Payment number currently loaded** field. Kinetic will give a sequential number that begins with this value to every check or EFT (electronic file) in the run.
- **Payment Date** - Date the application will print on the checks and displayed on the electronic payments. By default, the group's payment date displays in this field. If you need, you can change this value to any date - as long as it is within an open period.
- **Fiscal Year** - Fiscal year assigned to these payments.
- **Fiscal Year Suffix** - Fiscal year suffix assigned to these payments.

- **Period** - Fiscal period assigned to these payments.
- **Form** - Form to generate through this payment process. It can be **Check**, **Remittance**, or **Both**. The payment method determines the available options.
- **Bank Account** - Bank account where the systems will pull the payment amounts. When you post these payments, the Cash account selected within the bank account record is used to record the payment transactions. The default file originates from the payment method.
- **Bank Export File** - File used to send all electronic payments in the current group. This field is available for electronic payments only.

3. Select **Print**.



It assigns payment numbers, generates electronic file, and prints remittance advice. You can also select **Generate Only** using the panel's Overflow menu  to assign payment numbers and generate an electronic file without printing. Or, you can select **Print Preview** to view once the 'Print' or 'Generate Only' processing is complete.



If you made a mistake or the information is populated incorrectly, you can reset the payment processing.

Resetting Payments Processing

Reset the payments processing for the current payment group when information is not populated correctly using the **Reset Process Payments** option of the Overflow menu  in the 'AP Payment Entry' app.



For electronic payments, this process is only valid after you run **Process Payments** but before you post them. You cannot change payments that are posted. If you need, use the **Void Payment Entry** program to cancel an incorrect check amount.

In this article, we will cover resetting payments processing and rerunning it.

1. In the **AP Payment Entry** app, if applicable, make any necessary changes to the payments in the group to correct the errors.
2. When done, from the Overflow menu , select **Reset Process Payments**.

3. Select **Yes** to the warning message that displays.
4. To rerun the processing, from the Overflow menu , select **Process Payments**.
5. In the **Last Good Payment number printed** field, enter the final remittance advice number that printed correctly.

If you need to reprint all the remittance advice numbers, enter **0** in this field.

You print a group of payments numbered '1550' to '1600'. After payment number '1570' is printed, your printer runs out of ink. You need to reprint the payments '1571' through '1600'. After you replace the cartridge, you select **Restart Process Payments** and enter **1570** as **Last Good Payment Number printed**.

6. Then, in the **Payment number currently loaded** field, enter the number from which you want the remittance advice numbers to start.

The application calculates this value by finding the highest payment number on file within the bank account and then adding a 1 to it. If this number is not what you want to use for the first reprinted payment, enter a different number. When you restart printing, the application prints all payments that have numbers higher than the **Last Good Payment Number printed** value. It also assigns new payment numbers, starting with the **Payment Number Currently Loaded** value.

7. If necessary, select the **Bank Export File** option to find and select a different export file. You use this file to process electronic payments.
8. Specify the report options, if necessary.
 - **Output Format** - Format for the output.
 - **Report Style** - Report style option you want to use.
 - **Schedule** - Schedule you use to print the report. If you select something other than Now, the Recurring check box is available.
 - **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
 - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the system purges the report. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Description of a specific report run. It displays in the System Monitor.

Posting Payments

Post the AP payment transactions within the general ledger (GL) using the Post option of the Overflow menu  in the **AP Payment Entry** app. Run the posting after you process the payments and verify that all checks print correctly.



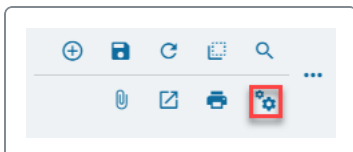
Kinetic pulls the GL Account numbers used for the payment transactions from your 'AP Account' and 'Bank Account' files. If you entered a manual check payment and selected a different GL account distribution, the post process will record the transaction within the account you manually selected.

The following rules and conditions apply:

- You can't edit the posted payments. If you need to edit the posted payment, use Void Payment Entry to cancel the incorrect amount.
- You should only run the process after you have both printed and verified that your check payments are correct.
- If an error occurs during posting and the payment did not post, review the generated posting log that stores information related to the process.
- You can add multiple payments to the payment group.

In this article, we will cover posting the payment group.

1. In the AP Payment Entry app, select **Post**.



Printing the Remittance Advice Report

Print the Remittance Advice for all or some payments in a check group using the **Print Remittance Advice** option of the Overflow menu  in **AP Payment Entry**. You can print the form for all the payment types if you assign a check number to each payment within a group.

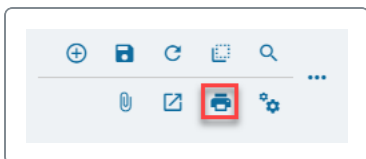
The remit to (address) details print on the remittance advice, including the Bank/Remit To ID. Printing of remittance advice for manual payments is optional. You can still post a group without printing a remittance advice.



You can post a Payment Entry group without printing the Remittance Advice form.

In this article, we will cover printing the Remittance Advice report.

1. In the 'AP Payment Entry' app, select **Print Remittance Advice**.



2. Specify the report parameters.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print Preview**  or **Client Print**. 

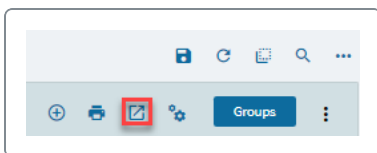
Generating the Edit List Report for a Payment Group

We recommend you to print out/preview the **Group Edit List** report before you process the payments to verify that the payments are correct.

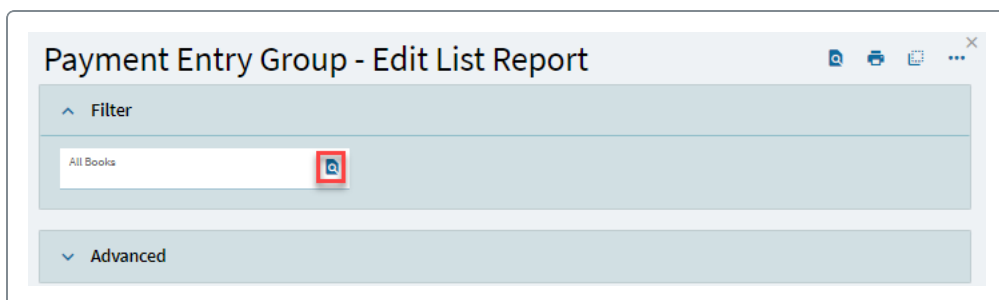
Before you print the report, define your selection parameters or select a specific Book ID that you want to display on the report. You can select a different set of options for each report, depending on the data you want to display.

1. In the AP Payment Entry app, search for the group with the payment(s).
2. Select **Print Group Edit List**.

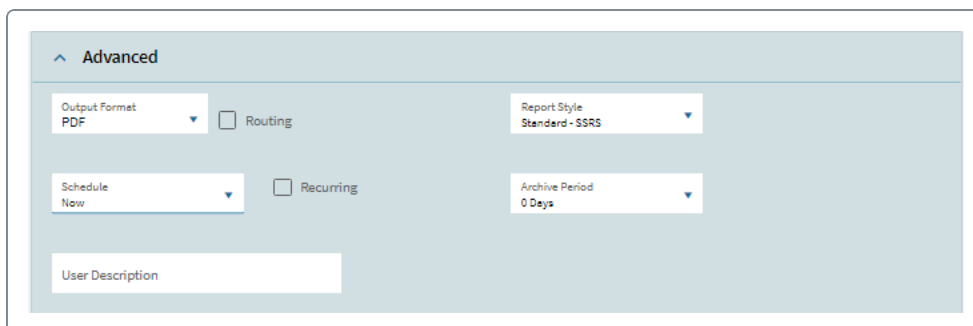
The Payment Entry Group - Edit List Report panel opens.



3. Search for and select the book that you want to include in the report.



4. Expand the **Advanced** card to specify the report parameters.



- **Report Style** - Report style you want to use to run this report.
- **Output Format** - Format for the output.
- **Schedule** - Schedules when you want to print the report. If you select something other than **Now**, the **Recurring** check box becomes available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency

setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Description of a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

5. Select **Print Preview** or **Client Print**.

Editing and Creating Payment Batches

Edit existing payment batches, create new batches and move payments from one batch to another in **Payment Batch Maintenance**.

If a payment batch you are working with is locked, you can unlock it in the **Unlock Batch** application.

Use the landing page of the application to view and select existing batch IDs or to enter a new one.

In this article, we will cover:

- [Editing an existing payment batch](#)
- [Creating a new payment batch](#)

Editing an Existing Payment Batch

In a batch, you can adjust the batch date, move payment to another batch, and also add and delete payments.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Payment Batch Maintenance**.
2. In the grid, select a batch that you want to edit.
3. Adjust **Batch Date**, if necessary.
4. If you need to move a payment from this batch to another one, expand the **Payments** card, select the payment in the grid, and select **Move Payments** from the grid Overflow menu . Then, in the **Search** panel that opens, search for and select the batch where you want to move the payment and select **OK**.
5. If you want to add a payment to the batch, select **New**  and add as many payments as you need. The application adds the payments to the batch and you can see them in the grid.
 1. Select the payment you want to delete in the grid.
 2. From the grid Overflow menu , select **Delete**. To the confirmation message, select **Yes**.



If you delete all payments from the batch, they all become individual.

6. Once done editing the batch, select **Save** .

Creating a New Payment Batch

1. On the landing page of **Payment Batch Maintenance**, select **New**  to add a new batch.
2. In the panel that opens, enter the **Batch Reference** number and select **OK**. You can also select **Next Reference** - then the system will automatically generate the next consecutive reference number.
3. Select the bank account where the data is reconciled.
4. If necessary, adjust the batch date.

Details

Batch

00013

Bank Account

Main Checking Account

Bank Currency

United States Dollar

Batch Date

2/11/2021

Reconciled Date

month/day/year

Statement

Total Cash

\$

0.00

Currency

USD

☐ Interface-Generated

Status

None Selected

You can review the following fields on this card:

- **Bank Currency** - Batch bank currency.
- **Reconciled Date** - Date of reconciliation.
- **Statement** - Number of the bank statement this batch is matched to.
- **Total Cash** - Total amount of the batch.
- **Interface-Generated** - Indicates whether this batch was generated by an electronic interface.
- **Status** - Batch status. The following options are available:

Status	Description
Preliminary	You haven't posted at least one of the payments in the batch
Ready for reconciliation	You have posted all payments in the batch
Reconciled Pending	The batch is matched to the statement
Reconciled	The statement to which you matched the batch is posted

5. Select **Save** . 
6. Expand the **Payments** card to add the required payments to the batch. Once you select **New**  , the panel opens and displays all payments which you can potentially add to this batch. If

necessary, you can filter the records for easier selection. All payments in the list meet the following requirements:

- The payment and the batch have the same bank account.
- The payment is individual (not a batch already).
- The payment is not matched, voided or reconciled.

Select Payments

^ **Payments**

All

⌵
⌵
⋮

☐	Check ⋮	Check ... ⋮	Bank A... ⋮	Check ... ⋮	Currency Code
☒	10186	04/30/2020	50.00	50.00	USD
☐	10187	04/30/2020	125.00	125.00	USD
☐	10188	04/30/2020	19,696.56	19,696.56	USD
☐	10202	05/05/2020	125.00	125.00	USD
☐	10195	05/06/2020	2,500.00	2,500.00	USD
☒	10196	05/06/2020	125,000.00	125,000.00	USD
☒	10197	05/06/2020	34,500.00	34,500.00	USD
☐	10198	05/06/2020	10,377.00	10,377.00	USD
☐	10200	05/06/2020	50,000.00	50,000.00	USD

Next

Filter

OK

Cancel

1. On the **Select Payments** panel, on the **Selection** card, select **Filter**.

Alternatively, you can use the Funnel icon .

2. Specify the period of the payments in the **From** and **To** fields.
3. If necessary, enter what the check reference must start with.

- On the **Filter** card, select **Supplier** to search for the suppliers you want to include in the filter.

[^] Selection

From
12/1/2020

To
2/11/2021

Check Number Starts With

☐ Return All Rows

Maximum Rows Returned
100

[^] Filter

Supplier...

Clear

Supplier ID	Name	Phone
ABCM	ABC Metals	612-555-4563

- Select **OK**.

Select **OK** after you select all the payments you want to add.

- If necessary, review the payments in the grid on the **Payments** card.
- Select **Save** .

Payment Instruments

Entering AP Payment Instruments

Enter instruments applied to supplier invoices at a later date in **Payment Instrument Payable Entry**. This allows you to track and control promissory notes, post-dated checks, and other future-dated payment instruments (PIs).

You often need to enter a PI when you receive a promissory note with an Accounts Payable (AP) invoice. Payable instruments result in the withdrawal of funds you need to pay the debt. You can also use **Payment Instrument Payable Entry** to endorse AR payment instruments as a payment of supplier's invoices.

Payment instruments are financial transaction methods used in different localities. Examples of payment instruments include promissory notes and post-dated checks. You run the **Payment Instrument** functionality to track each instrument, from initial generation or receipt to clearance or settlement.

Use this application to:

- Track resulting movements and value changes for audit and credit control purposes.
- Void instruments (which re-opens the invoice(s) to which the payment instrument was applied).
- Change how you use payment instruments. For example, the company pays one of the invoices covered by a promissory note in cash. You can use this application to allocate the note payments to a different payable.
- Reflect on tax consequences. This can include journal generation to reflect the payment of taxes due on a final settlement or cash movement.

The system allows you to configure the process to reflect the laws governing these instruments. Some countries require that the cash account for your company always reflect the value that is truly in the bank. Other countries place the check amount into a holding account, which is reduced when the bank reconciles the statement.

In addition, you can:

- Generate immediate payment for AP invoices paid by promissory notes.
- Negotiate of one payment instrument to other suppliers as payment for other invoices.
- Use of a check, credit card, purchase card, debit card, or Electronic Funds Transfer (EFT) to send payments to a supplier.

For example, a company receives three supplier invoices for \$1,500, \$500, and \$2,000, and a promissory note for \$4,000. The company enters and posts the invoices in **AP Invoice Entry** and the promissory note in **Payment Instrument Payable Entry**.

The promissory note specifies the bank accounts used for withdrawal and deposit, defines the payment schedule, and lists the invoices to which the promissory note applies. As a result, the system does the following:

- Marks the invoices as paid when the promissory note is posted. General ledger movement does not reflect bank fees resulting from note entry.
- Treats the promissory note the same as any other payable.
- Reflects any bank fees owed in connection with the note.
- Displays the note on the Aged Payables Report because it represents future-period payments.
- Displays withdrawals connected with the note as debits to the company bank account.
- Closes the note when the debt is paid. You cannot change a note once it is closed.



If you want to process invoices in Payment Instrument, their number must be no longer than 46 characters.



The Kinetic version of **Payment Instrument Payable Entry** is only available for the customers in the Kinetic Preview Program. For other customers, it will be available in the upcoming releases. If you would like to participate in the program, please contact your Customer Account Manager.

Use the landing page of the application to review groups and AP payment instruments related to them or to enter a new one.

In this article, we will cover:

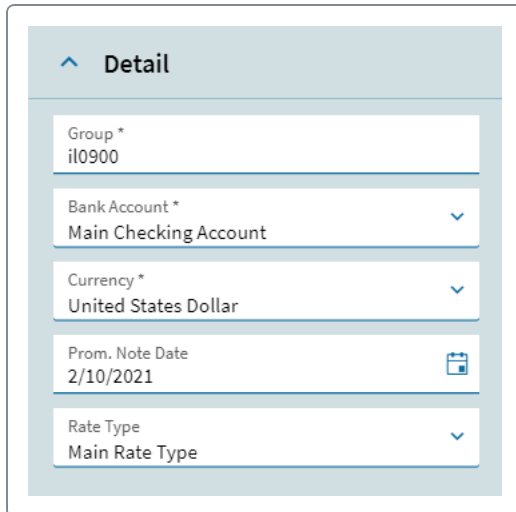
- [Creating Entry Groups](#)
- [Adding Payment Instruments](#)
- [Selecting Invoices for Payment](#)
- [Allocating Amounts to Invoices](#)
- [Entering Bank Fees](#)
- [Reviewing PI Endorsements](#)
- [Using Payment Instrument Options](#)

Creating Entry Groups

Create or select any existing entry group for batch processing of instruments, and review unposted PIs for a group using the **Groups** card.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Payment Instrument**.
2. Select **New**  in the **Groups** card to create a new group.
3. Enter the identifier for the payment instrument group.

4. Specify a bank account for the company.
5. Select the currency of the bank account.
6. Set the default transaction date for instruments that belong to the group in **Prom. Note Date**.
7. Select the rate the application applies when the instrument uses a currency that differs from the currency of the bank account using the **Rate Type** field.



Detail

Group *
il0900

Bank Account *
Main Checking Account

Currency *
United States Dollar

Prom. Note Date
2/10/2021

Rate Type
Main Rate Type

8. Select **Save**. 

Adding Payment Instruments

Add instruments applied to supplier invoices at a later date using the **Payment Instruments** card. This allows tracking and credit control for promissory notes, post-dated checks, and other future-dated payment instruments.

1. In the **Groups** card, highlight a group that you want to create a payment instrument for and select **New**  in the **Payment Instruments** card.
2. Specify the supplier.
3. Select a PI type and PI status.
4. Select the default document type or a new one.

Header

Pay... APPI01	☒ Manual	Supplier ABCM
APPI01		Supplier Name ABC Metals
Transaction Date 2/10/2021		Type AP Receieved
Fiscal Year 2021		Status AP Portfolio
Fiscal Period 2		Document Type APPITran
Due Date 2/10/2021		Legal Number

5. Enter the **Payment Instrument ID** and **Description** fields to identify the instrument.
6. Specify the transaction date for the instrument. This sets the apply date for the instrument. The application uses this date and the terms associated with the selected supplier to determine the payment schedule.
7. Select the bank in the **Supplier's Bank/Remit To Information** section. By default, the field displays the bank associated with the selected supplier. This is the bank where the application deposits payments from.
8. Review the bank account fields in the **Company's Bank/Remit To Information** section. This is the bank the application withdraws payments to.
9. Edit a supplier or company address specific to the instrument using the **Info** card.

The default information on this card originates from **Supplier Maintenance** and **Company Maintenance**.

^ Info

Company Information

Name
Epicor Education

Address 1
12600 S Torrence Ave

Address 2

Address 3

City
Chicago

State/Prov
IL

Postal Code
60633

Country
USA

Supplier Information

Name
ABC Metals

Address 1
2730 Broadway

Address 2

Address 3

City
St.Paul

State/Prov
MN

Postal Code
55113

Country
USA

10. Select **Save**. 

Selecting Invoices for Payment

Select invoices for payment using **Select Invoices** from the Overflow menu.  You can select invoices for payment in the **Invoice Payment Selection** panel.



The application unites only PIs for invoices with the same supplier name and the same bank/remit to ID. Invoices with no bank/remit to details are combined with items that have the supplier's primary bank/remit to ID.

1. **Select Invoices** from the Overflow menu. 
2. Select supplier groups and payment methods you want to select for payment.
3. Select **Apply**.

You can also link several payment instruments to a selected AP invoice using the **Select Invoice to Apply to a Group** option from the Overflow menu. 

Mass delete all invoices for a group at the same time using **Mass Delete PIs** from the Overflow menu. 



The application does not delete invoices that have errors.

Allocating Amounts to Invoices

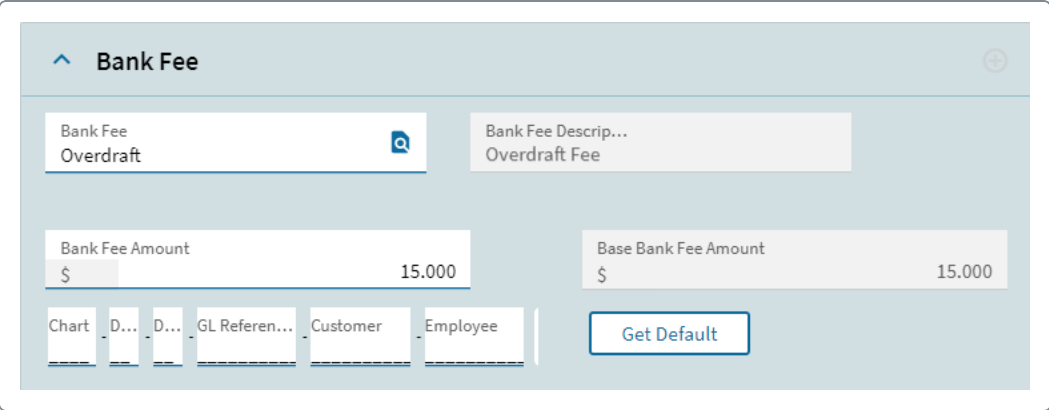
Delete invoices selected on the **Invoice Selection** card and adjust amounts allocated to them using **Allocated Invoices**.

1. Select a payment instrument in the **Payment Instruments** card.
2. Select **New**  to create a new invoice payment.
3. Enter the invoice number.
4. Specify the gross value.
5. Select **Save**. 

Entering Bank Fees

Enter bank fees that apply to the instrument using the **Bank Fee** card.

1. Expand the **Bank Fee** card and select **New**  in the **Bank Fee** card to create a new bank fee.
2. Search for the bank fee that applies to the instrument.
3. Enter the bank fee amount in the currency of the instrument.



4. Select the default GL account or search for another one.
5. Select **Save**. 

Reviewing PI Endorsements

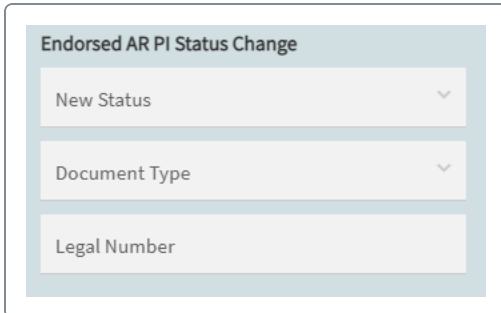
Review endorsed AR payment instruments details using the **Endorsed PI Receivable** card.

1. Select a payment instrument in the **Payment Instruments** card.
2. Select **New**  in the **Endorsed PI Receivable** card to create a new PI endorsement.
3. If you want to change a status, select it from the **New Status** drop-down.



The **New Status** drop-down contains only PI statuses with the **Endorsed to Supplier** stage.

4. Select a document type for endorsed AR PI movement.



5. Return to the **Header** card and change the payment instrument ID and its description if you want.
6. Select a supplier and a payment instrument type for the payment instrument.



The **Type** drop-down contains only PI types with the **Endorsed** initiation.

7. Select a payment instrument status.



The **Status** drop-down contains only PI statuses with the **Endorsed from Customer** stage.

8. Select **Save**. 

Using Payment Instrument Options

After you created an AP PI, you can also:

- Print PIs
- Post PIs
- Print Edit List

- Assign Legal Numbers
- Void Legal Numbers

Printing the AP Payment Instruments Report

Print the selected payment instrument in a format you define using the **Print Payment Instrument** option from the Overflow menu  in **Payment Instrument Payable Entry**. The **Payment Instrument Report** application that displays allows you to restrict the information you print.

You can select the **Assign Legal Number** check box to generate a legal number using the information defined in the legal number definition according to the document type of the payment instrument.

The payment instrument printout includes the Remit To/Bank information, so you can send it to the correct pay to address.

In this article, we will cover printing the AP PI report.

1. On the landing page of **Payment Instrument Payable Entry**, select a payment instrument you want to print a report for and select **Print Payment Instrument** from the Overflow menu. 
2. Specify the report parameters on the **Advanced** card.

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 

Printing Edit List for AP Payment Instruments

Print the **Edit List** form from the Overflow menu  in **Payment Instrument Payable Entry** to review and print a list of all the payment instruments placed within the current entry group.

In this article, we will cover printing Edit List for AP payment instruments.

1. In **Payment Instrument Payable Entry**, select a group you want to print an edit list for on the landing page and select **Edit List** from the Overflow menu. 
2. Specify the report parameters on the **Advanced** card.

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 

Assigning and Voiding Legal Numbers for AP PIs

Assign and void legal numbers to an AP payment instrument using the respective options of the Overflow menu  in **Payment Instrument Payable Entry**.

In this article, we will cover:

- [Assigning Legal Numbers](#)
- [Voiding Legal Numbers](#)

Assigning Legal Numbers

If you set the generation type for the document type to **Manual** in **Legal Number Maintenance**, you will need to manually assign a legal number sequence to your payment instrument payable. If you set the generation type to **Automatic**, the system automatically assigns a legal number sequence based on your settings.



You cannot assign a new legal number to the document if an existing legal number is assigned to it.

1. Select a payment instrument in the **Payment Instruments** card on the landing page. The application shows all invoices for this payment instrument.
2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.
3. Select **Assign Legal Number** from the Overflow menu. 
4. Specify the required legal number element information and select **OK**.



The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

Voiding Legal Numbers

You can also void a legal number assigned to a document using **Void Legal Number** from the Overflow menu.  You will need to specify a reason for voiding the number.

After the application voids a legal number, you can assign a new legal number.



If you set voiding for the legal number format as **Automatic Voiding** in **Legal Number Maintenance**, the legal number voids automatically when you delete the payment instrument payable.

1. Select a payment instrument in the **Payment Instruments** card in the landing page. The application shows all invoices for this payment instrument.
2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.
3. Select **Void Legal Number** from the Overflow menu. 
4. Enter a reason in the **Void Reason** field and select **OK**.

The application voids a legal number from the invoice and changes the status to **Not Printed**.

Creating a Payment Instrument Type

A payment instrument is an electronic or paper-based method used to transfer funds, like a promissory note or a future-dated check. Create different types of payment instruments that you use in **Payment Instrument Type Maintenance**.



This program is only available if you have the **Payment Instruments** module license.

Use the landing page of the application to view existing payment instrument types or to enter a new one.

In this article, we will cover creating a payment instrument type.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Instrument Type**.
2. Select **New**  to add a new payment instrument type.
3. In the **Type** field, enter an ID for the payment instrument type.
4. In the **Description** field, enter the type's description.
5. From the **Use In** drop-down, select in which modules you want to use this payment instrument type: **AR** or **AP**. Your selection here determines the availability of the **Accounts Receivable** or **Accounts Payable** fields on this page.
 - **Accounts Receivable** - Use the fields in this section to indicate whether a customer bank record is required. Then enter **Company Bank ID**, **Electronic Type Code**, and select an option for **First GL Update Stage**.
 - **Accounts Payable** - Use the fields in this section to indicate whether a supplier bank record is required. Then select options for **First GL Update Stage** and **Status Codes**. Select either **Check** or **Other** from the **Type** drop-down.
6. Now set the **Initiation** field to **Generation**, **Received**, or **Endorsed**. When you enter a payment instrument, the setting in this field determines which fields in the entry application are enabled.
 - **Generation** - When you print an invoice which has a payment method for generated payment instruments, you can generate a payment instrument within the invoice entry application.
 - **Received** - When you enter a payment instrument for a document you have received from a customer or supplier, you enter the payment instrument via **Payment Instrument Entry**. You cannot enter a payment instrument in the invoice entry application if the invoice has a payment method for received payment instruments.

- **Endorsed** - When you use an AR payment instrument as an endorsed payment of a supplier's invoice in an AP payment instrument. This initiation is available only for an AP payment instrument type.

7. Select the **Default** check box to make this payment instrument type the default one.
8. Select **Save**. 

Defining Payment Instrument Statuses

Payment instruments are financial transaction methods used in different localities. Examples of payment instruments include Promissory Notes and Post-Dated Checks. As a payment instrument (PI) moves through your business flow, it goes through a number of stages that indicate its progress. Each stage can contain multiple levels, or statuses, required for your financial processes. For example, in the AR Portfolio stage, you can have a Portfolio Signed status and Portfolio Posted status.

Run **Payment Instrument Status Maintenance** to define the statuses available for each of the payment instrument pre-defined stages.

Use the landing page of the application to view existing statuses or to enter a new one.

In this article, we will cover:

- [Defining Payment Instrument Statuses](#)
- [Linking Statuses to GL Control](#)

Defining Payment Instrument Statuses

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Instrument Status**.
2. Select **New**  to add a new status.
3. Enter the status and its description.



The status is a unique identifier, for example, 001. The description must indicate the purpose for the status, for example, AP Portfolio.

4. From the **Use In** drop-down list, select whether this status is used for either AP or AR.
5. In the **Stage** field, select the pre-defined stage available for accounts payable. Available AP stages are:
 - **Portfolio** - Used when a signed document has been received (Signed status), or an AP invoice has been reduced by the allocation from the Payment Instrument (Posted status).
 - **Settled** - Used when the cash is defined as paid.
 - **Cancelled** - Used when you return or cancel Payment Instrument, and all accounting movements are reversed.
6. Optionally, enter the **Electronic Bank Code** this status uses. Enter this value using the electronic remittance format required for the bank code applied for your payment instruments.

7. Select **Save**.

Linking Statuses to GL Control

Expand the **GL Control** card to link the GL control type and GL controls you need to associate with this payment instrument status.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

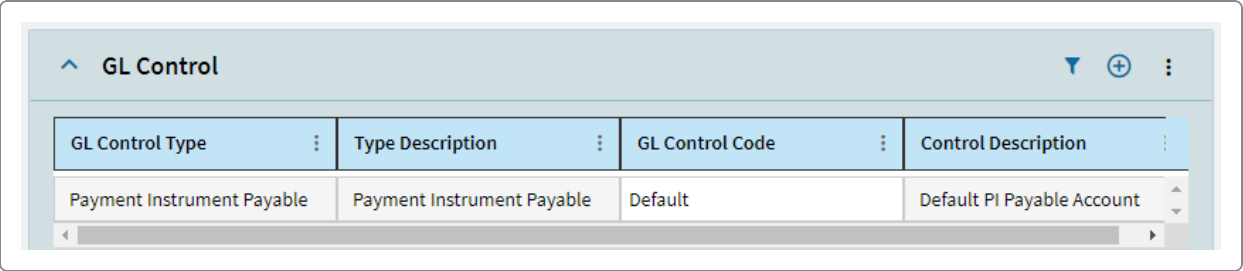
You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

- 1. On the **GL Control** card, select **New**. 
- 2. Select the GL control **Type** that contains the account contexts you need.
- 3. Next use the **Control** field to enter a GL control contained by the selected GL control type.
- 4. Continue to add the GL control types you need for the current company. When you finish, save the changes.



Using Payment Instruments Status Change

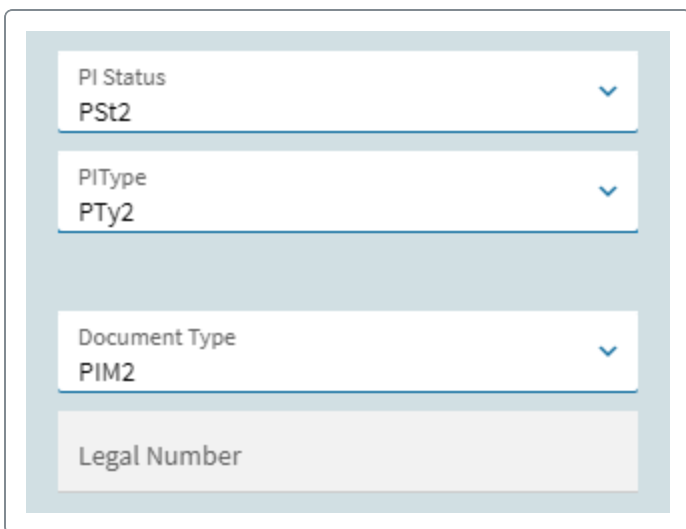
Change the status of a selected payment instrument using **Payment Instrument Payable Status Change**. Select a payment instrument in this application to view all of its details. Most of the information cannot be changed here, but you can modify the due date information and description fields in the header.

You may also need to enter a general ledger journal entry to move the payment instrument balance if one of its associated stages has a posted status and the old and new posting codes are different. Because of this, you may also be required to create a new legal number for the status change.

Use the landing page of the application to select from existing payment instruments.

In this article, we will cover changing the status of a payment instrument.

1. From the main menu, navigate to **Financial Management > Accounts Payable > General Operations > PI Status Change**.
2. Select a payment instrument in the **ID** column. The **Header** page displays.
3. If necessary, change the description of the payment instrument in the **Description** field and the due date.
4. To change the status, from the Overflow menu, select **Status Change**. The **Status Change** window displays.
5. Select the **PI Status** drop-down list and select the status you need.
6. You can also change the payment instrument type by going to the document type drop-down list and selecting the new type.



The screenshot shows a 'Status Change' window with a light blue background. It contains four fields arranged vertically. The first three are dropdown menus with blue chevrons on the right: 'PI Status' with the value 'PSt2', 'PType' with the value 'PTy2', and 'Document Type' with the value 'PIM2'. The fourth field is a text input box labeled 'Legal Number'.

7. Select **OK** to close the **Status Change** window.

To review other information:

- Expand the **Allocate** card to view a list of invoices associated with an instrument.

The **Allocate** card displays the following information:

Payment Instrument 10216	Amount 325.00
Currency USD	

- Use the **Invoice Detail** card to view details of an invoice selected from the **Invoices** grid.

The **Invoices** grid displays the following table:

Bank	Company	GL Posted	Invoice	Currency Code	Description	Due Date	Entry Person
100	EPIC06	☒	AP1-T01	USD		09/11/2020	epicor

- Go to the **Info** card to view a customer or supplier address specific to an instrument.

The **Info** card displays the following information:

Company Info

Name
Epicor Education

Address 1
12600 S Torrence Ave

Address 2

Address 3

City
Chicago

State/Prov
IL

Postal Code
60633

Country
USA

Supplier Information

Name
A-Z Metals

Address 1
4707 W North Ave

Address 2

Address 3

City
Chicago

State/Prov
IL

Postal Code
60639

Country
USA

Change Comments

- Use the **Bank Fee** card to review bank fees and bank fee taxes that apply to the instrument.

^ Bank Fee

Bank Fee
Overdraft

Bank Fee Amount125.00

Currency Symbol

\$

Bank Fee Description
Overdraft Fee

Base Bank Fee Amount125.00

Base Currency Symbol

\$

Taxes

Defining Custom Tax Algorithms

Set up various types of algorithms for tax calculating using **Custom Tax Algorithm Maintenance**.

The standard tax algorithm multiplies the net amount after a discount by the applicable tax rate. In some cases you may need other algorithms, like when one tax is based on the net value plus another tax (piggyback taxes). When setting custom algorithms, you can define how the taxes are calculated and the base value used for the calculation.

The app you also helps you associate custom algorithms with tax types.

Use the landing page of the application to view existing algorithms or to enter a new one.

In this article, we will cover defining a tax algorithm.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Custom Tax Algorithm**.
2. Select **New**  to add a new algorithm.
3. On the **Header Detail** card, enter the algorithm identifier and its description.

^ Header Detail

Algorithm *
CTA02

Description *
Custom Tax Algorithm 02

4. On the **Customer Tax Algorithm Lines** card, select **New** .
5. In the **Line** column, select the line. The **Line Detail** card displays.
6. Select the first operand you need from the **Operand 1** drop-down list.

Available options are:

- **NV** - Net value (price after discount excluding taxes).
- **GV** - Gross value (all calculated taxes are included).
- **SV** - Sales value (before discount, excluding taxes).
- **TE** - Tax amount after exemptions, tax type is defined in operand 3.
- **Lxx** - Result of expression in line xx.
- **PT** - Payment total amount.
- **PI** - Payment proportional amount. The paid amount is proportionally split to the underlying invoice lines. The tax is calculated based on those tax categories.
- **n** - Numeric constant.

7. From the **Operator** drop-down list, define the Operator you want to use to calculate this detail line.

Available options are:

- **+** - Add operand 1 and operand 2.
- ***** - Multiply operand 1 with operand 2.
- **/** - Divide operand 1 with operand 2.
- **-** - Subtract operand 2 from operand 1.
- **%** - Calculate operand 2 as a percentage value of operand 1.
- **>** - Logical expression: If operand 1 is greater than operand 2, the line value is defined by operand 3, else by operand 4. This operator is disabled if operand 1 or 2 is TA or TE.
- **<** - Logical expression: If operand 1 is less than operand 2, the line value is defined by operand 3, else by operand 4. This operator is disabled if operand 1 or 2 is TA or TE.
- **=** - The expression result is equal to operand 1.
- **TR** - Calculate tax rate as defined by tax liability and product tax category.

8. Select the second operand you need from the **Operand 2** drop-down list. These options are the same as those on the **Operand 1** drop-down list.

Available options are:

- If the value of **Operand 1** is not TE or TA and the Operator value is **>** or **<**, the **Operand 3** drop-down list is available. These options are the same as those on the **Operand 1** drop-down list.
- If the Operator value is **>** or **<**, the **Operand 4** drop-down list is available. These options are the same as those on the **Operand 1** drop-down list.
- If the **Operand 1** value is TE or TA, you can select a sales tax code from the **Operand 3 Tax** drop-down list.

- If the **Operand 2** value is TE or TA, you can select a sales tax code from the **Operand 4** Tax drop-down list.
9. Select the **Base Line** check box to indicate that this algorithm will be used as the taxable base amount; if you select **Tax Line** check box, it indicates this algorithm will be used as the tax amount.

The screenshot shows the 'Line Detail' form. On the left, there are dropdown menus for 'Line 1', 'Operand 1' (set to 'TA'), 'Operand 3', and 'Operand 4'. In the center is an 'Operator' dropdown set to '+'. On the right, there are dropdowns for 'Operand 2' (set to 'TA'), 'Operand 3 Tax' (set to 'City Tax'), and 'Operand 4 Tax' (set to 'County Sale Tax'). At the bottom, there are two checkboxes: 'Base Line' (checked) and 'Tax Line' (checked).

10. Select **Save**. 

Setting Up Tax Authorities

You set up tax authorities if different counties report taxes to separate county authorities, based on where the customer or supplier is located. For example, India uses the Goods and Services Tax (GST) to charge the supply of goods and services, while Canada applies the PST tax when a taxable good or service is purchased, acquired or brought into B.C. To charge taxes for these country-specific transactions, you must create a tax authority code in **Tax Authority Maintenance**. You then use Customer Maintenance or Supplier Maintenance to assign tax authority codes to a customer or supplier.

To create tax authority codes:

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Tax Authority**.
2. Select the **New**  icon.
3. Enter the tax authority code and description.

4. From the Overflow menu , select **Save**. 

If you want to deactivate the record, select the **Inactive** check box.



To learn more about the deactivating function, refer to **Deactivating a Record**.

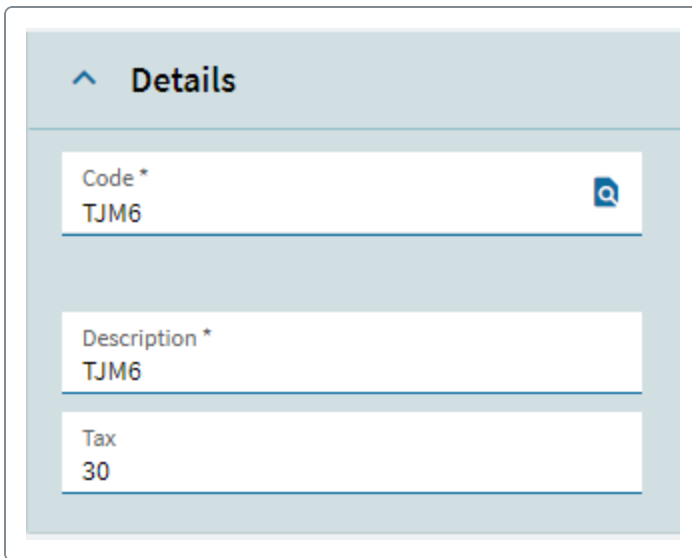
Adding Tax Jurisdiction Codes

Add special tax codes that define jurisdictions (authorities) in which you report taxes in **Tax Jurisdiction Maintenance**. Tax jurisdictions are the governance or authority that grants the power to tax a particular tax type, based on where the customer or supplier is located. Associate each jurisdiction you specify with at least one tax type in **Tax Type Maintenance**.

Use the landing page of the application to view existing tax jurisdiction codes or to enter a new one.

In this article, we will cover creating tax jurisdiction codes.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Tax Jurisdiction**.
2. Select the **New** icon  to create a new tax jurisdiction code.
3. Enter the code identifier for the tax jurisdiction and its description. It must be an AFIP (public revenue federal agency code) of a province. Refer to the **Province Entry** section for details.
4. Specify the tax linked to the jurisdiction.



^ Details

Code *
TJM6

Description *
TJM6

Tax
30

5. Select **Save**. 

Adding Tax Report Category Records

Use **Tax Report Category** to enter tax report category records. These categories are a simple table with a code and a description. They are assigned to tax types and used as selection criteria when printing tax reports.

To create a tax report category record:

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Tax Report Category**.
2. Select the **New**  icon in the upper right corner of the page.
3. Enter **Report Category** and its **Description**.

4. Select **Save**. 

Creating a Product Tax Category

You can define categories to create exemptions for a tax rate in **Product Tax Category**. Use the category records to apply exemptions throughout the application. Product tax categories and tax liabilities together determine the taxes and tax rates that are applied to company transactions.

Categories can also set a default tax rate for a type of product or service. This setting overrides the default rate set for the tax type that contains the rate. You create rate codes in **Tax Type Maintenance**, but you can override these values in this app.

Use the landing page of the application to view existing product tax categories or to enter a new one.

In this article, we will cover:

- [Entering a product tax category](#)
- [Entering tax rates for a production tax category](#)

Entering a Product Tax Category

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Product Tax Category**.
2. Select **New**  to add a new tax category.
3. Enter a unique identifier for the tax category in the **Category** field.
4. In the **Description** field, enter additional information to identify the category plan.
5. Select the **Default** check box if you want to identify this product tax category as the default option. This option then automatically displays on all **Product Tax Category** drop-down lists throughout the application.

6. Select the **Internal Usage Taxable** check box to indicate parts that use this tax category are subject to use tax.

This type of tax is levied in the United States. This internal corporate tax is self-assessed when a product is purchased by a resident of the state that issues the tax. It does not affect the invoice total, but it does affect the general ledger. Use tax strictly accounts for storage and consumption of goods used internally by the company in a specific state (not for resale).



Selection of this option can automatically generate use tax amounts through the Avalara® Tax Connect or Sovos Tax Integration (depending on which solution you use). After you define the use taxes that apply for your company, Avalara or Sovos automatically generates the use tax amounts.

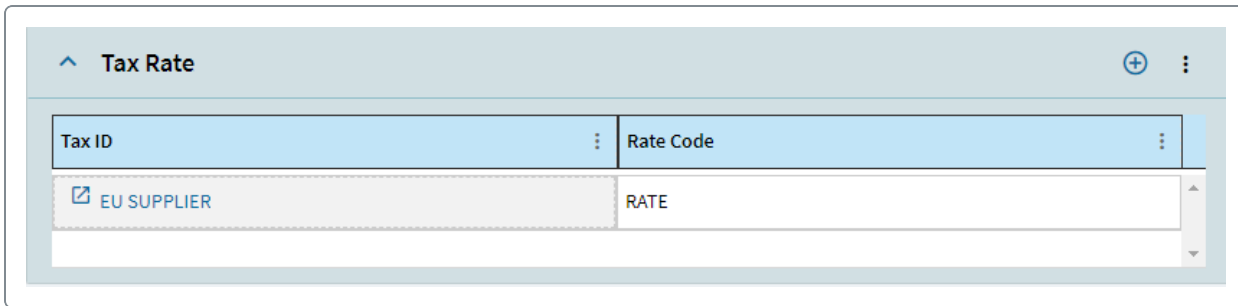
7. If you want to prevent this product tax from generating Intrastat transactions, select the **Exclude from Intrastat** check box. For example, you select this check box to indicate this product tax is used for services. Intrastat transactions are then not generated for this tax.

8. Select **Save**.

Entering Tax Rates for a Product Tax Category

1. In the **Tax Rate** card, select **New** to add tax rates.
2. Use the **Tax Type** field to indicate the tax type record you want to link to the product tax category if you need to over-ride the default tax rate defined on the tax type. You create tax types in Tax Type Maintenance; review this previous section for more information.

3. Select the **Rate Code** you want to link to the tax type. The rate codes available for the selected tax type display on this drop-down list; this code defines the rate used for the selected product category instead of the default tax type rate.



Tax ID	Rate Code
EU SUPPLIER	RATE

4. Continue to add the tax rates you need. When you finish, save the tax category.

Entering Tax Liabilities

Enter tax liability records in **Tax Liability Maintenance**. A tax liability represents taxes a company handles when they trade with customers and suppliers. These can be taxes liable due to both your company's tax status or the tax status of the customer or supplier.

Once you create liability codes, assign tax types to them. A tax type can contain rules that control the level which the application calculates the tax on (line or total) and can apply exemptions available for the tax.

To use this functionality, you need to first choose what location controls a liability. Then, you will use **Customer Maintenance** or **Supplier Maintenance** to attach a default tax liability code to the customer or supplier bill to and ship to addresses. The tax liability and the product tax category (which represents what has been sold or purchased) combination determines the final taxes and rates for the transaction.



Tax liability is optional. If used, you can associate records in Customer Maintenance with the appropriate tax region.

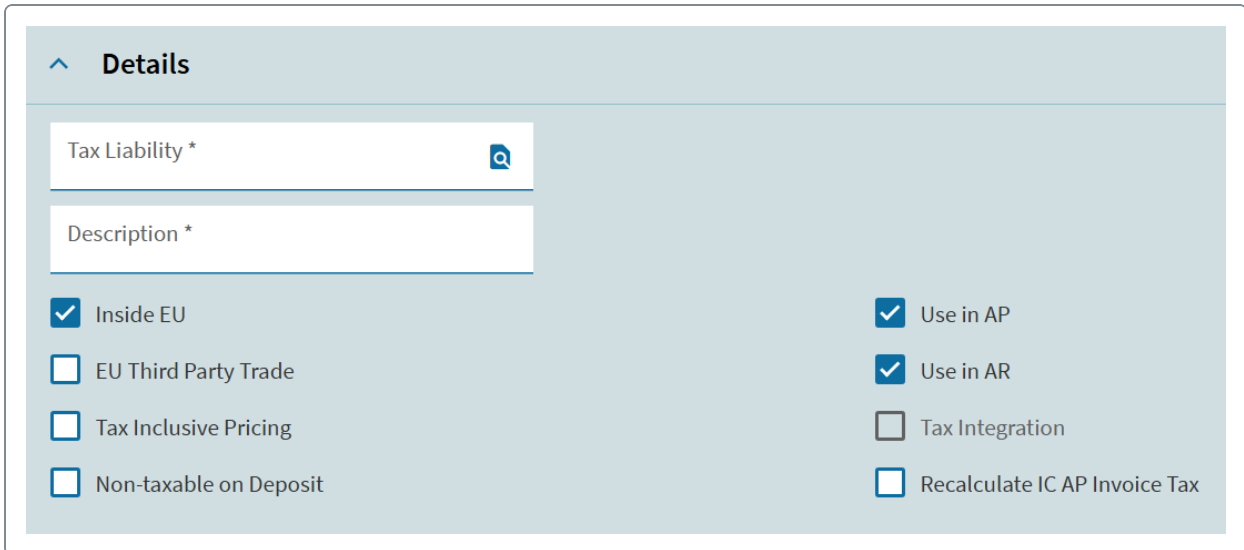
Use the landing page of the application to view existing tax liabilities or to enter a new one.

In this article, we will cover:

- [Entering a tax liability](#)
- [Assigning tax types to liability codes](#)

Entering a Tax Liability

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Liability**.
2. Select **New**  to add a new tax liability.
3. Enter a new code in the **Tax Liability** field and add its **Description**.



Details

Tax Liability *

Description *

☒ Inside EU ☒ Use in AP

☐ EU Third Party Trade ☒ Use in AR

☐ Tax Inclusive Pricing ☐ Tax Integration

☐ Non-taxable on Deposit ☐ Recalculate IC AP Invoice Tax

4. Select the applicable check box(es) to indicate that:
 - **Inside EU** - You use the liability for sales or purchases inside the European Union.
 - **EU Third Party Trade** - You need to report the sales related to this tax liability as the third-party sales in the **Sales List** report.
 - **Tax Inclusive Pricing** - You use the tax liability in tax inclusive pricing. Tax Inclusive Pricing is a pricing method that adds tax costs to the Unit Price and Discount Amount Values.

You can add withholding taxes to an AP invoice and purchase order when the tax liability is marked as tax Inclusive. You can add the withholding tax for the AP invoice or purchase order header only. This is common business for many countries.

When the tax liability is marked as **Tax Inclusive Pricing**, you can't add the **Withholding** tax type for the tax liability marked as **Used** in AR. It is valid only for **Used** in AP. The application calculates the withholding tax included in the tax liability on the AP invoice/purchase order header level.

- **Non-Taxable** - You add no tax to the invoice.

- **Use in AP, Use in AR** - You use this tax liability in AP and/or AR.
- **Tax Integration Calculation** - Use the Tax Integration functionality to indicate when this liability is selected on a record, either Avalara or Sovos (depending on which solution you use) will calculate taxes.

For those who have purchased **Tax Connect Use Tax (UT)**, you can use **Tax Liability Maintenance** to create **Use Tax** calculation-capable tax liability codes to assign to your suppliers. This automatically enables **Use Tax** calculations for AP invoices. Tax Liability codes are optional for **Tax Connect Sales Tax (ST)**, which calculates sales taxes for your customers' sales orders and for their AR invoices and credit memos.



Although you don't need tax liability codes for Tax Connect ST to calculate sales taxes for customer transactions, you can use them to prevent communicating non-US and non-Canadian transactions to AvaTax®.

For those who have purchased the **Tax Integration** license to integrate with Sovos, you can use **Tax Liability Maintenance** to create **Use Tax** calculation-capable tax liability codes to assign to your suppliers. This automatically enables **Use Tax** calculations for AP invoices. Tax Liability codes are optional for your customers' sales orders and for their AR invoices and credit memos.

- **Recalculate IC AP Invoice Tax** - You recalculate the taxes as the receiving company and ignore the transferred taxes. This is especially useful when the AR invoice is zero-rated, or when you need to apply tax exempt and the AP Invoice self-assessment taxes.

5. Select **Save**.

Assigning Tax Types to Liability Codes

After you enter a tax type, you need to enter the sales taxes to use with the liability. A tax type can contain rules that control which level to calculate the tax (line or total) and can apply exemptions available for the tax.

You can enter multiple tax types. Use the **Move Up** and **Move Down** icons to change the sequence of the tax types you list. The application will use this sequence to take out the taxes.

To add a tax type to a liability:

1. Expand the **Tax Types** card.
2. Select **New** to add a new tax type to the liability.
3. Enter the tax ID for the sales tax you want to add.

Tax ID	Tax Method	GlobalTa...	GlobalLock	Exemption	In Price
Value Added Tax	Line Level	☐	☐	No Exemption	☐
Union	Line Level	☐	☐	No Exemption	☐

4. From the **Tax Method** drop-down, select the tax method of this tax. The options are **Document Level** and **Line Level**.
5. If you want to mark the tax as global and be able to send it out to other companies, select the **GlobalTaxRgnSalesTax** check box.
6. If you want to disable this record from receiving global updates, select the **GlobalLock** check box.
7. If necessary, select the type of exemption for the tax liability. The **Percent** field shows the percentage of the tax that is exempt.
 - **No Exemption** - No exemption defined.
 - **Reduced Base** - The exemption is defined as a percentage that will reduce the taxable base amount.
 - **Reduced Rate** - The exemption is defined as a percentage that will reduce the derived tax rate.
8. Select **Save**.

Creating Tax Boxes

Create tax boxes for tax returns in **Tax Box Maintenance**. Tax boxes hold the reporting values on the returns and are usually referenced with a number.

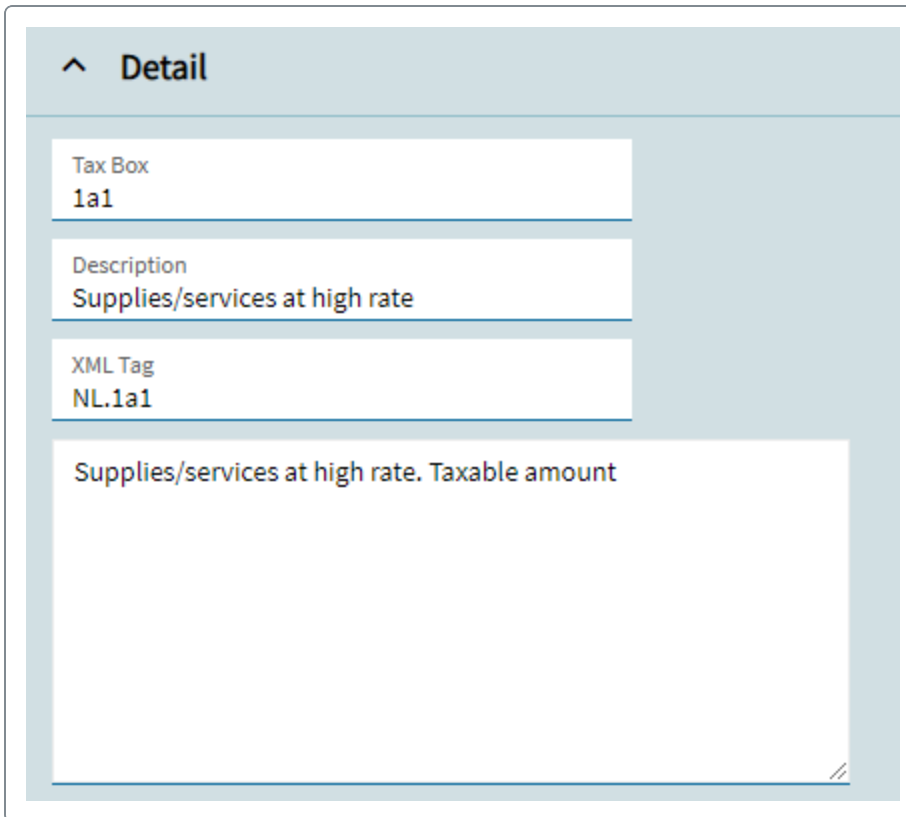
You can use tax boxes with VAT tax statements, Australian BAS statements, and tax documents sent to employees in the United States. Each tax box defines the default values you associate with rate codes in **Tax Type Maintenance**. You can also enter the XML element that contains tax box data that is transmitted electronically to the tax authorities.

The system uses the values you enter in Tax Box Maintenance as defaults for the tax boxes you select on a rate code. However, you can override these values for a specific rate code or add multiple records to a single rate code.

Use the landing page of the application to view existing tax boxes or to add a new one.

In this article, we will cover creating a tax box.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Box**.
2. Select **New**  to add a new tax box.
3. Enter a value for the tax box in the **Tax Box** field. This value identifies the tax box in the application processing. When you link a tax box to a rate code, the system uses the values defined in the tax box record with the rate code. Then, add a description for the tax box in the **Description** field.
4. Enter the .xml element that contains tax box data in the **XML Tag** field. This setting applies when the statement on which the tax box appears is transmitted to authorities electronically. For example, the Sales Tax Report and Sales List Report can use electronic interfaces for tax reporting.
5. Enter any additional information for the tax box in the Comment field. Typically, this field contains a longer description of how the system applies and reports the code.



The screenshot shows a 'Detail' form for a Tax Box. It has a light blue header with an upward arrow and the word 'Detail'. Below the header are four input fields. The first field is labeled 'Tax Box' and contains the text '1a1'. The second field is labeled 'Description' and contains the text 'Supplies/services at high rate'. The third field is labeled 'XML Tag' and contains the text 'NL.1a1'. The fourth field is a larger text area labeled 'Supplies/services at high rate. Taxable amount' and is currently empty. A small double-slash icon is visible in the bottom right corner of the text area.

6. Now, select a source from the **Source Module** drop-down. This defines the record type the application uses for the origin of the tax box information.

7. Select the acquisition sequence for the tax box from the **Line** drop-down:
 - **Primary/Standard** - The system creates this type of lines if typical charges apply to the tax box.
 - **Secondary/Reversing** - The system creates this type of lines if EU acquisition or reverse charges apply to the tax box.
8. Specify the type of amount to use with this tax box in the **Amount Type** drop-down:
 - **Taxable Amount** - Select it to use the tax box to hold the taxable amount on the transaction. This value is the total amount on the transaction that can be taxed, excluding tax.
 - **Tax Amount** - Select it to use the tax box to hold just the tax amount on the transaction. This value is the total tax levied against the transaction.
9. In the Box Sign field, select what value - positive (+) or negative (-) - you want to use on the tax box.



Tip: You can also redefine defaults for this tax box in Tax Type Maintenance.

Default Values

Source Model AR Invoice	▼
Line Primary/Standard	▼
Amount Type Tax Amount	▼
Box Sign +	▼

10. Select **Save**. 

Creating Tax Types

Create tax types to specify different tax types and tax rate codes your company needs to support sales and purchase processes in **Tax Type Maintenance**. These taxes are then multiplied against taxable line items to determine sales tax amounts. On each invoice, these sales tax amounts are then added together to calculate the final sales tax amount.

You set up each tax type with different attributes such as a calculation algorithm, collection method, time of recognition, tax rates, and other accounting information.

- The tax type can have multiple rates, but only one is a default rate. This rate is used unless a different rate is specified elsewhere.
- You assign tax type to individual tax liabilities. Tax liabilities define geographic areas, and each tax code selected identifies individual taxes collected within that area. Each customer record can have a tax liability assigned, which defines the taxes calculated against the orders and invoices for that customer.
- You can exempt specific products from certain tax types by using product tax categories which divide taxes into groups that apply to different products. To do this, use the **Exempt** card on the tax type's **Rate** page.

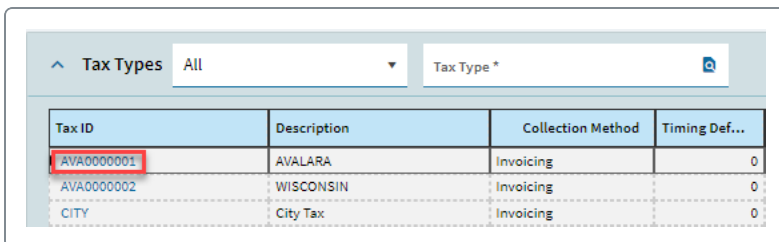
In this article, we will cover:

- [Adding a new tax type](#)
- [Setting up tax rates](#)
- [Assigning tax boxes to tax rates](#)

Adding a New Tax Type

1. Open the **Tax Type** app.

The Landing page displays by default. The page displays all the existing tax type records. To select a record, on the Landing page, click on the link using the Tax ID grid line.



The screenshot shows the 'Tax Types' app interface. At the top, there is a header with 'Tax Types' and a dropdown menu set to 'All'. Below this is a table with four columns: 'Tax ID', 'Description', 'Collection Method', and 'Timing Def...'. The table contains three rows of data. The first row has 'AVA0000001' in the Tax ID column, 'AVALARA' in the Description column, 'Invoicing' in the Collection Method column, and '0' in the Timing Def... column. The second row has 'AVA0000002' in the Tax ID column, 'WISCONSIN' in the Description column, 'Invoicing' in the Collection Method column, and '0' in the Timing Def... column. The third row has 'CITY' in the Tax ID column, 'City Tax' in the Description column, 'Invoicing' in the Collection Method column, and '0' in the Timing Def... column. The first row is highlighted with a red border.

Tax ID	Description	Collection Method	Timing Def...
AVA0000001	AVALARA	Invoicing	0
AVA0000002	WISCONSIN	Invoicing	0
CITY	City Tax	Invoicing	0



The values in the screen shots are just an example.

2. To add a new tax type, select **New**. 
3. In the **Tax ID** and **Description** fields, enter a tax type identifier and description.

The screenshot shows a 'Tax' form with two input fields. The first field is labeled 'Tax ID *' and has a small blue icon to its right. The second field is labeled 'Description *'.

4. Next, select one of the collection methods.

The screenshot shows a dropdown menu for 'Collection Method'. The menu is open, showing several options: 'Invoicing' (which is highlighted in blue), 'Withholding', 'Self-Assessment', 'Self-Assessment, Dual Entry', and 'Detracciones'.

The Global Tax Engine supports four methods for collecting/charging taxes:

- **Invoicing** (default) - The tax amount is added to the amount shown on the invoice and is collected by the supplier, as part of the total invoice value. The supplier is responsible for collecting and paying the taxes to the authorities. The tax amount is in normal case separately specified on the face of the invoice but can under different circumstances be included in the amount charged for the item, with or without further explanation of the amount of tax included therein.
- **Withholding** - The purchaser is required to withhold a portion of the amount invoiced and pay this over to the authorities. These types of taxes are collected and paid by the purchaser on behalf of his supplier's tax liability.

When calculating Withholding Tax for AP Invoices and Payments, the system uses Product Tax Category rates and exemptions. For tax codes that have payment timing set up, the system calculates withholding tax at the time of invoicing and saves cumulative tax information. Taxes can still be recalculated depending on the setting of the Tax Rate for Withhold tax based on field in Company Configuration and if the new effective rates are available.

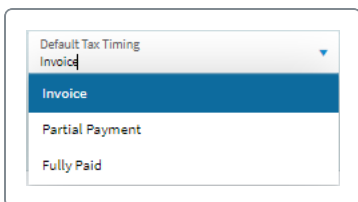
- **Self-Assessment** - The taxpayer must calculate tax amount due on relevant transactions (sometimes called reversed charge). This can apply on purchases, such as the VAT on intra EU purchases where the purchaser is liable to determine and report VAT to the tax authorities.

It can also apply on sales, such as income taxes (Argentina), where the supplier is authorized to retain the income tax due on the settlements they receive from their customer.

- **Self-Assessment, Dual Entry** - Creating both input and out tax transactions as for EU purchases.

Important: You can apply the Payment Discount Reduces Tax discount to the Self-Assessment and Self-Assessment, dual entry collection methods in the AP module only. In the AR module the application ignores the Payment Discount Reduces Tax discount option and behaves as if the Discount Does Not Affect Tax option is selected. Refer to the Self-Assessment Taxes in AP Payments section for details.

5. In the **Default Tax Timing** field, specify the default value for when a tax is recognized as liable.



A screenshot of a dropdown menu titled "Default Tax Timing". The menu is open, showing four options: "Invoice" (highlighted in blue), "Partial Payment", "Fully Paid", and "Fully Paid".

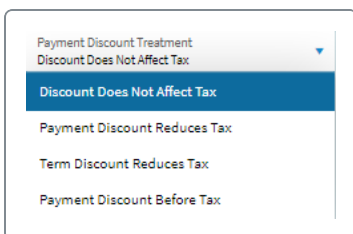


The tax can be liable upon an invoice entry, or when the invoice is partially or fully paid. Tax Timing and Collection Method controls together when and how taxes are accounted for and are posted as committed tax transactions.

6. To specify when tax on deposit and advanced billing invoices is recognized as liable, select one of the **Deposit/Adv. Billing Tax Timing** options.

Deposit/Adv. Billing Tax Timing and Collection Method controls together when and how taxes on deposit and advanced billing invoices are accounted for and are posted as committed tax transactions.

7. Use the Custom Algorithm field to specify the custom algorithm to be used for calculating the tax. If no custom algorithm is set up for the company, the standard algorithm is used. The standard algorithm is multiplying the taxable amount (net sales value after discount) to the derived tax percentage.
8. In the **Payment Discount Treatment** field, select the method that defines how the tax is treated when an early payment discount is given.



A screenshot of a dropdown menu titled "Payment Discount Treatment". The menu is open, showing five options: "Discount Does Not Affect Tax" (highlighted in blue), "Payment Discount Reduces Tax", "Term Discount Reduces Tax", and "Payment Discount Before Tax".

The Global Tax Engine supports four methods for collecting/charging taxes:

- Discount Does Not Affect Tax (default).
- **Payment Discount Reduces Tax** - Tax is adjusted when payment discount is taken.



You can apply this method to any applicable AP invoice for which you have specified either the Self-Assessment, Self-Assessment, Dual Entry, or Withholding collection methods. This discount reduces both the total taxable amount and the total tax amount.

- **Term Discount Reduces Tax** - Tax and tax base are adjusted already when invoice is created, assuming full payment discount will be taken according to the terms.
- **Payment Discount Before Tax** - Payment discount is calculated on the invoice total before tax.

The following examples demonstrate the behavior of the four discount treatments. The examples are based on an AR invoice with the following details:

- Invoice line extended price - 100.00
- Tax % - 10.00
- Terms Discount % - 2.00

	Discount Does Not Affect Tax	Payment Discount Reduces Tax	Term Discount Reduces Tax	Payment Discount Before Tax
Invoice Ext. Price	100.00	100.00	100.00	100.00
Tax Amount	10.00	10.00	9.80	10.00
Invoice Total	110.00	110.00	109.80	110.00
Cash Receipt Full Payment Amount	107.80	107.80	107.80	108.00
Cash Receipt Discount Calculation	2.20	2.20	2.00	2.00
Tax Adjustment from Cash Receipt	0.00	-0.20	0.00	0.00

9. In the **Tax Jurisdiction** field, specify the tax jurisdiction identifier for the tax.

Tax jurisdictions may be the governance or authority that grants the power to tax a particular tax type. This information can be used as selection criterion when printing tax reports.

Example: If your company deals with both VAT and Withholding taxes, you may have to report the VAT to one authority, and Withholding tax to another body. You could create separate tax

jurisdictions for the two forms of tax, which enables you to generate reports filtered by a particular jurisdiction.

Other tax jurisdiction examples include:

- Counties
- Districts
- Cities

10. Select **Save**. 

Setting Up Tax Rates

You can set up one or more tax rates for a tax type. For example, domestic VAT may have a Standard rate, but also a Reduced rate. You can set up both rates under the same tax type.

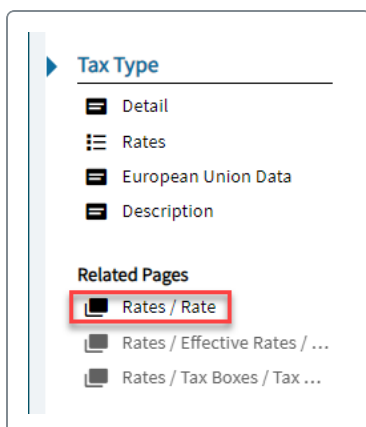
You can also select tax categories that don't pay taxes on this sales tax. In other words, they are exempt. Sales tax categories divide taxes into groups that apply to different products and miscellaneous charges.

For example, you have a sales tax category called Services. This category is taxable in California, but not in Minnesota.

To add an effective rate to your tax type:

1. Scroll down to locate the **Rates** card.
2. On the card, select **New**. 
3. In the Nav tree, select the **Rates/Rate** node.

The **Detail** card displays.



4. Define **Rate Code** and **Description**.

5. Select **Legal Text**, if required.

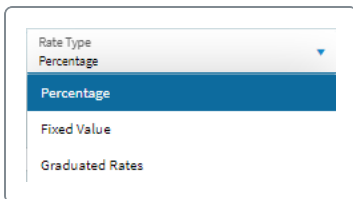
The screenshot shows a 'Detail' card with a light blue header. Below the header, there are three input fields: 'Rate Code *' with the value 'CONV', 'Description' with the value 'Conversion', and 'Legal Text' with a dropdown arrow. At the bottom of the card, there is a checkbox labeled 'Default Rate' which is checked.

6. Select **Save**. 
7. In the Nav tree, select **Effective Rates/Effective Rate** node.

The **Detail** card displays.

The screenshot shows a navigation tree on the left side of the interface. The tree has a search bar at the top. Below the search bar, there are several categories: 'Tax Type', 'Rates / Rate' (which is expanded), and 'Related Pages'. Under 'Rates / Rate', there are sub-items: 'Detail', 'Effective Rates', 'Exempt', 'Tax Boxes', and 'GL Control'. Under 'Related Pages', there are four items: 'Effective Rates / Effective Rate' (which is highlighted with a red box), 'Tax Boxes / Tax Box', 'Effective Rates / Graduated Rates / Graduat...', and 'Effective Rates / Tax Boxes / Tax Box'.

8. To add a new effective tax rate, select **New**. 
9. In the **Effective From** field, specify a date from which this rate is used for calculating taxes.
10. In the **Rate Type** field, select the **Percentage**, **Fixed Value**, or **Graduated Rates** option.



You can calculate your taxes based on the entered percentages or fixed value. However, you can also use the graduated rates that follow slightly different logic. Calculations for the graduated rate are:

From Amount	To Amount	Fixed Amount	Percent
0	10	0	10.0
10	20	1	13.5
20	40	2.350	17.0
40	100	5.750	20.50
100	And above	18.050	24.0

If the taxable amount is '14' then the tax will be calculated as follows:

$$((14 - 10) * 13.5 / 100) + 1 = 1.540$$

11. In the **Percentage** field, specify the tax percentage. This percentage is multiplied against taxable line items to calculate tax amounts.
12. The same logic applies to the **Fixed Value** field. You can only enter a value if you select the **Fixed Value** option in the **Rate Type** field.
13. In the **AP Deductible %** field, specify the deductible part of the tax.

This is used in countries where taxes on purchases are fully or partially disallowed. The non-deductible amount is treated as a cost.

14. Specify the **Minimum** and **Maximum Tax Amounts**.

15. Select **Save**. 

Assigning Tax Boxes to Tax Rates

Some countries require additional functionality for VAT reporting. To help you handle these requirements, you can use the Tax Box functionality. Tax boxes let you record both taxable amounts and tax amount totals, using an addition or subtraction value that is defined on each tax box.

You use tax boxes in your tax reports and define them in Tax Box Maintenance. You use tax boxes with VAT tax statements or tax documents sent to US workers. You can include the defaults for each tax box, such as the application module involved, whether to use the tax amount or the taxable amount, and the applicable sign (+ or -).

Once you define a tax box record, you assign it to your rates or effective rates. If you assign a tax box to your effective rate, then this tax box is used (takes priority). If not, the tax box for the rate level is used instead.

The Tax Box functionality is optional. Whether your company will require them depends, above all, on the complexity of your country's tax returns. For example, Belgium has relatively complex tax returns, which make the use of Tax Boxes necessary. On the other hand, countries with simpler tax returns, for example, UK (9 tax boxes, including sum boxes), may be able to achieve their report requirements without Tax Boxes, simply by using Tax Report Categories.



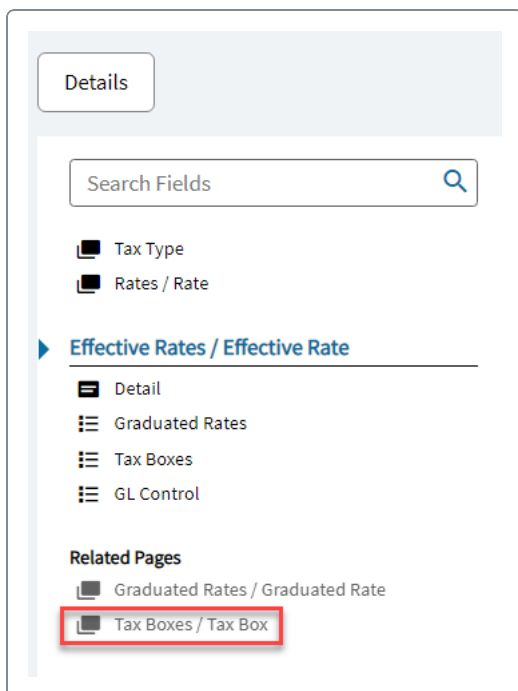
You can add as many tax boxes as you need to satisfy the requirements of the taxing authority.

You activate this functionality in **Company Configuration** by selecting the **Use Tax Box** check box located on the **Taxes** sheet.

To assign a tax box to your effective rate:

1. In the Nav tree, select the **Tax Boxes/Tax Box** node.

The **Detail** card displays.



2. Select **New**. 
3. In the **Bar Code** field, search for and select the required tax box record.
4. Select a source module using the Source Module field.

Specifies the record type that will be used as the origin of the tax box information. This is a required field. The available options include:

- A/R Invoice
- A/P Invoice
- A/R Credit Memo
- A/P Debit Memo

5. Select the Amount Type for which this tax box will be used.

The options include:

- **Taxable Amount** - Used to hold the entire taxable amount on the transaction. This is the total amount on the transaction that can be taxed.
- **Tax Amount** - Used to hold just the tax amount on the transaction. This is the total tax levied against the transaction.

6. Specifies the positive or negative value of the tax box using the Box Sign field.

This is a required field. Select either the positive (+) or negative (-) operator from this list.

7. Select **Save**. 

Validating VAT Numbers

Quite often you need to be sure that your business partner has valid VAT ID number. For instance, if you have EU customers and suppliers, the European Union requires you to validate the VAT number to prevent tax fraud and tax evasion.

In this article, you will learn how you can easy check and validate VAT Identification number of your business partner.

In particular, we will cover:

- [Enabling Tax ID verification](#)
- [Validating Tax ID of suppliers and customers](#)

- [Running the Tax ID Validation Status report](#)
- [Mass Validating Tax IDs](#)

Enabling Tax ID Verification

The first thing you need to do is to enable the VAT number verification in Company Configuration.

Select the **Modules** button and go to **Taxes > Tax ID Validation**.

Tax ID Validation

VIES Validation		HMRC Validation	
☒ Allow Tax ID Validation	☒ Automatic Validation	☒ Allow Tax ID Validation	☒ Automatic Validation
Electronic Interface None Selected	Action If Invalid Tax ID Warning	Base URL	Action If Invalid Tax ID Warning

There are two options available on the Tax ID Validation tab:

- **VEIS Validation** - Verify the VAT number of your business partners in EU through VIES on-the-web. This request will be sent, through a secure connection, to the relevant national database to check if the given number is recorded there.
- **HMRC Validation** - Verify the VAT number of your partners in the UK through HMRC web-service. This request will be sent through a secure connection to the UK national database to check if the given number is recorded there.



Since the UK is no longer a part of the EU, the VAT IDs of UK businesses cannot be validated using EU wide VAT ID check system VIES effective from January 2021. If you deal with a UK VAT-registered business, you can use this service to check if a UK VAT registration number is valid.

Validating Tax ID of Suppliers and Customers

Once you enable the VAT verification with automatic validation, the app checks the VAT ID every time you specify the tax identifier for the ship to/ bill to location in the **Tax ID** field in Customer Entry or Supplier Entry.

If automatic validation is not activated, you can use the **Validate Tax ID** option from the Overflow menu  to check Tax ID of a particular customer/supplier.

Validation Principles

- If you have selected only the **Allow Tax ID Validation** check box in **VIES Validation** group box, then the VIES validation applies.
- If you have selected only the **Allow Tax ID Validation** check box in **HMRC Validation** group box, then the HMRC validation applies.
- If you have selected both **Allow Tax ID Validation** check boxes in the **VIES Validation** and in **HMRC Validation** group boxes, then the application does the following:
 - If the country of the customer/ship to address is in the European Union (the **EU Member** check box is selected in **Country Maintenance**), then the VIES validation applies.
 - If the country of the customer/ship to address is the UK (country ISO code is set to **GB** in **Country Maintenance**), then the HMRC validation applies.



If Tax ID is has the **XI** prefix (Northern Ireland), then:

- the VIES validation applies to Tax ID if it is enabled.
- the HMRC validation applies to Tax ID if it is enabled and the VIES validation is not enabled.
- the VIES validation applies if both VIES and HMRC validations are enabled.



Tip: If you use HMRC to validate Tax IDs, select **HMRC Tax ID Validation Log** from the Overflow menu  to review HMRC response.

When you auto invoice sales orders, the application validates the Tax ID of the customer on creating a customer shipment (after you select the Shipped check box in Customer Shipment Entry). Depending on the **Action If Invalid Tax ID** setting in Company Configuration (All Modules > Taxes > Tax ID Validation), the system blocks posting of AR Invoices or shows a warning message if Tax ID is missing or invalid.

Running the Tax ID Validation Status Report

To review validation of supplier and customer Tax ID statuses, use the **Tax ID Validation Status** report.

Mass Validating Tax IDs

In the [Tax ID Mass Validation](#) app, you can check tax IDs of all customers and suppliers.

Mass Validating Tax IDs

Validate tax IDs of all customers and suppliers in Tax ID Mass Validation. You can see the validation results as an attachment in the .csv file format.



In System Monitor, you can see the results for all selected customers and suppliers tax IDs including those that were rejected to be sent to a validation service by the system (for example, due to empty tax ID). The attached output file includes only the results of customers and suppliers tax IDs validation using the VIES or HMRC services.

The following is an example of the attachment layout.

	A	B	C	D	E	F	G
1	Customer	Customer ID	Customer Name	Tax ID	Country	Tax Validation Status	Validation Date
2	Customer	BERLINMED	Berlin Medical Equipment	DE194582579	Germany	Valid	04.06.2021
3	Customer	LAR	LAR Analyzing	DE194582580	Germany	Invalid	04.06.2021
4	Customer	BENORD	Nord Wind	BE0407045751	Belgium	Valid	04.06.2021
5	ShipTo	BERLINMED/SHF	Berlin Medical Equipment	DE123456789	Germany	Invalid	04.06.2021
6	ShipTo	BENORD/SHF00	Nord Wind	PL5222863827	Poland	Valid	04.06.2021
7	Supplier	NLSYS	Full System	NL001094312B01	Netherlands	Valid	04.06.2021
8	Supplier	GLOBE	Global Supply	FR78431853045	France	Invalid	04.06.2021
9	Supplier	GERCAR	German Car Manufacturer	DE194582579	Germany	Valid	04.06.2021

In this article, we will cover setting up tax ID mass validation.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax ID Mass Validation**.
2. Select **New**  to add a new tax validation code.
3. Enter the tax ID validation code and the tax ID validation code description.
4. From the **Validation** drop-down, select one of the following validations:
 - **VIES Validation** - Verify the VAT number of your business partners in EU through VIES on-the-web. This request will be sent, through a secure connection, to the relevant national database to check if the given number is recorded there.
 - **HMRC Validation** - Verify the VAT number of your business partners in UK through HMRC web-service. This request will be sent, through a secure connection, to the UK national database to check if the given number is recorded there.



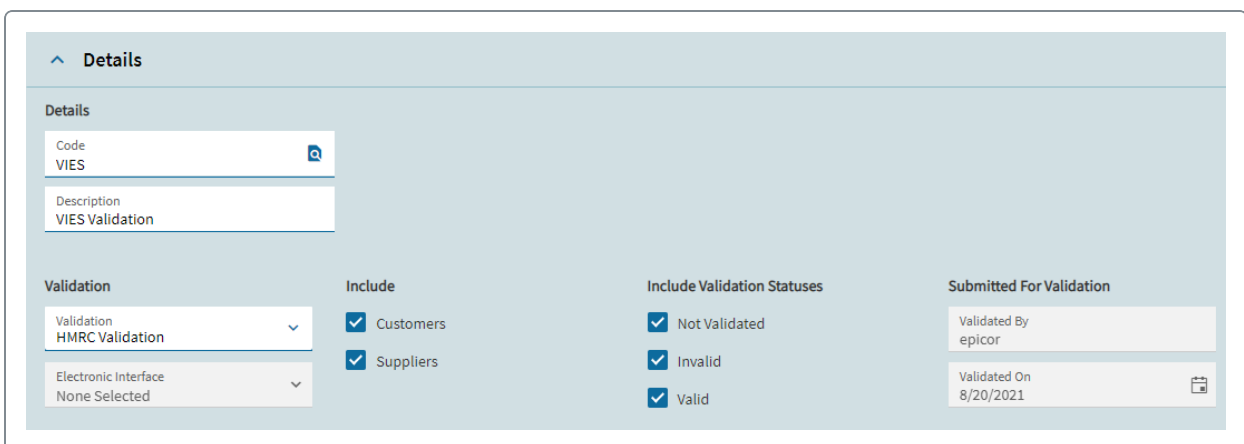
Since the UK is no longer a part of the EU, the VAT IDs of UK businesses cannot be validated using EU wide VAT ID check system VIES effective January 2021. If you deal with a UK VAT-registered business, you can use this service to check if a UK VAT registration number is valid.

5. Select a relevant electronic interface type for VIES Validation from the **Electronic Interface** drop-down list.



This field is only available if you select VIES Validation in the Validation field.

6. Select the **Customers** or **Suppliers** check boxes if you want to mass validate their tax IDs.
7. Select the **Not Validated**, **Invalid** and/or **Valid** check box(es) if you want to include these statuses into mass validation.



The screenshot shows the 'Details' section of the 'Tax ID Mass Validation' setup form. It includes fields for 'Code' (VIES) and 'Description' (VIES Validation). Below these are two dropdown menus: 'Validation' (set to 'HMRC Validation') and 'Electronic Interface' (set to 'None Selected'). To the right of these are two columns of checkboxes. The 'Include' column has checkboxes for 'Customers' and 'Suppliers', both of which are checked. The 'Include Validation Statuses' column has checkboxes for 'Not Validated', 'Invalid', and 'Valid', all of which are checked. On the far right, under 'Submitted For Validation', there are two fields: 'Validated By' (epicor) and 'Validated On' (8/20/2021).

8. In the **Filters** card, search for and select the list of particular customers and/or suppliers to mass validate. For example, you can select all customers for a particular country.
9. Select **Validate**. 
10. Use System Monitor to check which Tax IDs were rejected to be sent to validation by the system.

Void Payments

Canceling Unreconciled Payments in Void Payment Entry

You can cancel unreconciled payments for your suppliers using **Void Payment Entry**. This works for both regular suppliers (those with a supplier record in the system) and one-time suppliers. You can also use this application to void prepayments and reverse the prepayment transactions. You can only void posted payments. Also, note that you cannot void petty cash payments here. A voided transaction affects the original GL account numbers for the payment; however, the amount is reversed.

If the original payment is for an invoice, AP is credited, and the invoice begins aging again as of the original invoice date. If the invoice should never be paid, you can use **AP Adjustment Entry** to write it off or create an offsetting debit memo in **AP Invoice Entry**. It is important to note that you don't use a group to void payments; the general ledger updates once you select the Void option. Before you void, carefully consider the void date. This date determines the period to which the transaction posts. The void date should be equal to or later than the date of the original transaction.

In this article, we will cover voiding a payment.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Void Payment Entry**.
2. Search for and select a payment or prepayment to void. The **Details** page displays, showing the details of the payment you selected.
3. Enter the date one which you want to cancel payment on the check or void the prepayment in the **Apply Date** field.
4. Enter the reason for voiding the payment in the **Reason** field.
5. Enter the description that should appear in the general ledger for this transaction in the **GL Description** field.

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the

corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description.

After you process the payment, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. You can use the following table as a reference for an example of how the prefix might look like:

All prefixes are followed by : (colon).

For example, if you enter description for a payment voiding process, then the transaction description is: AP Paym Void: XXX, where XXX is the description you enter.

If you don't enter the description: AP Paym Void: PayNum SupName, where PayNum is a payment number, and SupName is a supplier name.

6. Select **Void**. The payment is canceled, and the general ledger is updated.

^ Detail

Payment Number...
10162

Supplier ID...
ADELPHI

Adelphi Aircraft~8601 Adelphi
Road~College Park MN 20740~USA~~~~

Apply Date
9/24/2020

Document Type

Void Legal Number

Legal Number

Check Date
1/29/2010

Amount
\$ 4,000.00

Supplier Amount
\$ 4,000.00

Entry Person
MANAGER

Not Posted

Bank Account ID
100

Description
Main Checking Account

Cancellation of the payment

AP Void Payment Entry

7. Select **Save**. 

Processes

Voiding a Legal Number from a Void Payment

Use the **Void Legal Number** command to void a legal number that has been assigned to a document. You will need to specify a reason for voiding the number.

After the legal number is voided, you can assign a new legal number to the document. A new legal number will be assigned (for Automatic generation type) or must be entered (for Manual generation type).



This menu option is disabled if there are no existing legal numbers assigned to the void payment.

In this article, we will cover voiding a legal number from a void payment

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Void Payment Entry**.
2. Select the **Apply Date**.
3. Select a payment number in the payment number column or select the search icon to find and select the payment. The **Void Selected** icon activates.

Void Payment Entry

Void Selected

☐ Select All

Apply Date
2/3/2021

PaymentsAll

Payment Number0

Select	Payment Number	Supplier ID	Name	Date	Payment ...	Currency S
☒	12458	ABE	AB Electronics	07/17/2019	8,000.00	\$
☐	10162	ADELPHI	Adelphi Aircraft	04/26/2019	4,000.00	\$

4. Enter the apply date for the void payment.
5. Enter a reason in the **Void Reason** field of the **Void Legal Number** screen .

Detail

Payment Number... 12458

Supplier ID... ABE

AB Electronics~Preston House~1000
Preston Road~Eden Prairie MN
55348~USA

Apply Date 2/4/2021

Document Type

Void Legal Number

Legal Number

Check Date 7/17/2019

Amount \$ 8,000.00

Supplier Amount \$ 8,000.00

Entry Person MANAGER

Bank Account ID BA01

Description Bank account 01

incorrect legal number

GL Description

Not Posted

6. Select **Void**.

Posting Accounts Payable Invoices

Run the **AP Invoice Entry Post** process to post the AP group's invoices to AP accounts within the General Ledger. When you post the group, all the transactions will update each supplier's AP information.



General Ledger transactions can also be created during the posting process. The account numbers for these transactions are pulled from your AP accounts and GL distribution records.

The following rules and conditions apply:

- Your account numbers in the AP Configuration and AP Accounts must be valid before you post.
- When you post the invoice(s), you cannot update any receipt that relates to the posted invoice.
- When you post the invoice(s), you can no longer edit or delete them.
- If you post an invoice in error, you must enter an offsetting transaction.

- A posted invoice can only be placed on hold.
- Posted invoices display within various program and reports.
- You can post more than one AP invoice against a receipt line.
- Invoices that include errors won't post. If this happens, review the posting log for errors details.
- You cannot post invoices that are on hold until you clear the Hold Invoice check box on the invoice header.

To post the group with invoice(s):

1. From the Overflow menu , select **Post**.
2. In the **AP Invoice Post Process** window that displays, select **Process**. 

Posting AP Payment Instrument Status Change

Use the **Status Change** command to change the status of a selected payment instrument.

The **Selection** parameters include:

- **Document Type** - Specifies the transaction document type for the PI movement AP transaction. The document type links the transaction document type to the legal number format. When the legal number generates, this value is used to determine what legal number configuration is used to generate the number.

To generate legal numbers for a PI movement AP record, you first define at least one **PI Movement AP** transaction document type in **Transaction Document Type Maintenance**. You then create a legal number format for the PI Movement AP number type in **Legal Number Maintenance** and select at least one PI Movement AP transaction document type to use the legal number format. When the legal number generates for the record, it uses the generation and format information defined for the selected **Document Type**.

To generate legal numbers for this record, a legal number format must exist for the **PI Movement AP** number type and at least one PI Movement AP transaction document type must be selected to use the format.

- **Legal Number** - Displays the legal number for the payment instrument payable. Some countries require that companies use unique identifiers for transactions. Legal numbers have controls to prevent gaps in sequence and provide an additional tracking method.

The legal number generates automatically or manually based on the **Generation Type** setting in **Legal Number Maintenance**:

- If the **Generation Type** is **Automatic**, the legal number generates automatically when you change the status of the payment instrument payable in **Actions > Status Change** and click **OK**.

- If the **Generation Type** is **Manual**, a Legal Number prompt appears when you manually assign the legal number in **Actions > Status Change**. If you do not manually assign the legal number, it generates when you click **OK** after changing the payment instrument status.

You define legal number formats and generation methods for transaction document types in **Legal Number Maintenance**.

- **PI Status** - The target payment instrument status for the payable.

To post AP Payment Instrument Status Change:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > PI Status change**.
2. Use the **ID** button to search for and select an existing record.
3. From the Overflow menu , select **Status Change**.
4. Define the **Document Type**.
5. Select the **PI Status**.
6. If you need to assign legal numbers, select the **Assign Legal Number** button and enter a legal number.
7. Select **OK**.
8. Select **OK** again.
9. In the **AP PI Payment Post Process** window that displays, accept the **Group** and **Document** defaults.
10. Select **Process**. 

Voiding AP Payment Instruments

Select the **AP Canceled** PI Status to void the payment instrument you select. Voiding an instrument re-opens the invoices against which it was originally applied.

To void a payment instrument:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > PI Status Change**.
2. Use the **ID** button to search for and select an existing record.
3. From the Overflow menu , select **Status Change**.
4. For the **PI Status**, select **AP Canceled**.
5. Click **OK**.

6. Enter number and click **OK** again.
7. In the **AP PI Voiding Post Process** window that displays accept the **Group** and **Document** defaults.
8. Select **Process**. 

Posting Bank Adjustments

Run the **Bank Adjustment Post Process** to commit the group's adjustments to specific bank accounts. The adjustment transactions post to the Cash and Bank Fee accounts assigned to GL controls.

You first make bank adjustments by creating an adjustment group and selecting a specific bank within the group. The bank holds the Fiscal Year and Fiscal Period values. Within the defined group, you can create as many adjustments for the bank as necessary.



You can only post adjustments to valid accounts.



You can no longer edit or delete adjustments after posting. If the posted adjustments include errors, you must enter offsetting transactions.

To post adjustments:

1. In the **Bank Adjustment Entry** app, select a group and then select **Post**  in the top right corner of the **Details** tab.
2. Select **Process**  on the **Bank Adjustment Post Process** panel.

Running the Bank Funds Transfer Process

Run the **Bank Funds Transfer Process** to move amounts between bank accounts. If the bank accounts use different currencies, the application uses the **Exchange Rate** for that currency to calculate the transferred amount.

You can determine the calculation method used for different currencies by selecting a method from the **Currency Exchange Difference** field located in **Company Configuration**. The options include:

- Always use default rates
- Use explicit transfer amount or use default rates
- Use explicit transfer amount or use source amount

As part of the process, General Ledger (GL) account entries are automatically created. The process creates the following GL transactions:

- Credit the **Transfer From** Cash account for the bank
- Debit the **Transfer From** Transfer (clearing) account for the bank
- Credit the **Transfer To** Transfer (clearing) account for the bank
- Debit the **Transfer To** Cash account for the bank

The first two GL transactions generate as a result of the process using the **Journal Code** tied to the **Transfer From** GL controls for the bank. The last two transactions use the Journal Code tied to the **Transfer To** GL controls for the bank. This ensures that both journals balance.



To transfer funds, you must set up both bank accounts in your database.

The **Selection** Parameters include:

- **Apply Date** - The date on which the transfer occurs. This value and the company's default fiscal calendar determine the values that display in the **Fiscal Year** and **Period** fields.
- **Bank (Transfer From)** - The bank from which the funds are withdrawn. The balance details for the account update.
- **Amount (Transfer From)** - The amount to transfer, in the currency of the account.
- **New Balance** - Displays what the bank balance will be after the transfer.
- **Bank (Transfer To)** - The bank that receives the funds deposit.
- **Amount (Transfer To)** - Optionally, use this field to further adjust the converted amount.
- **Rate Type** - If two accounts use different currencies, use this field to select which currency rate type the exchange rate comes from.
- **Reference** - Creates a default reference that uses the short names of the two accounts.

To run the process:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Bank Funds Transfer**.
2. Define the bank transfer parameters.
3. Select **Transfer**.
4. Select **Process**. 

Running the Close Letters of Credit Process

Run the **AP Close Letters of Credit Process** to close open AP Letters of Credit that no longer have open orders or invoices against them.



For the process to be available, you must install the **Payment Instruments** license.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Letter of Credit Closing Process**.
2. Select the process parameters.
3. Select **Process**. 

Running the Recalculate Bank Balances Process

Run the **Recalculate Bank Balances** process to recalculate bank balances based on the transactions that update them.

Run the process when Bank Balances are out of sync with **Bank Transactions**, **Cash Receipts**, and **Payments**. This reconciles balances on migrated bank accounts.



To prevent possible database contention, run the process when there are no other activities that can affect bank transactions and balances. Before you run the process, makes sure that other users are logged out of the current company.

The **Selection** parameters include:

- **Balance Type** - Select a balance type you want the process to consider. You can select **Ongoing**, **Reconciled** or **All**.
- **Fiscal Year** - Enter the fiscal year from which you want to start the process run. The fiscal year (+ suffix) / fiscal period combination provides the starting point for the conversion. All subsequent years and periods are also affected.
- **Fiscal Period** - Enter the fiscal period as the starting point from which you want to start the process run. The fiscal year (+ suffix) / fiscal period combination provides the starting point for the conversion. All subsequent years and periods are also affected.
- **Revalue when Bank Balance is changed** - Select for each period where the bank balance was changed.
- **Revaluation Journal** - Select the journal type you want the process to use. This field only activates if you select the Revalue when Bank Balance is changed check box.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **File Name** - Enter a file name for the trace log, if applicable. Once you enter a filename, you can select the Enable check box.
- **Enable** - Select to enable the creation of a trace log. This check box is only available if you specify a file name for the log.
- **Include initial Bank Account(s) status** - Select to include more detailed bank account information in the trace log (if the log is enabled).

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > Operation Programs > Recalculate Bank Balances**.
2. Select the required options.
3. Select **Process**. 

Posting the Intrastat Report

Use the **Post** command located in the **Intrastat Report > Actions** menu to post the current report. After you post the report it automatically closes and you can no longer update it. You can however view and print the report.



Before you post the report verify that all the transactions that display in the report are correct.

To post the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.
2. Select the required report ID.
3. From the **Actions** menu, select **Post**.
4. Select **Process**. 

Posting the Logged AP Invoices

Use the **Post** option to post logged invoices to a suspense account until they are approved and you are ready to pay them.

You cannot edit posted invoices.

To post the invoices:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged Invoice Entry**.
2. From the Overflow menu , select **Post**.
3. Select **Process**. 

Running the Positive Pay Process

Run the **Positive Pay Process** to match checks presented for payment against a list of checks previously authorized and issued by a company.

Positive Pay is an automated fraud detection service that matches the account number, check number and amount of each check presented for payment against a list of checks previously authorized and issued by the company. All check components must exactly match, otherwise the payment will not complete.

The company sends a file of issued checks with specific data and format to the bank. When those issued checks are presented for payment at the bank, they are compared against the file sent by the company. All the components of each check must exactly match with one of the checks in the file in order for it to be paid.

The following Bank Styles are available:

- Bank of America
- Bank of Boston
- Bank of California
- Chase
- Fleet
- Wells Fargo
- Generic

The **Selection** parameters include:

- **Bank Account** - A unique identifier for the bank account
- **Electronic Interface** - The electronic interface for this bank account.
- **Remote ID** - The Remote ID for Positive Pay files. You need to populate this field in case your bank requires this information.
 - If you specified the Remote ID for your bank account in the Default Positive Pay Remote ID field located in Bank Account Maintenance, it displays by default and you can adjust it.
 - If you did not specify the Remote ID for your bank account in the Default Positive Pay Remote ID field, you need to enter it manually in this field.

- **Batch ID** - The Batch ID for Positive Pay files. You need to populate this field in case your bank requires this information.
 - If you specified the Batch ID for your bank account in the Default Positive Pay Batch ID field located in Bank Account Maintenance, it displays by default and you can adjust it.
 - If you did not specify the Batch ID for your bank account in the Default Positive Pay Batch ID field, you need to enter it manually in this field.
- **Begin Date** - The begin date for the range of checks.
- **End Date** - The end date for the range of checks.
- **From Check** - The starting number of checks retrieve. Only checks with a number (physically printed checks) are retrieved.
- **To Check** - Specify the number as the ending number of checks to retrieve. Only checks with a number (physically printed checks) are retrieved.
- **Output File** - Displays the output file name. The **PositivePay.txt** displays by default. You can change it to another name, if required. When the output file is created, Kinetic appends the date and time stamp to its filename to ensure that none of the created files overwrites the previous one.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Positive Pay**.
2. Define the process parameters.
3. Select **Process**. 

Running the 1099 Processing (US)

Run the **1099 Processing** process to review detailed 1099 information for current and previous years to generate 1099 forms, print 1099 reports, and generate an electronic file.



For suppliers set for 1099 Foreign Account Tax Compliance Act (FATCA) reporting, FATCA results will be reflected during 1099 processing.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > 1099 Processing US**.
2. Select the **Tax Year** for the process run. The default tax year is taken from the Company Configuration.
3. Select the **1099 Form Type**. The field specifies the 1099 form type to be processed. For example, Miscellaneous or 1099-MISC.

4. Use **Filter** to select suppliers you want the process to consider. You can select a single or multiple suppliers.
5. Select **Process**. 

Generating Recurring AP Invoices

Run the **Generate Recurring AP Invoices** process to create recurring Accounts Payable (AP) invoices on a scheduled basis.

This process is useful if you have a huge amount of recurring invoices, as you can run this process submitted to the server instead of directly through the application.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis.
- **As of Date** - Enter the cutoff date for the latest invoices.
- **Group ID** - Specifies the identifier of the invoice group that will be created with the recurring invoices. This group must not exist as an open group in the respective Invoice Entry programs, otherwise you get an error.
- **Cycle Codes** - Indicates the selected cycles. Use the **Filter** sheet to select different types of cycle records to include in the data generation process.
- **Suppliers** - Specifies the selected suppliers. Use the **Filter** sheet to select different types of supplier records to include in the data generation process.



If you are generating recurring invoices for one or more inactive suppliers, a warning message displays. If you continue, invoices are only created for the active suppliers.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Generate Recurring Invoices**.
2. Select the cutoff date.
3. Define the process options.
4. Filter by cycle codes or suppliers, if necessary.
5. Select **Process**. 
6. Navigate to **AP Invoice Entry** to search for the group that was created. This group will contain all the recurring invoices that were generated. You can modify and post them directly from the group.

Use the **AP Invoice Entry** app to modify the invoice number of any recurring invoice prior to posting:

- 1. Open the **AP Invoice Entry** app.
- 2. Select a group of recurring invoices.
- 3. Select any recurring invoice that hasn't been posted yet.

AP Invoice Entry

Group: Test

Apply Date: 1/1/2023, Fiscal Year: 2023, In Use By: , Base Total: \$ 500.00

Invoices: All, Invoice: *

Invoice	Invoice Date	Supplier Name	Amount	Balance	OpenPayable	Central Pa...	CPay Open	Debit Memo	Pre-Payment	Variance	Posted	Due Date	Legal Number
123XXX-2	02/01/2016	XXX Supplier	100.00		☒	☐	☐	☐	☐	0.00	☐	03/02/2016	
123XXX-3	03/01/2016	XXX Supplier	100.00		☒	☐	☐	☐	☐	0.00	☐	03/31/2016	
123XXX-4	04/01/2016	XXX Supplier	100.00		☒	☐	☐	☐	☐	0.00	☐	05/01/2016	
123XXX-5	05/01/2016	XXX Supplier	100.00		☒	☐	☐	☐	☐	0.00	☐	05/31/2016	
RealInvoiceNum-1	01/01/2016	XXX Supplier	100.00		☒	☐	☐	☐	☐	0.00	☐	01/31/2016	

- 4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

Invoice Detail

Change Invoice Number

Invoice: Ref PO 0, Supplier: XXXSupp, Name: XXX Supplier, USA, Invoice #: 123XXX-2, Amount: \$ 100.00, Ref Invoice: 123XXX, Description:

Dates: Invoice Date: 2/1/2016, Apply Date: 2/1/2016, Confirm Date: month/day/year, Terms: 2/10 Net 30, Due Date: 3/2/2016, Legal Numbers: Document Type: , Legal Number:

Options: ☐ Central Payment, ☐ Hold Payments, ☐ Hold Invoice, ☐ Allow Override, Payment: Payment Method: None Selected, PrePayment: , Letter of Credit: Letter of Credit, LOC description:

Invoice Summary: Matched, Ready To Calculate, Line Amounts: \$ 100.00, Header Misc Charges: \$ 0.00, Tax: \$ 0.00, Rounding: \$ 0.00, Less Pre-Payment: \$ 0.00, Total: \$ 100.00, Variance: \$ 0.00

- 5. On the Change Invoice Number panel enter your custom invoice number in the **New Invoice Number** field.

Change Invoice Number

Change Invoice Number

Original Invoice Number *: 123XXX-2

New Invoice Number

- 6. Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

Running the Use Tax Calculation Process

Run the **Use Tax Calculation** process to send posted Accounts Payable invoices that may need use taxes to Tax Connect or Tax Integration (depending on which solution your company uses).

You only run this process if you have your business in a country that requires use taxes. The process catches any additional use taxes after an AP invoice was posted to your general ledger.

Since use taxes do not affect invoice totals, they often need to be recorded separately within your general ledger data.

The **Selection** parameters include:

- **Supplier** - Enter the supplier name if you want to select posted invoices only linked to a specific supplier.
- **From** and **To** invoice dates - Define the invoice date range for the process. The process picks all invoices posted on and between these dates. The dates for the current fiscal period display by default.
- **Tax Category** - Select the tax category code for which you are reporting use taxes, or leave the field blank for all tax category codes. These codes classify different products and services based on taxes.
- **Invoices, Invoice Lines** - You can filter the records by invoices and invoice lines. If you do not use these filters, the process considers all the records. The **Filter Summary** fields display whether you applied any filters (**Some Selected**) or you did not (**None Selected**).
- **Log File Name** - Select the log file to store tax calculations or use the default one.

To run the process:

1. Open the **Use Tax Calculation** app.
2. Select the supplier, if necessary.
3. Define the date range and options to use for the process.
4. Filter by invoice and invoice line, if necessary.
5. Select the log file to record your tax calculations.
6. Select **Process**. 

Generating the Aged Payables Report

Generate the Aged Payables Report to review all the open invoices for each supplier.

The invoices display in order by the number of days in which they are past due. You can select the invoices by **Apply Date** or **Invoice Date**. You can then age the invoices in the report by **Due Date** or **Invoice Date** after selecting the Age As of Date. If you have selected the **Hold Payment** option for an invoice in **AP Invoice Entry**, the invoice displays on the report with an asterisk to the left of the invoice number.



Invoice open payment schedule amounts display and are grouped by their due date. Once a payment is made, the payment no longer displays in the report.

Reports

Generating the Advance Payment Balance Report

Generate the **Advance Payment Balance Report** to review and print the balance of the advanced billing amounts paid against current purchase orders. An advanced payment is an amount paid on a shipment that is not yet sent out by the supplier.



You enter advance payments through AP Invoice Entry. Within an AP invoice, you define a detail line as an advanced payment. You can then link this line to an open purchase order.

The report sorts the information by supplier. It first displays the supplier and part information. It then displays the advanced payment amount that is paid and the part quantities that this amount covers. The report also displays if the linked AP invoice is still open.



To see how much of an advance bill is paid, run the **AP Aging** report.

The **Selection** parameters include:

- **Apply Date** - Select to sort the records in the report by apply date.
- **Invoice Date** - Select to sort the records in the reports by invoice date.
- **Balance As Of** - The date on which you will review the advanced payment balance. The report will display all the advanced payments that have been made so far against invoices as of this specific date.
- **Target Currency** - The target currency code of invoices.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Advance Payment Balance**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the AP Aged Payables Report

Generate the **Aged Payables** report to review all the open invoices for each supplier.

Get Accurate AP View

You can use the report to get an accurate view of the AP invoices on any date.

Only payables that either are or were open on the **Aged As Of date** display in the report. Because of this, you don't need to generate the report on a specific monthly or daily schedule to capture your payment activities. Select the date you need, and the report will accurately reflect your current AP situation.

If you select the **Hold Payment** option for an invoice in **AP Invoice Entry**, the invoice displays in the report with an asterisk to the left of the invoice number.

Invoice open payment schedule amounts display and are grouped by their Due Date. Once a payment is made, the payment no longer displays in the report.

If an invoice is dated and posted inside one fiscal period, but is included in a group for a different period, the **Invoice Date** determines whether or not the amount is placed within the report. The invoice group, however, determines where the amount is placed within the General Ledger (GL) balance. For example, an invoice is dated and posted before May 31st, but is entered through a June invoice group. The invoice amount is included in the May 31st report, but the amount is placed within the GL balance for June.

Display Differences

The same invoice can display in different columns, depending on whether you age the invoices by **Due Date** or **Invoice Date**.

If you run the report by **Invoice Date**, the invoices listed under the **Current** column have not reached their **Due Dates**. If you run the report by **Due Date**, the invoices that have not reached their **Due Dates** display under the **Future** column.

For example, an invoice dated 4/1/19 holds payment terms of **Net 30** days. It is due on 5/1/19. You generate the report on April 15th. Using the **Due Date** version of the report, the invoice displays under the **Future** column, because it is not due yet. Using the **Invoice Date** version, the invoice displays under the **Current** column.

Selection Parameters

The **Selection** parameters include:

- **Selected By** - Indicates how you want the report to select AP invoices. Available options include:
 - **Apply Date** - Invoices display based on their apply dates.
 - **Invoice Date** - Invoices display based on their invoice dates - either on or before the **Aged As Of** date.
- **Aged By** - Defines the date from which the aging is based. Available options include:
 - **Due Date** - Compares the payment Due Date with the Aged As Of date to determine into which aging column the invoice is placed. This value is the default.
 - **Invoice Date** - Compares the Invoice Date with the Aged As Of date to determine into which aging column the invoice is placed.
- **Aged As Of** - The date used to calculate the aging. The current date displays by default, but if you need, you can change this date. When you generate this report, its aging columns calculate in increments based on both the selected aging method and this date.
- **Summary Only** - Select to display the totals per customer.
- **Pre-Payments Only** - Select if you want the report to include only pre-payment invoices.
- **Target Currency** - Select the currency you want the report to use.
- **Include Logged Invoices** - Select to include logged invoices in the report.
- **Include Payment Instrument** - Select to include payment instruments in the report.
- **Include Pre-Payments** - Select to include pre-payment invoices in the report.

- **Filter** - The **GL Controls** and **Customers** fields inform you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Source Company** - If you pay AP invoices through central payments, use the field to filter the AP invoices by the company that originally created them. The sub-total on the report will total all the invoices created within the source company.
- **Aging** - Defines the aging method used for this report. The method selected within Company Configuration displays by default, but if you need, you can change it.
- **Sort By** - Select how you want to organize the report.
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Aged Payables**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Bank Payment Confirmation Import Report

Generate the **Bank Payment Confirmation Import Report** to review payments from a supplier bank after the bank processed a payment proposal.

During the import process, incoming transactions are matched to the Kinetic proposed payments.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import**.
2. Create a new group or select an existing record.
3. From the Overflow menu , select **Imported Statement Report**.
4. Select the report parameters.
5. Select **Print Preview**. 

Printing the AP Invoice Debit Memo

Generate the **AP Invoice Debit Memo Form** to review and print a document for a single debit memo.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print a Debit Memo:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Entry**.
2. Create a new group or select an existing one.
3. From the Overflow menu , select **Print Debit Memo**.
4. Select the **Debit Memo** parameters.
5. Select **Print Preview**. 

Generating the AP Expense Distribution Report

Generate the **AP Expense Distribution Report** to display and print the General Ledger (GL) purchase journal transactions that occurred during a selected **Fiscal Period** or **Date Range**. The transactions display in the following order:

- Account
- Supplier
- Invoice Date

The **Selection** parameters include:

- **By Fiscal Period** - Select to choose transactions for the report by fiscal period. If selected, you can define the **Fiscal Year** and **Period** values. The report displays all purchase journal transactions that occurred during the selected period.
- **By Date Range** - Select to choose transactions for the report by date range. If selected, you can define the **Start** and **End** dates. The report displays all purchases journal transactions that occurred on or between these dates.
- **Book** -An unique identifier of the GL book.
- **Fiscal Year** - The year during which you want to view the purchase journal transactions. Available if you select the **By Fiscal Period** radio button.
- **Suffix** - The fiscal year suffix. For example, Q1.
- **Period** - Specific period during which you want to view the purchase journal transactions. Available if you select the **By Fiscal Period** radio button.
- **Start** - The date when the report begins. Available if you select the **By Date Range** radio button. All transactions created on or after this date will display in the report.
- **End** - The end date for the report. Available if you select the **By Date Range** radio button. All transactions created on or before this date will display in the report.

- **Include Deferred Expenses** - Select to include deferred expense accounts, used during deferred expense recognition.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Expense Distribution**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the AP Invoice Balance Report

Use the **AP Invoice Balance Report** to display supplier invoice balance information in a report format.

The **Selection** parameters include:

- **Range By** - Select you want to determine the report range. The options include:
 - Fiscal Period
 - Apply Date
 - Open invoices at the End Date
 - Invoice Date
- **Dates** - Specifies the invoice start and end dates for the report.
- **PI Option** - The payment instrument report options where you can how you want the report to handle the payment instruments.
- **Book** - The Book ID used for the report.
- **Summary Data Only** - Select to only include summary data in your report.

- **Sort By** - Select how you want to organize the report. The **Available** box includes the option you can select. Once you select one, click the right pointed arrow to move it to the **Selected** box. You can select multiple options.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > AP Invoice Balance**.
2. Define the **Report** and **Invoice** options.
3. Decide whether you want to include debit memos, pre-payments, or GL account information in the report by selecting respective check boxes.
4. Using the **Sort By** field, define how you want to sort the report.
5. Select the **Report Style** for the report run.
6. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
7. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
8. Enter text in the **User Description** field.
9. Select the **Recurring** check box if needed.
10. Select **Print Preview**. 

Generating the Accounts Payable Invoice Print Group Edit List Report

Run the **Accounts Payable Invoice Print Group Edit List Report** to display all the invoices within the current group that needs posting. You should print out the edit list before you process the invoices to verify the correct amounts.



When you print the report for invoices with deferred expenses, the Group Edit List includes a deferred expense amortization code and the Expense Account section that lists all the expense accounts where deferred expenses are posted.



For partial invoicing, you can view an additional line in the report. The line displays the original receipt details and it only generates if the invoice line type holds the Receipt status and the purchase price variance is generated for the line. Purchase price variances that display are for informative purposes only and will not be posted unless you run the Capture COS/WIP Activity process.

The **Selection** parameters include:

- **Filter (Books)** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Entry**.
2. From the Overflow menu , select **Print Group Edit List**.
3. Select the parameters depending on what you want the edit list to display.
4. Select **Print Preview**. 

Generating the AP Letter of Credit Report

Generate the **AP Letter of Credit Report** to review existing AP letter of credit data.

The **Selection** parameters include:

- **Status** - Specifies the Letter of Credit status for the report. The options include **Open**, **Closed**, or **Both**.
- **Expiry From** - The Expiry From date for the report.
- **Expiry To** - The Expiry To date for the report.
- **Select Currency** - Select the currency you want to base your report on. The options include:
 - Letter of Credit Currency
 - Bank Account Currency
 - Base or Reporting Currency
- **Select Exchange Rate** - Select the exchange rate you want to base your report on. The options include:
 - Original Letter of Credit Rate
 - Current Rate
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Letter of Credit**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Received But Not Invoiced Report

Generate the **Received But Not Invoiced Report** to display purchase orders whose parts were shipped to your company, but don't include invoices.

The report displays the Expense GL accounts associated with the purchase orders. You can include purchase orders that are **supplier** or **customer** managed.

In the report, for receipt lines that are partially invoiced the following fields display:

- Received Qty
- Invoice
- Legal Number
- Matched Qty

The **Selection** parameters include:

- **Book** - The unique identifier of the book that you want to include in the report.
- **From (Receipt Date)** - The beginning receipt date for the report. All shipments that arrived on this date through the **To** date display on the report. The shipments are not yet invoiced. The default is the first date of the current year. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **To (Receipt Date)** - The ending receipt date for the report. All shipments that arrived on this date back to the **From** date display on this report. The shipments are not yet invoiced. The default is the last date of the current year. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **Dynamic** - Select this check box to run the report by a dynamic option rather than by a specific date. After you select this check box, the **From/To** field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the **From** and/or **To** field, and then select the **Recurring** check box next to the **Schedule** field.

- **Sort By** - Select how you would like to organize the report. The list items represent the sorting hierarchy options.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Received Not Invoiced**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Discount Analysis Report

Generate the **Discount Analysis Report** to display and print the discount amounts customers receive if they pay invoices by a specific date. The report calculates and displays the best date on which customers should pay each invoice.

The **Selection** parameters include.

- **Invoice Date (Start)** - The first date from which invoices are pulled for into the report. By default, the first date of the current month displays, but you can change it. Any invoices with an invoice date created on or after this date down to the **Finish** date are included in the report.
- **Invoice Date (Finish)** - The last date from which invoices are pulled into the report. By default, the last date of the current month displays, but you can change it. Any invoices with an invoice date created on or before this date up to the **Start** date are included in the report.
- **Discounts (Earned)** - Determines how the discount amounts are calculated on the report, using the Cash Receipts date.

- **Discounts (Not Earned)** - Determines how the discount amounts are calculated on the report, without using the Cash Receipts date. The discount results display the amounts based on the Terms Codes assigned to the invoices selected for the report.
- **Payment Date** - The date by which the invoices should be paid.
- **Exclude Invoices with Zero Discount** - Select to indicate that invoices with zero discount amounts or with an AP invoice Discount Date earlier than the Payment Date don't display in the report.
- **Summary** - Select to indicate that you want to generate the summary version of the report. Otherwise the Detailed report version generates.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you to organize the report. The list items represent the sorting hierarchy options.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Discount Analysis**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the Bank Adjustment Group Edit List

Print the **Group Edit List** to print out all the adjustment transactions within the current group.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To print the group edit list:

1. Open the **Bank Adjustment Entry** app.
2. Create a new record or select an existing one.
3. Select **Print Group Edit List**  in the top right corner.
4. Select the report parameters using the **Bank Adjustment - Edit List** panel.
5. Select **Client Print**. 

Generating the Check Register Report

Generate the **Check Register Report** to display and print all the checks created during the selected period. This report includes all regular checks, manual checks, voided checks, and electronic payments.



Although the report displays voided checks, their amounts are not included in the report's final **Check Total** value.

The **Selection** parameters include:

- **Begin Date** - The date from which you will start the report. The report displays all checks created on or after this date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the Begin Date field displays a list of dynamic options instead of the calendar. If yBegin Date field, and then select the **Recurring** check.
- **End Date** - The date on which you will end the report. The report displays all checks created on or before this date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the End Date field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the End Date field, and then select the **Recurring** check.
- **Sort By** - Select how you want to sort the report. The options include:
 - Payment Date
 - Payment Number
 - Supplier Name
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Print Report Parameters** - Select to print the report selection criteria as an appendix to the report. This setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report, if the report data has not been updated in Kinetic since the original report was printed.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
 - **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Check Register**.
 2. Select the report parameters.
 3. Select **Print Preview**. 

Generating the Deferred Expense Amortization Forecast Report

Generate the **Deferred Expense Amortization Forecast Report** to display and print out a forecast of deferred expense recognition for AP invoice miscellaneous lines.



The report contains four columns or buckets (for example, 12/31/2018, 01/31/2019, 02/29/2019, and 03/31/2019) and a column that displays amounts not included in the first four buckets and relates to future periods. You can view the to be recognized amount for each of the four columns and the **Later** amount that reflects the total deferred expense to be recognized in future periods. At the end of the report, you can view the **Expense Distribution** section printed on a separate page. The distribution of expenses is printed in **Base** currency. The distribution of expenses section displays a GL account and Description, prior unposted amount, bucket 1 date, bucket 2 date, bucket 3 date, bucket 4 date, a later amount, and a period total.

The **Selection** parameters include:

- **As of Date** - This is the report date.
- **Report Periods** - The periods that display on the report
- **Display Details** - Select if the supplier and invoice details should display in the report.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Deferred Expense Forecast**.
2. Select the report parameters.
3. Select **Print Preview**. 

Running the Discount Analysis Report

Run the **Discount Analysis Report** to display and print the discount amounts customers receive if they pay invoices by a specific date. The report calculates the best date on which customers should pay each invoice.

The **Selection** parameters include:

- **Start** - The first date from which invoices are pulled. By default, the first date of the current month displays. Any invoices with an invoice date created on or after this date down to the End Date are included on the current run of the report.
- **Finish** - The end invoice date.
- **Payment Date** - The date when the payment is due.
- **Earned Discount** - Determines how the discount amounts calculate. The discount amounts generate using the cash receipts date. The discount results assume the date is when the payment is received.
- **Not Earned Discount** - Determines how the discount amounts calculate. The discount amounts generate without using the cash receipts date. The discount results display the amounts based on the terms codes assigned to the selected invoices.
- **Exclude Invoices with Zero Discount** - Select to exclude invoices with zero discount amounts or with an AP invoice discount date that is earlier than the Payment Date from the report.
- **Summary** - Select if you want to generate a summary version of the report.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Gives you the option to sort out the report by Invoice Number, Supplier ID, or Invoice Date.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

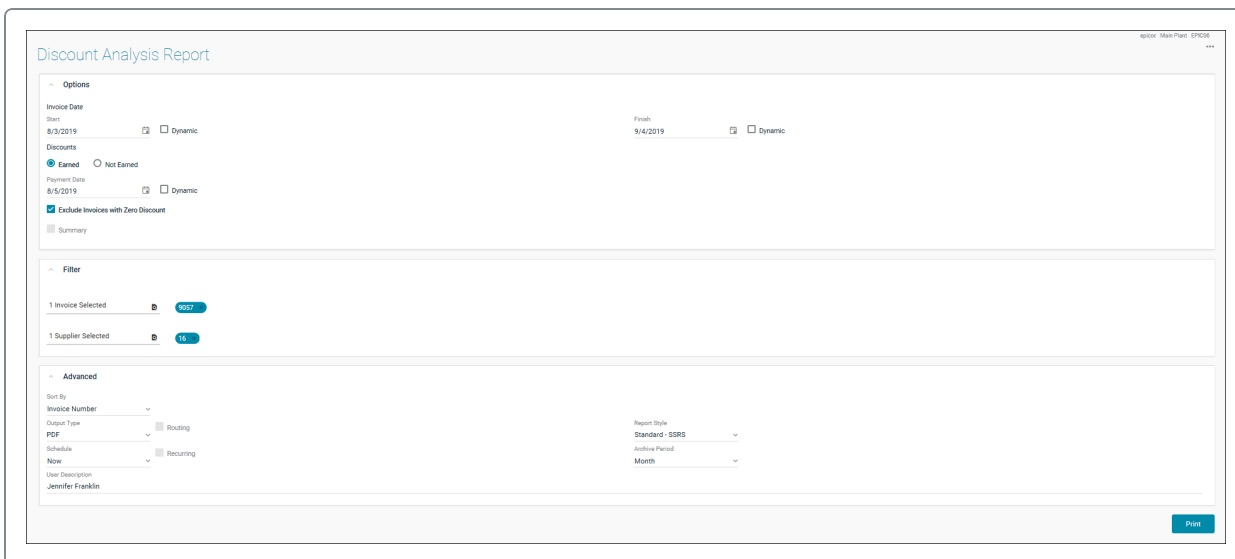
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the dates.
2. Select what you want to include in the report.
3. Define how you want to sort out the report.
4. Select the **Report Style** for the report run.
5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
7. Enter text in the **User Description** field.
8. Select the **Recurring** check box if needed.

9. Select Print Preview.


The screenshot shows the 'Discount Analysis Report' interface. It has three main sections: Options, Filter, and Advanced.

- Options:**
 - Invoice Date: Start (8/3/2019) and End (5/4/2019), both with 'Dynamic' checkboxes.
 - Discounts: Radio buttons for 'Earned' (selected) and 'Not Earned'.
 - Payment Date: 8/5/2019 with a 'Dynamic' checkbox.
 - Checkboxes: 'Exclude Invoices with Zero Discount' (checked) and 'Summary' (unchecked).
- Filter:**
 - 1 Invoice Selected: 957
 - 1 Supplier Selected: 16
- Advanced:**
 - Sort By: Invoice Number
 - Output Type: PDF
 - Schedule: Now
 - User Description: Jennifer Franklin
 - Routing: (checkbox)
 - Recurring: (checkbox)
 - Report Style: Standard - SDRS
 - Archive Period: Month

A 'Print' button is located at the bottom right of the interface.

Printing the Logged Invoice Entry Edit List

Print the **Edit List** to review a list of all logged invoices in a group. You can use the Edit List to check invoices before posting.

The **Selection** parameters include:

- **Filter** - Use Filter to select Book records for the report.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the edit list:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations> Logged Invoice Entry**.
2. Create a new group or select an existing one.
3. From the Overflow menu , select **Print Group Edit List**.
4. Select the Edit List parameters.
5. Select **Print Preview**. 

Generating the Logged Invoice Suspense Balance Report

Generate the **Logged Invoice Suspense Balance Report** to list all the logged invoices and to reconcile the logged invoice suspense account.

The report displays the balance of the logged invoice suspense accounts and lists the logged invoices charged to the suspense account. Voided logged invoices will not display on the report.

The **Selection** parameters include:

- **Selected By** - There are two ways logged invoices can be selected in this report. They are:
 - **Cutoff Date** - Invoices are selected based on the date selected in the Cutoff Date field.
 - **Fiscal Period** - Invoices are selected based on the fiscal year and period you define.
- **Cutoff Date** - Identifies the ending invoice date for the invoices that display on the report.
- **Fiscal Year** - Identifies the period of time for a fiscal year. This is usually a calendar year. Fiscal years are used for financial statements and reporting.
- **Fiscal Period** - Identifies the fiscal period for the fiscal year.
- **Currency** - Defines the currency used to generate the amounts displayed on the report. All the currencies available for the company display in the drop-down list.
- **Summary** - Select to produce a summarized list of logged invoices charged to the suspense account.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want the report to be organized. The list items represent the sorting hierarchy options.
- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Logged Invoice Suspense Balance**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Supplier Payment Report

Generate the **Supplier Payment Report** to display and print out payments to suppliers who are required to report payments to a tax collection agency. The report presents the required information for a designated year or time period that can be presented to the tax collection agency.



The report only includes suppliers with the **Payment Reporting** check box selected in Supplier Maintenance (Supplier > Detail).

The **Selection** parameters include:

- **By Calendar Year** - Specifies that the report will be created for the year entered in the **Calendar Year** field.
- **By Date Range** - Specifies that the report will be created by the date range selected in the **Start** and **End** fields.
- **Calendar Year** - The calendar year for which you run the report.

- **Start** - The start date for the report, if you use the **By Date Range** option. This field is inactive if you use the **By Calendar Year** option.
- **End** - The end date for the report, if you use the **By Date Range** option. This field is inactive if you use the **By Calendar Year** option.
- **Minimum Amount** - The lowest total amount allowed for a payment to be included in the report. If the sum of all payments for a specific supplier is greater than this value, the amount will be included in the report for that supplier.
- **Include Payment Instruments** - Select if you want to include payment instruments in the report, if any.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Supplier Payment**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating Process Payments

Generate the **Process Payments Report** to print checks or create an electronic payment file for all payments within the current group. You can print checks or generate a bank export file. The options available depend on the Payment Method selected on the **Group** sheet.

If the payment method is for electronic payments, you must select the **Bank Export File** used to receive the payment information. Each payment automatically has a Remittance Advice Number printed on it. For electronic payment processing the following options are available:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Print Preview** - Previews remittance advice, once either the Print or Generate Only process is complete.

If the payment method is for manual checks, the checks are printed in alphabetical order by **Supplier Name**. If there is no room to print out all the invoices being paid to a supplier, the payment is split and a second check is automatically generated.



You cannot change check records after they are printed. If there is an error, you need to delete the check.

The **Selection** parameters include:

- **Payment number currently loaded** - Displays the number of the payment to include in the checks or payment file. If you want to use a different payment, select the **Override Payment** check box and enter the number you want to load.
- **Payment Date** - Specifies the date that will be printed on the checks and displayed on the electronic payments. By default, the group's payment date displays in this field. If you need, you can change this value to any date - as long as it is within an open period.
- **Fiscal Year** - Displays the fiscal year assigned to these payments.
- **Fiscal Year Suffix** - Displays the fiscal year suffix assigned to these payments.
- **Period** - Displays the fiscal period assigned to these payments.
- **Form** - Specify the type of form that to generate through this payment process.
- **Bank Account** - Select the bank account from where the payment amounts will be pulled. When you post these payments, the Cash account selected within the bank account record is used to record the payment transactions.
- **Bank Export File** - Specifies the file used to send all electronic payments in the current group. This field is available for electronic payments only.
- **Check Print Order** - Select the criteria for payment processing and printing. You can select **Order Entered** to print in the order the checks were added to the group or **Supplier** to print by supplier which is the default.
- **Output Format** - Select the format for the output.
- **Report Style** - Select the report style option you want to use.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is
- After the Archive Period passes, the report is purged from the system. When a report is exactly

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To run the program:

1. From the main menu, go to **Financial Management> Accounts Payable> General Operations> Payment Entry**.
2. Create or select a group from the **Group** sheet. All the payments within this group display.
3. Create your payments.
4. From the Overflow menu , select **Process Payments**.
5. Define the required parameters.
6. Click **Print**. Alternatively, for electronic payments, select **Generate Only** from the Overflow Menu . You can also select **Print Preview**  to preview the remittance advice, once either the Print or Generate Only process is complete.

Generating the Purchase List Report

Generate the **Purchase List Report** to display AP invoice transactions and taxable bank adjustments with bank fees for selected tax reports and tax codes. You typically use this report to review VAT information for a specific tax code or a range of tax codes.

The **Selection** parameters include:

- **Fiscal Year** - The fiscal year for the transaction in the report.
- **Suffix** - The fiscal year suffix, if any exists.
- **Period** - The period of the fiscal year of the transactions in the report.

- **From** - The report start date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **From** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the From field, and then select the **Recurring** check.
- **To** - The report end date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **To** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the To field, and then select the **Recurring** check.
- **Report Date** - The date of the report. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **Report Date** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the Report Date field, and then select the **Recurring** check.
- **Round Amounts** - Select to round amounts in the report.
- **Summary** - Select to print the report in the aggregated format. If cleared, the report will print in the Detail format.
- **Filter** - Filter the report using the Tax Liabilities, Tax Types, or VAT Tax Reports records.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Purchase List Report**.

2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Purchase Register Report (India)

Run the **Purchase Register Report** to display purchases done for a specific site and business category within a given period.

This report gives the tax details split per indirect tax type (CGST, SGST, IGST, Customs Duty, and Cess) and is made available to auditors for verification.

The **Selection** parameters include:

- **Site** - Specifies a site. A site (plant) is a physical location containing inventory and production lines. A company can have multiple sites (plants). Each company is a legal financial entity with its own unique GST ID.
- **Business Category** - Specifies supplier business category. Options include:
 - All
 - Registered
 - Unregistered
 - Composition Taxable Person
 - Imports
- **Begin Date** - Specifies the report start date.
- **End Date** - Specifies the report end date.
- **Output Format** - Define the format used to render and display the report.
- **Routing** - If the report style generates an SSRS report, it may have a routing rule; the routing rule determines how the report output generates, prints, and distributes. If the style has a rule, the Routing check box is selected. To shut off this rule, clear the Routing check box.
- **Schedule** - Indicate when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describe a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Purchase Register Report IN**.
2. Define the report parameters.
3. Select **Print Preview**. 

Printing the Remittance Advice Report

Print the **Remittance Advice** form to report selected items. You can print the Remittance Advice form for all the payment types, if you assign a check number to each payment within a group.



You can post a Payment Entry group without printing the Remittance Advice form.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Payment Entry**.
2. Create a new group or select an existing one.
3. From the Overflow menu , select **Print Remittance Advice**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the Supplier Statements Report

Generate the **Supplier Statements Report** to review invoice transactions and balances up to a specific cut-off date for a supplier. You can then send the Statement of Account to suppliers for confirmation and agreement.

The **Selection** parameters include:

- **Invoice Date Cut-Off** - The date the report will consider. The default value is the end of the previous fiscal period.
- **Message** - Enter free text, which will display at the end of the report.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Supplier Statement**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Use Tax Report

Run the **Use Tax Report** to compare and review data processed by the Avalara® Tax Connect or Tax Integration with Sovos.



You only run this report if you do business in a location that requires the Use Tax.

The **Selection** parameters include:

- **From and To Dates** - If you selected the **By Date Range** option, use the **Start** and **End** fields to enter the start date and the end date for the report.
- **Target Currency** - The target currency being used to generate the converted amount. The conversion rule converts the amount from the source currency to an equivalent amount for the target currency.
- **Summary Only** - Select if you want to print the report in the summary format. In this format, only the selected taxing jurisdiction totals are printed.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the **From** and **To** dates.
2. Define the target currency.
3. Select if you want the report to print in the **Summary** format.
4. Select the **Report Style** for the report run.
5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
7. Enter text in the **User Description** field.
8. Select the **Recurring** check box if needed.
9. Select **Print Preview**. 

Generating the Withholding Tax Payment Data Report

Generate the **Withholding Tax Payment Export Report** to review and print withheld tax payment information in different formats and for the selected period.

The **Selection** parameters include:

- **Fiscal Calendar** - The fiscal calendar used on the report.
- **Date Range Options** - The date range option of the report.
- **Fiscal Year** - The fiscal year used on the report.
- **Suffix** - The fiscal year suffix
- **Period** - The period when payments were submitted.
- **Quarter** - The quarter when payments were submitted.
- **From** - The start date of the report period.
- **To** - The end date of the report period
- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Account Payable > Reports > Withholding Tax Payment Export**.
2. Create a new record or select an existing one.
3. If you create a new record, define the **Date Range Option**, a valid **Fiscal Year**, **Fiscal Period**, and select the **AR** or **AP** option.
4. From the Overflow menu , select **Print** to display the **Withholding Tax Payment Data Report**.
5. Select the report parameters.
6. Select **Print Preview**. 

Generating the Withholding Tax Certificate Report

Generate the **Withholding Tax Certificate Report** to create a tax certificate to inform suppliers of taxes withheld on behalf of their tax liability. A certificate can be printed periodically or after each invoice or payment, depending on your requirements.

You can also set up legal numbers for certificate numbers to be numbered automatically, as required in some countries, by using the **Legal Numbers Maintenance** program.

The **Selection** parameters include:

- **Report Options** - Select the Report Options you wish to use for this report run. You typically define a date range to determine what records to include in the report. Each report may have other options specific to the data that displays on it.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Withholding Tax Certificate**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Withholding Tax Payment Report

In **Withholding Tax Payment Report**, generate a WHT payment report to determine how much you will pay for corporate and non-corporate tax types, and to mark all the withholding taxes paid for invoices selected in the previous periods as paid.

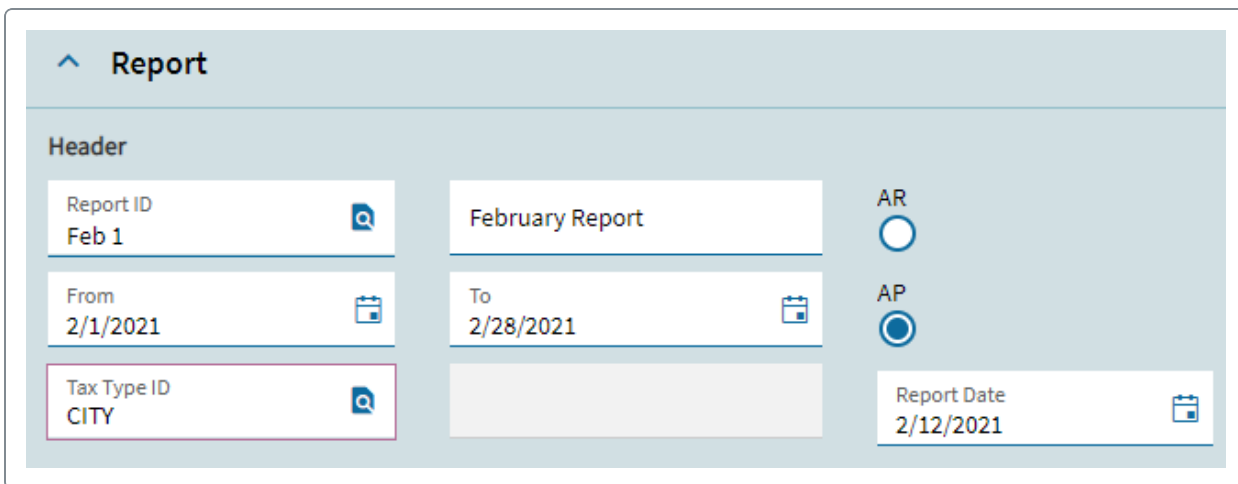
Once you enter the header data, you need to select relevant tax types as filters. Then, you need to retrieve withholding tax entries for the selected records. After you make sure the list is correct, you can mark the tax record items as **Paid**. When data entry is complete, you select the **Ready** check box to indicate that the report is ready for submitting in the quarterly reports.

Use the landing page of the application to view existing WHT payment reports or to enter a new one.

In this article, we will cover generating a WHT payment report.

Generating a WHT Payment Report

1. From the main menu, navigate to **Financial Management > Accounts Payable > Reports > Withholding Tax Payment Report**.
2. Select **New**  to add a new WHT payment report.
3. Enter the required details in the **Header** section:
 - **Report ID** - WHT report identifier. In the blank field next to it, you can also enter the report description.
 - **From, To** - Period for which you run the report.
 - **Tax Type ID** - Tax type code. Select **Search**  to search for the tax type you need.
 - **AR, AP** - Module where the payment is applied.
 - **Report Date** - Date of the report.



Report

Header

Report ID Feb 1	February Report	AR ☐
From 2/1/2021	To 2/28/2021	AP ☒
Tax Type ID CITY		Report Date 2/12/2021

4. In the **Detail** section, select the appropriate bank account.
5. Enter the bank receipt number and date. Then, enter the bank transaction reference number (BSR code) and date, and cheque number and date.

Detail	
Bank Account Main Checking Account	
Receipt Number 1145	Receipt Date 2/5/2021
Bank Tran. Ref. No 45788809	Payment Date 2/5/2021
Cheque Number 14	Cheque Date 12/5/2020
Amount Paid: \$ 150.00	Late Payment Charge: \$ 0.00
Total \$ 150.00	Penalty \$ 0.00

- Expand the **Notes** card and enter your comments for this report, if necessary.
- If you want to limit the report to specific records, expand the **Filter** card and select the customers/suppliers/tax liabilities you want to include in the report.
- Select **Save**. 
- To retrieve the tax records, select the **Get Tax Records** option from the Overflow menu . The **Tax Records** card fills in with the data pulled from the application.

If necessary, you can select the following actions for your tax record(s): **Remove unpaid rows**, **Set all "Paid"** (the application will select the **Paid** check box for all the lines in the grid), **Remove selected rows**. You can also review the following tax record details:

- **Paid** - If on, the tax line is paid.
- **Document Date** - Invoice or payment date.
- **Party ID** - Customer's or supplier's ID.
- **Party Name** - Customer's or supplier's name.
- **Legal Number** - Legal number of the transaction (invoice, debit memo, credit memo, correction invoice, or payment).
- **BoE Number** - Invoice prepayment cheque number.
- **Tax Point** - Transaction tax point date.
- **Percent** - Transaction tax rate percent.

You can select a tax record in the grid and expand the **Tax Detail** card for its details, if necessary.

10. Once done with entering the report details, go back to the **Report** card and select the **Ready** check box in the **Status** section. Now you can print the report.

After you select the **Ready** check boxes, **Submitted** and **Closed** become available. Select them after you:

- **Submitted** - Submit your report.
- **Closed** - Finalize the report. This check box indicates that the report is closed for changes.

You can also view who and when worked on the report in the **History** section.

Exporting the Withholding Tax Payment Report

Export withholding tax payment reports in different formats in **Withholding Tax Payment Export**.

To generate a data file, select an electronic interface for a required format. The application generates a data file to the specified path and attaches it to the report entry.

You can create an electronic interface for **Withholding Tax Payment Export** using the following settings (the program file is stored in the Erp\EI\WHTPayment on your server):

- **Interface Name:** WHT Payments Export
- **Type:** Withholding Tax Payment Export
- **Program Category:** Default
- **Program:** WHTPayment.cs
- **Description:** Withholding Tax Payment Export EI

Refer to the **Electronic Interfaces** chapter for instructions on creating electronic interfaces for EFT processing.

Use the landing page of the application to view the existing WHT payment reports or create one.

In this article, we will cover:

- [Setting Up a WHT Payment Export](#)
- [Exporting a WHT Payment Report](#)

Setting Up a WHT Payment Export

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Withholding Tax Payment Export**.
2. Enter the report ID and its description.
3. Select the date range option for this report.
4. Enter the relevant values for this report in **Report Date**, **Fiscal Year**, and **Fiscal Period**.
5. Specify the module where you make the payments by selecting the **AP** or **AR** radio buttons.
6. Select the tax report category.
7. If necessary, enter notes for this report run.

^ Detail

Report ID
WHTExport

Description
WHT Export

☐ Submitted
☐ Closed

Report Sequence
0

Report Options

Fiscal Calendar
Main

Fiscal Calendar ...
Main Fiscal Calendar

Date Range Option
Fiscal Period

☐ AR ☒ AP

Fiscal Year
2020

Report Date
10/6/2020

Suffix

Report Category

Fiscal Period
10

From
10/1/2020

Quarter

To
10/31/2020

8. Select **Save**. 

Exporting a WHT Payment Report

1. Go to the **Export** card to select export settings for the report.
2. Select the **Test** check box if you want to run report export is in the test mode.

If you select this check box, the system generates an export file without increasing the report sequence number and it doesn't attach any files to the **Report** entry. If this check box is clear, the application generates an export file with a unique report sequence number and attaches the files to the **Report** entry.

3. Select an electronic interface you created previously for the withholding tax payment report.
4. In the **Export File** field, enter a path on your computer where the you want to export the report.
5. Review other report information in the **Interface Properties** grid.

6. Go to the **Tax Payments** card and select **Get Tax Payments** from the Overflow menu  to pull withholding tax payment reports to the grid.

The **Tax Payment** parameters include:

- **Bank** - The unique bank account ID.
- **From** - The start date of the report period.
- **Late Payment Charge** - The charge paid for late filing of the tax returns.
- **Module** - The module where you make the payments: **AP** or **AR**.
- **Paid Amount** - The amount of withholding tax you pay to the government.
- **Penalty** - The penalty amount.
- **Receipt Date** - The bank receipt date.
- **Receipt Number** - The bank receipt number.

- **Report ID** - The report ID.
- **Tax Type ID** - The tax type ID.
- **To** - The end date of the report period.
- **Total Payment Amt** - The total payment amount (the sum of **Amount Paid**, **Late Payment Charge**, and **Penalty**).

7. Select the following options from the Overflow menu  to:

- **Generate File** - Generate the export file for the report in the .txt format and sends it to the output file path you selected
- **Submit** - Submit the report (it will be marked as **Submitted**)
- **Reset** - Reset the **Submitted** status for the report
- **Post** - Post the report

8. You can also view who and when worked on the report in the **History** section.

9. Select [Print](#)  from the Overflow menu  to view the report on your screen.

Trackers

Tracking AP Invoices

Invoice billing is one of the main steps in the sales cycle. Suppose you buy a product from a supplier, and you agree to pay within a specified period. While the supplier waits for you to pay the bill, you consider the unpaid invoices as Accounts Payable.

With the **AP Invoice Tracker** app, you know how much you owe and when it is due. If a supplier calls you to discuss an invoice, you have the complete information at your fingertips. You can track invoices and general payment activity, 'General Ledger' transactions, and the supplier details.



You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

- [Viewing Summary Details](#)
- [Displaying General Ledger Transactions](#)
- [Viewing Payment Information](#)
- [Reviewing Payment Instruments](#)
- [Reviewing AP Invoice Activities](#)



To learn more about general cards and fields, refer to the **AP Invoice Entry** section in the Application Help.

Viewing Summary Details

Assume you buy construction materials from your supplier. In the purchase order, you agree to pay for the materials within 30 days after their shipment. When you purchase goods on credit that you need to pay back within the agreed period, it is known as 'Accounts Payable'.

If you want to track the funds, you owe to your supplier, use the **Details** page. Here you can find the necessary details of the invoice, the name of the suppliers, shipment details, and the amount of the debt.

To view the AP invoice summary:

1. Open the **Invoice Tracker** app.

The **Landing** page displays.

2. Search for and select the invoice you want to review.

The **Invoice Header** card displays.

AP Invoice Tracker

^ Invoices All v Invoice *

3. Review the **Invoice Summary** group box.

Invoice Summary	
Line Amounts	
\$	7,000.00
Header Charges	
\$	0.00
Tax	
\$	0.00
Rounding	
\$	0.00
Less Pre-Payment	
\$	0.00
Total	
\$	7,000.00
Variance	
\$	0.00
Balance	
\$	0.00

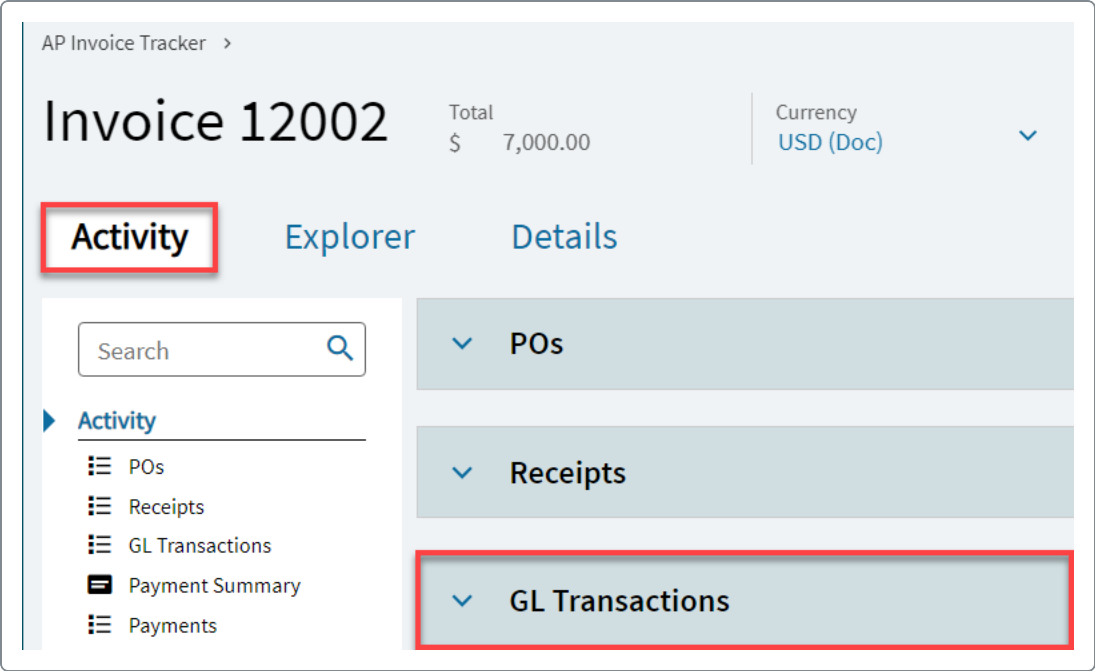
Here is more information about the following fields in this card:

- **Rounding** - Rounding parameter. Rounding is occurred if the multiplier or rule for total amount differs from the multiplier or rule for total line amount. The difference is included in the Amount to Pay and it is booked to the rounding account specified in the company setup when the invoice is posted.
- **Line Amounts** - Total amount from all the current invoice's lines.
- **Less Pre-Payment** - Pre-payment amount in base currency.
- **Group** - Invoice group identifier.
- **Variance** - Difference between the **Total Line Amounts** value and the **Amount** value.

Displaying General Ledger Transactions

In the General Ledger (GL), you process and post all accounting transactions created throughout the system, as well as entries made directly within the ledger.

On the **Activity > GL Transactions** card, you can track accounting journals and information on the credits. It lets you review all the journal entry transactions placed against the current invoice that you select.



Here is more information about the following fields in this card:

- **Statistical UOM Code** - Statistical unit of measure.
- **Statistical** - Indicates if statistical information may be entered for the natural account. Accounts can be used for monetary amounts (0), monetary and statistical amounts (1), or only for statistical amounts (2).
- **Allocation Stamp** - Previous allocation stamp to which the allocation is to be applied.
- **Allocation Target Number** - Next number sequence used to keep the records unique.

GL Transactions								
Journal	Line	GL Account	Description	Book D...	Book Cr...	Book Currency Code	Stat Am...	Stat UOM Code
89	1	2000-00-00	Accounts Payable - Trade-MAI...	0.00	5,000.00	USD	0.000000	
89	2	1215-00-00	Inventory - Pur. Components-...	5,000.00	0.00	USD	0.000000	

Viewing Supplier Payment Information

When you need information about payments that you made to the supplier, you can find it on the **Activity > Payments** card. You can see all the payment activities, which includes the invoice payment schedule and credit card data.

Type	Netting ID	Payment N...	Date	Void	Transaction...	Invoice Am...	Discount	Tax Amount	Description	Legal Number	Fiscal Year	Fiscal
Payment	0	0	09/13/2021	☐	129.50	129.50	0.00	0.00			2021	

Viewing Payment Instruments

The **Activity > Payment Instruments** card gives you quick access to payments that are applied to supplier invoices at a later date. Here you can track promissory notes, post-dated checks, and other future-dated payment instruments.

Here is more information about the following fields in this card:

- **PI Status Description** - Status of the payment instrument.
- **Fiscal Calendar ID** - Identifier of the fiscal calendar associated with the transaction.
- **Revaluation Balance** - Balance of the payment instrument at the time when the revaluation record was created.
- **Revaluation Date** - Date when the gain or loss revaluation record was generated.
- **Reverse Gain/Loss** - Specifies if the adjustment is a reverse gain or loss adjustment.

Payment Instrument ID	TranType	Transac...	Transac...	Discou...	PI Status Description	Description	Bank

Reviewing AP Invoice Activities

Using the **Activity** page in the 'AP Invoice Tracker' app you can review information relevant to your invoice.



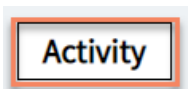
You cannot modify information on the Activity page.

You can review information about:

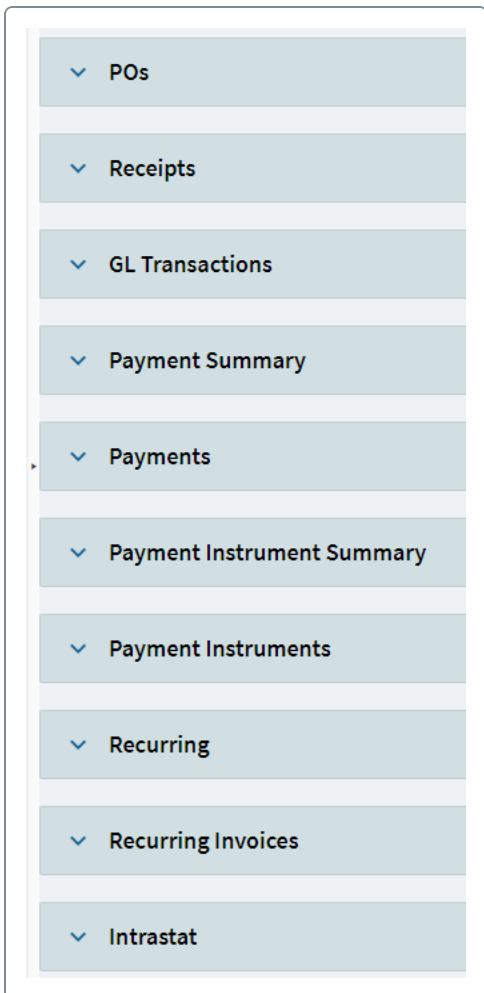
- **POs** - Displays purchase order information for any POs that are on this invoice, if any.
- **Receipts** - Displays pack slip information for any packing slips that are on this invoice, if any.
- **GL Transactions** - Displays all the journal entry transactions that have been placed against the current invoice.

- **Payment Summary** - Displays the payment summary information, if any. If the payment has been made against the invoice, this card shows you the values related to the received payment.
- **Payments** - Displays review all the payments that have been placed against the current invoice, if any.
- **Payment Instrument Summary** - Displays the payment instrument summary information, if any. If the payment instrument has been made against the invoice, this card shows you the values related to the PI.
- **Payment Instruments** - Displays information about the payment instrument associated with the invoice, if any. Payment instruments (PI) are applied to supplier invoices at a later date. You often need to enter a PI when you receive a promissory note with an accounts payable invoice.
- **Recurring** - Displays recurring related information for the invoice, if any. A recurring invoice is created, approved and paid on a regular basis, such as monthly invoice for rent or leasing of equipment.
- **Recurring Invoices** - Displays AP recurring invoice details, if any.
- **Intrastat** - Displays the intrastat related information for the invoice. Intrastat facilitate business transactions that take place in Europe, or other locations where Intrastat considerations are necessary. Intrastat facilitates financial transactions with countries that require it.

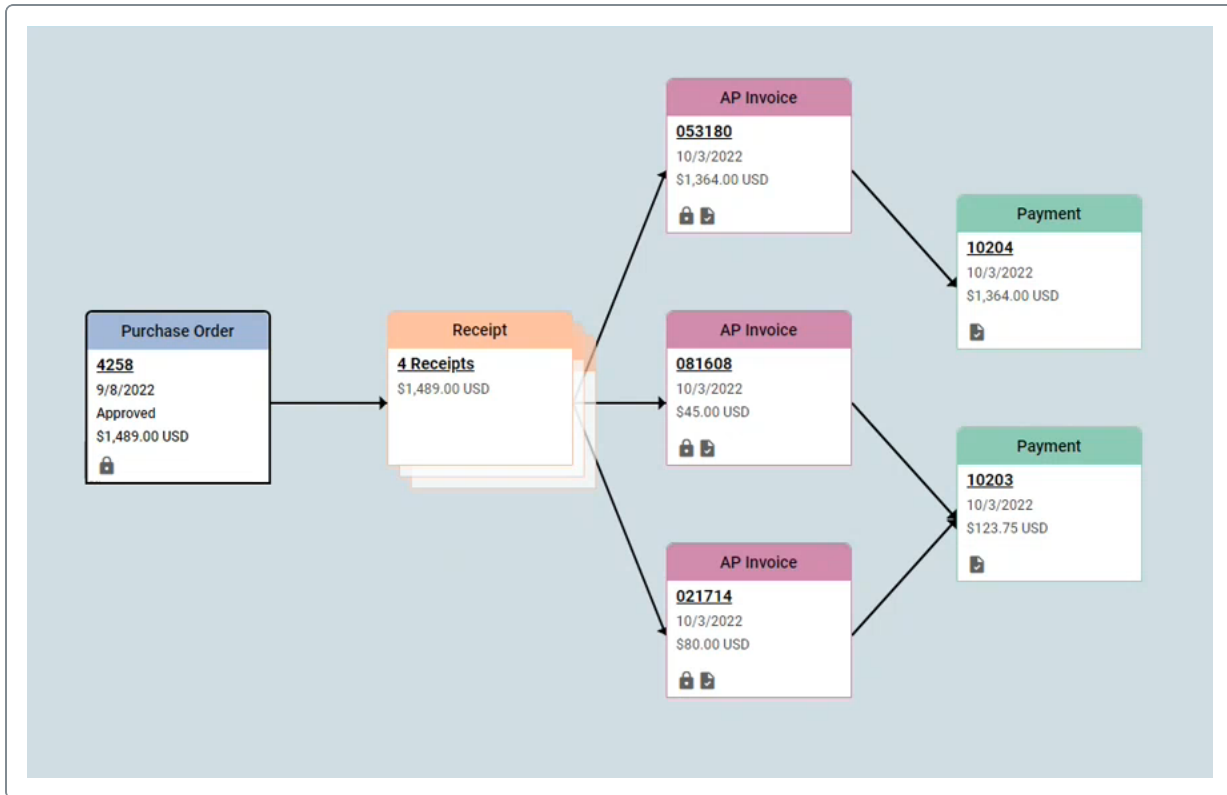
1. Select the **Activity** page.



2. Expand the card you need and review its information.



Open the **Explorer** tab to see a graphical representation of relationships between related purchase orders, receipts, AP invoices, and payments - providing a detailed overview of the procurement cycle:



The record you are in is always outlined with black borders.

This relationship “map” consists of four card groups:

1. Purchase Order
2. Receipt
3. AP Invoice
4. Payment

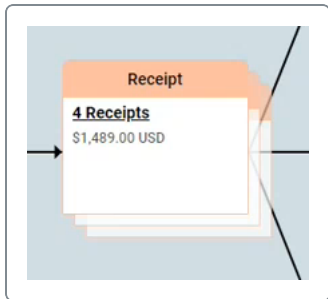
Each card contains a basic overview and an underlined link (the **PO/Packslip/Invoice/Payment Number** field), which opens a panel with detailed information:

Invoices						
Invoices						
Invoice	Open	Posted	Invoice Date	Misc Charge Total	Tax Amt	Amount
053180	☐	☒	10/03/2022	0.00	0.00	1,364.00



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:



You can select the underlined link of on the collapsed cards to view a panel with all the records listed:

Receipts

Packing Slip	Received	Arrived Date	Receipt Date	Total Amount
1000	☒	10/05/2022	10/03/2022	45.00
1980	☒	10/07/2022	10/03/2022	40.00
757	☒	10/03/2022	10/03/2022	40.00
978	☒	10/04/2022	10/03/2022	1,364.00

Tracking Logged AP Invoices

Logged invoices are a category of AP invoices you create to both record and post to a suspense account. The invoices remain in this account until you approve and pay them. To track these invoices, use the **Logged AP Invoice Tracker**. The tracker helps you review the taxes, General Ledger (GL) control types, and GL transactions, applied to a particular invoice.



You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged Invoice Tracker**.
2. In the **Invoice** column, select the invoice. For an advanced search, select the search button.

3. On the Details card, review the information for the logged AP invoices.

The screenshot shows the 'Detail' card for an invoice. The card is divided into two main sections: 'Invoice' and 'Invoice Summary'.

Invoice Section:

- Invoice:** A text field containing 'Age-log-12' with a magnifying glass icon to its right.
- Posted:** A blue button with the text 'Posted'.
- Ref PO:** A text field containing '0'.
- Supplier:** A text field containing 'AGELESS'.
- Supplier Address:** A text area containing 'Ageless Ovens', '120 Main Street', 'North Andover MA 02845', and 'USA'.
- Invoice Date:** A text field containing '5/15/2020' with a calendar icon to its right.

Invoice Summary Section:

- Invoice Amount:** A text field containing '\$ 531.80'.
- Expense:** A text field containing '\$ 531.80'.
- Tax:** A text field containing '\$ 0.00'.
- Currency:** A dropdown menu showing 'United States Dollar'.
- Rate Type:** A dropdown menu showing 'Main Rate Group'.
- Exchange Rate:** A text field containing '1.000000'.
- Lock:** A checkbox with the label 'Lock'.
- Void:** A button with the text 'Void'.

In this article, we will cover:

- [Reviewing Tax Information](#)
- [Reviewing GL Control Details](#)
- [Reviewing GL Transactions](#)

Reviewing Tax Information

If you require the tax information for the current invoice, refer to the **Tax** card. Here you can find the tax rates, tax rate dates, invoice taxes, and taxable amounts posted for the specific invoice.

Here is more information about the following fields in this card:

- **Tax Liability** - Tax region code for the invoice.
- **Tax Point** - Tax point date when the tax is recorded. This date is also used in the calculation of the **Tax Rate** if no **Tax Rate Date** is specified.
- **Reportable Amount** - Amount of tax that must be reported to the taxing locality. If you are manually entering the tax amount, this field automatically recalculates its value. If you need, however, you can change this amount.
- **Rpt Tax Amt Variance** - Difference between tax calculated in document rate, less the tax calculated in the tax rate.

^ Tax

Tax Liability

Currency

USD

Invoice Tax

\$

0.00

Deductible Tax

\$

0.00

Tax Point

month/day/year

Tax Rate Date

month/day/year

WithHolding Tax

\$

0.00

Self-assessed Tax

\$

0.00

[Reviewing GL Control Details](#)

GL Controls serve as a simple, flexible way to determine GL Accounts and Journals used in business transactions. To view the basic information on the assigned GL controls, its types, go to the **GL Control** card.

Here is more information about the following fields in this card:

- **GlobalLock** - When selected, this check box disables this record from receiving global updates.
- **GlobalEntityGLC** - Indicates whether the EntityGLC is global and whether you can send it to other companies.
- **Is External Company** - Indicates whether the account in this record is for an external company.

^ GL Control

All

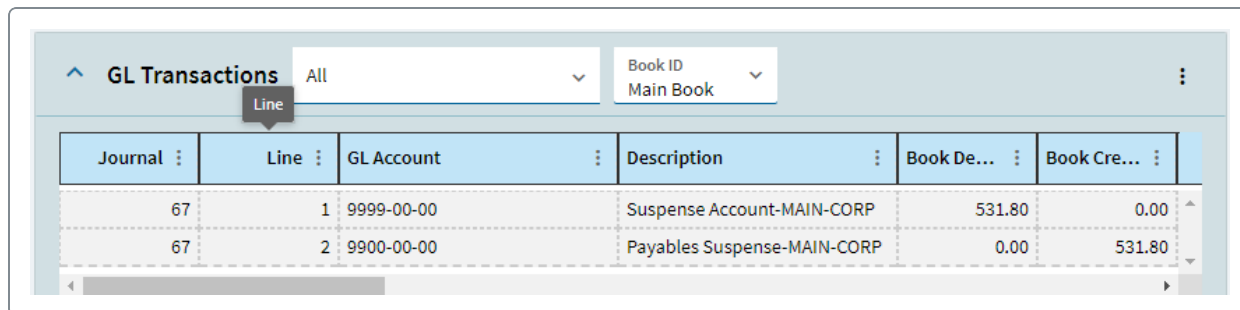
GL Control Type	Description	GL Control Code	Description
AP Account	AP Account	APTD	Accounts Payable Trade

[Reviewing GL Transactions](#)

On the **GL Transactions** card, you can track journal entry transactions placed against the current invoice that you select. This card also lets you review all the accounting journals and information on the credits. You can retrieve the complete information for the transactions according to the accounting book you choose.

Here is more information about the following fields in this card:

- **Statistical UOM Code** - Statistical unit of measure.
- **Statistical** - Indicates if statistical information may be entered for the natural account. Accounts can be used for monetary amounts (0), monetary and statistical amounts (1), or only for statistical amounts (2).
- **Post Date** - Date and time when the transaction was posted to the GL.



Journal	Line	GL Account	Description	Book De...	Book Cre...
67	1	9999-00-00	Suspense Account-MAIN-CORP	531.80	0.00
67	2	9900-00-00	Payables Suspense-MAIN-CORP	0.00	531.80

Tracking Payment Batches

The **Payment Batch Tracker** provides insight into the Accounts Payable (AP) payment batches. If you are an accountant, the tracker can be useful for you when you transfer the payment checks in batches to the banks. Track all the payments in batches you make, review whether the transaction is valid or voided, trace the check dates, bank amounts, currencies, and so on.



You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Payment Batch Tracker**.
2. In the **Bank Batch ID** column, select the batch. For advanced search, select the search button.
3. Review the batch details on the **Details** card.

Detail

Batch00001

Bank AccountMain Checking Account

Bank CurrencyUnited States Dollar

Batch Date7/2/2019

Reconciled Datemonth/day/year

Statement

Total Cash\$19696.56

CurrencyUSD

Interface-Generated

StatusReady for Reconciliation

4. To check the payments, expand the **Payments** card.

PaymentsAll

Check	Check Date	Bank Am...	Check A...	Currency Code	Fiscal Year	Period	Group	Void	Electroni...	Manual ...
10188	12/31/2009	19,696.56	19,696.56	USD	2009	12	2009	☐	☐	☐



To create the payment batches, use **Payment Batch Maintenance**.

Tracking Payments

If you buy a product from a supplier, you need to keep track of all the payments you make. The **Payment Tracker** is a perfect tool for reviewing all the necessary payment information: bank accounts, invoices and bank details. You can use the search criteria to limit the data you see.



You can find more general information about tracker interfaces in the Understanding Trackers article.

To use the tracker:

1. Open the **Payment Tracker** app.
2. The landing page displays payments in a grid, starting with the most recent.
3. You can click on a record in the **Payment Number** field.

4. The **Payment Details** card displays the general information about the payment.

Payment 10005

CurrencyUSD (Doc)

ActivityExplorerDetails

Details

Invoice Payments

Invoice Payment

Tax

Miscellaneous Payments

Miscellaneous Payment

Tax

Bank Fee

Payment Details

Payment

Payment Number*10005

Pay Of The Order Of

SupplierSSSTEEL

Name *Seaside Steel

Address Line 13500 Pan American Drive

Address Line 2

Address Line 3

CityMiami

State/ProvFL

Postal Code33133

CountryUSA

Payment Options

☐ Manual

☐ Enter Payment Total

Date9/9/2021

BankMain Checking Account

Currency *United States Dollar

☐ Electronic Payment

Payment Msg

☐ Force Discount

Exchange Rate1.000000

Payment to Base Currency

Variance\$0.00

Payment Total\$145,368.54

Rate ModeSystem

Exchange Rate1.000000

Payment to Bank Currency

Lock StatusNot Posted

Bank Total\$145,368.54

Own Reference

SEPA Payment Description

GL Description

Transaction Document

Document Type

Legal Number

Batch Reference

5. The **Invoice Payments** card displays the individual invoices paid.

Invoice Payments

Total\$145,368.54

Invoice	Tran Date	Invoice New ...	Gross Amount	Discount	Net Payment	Description	Invoice Legal Number
100019	09/09/2021	0.00	56,347.50	0.00	56,347.50		
100034	09/09/2021	0.00	4,881.04	0.00	4,881.04		
100150	09/09/2021	0.00	84,140.00	0.00	84,140.00		

Full Screen

6. On the **Miscellaneous Payments** card you can see any related miscellaneous expenses (e.g. uninvoiced payments for products or services used in the company's operation).

Miscellaneous Payments

Total\$0.00

Tran No	Pre-Payment	Gross Amount	Tax Amount	Expense Amount	Description	Ref PO	Contract/Reference	Contract/Refer...
No records available.								

Full Screen

Bank/Remit To

Bank Fee

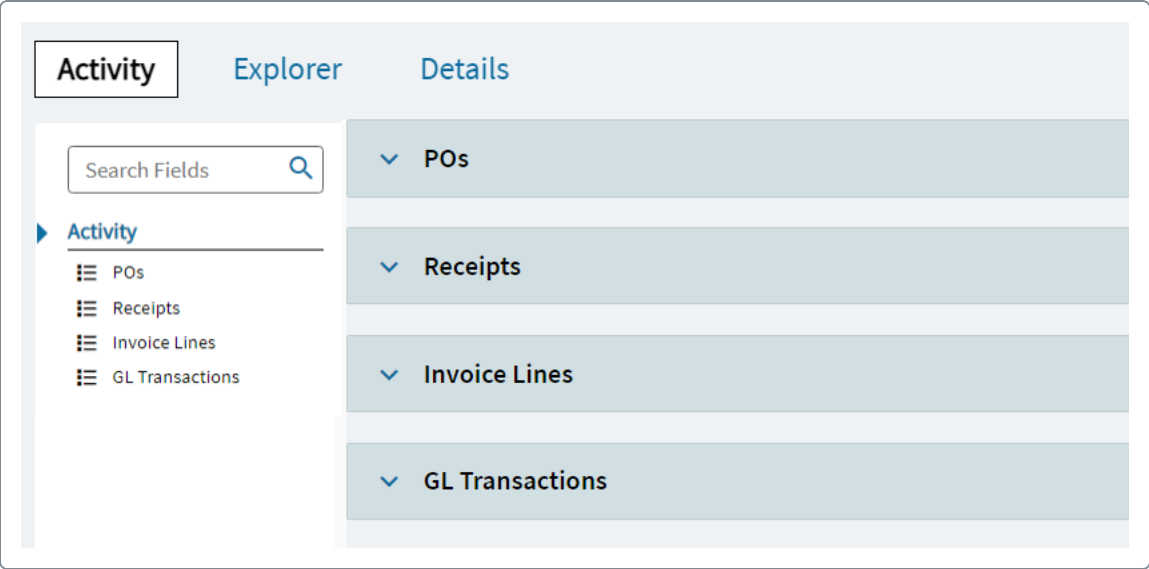
ACH Payments

7. You can also review the **Bank/Remit To**, **Bank Fee**, and **ACH Payments** information.

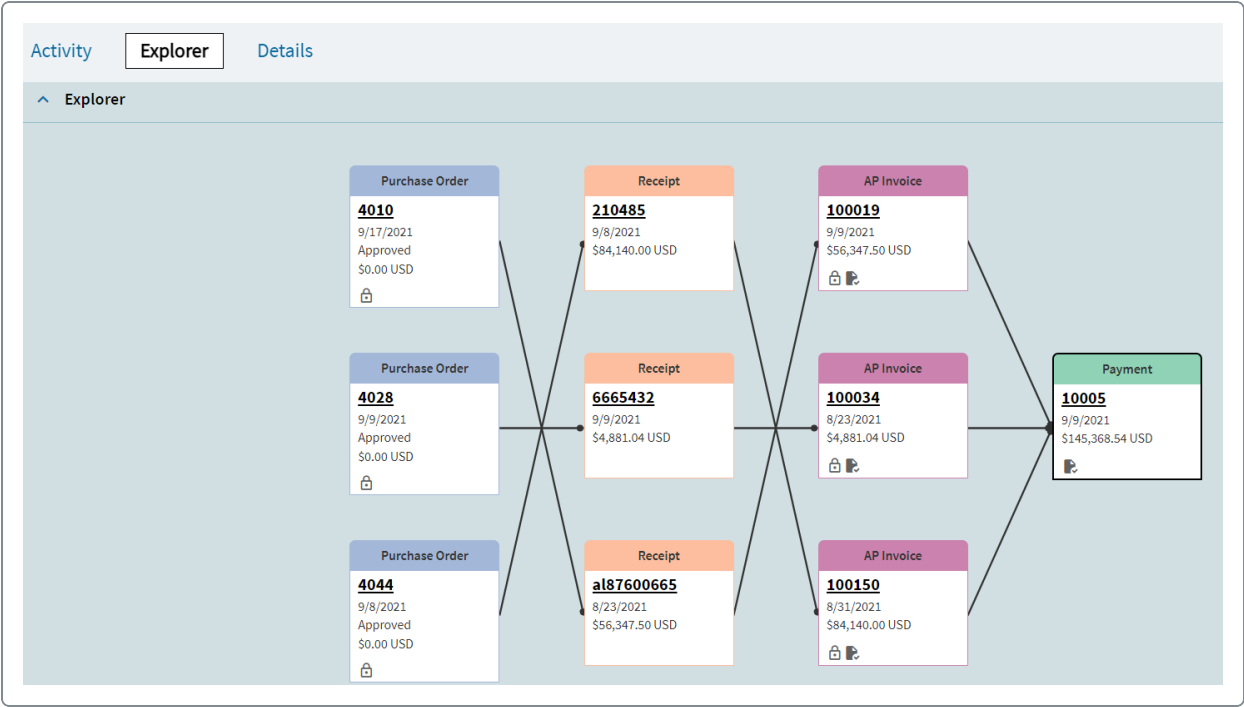


Select the **Print Remittance Advice** icon, in the top right corner of a payment's Details tab, to re-print the remittance advice for a posted payment from the Payment Tracker.

8. The **Activity** tab contains the **POs**, **Receipts**, **Invoice Lines**, and **GL Transactions** cards



Open the **Explorer** tab to see a graphical representation of relationships between related purchase orders, receipts, AP invoices, and payments - providing a detailed overview of the procurement cycle:



 The record you are in is always outlined with black borders.

This relationship “map” consists of four card groups:

- 1. Purchase Order
- 2. Receipt
- 3. AP Invoice
- 4. Payment

Each card contains a basic overview and an underlined link (the **PO/Packslip/Invoice/Payment Number** field), which opens a panel with detailed information:

Invoices

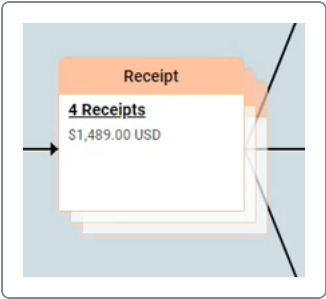
^ Invoices

Invoice	Open	Posted	Invoice Date	Misc Charge Total	Tax Amt	Amount
053180	☐	☒	10/03/2022	0.00	0.00	1,364.00



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:



You can select the underlined link on the collapsed cards to view a panel with all the records listed:

Receipts

^ Receipts

Packing Slip	Received	Arrived Date	Receipt Date	Total Amount
1000	☒	10/05/2022	10/03/2022	45.00
1980	☒	10/07/2022	10/03/2022	40.00
757	☒	10/03/2022	10/03/2022	40.00
978	☒	10/04/2022	10/03/2022	1,364.00

9. Additionally, from the Payment Tracker landing page, you can select the **Search** icon to open the slide in panel.
10. You can filter the data by various criteria, such as **Check Apply Date**, **Check Amt**, **Fiscal Period**, **Supplier**, **Bank Account**, and so on.

Search ×

Search Type
Basic

Sort By
Payment Number

Starting At
0

Check Apply Date
month/day/year

Check Amt
0.00

Name

Fiscal Year
0

Fiscal Period
0

Supplier  Name

Bank Account

Description

 Save Search

Reset Search

Search

Tracking Letters of Credit

A letter of credit is a letter or document from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make a payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

The buyer makes an agreement with a bank that the bank will be liable to pay for some specific goods up to a certain value on the basis of some condition - usually some sort of confirmed receipt such as a bill of lading. The seller can then be satisfied that they will be paid, and raises the invoice against the bank. The seller must raise orders, deliver and raise invoices specifically against that letter; and when done so, it effectively becomes its own independent credit pool.

One variant of this is where the bank does not become the payer, but merely a guarantor in the event the buyer fails to pay. Local governments rather than banks also offer this service but usually to the supplier for a price under an Export Credit Guarantee (ECG) scheme - but in the same way you must ensure not to exceed the value of such a guarantee. Invoices and payment processing then continues against the normal customer and the purpose of tracking is pure visibility against the particular guarantee and also to ensure that the guarantee limit is not exceeded.

Use the **AP Letter of Credit Tracker** to review details of records where you want to use precaution in offering credit facilities to a customer who may be a credit risk.



You can find more information about the tracker interface in the Trackers article.



To learn more about general cards and fields, refer to **AP Letter of Credit Entry** section in the Application Help.

To use this tracker:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Letter of Credit Tracker**.
2. On the landing page, select the LCID number from the **LCID** column. For advanced search, select the search option in the **LC Reference** field.
3. In the **Activity** page, you can view the AP invoice and purchase order details.



4. Expand the **Invoices** panel card to track invoices connected to a letter of credit and view details.

Invoices

All

Invoice	Legal Number	Amount	Balance	Open	Invoice Currency
No records available.					

5. To track purchase orders connected to a letter of credit and view details, expand the **Purchase Orders** card.

Purchase Orders

All

PO Number	Open Order	Total Order	Outstd Value	PO Currency
No records available.				

6. Use the **Details** section to select a letter of credit and to review detailed information.
7. Expand the **Detail** card and select a letter of credit in the **LC Reference** field. Review details about the supplier, exchange rate, dates, and values.

Detail

LC Reference
123

Description
123

Supplier
AGELESS

Bank
Main Checking Account

☐ Ship Complete

Currency
United States Dollar

☐ Lock

Exchange Rate
1.000000

Base Value
\$ 120.00

Terms
1/10 Net 30

Issue Date
11/1/2019

Name
Ageless Ovens

Select Exchange Rate
Original LoC Rate

Closed

LC Value
\$ 120.00

Outstanding PO Value
\$ 0.00

Cumulative Invoice Value
\$ 0.00

Remaining LC Value
\$ 120.00

Invoice Balance
\$ 0.00

Valid From Date
11/1/2019

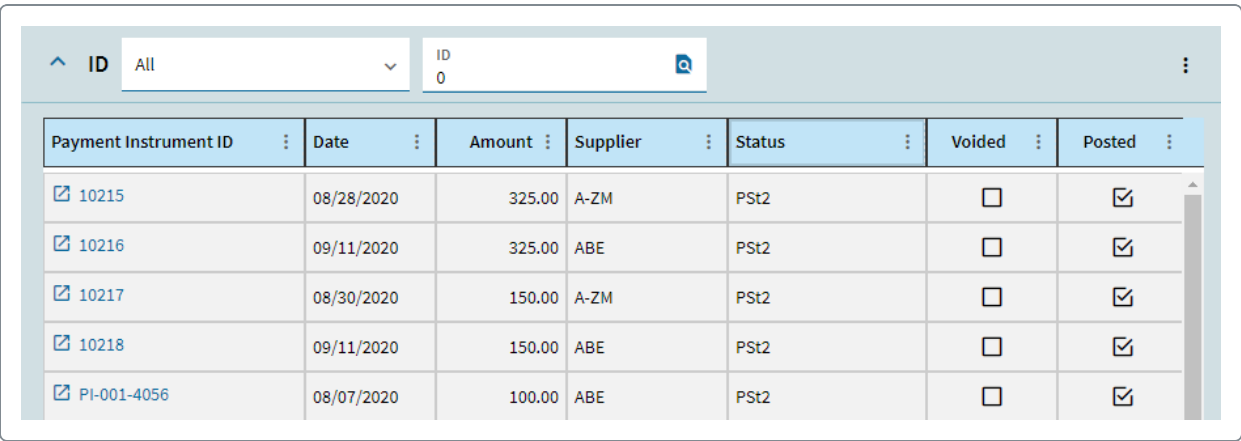
Valid To Date
11/30/2060

Tracking AP Payment Instruments

Payment Instrument is a generic term to cover different types of negotiable instrument used for payment. Any document that is an instruction to a bank to make a payment is a payment instrument. Track the different types of payment instruments such as Promissory Notes and post-dated checks and their corresponding status, from initial generation or receipt through to clearance/ settlement in the **A/P Payment Instrument Tracker**. By using this functionality, you can be assured that complex, settlement-related taxes are correctly handled when payment is made via payment instruments.

To use the tracker:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Payment Instrument Tracker**.
2. On the landing page, select the payment instrument.



The screenshot shows the 'AP Payment Instrument Tracker' interface. At the top, there is a header bar with a search filter set to 'All' and a search icon. Below this is a table with the following columns: Payment Instrument ID, Date, Amount, Supplier, Status, Voided, and Posted. The table contains five rows of data, each with a checkbox in the 'Payment Instrument ID' column and a checkbox in the 'Posted' column.

Payment Instrument ID	Date	Amount	Supplier	Status	Voided	Posted
☒ 10215	08/28/2020	325.00	A-ZM	PSt2	☐	☒
☒ 10216	09/11/2020	325.00	ABE	PSt2	☐	☒
☒ 10217	08/30/2020	150.00	A-ZM	PSt2	☐	☒
☒ 10218	09/11/2020	150.00	ABE	PSt2	☐	☒
☒ PI-001-4056	08/07/2020	100.00	ABE	PSt2	☐	☒

3. On the **Header** card, review the detailed information for the selected PI.

Header

ID10215

Manual

Posted

PIAP 1 Description

Transaction Date7/29/2020

Fiscal Year2020

Fiscal Period7

SupplierA-ZM

Supplier NameA-Z Metals

Legal Number

Due Date8/28/2020

Document TypeAPPLN

TypePTY2

Bank Amount\$325.00

CurrencyUSD

Exchange Rate\$1.000000

Allocated\$200.00

Bank Fees\$125.00

Total Prom. Note\$325.00

Discount\$0.00

StatusPSt2

Printed

4. Use the **Info** card to view a company or supplier address, specific to an instrument. The default information on the sheet originates from the Company Maintenance and Supplier Maintenance programs.

Info

Company Info

Name

Epicor Education

Address

12600 S Torrence Ave

City

Chicago

State/Prov

IL

Postal Code

60633

Country

USA

Supplier Information

Name

A-Z Metals

Address

4707 W North Ave

City

Chicago

State/Prov

IL

Postal Code

60639

Country

USA

Change Comments

5. To view the invoices linked to a payment instrument, expand the **Allocation** card.

^ Allocate

Payment Instrument
10215

Currency
USD

Realized Gain/Loss
\$ 0.00

Amount
\$ 325.00

Revaluation Date
month/day/year

Unrealized Gain/Loss
\$ 0.00

▼ Invoices

⋮

6. When you select an invoice from the **Invoice** grid, the details display in the **Invoice Detail** card.

^ Invoice Detail

Invoice AP1-01			
Invoice Date 7/29/2020		Gross Value \$	200.00
Invoice Value \$	200.00	Withholding Taxes \$	0.00
Balance \$	0.00	Net Payment \$	200.00
Terms 2/10 Net 30		New Balance \$	0.00
Discount Date month/day/year		Invoice Rate 1	
Due Date 8/28/2020		Payment Rate 1	
Legal Number		Discount \$	0.00
Base Currency United States Dollar		Net Payment \$	200.00
Balance \$	0.00	Withholding Taxes \$	0.00
New Balance \$	0.00	PN Total \$	200.00
		Gain/Loss \$	0.00
		Discount \$	0.00

7. Use the **Bank Fees** card to view bank fees and bank fee taxes that apply to the instrument.

^ Bank Fee

Bank Fee Overdraft	Overdraft Fee		
Bank Fee Amount \$	125.00	\$	
Base Bank Fee Amount \$	125.00	\$	

8. On the **Endorsed PI Receivable** card to review endorsed AR payment instruments details.

^ Endorsed PI Receivable

ID

Type

Description

Status

Issue Date
month/day/year

Amount
\$ 0.000

Customer ID

Customer Name

Due Date
month/day/year

Bank Amount
\$ 0.000

Base Amount
\$ 0.000

Currency

Exchange Rate
0.000000

Bank Fees
\$ 0.000

Total AR
\$ 0.000

Legal Number



You can find more information about the tracker interface in the Trackers article.

General Ledger

A **General Ledger**, or GL, is a means for keeping record of a company's total financial accounts. Accounts typically recorded in a GL include: assets, liabilities, equity, expenses, and income or revenue.

At the core of GL lies a company's COA, or ensemble of GL account numbers. Each company has the ability to create multiple charts of accounts. On the outer walls of the accounts are unique segments, categories, allocations, references, and configurations which define each account the chart contains. The design of each wall significantly impacts the ability to easily prepare financial reports for each area of business in a company.

Accounts Budgets

Entering GL Account Budgets

Enter budgets for your income statement accounts in **GL Account Budget Maintenance**. Then you can include budget amounts in reports defined in **Financial Report Designer**. The amounts display in budget columns.

You need to define both expense and revenue budgets:

- For **expense budgets**, enter positive amounts to track increases in expense accounts or decreases to revenue accounts. Typically, you use expense budgets for operating expense accounts such as travel and entertainment, professional services, and equipment rental.
- For **revenue budgets**, enter negative amounts to track decreases in revenue accounts or increases to expense accounts. You can use a revenue budget to determine whether cash from sales of scrap meet sales projections.



You shouldn't use account budgets to include sales in cash flow analysis. The analysis includes sales through accounts receivable open order lines.

Prior to creating a budget, you must create a GL book and fiscal calendar for your budget. You must also define a chart of accounts in **Chart of Accounts Structure Maintenance**, define natural, dynamic, and controlled segment values in **Account Segment Values Maintenance**, and create GL accounts in **General Ledger Account Maintenance**.

Use the landing page of the application to view existing GL account budgets or to enter a new one.

In this article, we will cover:

- [Creating an account budget](#)
- [Adjusting a period budget](#)

- [Using additional options](#)

Creating an Account Budget

To create an account budget, you must first define a book to contain the budgeted account. During the process, you will specify an income-statement account, a budget amount, and the fiscal year in which the budget applies. The application uses these values to create period budgets, which you can adjust on the **Period Budget Amount** card.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Account Budget**.
2. On the landing page, select the book, fiscal year and budget code you want to create a budget account for or keep the defaults. You can also changes them further in the process, if necessary.

3. Select **New**  to add a GL account budget record.
4. Verify the **Book**, **Budget Code** and **Fiscal Year** fields display the setting you want to create the record for.
 - **Book** - Specifies the fiscal calendar and chart of accounts used to define the budget. Journals posted to the book affect the account to which the book applies.
 - **Fiscal Year** - Year the budget applies to. The calendar that applies to the year determines the number of periods in the budget. For example, if you select the fiscal year 2025 and it has 12 periods, then there will be 12 period budget records.
5. Enter the GL account this record applies to or search  for it.

GL Account Budget Details

Book: Main Book Budget Code: Main

Fiscal Year: 2021 Fiscal Year Suffix:

Chart: 1041 D...: 00 D...: 10 GL Referen...: Customer: Employee: Bank - Pending:

6. Enter the budget amount and the qualifier for the account.

The **Qualifier** field determines whether the amount applies to the selected fiscal year or each of its periods. You can define expense and revenue budgets.

- Enter positive amounts to track increases in expense accounts or decreases to revenue accounts.
- Enter negative amounts to track decreases in revenue accounts or increases to expense accounts.

For example, the fiscal year 2025 has 12 periods. You enter a budget amount of **12,000.00**. If you use period as the qualifier, the system creates 12 records each with a budget amount of 12,000.00. If you use year as the qualifier, it creates 12 records each with a budget amount of 1,000.00. When you save the budget, the application creates rows in the **Period Budget Amounts** card based on entries in the **Amount** and **Qualifier** fields.

7. Review the **Total Budget Amount** field. It displays the budget amount for the fiscal year. The **Total Stat Budget Amount** field provides the statistical budgeted amount for the fiscal year for **Mixed** and **Statistical Only** accounts.

Amount: \$ 14,000.00 Stat Amount: 0.000000

Qualifier: Period

Total Budget Amount: \$ 168,000.00 Total Stat Budget ...: 0.000000

☐ Cash Flow Analysis

8. Select **Cash Flow Analysis** if you want to use budgeted amounts for the account in the calculation of the Cash Flow tracker entries. If you select the check box, the system uses the amounts in calculation of budgeted expenses displayed in the tracker.

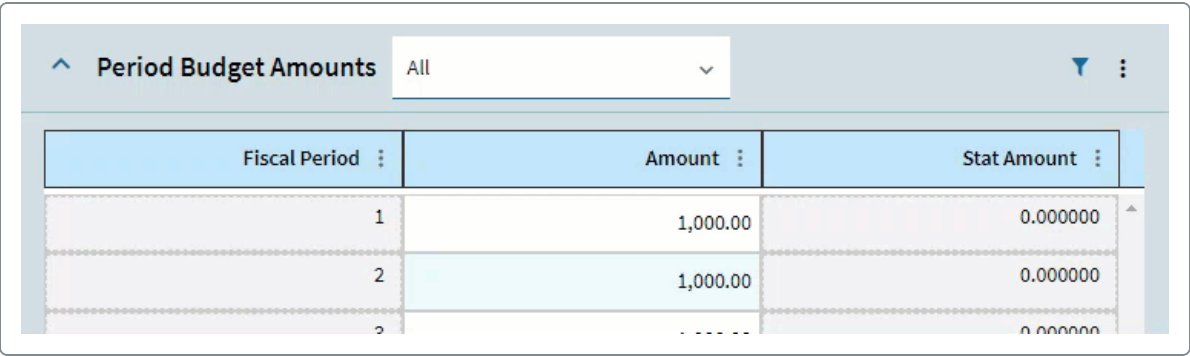
9. Select **Save** . The application creates period budgets based on settings you just entered. You can view and adjust the period budgets on the **Period Budget Amounts** card.

Adjusting a Period Budget

When you set up and save an account budget, the application creates period budgets based on the **Amount** and **Qualifier** values on the **GL Account Budget Details** card. You can then adjust period budget amounts on the **Period Budget Detail** sheet.

 You can't add or delete period entries. The periods defined for the selected fiscal year determine the number of entries on the **GL Account Budget Details** card.

1. On the **Period Budget Amounts** card, select the period which amount you want to adjust.
2. Enter the required amount.



Period Budget Amounts All		
Fiscal Period	Amount	Stat Amount
1	1,000.00	0.000000
2	1,000.00	0.000000
3	1,000.00	0.000000

3. Select **Save** .

Using Additional Options

In **GL Account Budget Maintenance**, you can also:

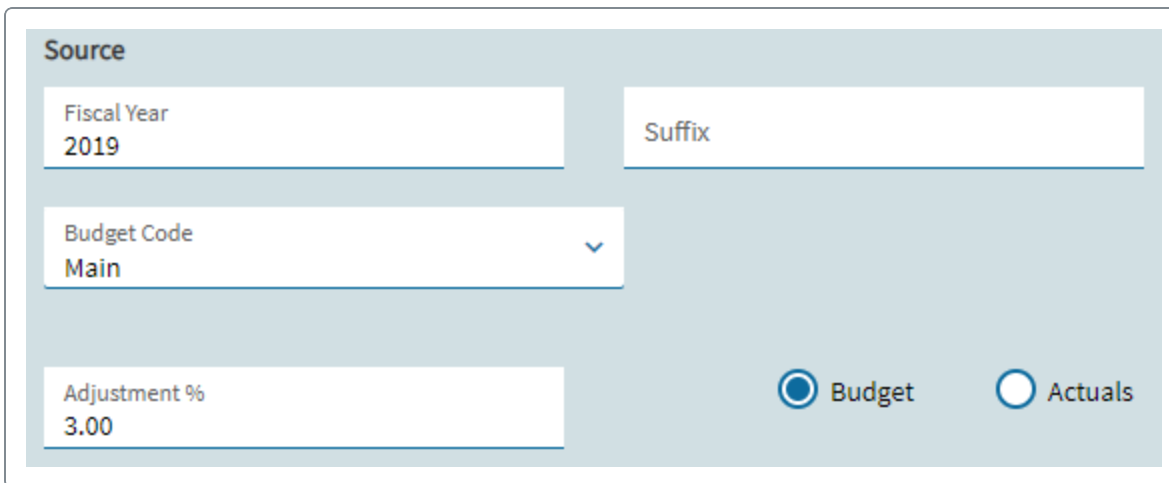
- [Copy Budgets](#)
- [Export Budgets](#)
- [Import Budgets](#)

Copying Account Budgets

In [GL Account Budget Maintenance](#), use the **Copy Budget** option to copy account budgets between fiscal years within a book. The copied budgets can use account actual or budget amounts as their basis. You can then adjust copied values.

Run the process to avoid re-entering account budgets.

1. In **GL Account Budget Maintenance**, from the Overflow menu , select **Copy Budgets**.
2. In the **Source** section, specify the fiscal year you want to use as the source for copied budget amounts. This must be an active year in the fiscal calendar.
3. Select the required **Budget Code**. Then, in the **Adjustment %** field, enter the percentage the application will use to adjust the amounts you copy. The percentage can be both positive and negative.



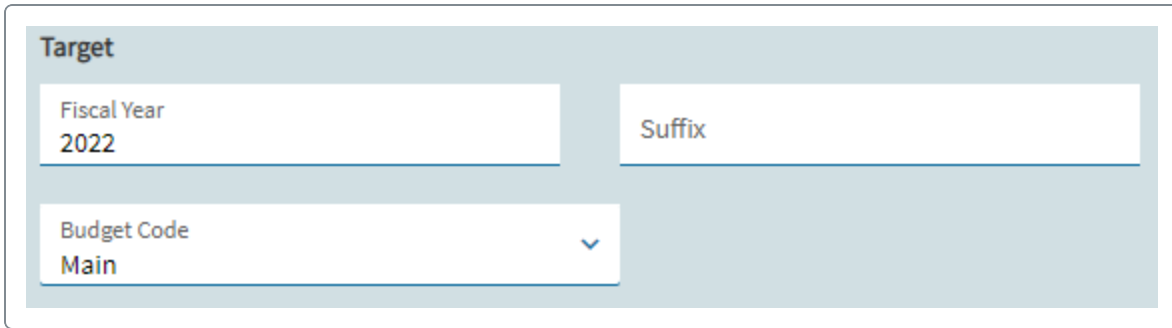
The screenshot shows a form titled "Source" with the following fields and controls:

- Fiscal Year:** A text input field containing "2019".
- Suffix:** A text input field.
- Budget Code:** A dropdown menu showing "Main" with a downward arrow.
- Adjustment %:** A text input field containing "3.00".
- Radio Buttons:** Two radio buttons labeled "Budget" and "Actuals". The "Budget" radio button is selected (indicated by a blue dot).

4. Select a radio button to:
 - **Budget** - Set up the source year budgets as the basis for amounts copied to the target fiscal year.

For example, in the source fiscal year, an account had a budget of 300,000 and actual expenses of 320,000. Selection of **Budget** results in the use of 300,000 as the basis for budget in the target fiscal year. Selection of **Actuals** results in the use of 320,000 as the basis for budget in the target fiscal year.
 - **Actuals** - Set up the source year actuals as the basis for amounts copied to the target fiscal year.

For example, in the source fiscal year, an account had a budget of 300,000 and actual expenses of 320,000. Selection of **Budget** results in the use of 300,000 as the basis for budget in the target fiscal year. Selection of **Actuals** results in the use of 320,000 as the basis for budget in the target fiscal year.
5. Specify the **Target** settings.



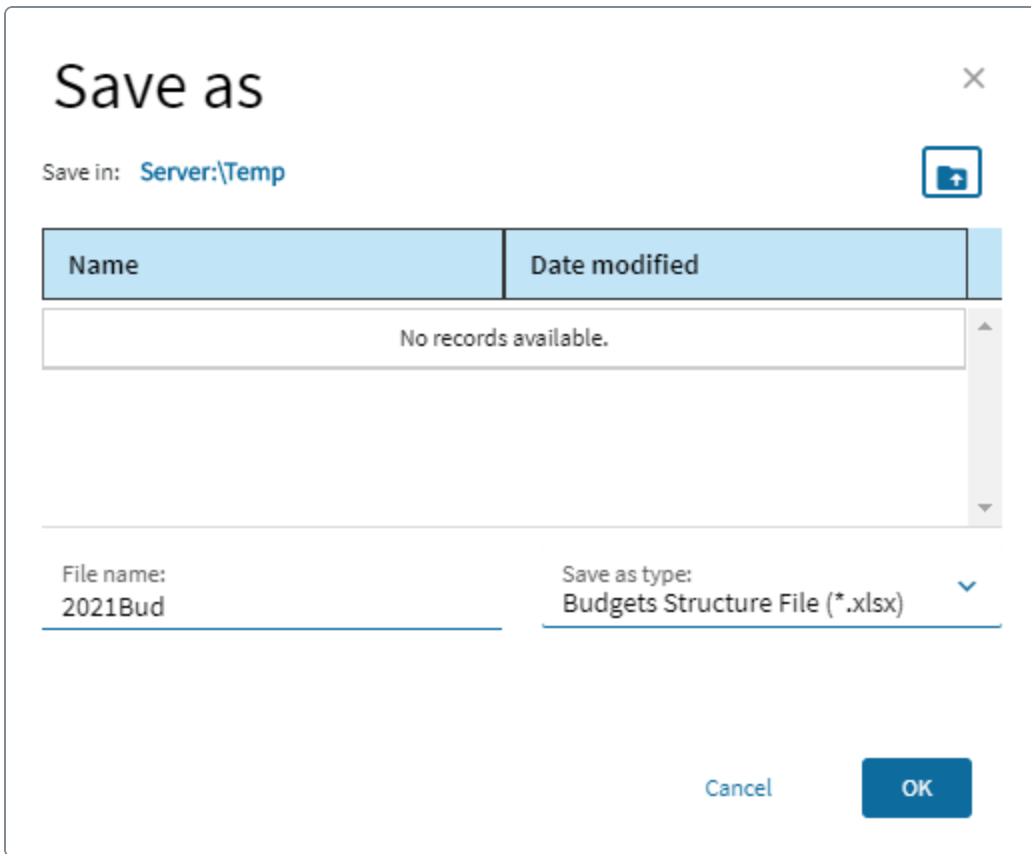
6. Select **Process**. 

Exporting Account Budgets

In [GL Account Budget Maintenance](#), use the **Export Budgets** option to export period budgets for a number of accounts into a spreadsheet.

1. In **GL Account Budget Maintenance**, from the Overflow menu , select **Export Budgets**.
2. Search  for the **Output Folder Path** option or enter the path directly in the field. This will be the folder the system creates for the exported file.

Specify the file name, its location and its type in the **Save as** panel.



Save as ✕

Save in: [Server:\Temp](#) 

Name	Date modified
No records available.	

File name: 2021Bud

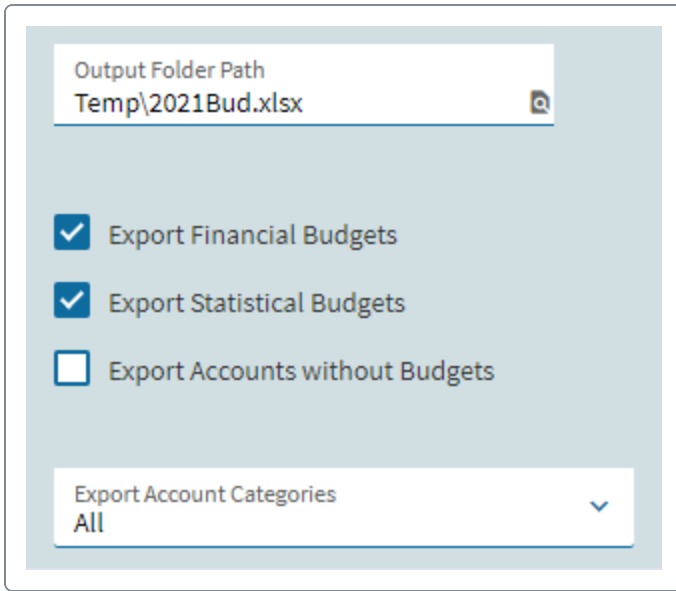
Save as type: Budgets Structure File (*.xlsx) ▼

[Cancel](#) [OK](#)

3. Select the types of account budgets you want to export by checking the required check boxes:

- **Export Financial Budgets**
- **Export Statistical Budgets**
- **Export Accounts without Budgets**

Export Financial Budgets and **Export Statistical Budgets** are on by default. To start file export, you must select at least one of the check boxes.



Output Folder Path
Temp\2021Bud.xlsx

☒ Export Financial Budgets

☒ Export Statistical Budgets

☐ Export Accounts without Budgets

Export Account Categories
All

4. Select an option from the **Export Account Categories** drop-down list. The exported accounts are filtered according to the selected type of their account category.
5. Expand the **Filter** card and specify the filter parameters, if necessary.
6. Select **Process**. 

Importing Account Budgets

In [GL Account Budget Maintenance](#), use the **Import Budgets** option to import period budgets for a number of accounts into a spreadsheet.



Use Microsoft Excel™ to amend the imported budgets.

1. In **GL Account Budget Maintenance**, from the Overflow menu , select **Import Budgets**.
2. Search  for the file to import. The fields fill in with the details from the file you want to import.

Options

Import File Name
NovBud.xlsx

Book
LT Book

Fiscal Year
2021

Suffix

Budget Code

Budget Code D...

- **Book** - Select a book from a drop-down list. By default the parameter is automatically updated with the data from the imported file.
- **Fiscal Year** - The fiscal year you want the process to consider.
- **Budget Code** - The budget code for the imported budget.

3. Select the check boxes to specify what budgets (financial and/or statistical) you want to import.

4. Specify the import mode:

- **Add new values only** - Adds only new records if it does not corrupt existing data.
- **Add new and replace existing** - Adds new values and update existing.
- **Override all** - Removes existing and add records from the file.

☒ Import Financial Budgets ☐ Import Statistical Budgets

Import Mode
Add new values only

5. Select **Process**. 

Chart of Accounts

Understanding Chart of Accounts

The Kinetic application uses a chart of accounts structure (COA) to control the entry of accounts. Each book must have a COA selected on it so that journals can post to the book. You can add up to 20 user-definable segments within the chart of accounts (COA). These can be used for accounting and reference purposes providing the ability to record, store, allocate and report on important financial data at a highly granular level. With a total of 200 characters available, Kinetic gives you the flexibility to manage your financial operations exactly as you need.

You can create multiple charts of accounts, if you require. The Global chart of accounts feature enables you to create a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

The charts of accounts (COAs) you design create different views of the financial transaction data. As you create multiple COAs, consider the reporting requirements you need to satisfy with each COA. For example, you may need one COA for general account entry inside your new company, while you need another COA in order to consolidate transactions with a parent company.

You can create as complex an account structure as you need. Each account can have up to 20 definable account segments. Each segment itself can be up to 50 characters in length, and you can define a number of values - like Effective Date and Normal Balance - for each segment. These segments can be controlled, dynamic, and optional for data entry. The segments can also display in any order. The maximum length of each account is 200 characters, including delimiters.

As you begin creating a new COA, consider these questions:

- Do you need multiple COA's for each company?
- What does your entire GL account structure need to include?
- What types of account segments do you need to define this overall account structure?
- Which segments need to be controlled, and which need to be dynamic?
- Which segments need to be self-balancing?
- Should an account be used across companies?

You link a specific chart of accounts to a book. Each company can have multiple books, and within each book you define the currency, chart of accounts, and fiscal calendar the book will use to post its business transactions. In the above example, you would create one main book for the new company and a consolidation book for reporting to the parent company.

You begin by launching [Chart of Accounts Maintenance](#). Create the new COA records you need and then define the structure and characteristics of its account segments. You then use [Account Segment Values Maintenance](#) to define values for the dynamic and controlled segments used within

your COAs. To complete the COA setup, you then use General Ledger Account Maintenance to generate the accounts.

Master Chart of Accounts

The Master COA for a company defines the general ledger accounts available for manual entry of general ledger accounts. You define the Master COA for a company within Company Configuration. The application uses the Master COA to do the following:

- Define available values in fields used for general ledger account entry. For example, the application limits entries in the GL Account field in AP Adjustment to only Master COA accounts. Because of this, the Master COA must define all accounts needed to post from these fields.
- Define default accounts available for manual journal entry in multi-book mode. This mode applies to a journal group defined in Journal Entry and results in the Master COA being used with all the journals in the group.
- Provide a means of specifying the COA to which other types of transactions post. Optionally, you can limit posting from AR Invoice, AP Voucher, and other programs to Master COA accounts. The general ledger control associated with the program sets the limitation.
- Define available accounts when upgrading to the Kinetic application. The COA used prior to the upgrade supplies the general ledger accounts used by the Master COA. The upgrade creates a Main Book associated with the Master COA in order to maintain default posting processes.
- Determine which COA displays when general ledger maintenance programs open. These programs open with the Master COA displayed by default.

Typically, the Master COA maintains a complete set of accounts used to post journals from all programs to the Master Book for the company. Other books use amounts posted to the Master COA. You can map book segments and define posting rules to enable the transfer of amounts between books.

Alternatively, you can use the Master COA to capture journals for other books. For example, you define two books with different COAs, neither of which have enough details to derive accounts from each other. The master COA combines the COAs in the two books so all accounts are available to both books.

Global Chart of Accounts

The global chart of accounts (COA) functionality enables you to define a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

As well as initial distribution of a new COA, subsequent updates to the COA in the parent company can also update the COA in subsidiary companies. In addition, you can select which segments to distribute across companies.

You can elect to transfer only the chart of account structure, selected segments and segment values (Send Segments Only), or you can include the whole COA, including the GL accounts (Send Full COA).

The following programs are used in the setup and ongoing use of the global COA functionality:

- **External Company Configuration** - You can subscribe subsidiary companies to receive global COA updates, and initialize the transfer process.
- **Chart of Account Structure Maintenance** - You can set the following elements as global: Chart of account structure, COA segments, and COA segment values.
- **Account Segment Values** - If segment values are set to global in a global COA, these segment values transfer to the subsidiary company(s).
- **General Ledger Account Maintenance** - If a global COA is set up to Send Full COA, the GL accounts are also global, and transfer to the subsidiary company(s).
- **Global Table Maintenance** - Use this program to determine which tables (fields) in the subsidiary will receive updates via the global COA process, once you have run the initial transfer of global COA data.

Creating Charts of Accounts

Chart of Account Maintenance defines the segment structure and characteristics for each Chart of Accounts (COA) you use within the current company. The application uses one or multiple charts of accounts to control account entry.

Each company book must have a COA. In a multi-company environment, you typically need two or more charts of accounts in each company, a master COA and a consolidation COA. Books can be assigned different COAs or several books can share the same COA. When a book links with a COA, you can use the COA to post journals. Use GL Control Maintenance to specify the journals and accounts used to post transactions within the COA. Indicate which COA is the Master; a master COA contains the primary list of accounts.

Example: Government regulations require reports to use an account structure different from the one you use for corporate reporting. In this situation, define two books. One book uses a COA for government reporting; the other uses a COA for corporate reporting. In another scenario, the COAs which the company's subsidiaries use can supply values to a management COA that contains a limited number of accounts.

In Chart of Accounts Maintenance, you must indicate which COA is the Master; a master COA contains the primary list of accounts. Your master COA is typically assigned to your company's Main Book.

When you implement financials in the Kinetic application, carefully consider the role each COA and book will play in your company's financial management. You can create as complex an account structure as you need for each COA. Each GL account can have up to 20 definable account

segments. Each segment can be up to 50 characters in length, and you can define a number of values, such as Effective Date and Normal Balance, for each segment. The maximum length for an account is 200 characters, including delimiters.

Tip: Use Chart of Accounts Maintenance to design the primary account structure for each COA. To define the specific values each segment uses - such as category, normal balance, and natural account options - use Account Segment Values Maintenance. To indicate a segment is self-balancing, use Self-Balancing Segment Maintenance. Generate specific account combinations within General Ledger Account Maintenance.

Use the landing page of the application to view existing chart of accounts or to enter a new one.

In this article, we will cover:

- [Creating a new chart of accounts](#)
- [Defining COA segments](#)
- [Modifying display order](#)

Creating a New Chart of Accounts

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Chart of Accounts**.
2. Select **New**  to add a new chart of accounts.
3. Enter a unique **Chart of Account** identifier and a Description for this COA. These are the values that display in various other programs and reports.
4. In the **Separator Character** field, enter the character used to separate the various segments within the chart. A common example is a dash (-).
5. The **Chart Length** field indicates the maximum length of the accounts generated through this COA. This field only populates once you have created segments.
6. If this COA is the **Master COA** for the current company, this check box is selected. You define the Master COA within Company Configuration.
7. Select **Create Default Categories** if you want the application to create standard COA categories for the COA. If you leave this check box clear, you will have to manually create COA categories in COA Category Maintenance.
8. Select the **Global** check box if you want this COA to transfer to subsidiary companies via the Multi-Company process. This option is useful if several companies use the same COA - you only have to create the COA once, then transfer it to the other companies.



To use the Global COA functionality, you require the Multi-Company license.

9. The **Global COA and GL Account Lock** check box is only available in subsidiary companies that use the Global COA functionality. Select this check box to sever the Global COA connection with the parent company. Future changes to the parent COA will no longer transfer to the subsidiary. Also, local changes to the subsidiary COA are enabled. If you select the Global Values check box for a COA segment, the Global COA and GL Account Lock check box is automatically selected as well.

COA Detail

COA Code: Master

Description: Master Chart of Accounts

Separator Character: -

Chart Length: 43

Master ☒

Create Default Categories ☐

Global ☐

Global COA and GL Account Lock ☐

Balances Verification not Required

GL Accounts Display is Correct

In Use

10. Select **Save**. 

Defining COA Segments

COA Segments can be natural, controlled, dynamic, or optional for data entry. They can display in any order and that order can be changed at any time (Run the Rebuild Display GL Account process to update the display throughout the application).

A natural account segment defines the chart segment used with the account. The first segment you save on a COA automatically saves as its natural account. When a segment is defined as a natural account, the application zeros balances in income statement accounts and maintains balances for balance sheet accounts. If a segment is a natural account, the Natural Account indicator is active on the Detail card. While you indicate where the natural account segment is located in the account structure in this program, use Account Segment Values Maintenance or Natural Account Mass Update to define other natural account options.

Controlled segments record the primary financial history of the company, while dynamic segments record temporary, unique business activity. Link, or reference, dynamic segments to a business entity, which is a table that records data placed against customer, supplier, project, part, and other entities.

Once you start to use a COA, you can no longer add a controlled segment to it but you can always add dynamic segments to a COA in use.

You begin definition of the COA with the creation of the natural account segment.

1. In the **Segment Detail** card, select **New**  to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. The first segment you create is always the **Natural Account**.
4. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
5. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
6. If you use the **Global COA** functionality, select the **Global Segment** check box (in the parent company) to include this segment in the COA transfer to subsidiary companies. In a global COA, the natural account segment is always marked as a Global Segment.
7. The **Global Segment Lock** check box is only available in subsidiary companies that use the Global COA functionality. Select this check box to sever the global connection for this segment with the parent company. Future changes to this segment in the parent COA will no longer transfer to the subsidiary. Also, local changes to the segment in the subsidiary are now enabled.
8. If the **Global Segment** check box is selected, you can also select the **Global Segment Values** check box. This means the actual segment values for this segment will transfer to subsidiaries via the Global COA functionality.
9. In subsidiary companies, select the **Global Values Lock** check box to sever the global connection for segment values in the COA. Future changes to individual segment values in the parent COA will not transfer to the subsidiary. If you select this check box, the **Global COA** and **GL Account Lock** check box is automatically selected.

10. Optionally, clear the Alphanumeric check box to block the inclusion of letters in the segment.

Segment Detail

Segment Number:

Name

Chart

Abbreviation

Chart

☐ Dynamic

Maximum Length

4

Minimum Length

4

Balance Options

☒ Include in Detail Balance

☒ Include in Summary Balance

☐ Opening Balance on P/L

Entry Options

☐ Alphanumeric

Entry Control

Mandatory

Natural Account

☐ Global Segment

☐ Global Segment Lock

☐ Global Segment Values

☐ Global Values Lock

11. Select **Save**. 

For subsequent segments, you can select the **Dynamic** check box to indicate a segment is dynamic. The application then defines the value of the dynamic segment based on entity references and posting rules. If this check box is clear, it indicates this segment is controlled, and cannot be changed on the fly by the application. For controlled segments, you have to define values in the Account Segment Values program.

1. In the **Segment Detail** card, select **New**  to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. If this segment is dynamic, you can select the **Use Business Entity** check box. This check box indicates this segment uses a business entity to define the segment value. If this check box is clear, it indicates the application uses booking rules and lookup tables to define the segment value.

6. If you selected the **Use Business Entity** check box, the **Business Entity** drop-down list is available. Select the business entity that will generate the dynamic values.
7. The **Create Segment Values** check box indicates the dynamic segment values are created automatically. This means segment values are added when a system entity record is created. If this check box is clear, you have to manually update business entity values.
 - **Include in Detail Balance** - Indicates the application maintains segment balances for display on reports and trackers.
 - **Include in Summary Balance** - Indicates the application summarizes segment balances for display on reports and trackers.
 - **Opening Balance on P/L** - Indicates the application maintains year-end segment balances for expense and revenue accounts. By default, the application reduces the balances in temporary accounts to zero at year end. If you select this option, you can maintain an income statement independent of the fiscal year.
8. Select the **Alphanumeric** check box to indicate the account segment can include both letters and numbers.

^ Segment Detail

Segment Number:

Name
Customer

Abbreviation
Cust

☒ Dynamic

Maximum Length
10

Minimum Length
1

Balance Options

☐ Include in Detail Balance

☐ Include in Summary Balance

☐ Opening Balance on P/L

Natural Account

☐ Global Segment

☐ Global Segment Lock

☐ Global Segment Values

☐ Global Values Lock

Entry Options

☒ Alphanumeric

Entry Control
Optional

^ Reference Entity Options

☒ Use Business Entity

Business Entity
Customer ID

Segment Value Field
CustID

Description Field Name
Name

☒ Create Segment Values

Updated Automatically

Truncated Automatically

9. Select **Save**.

Controlled segments use values defined in general ledger programs to create general ledger accounts. Values defined for controlled segments are available in fields used for entry of general ledger accounts.

1. In the **Segment Detail** card, select **New**  to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.

4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. Select the **Alphanumeric** check box to indicate the account segment can include both letters and numbers.
6. Select the **Entry Control** drop-down list to indicate whether the segment must display in general ledger account codes. Available options:
 - **Mandatory** - The segment must be included in general ledger accounts. The natural account segment is always mandatory.
 - **By Natural Account** - The segment can be either optional or mandatory for each natural account value. You define this option within Account Segment Values Maintenance. This program is described later in this chapter.
 - **Optional** - General ledger accounts can be posted without this segment.
 - **Reference Account Mask** - The segment can be either optional or mandatory, depending on the account mask defined in GL COA Reference Type Maintenance. This program is explored later in this chapter.

^ Segment Detail

Segment Number:

Name
Employee

Abbreviation
Emp

☒ Dynamic

Maximum Length
10

Minimum Length
4

Natural Account

☐ Global Segment

☐ Global Segment Lock

☐ Global Segment Values

☐ Global Values Lock

Balance Options

☒ Include in Detail Balance

☐ Include in Summary Balance

☒ Opening Balance on P/L

Entry Options

☒ Alphanumeric

Entry Control
Mandatory

7. Select **Save**. 

Post-requisites

Use **Account Segment Values** to define values for this segment.

Dynamic segments can use a reference-type entity to define segment values based on user input. Reference type values classify campaigns, projects, and other entities with a fixed life for use in financial reporting. In addition, the application can use entity references and posting rules to set dynamic segment values.

1. In the **Segment Detail** card, select **New**  to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. Select the **Dynamic** and the **Use Business Entity** check boxes. Selecting Dynamic allows you to complete **Reference Entity Options** fields.
6. In the **Business Entity** field, select **Reference Entity**. This entity is associated with the **GLCOARefType**. Selection of this entity sets other segment entry options in this card. The application requires manual updates of segment values and sets the **Entry Control** to **Reference Account Mask**. This setting indicates values for the segment originate in **GL COA Reference Type**.
7. Optionally, change the default balance options as follows
 - Use the **Include in Detail Balances** and **Include in Summary Balances** check boxes to determine how the application maintains segment balances for use on reports and trackers. Maintenance of summary balances requires the storage of fewer general ledger transactions than does maintenance of detail balances.
 - Select **Opening Balance on P/L** to maintain year-end segment balances for expense and revenue accounts. By default, the application zeros balances in income summary accounts at year end.

^ Segment Detail

Segment Number:

Name
GL Reference Type

Abbreviation
GL Ref Type

☒ Dynamic

Maximum Length
10

Minimum Length
4

Balance Options

☐ Include in Detail Balance
☐ Include in Summary Balance
☒ Opening Balance on P/L

Natural Account

☐ Global Segment
☐ Global Segment Lock
☐ Global Segment Values
☐ Global Values Lock

Entry Options

☒ Alphanumeric

Entry Control
Reference Account Mask

^ Reference Entity Options

☒ Use Business Entity

Business Entity
Segment Value Field
RefType
Description Field Name
RefTypeDesc

☐ Create Segment Values

Updated Manually
Truncated Automatically

8. Select **Save**. 

Post-requisites

Use **GL COA Reference Type** to define types and account masks for the segment.

Modifying Display Order

You can also modify the order in which the segments display on the current chart of accounts.

To modify the display order, highlight the segment for which you want to change the order, and select the **Up** or **Down** arrows to change the sequence order.

^ Segments		Display Order :				
1					☐	☐
2					☐	☐
3					☐	☐

When you are ready to generate the chart of accounts, you use General Ledger Account Maintenance.

Creating General Ledger Accounts

In the **General Ledger Account** app, you define valid general ledger (GL) accounts for a chart of accounts (COA).

General ledger accounts contain the natural account segment and other controlled segments. You cannot include dynamic segments in GL accounts. Posting rules set the value of most dynamic segments.

Before creating GL accounts, complete the following:

- [Define all the controlled segments needed by the COA in Chart of Accounts Maintenance.](#)
- [Create values needed to define the GL account in Account Segment Values.](#)

General ledger accounts define valid entries for the selected chart of accounts. Kinetic uses accounts defined in this app to validate journals posted to the COA.

You can create GL accounts after the COA is in use:

1. Open the **General Ledger Account** app.
2. In the 'Chart of Accounts' field, select the COA for which you want to create GL accounts.

General Ledger Account Maintenance

General Ledger Accounts

All

- -

Chart of Accounts
Master Chart of Accounts

☒ Master

☐ Global COA and GL Account Lock

GL Account	Description	Active	Effective From	Effective To	Override Defa...	Preserve Activ...	Multi Company	Statistical Description
1000-00-00	Cash- Regular Checking Account...	☒			☐	☐	☐	No

3. Select **New GL Account**.

The **Details** and **Where Used** Cards display

 The 'Where Used' card contains a grid showing all GL controls that use the GL account.

- 4. In the 'GL Account' field, define the account.
- 5. In the 'Description' field, enter a description used to identify the account on reports and in other GL maintenance apps.
- 6. Optionally, select the **Multi Company** check box to use the account for inter-company processing. Inter-company processing updates multi-company accounts defined in the COAs of a parent company and its subsidiaries.
- 7. Clear the **Override Default Description** check box to allow the description to be overwritten during automatic account updates. Select the check box to allow users to edit and update the description manually.
- 8. Select the **Active** check box to use the account. Kinetic blocks activation of an account that contains an inactive segment. Journal details can book to active accounts.

 If you clear the 'Active' check box and the account is referenced by at least one GL Control, a warning message appears. However, this is only a warning and it will not prevent the change from being saved.

 **Warning**
One or more GL Controls reference this GL Account.

9. Optionally, select the **Preserve Activation** check box to block inactivation of the account during automatic account updates. Selecting the check box preserves the active status of the account when the account generation process runs in Preserve mode. When the check box is cleared, running the process in Preserve mode inactivates the account.
10. If required, use the **From Date** and **To Date** fields to define the account's active period. You can leave one or both fields blank to define a period without a specified start and/or end date.
11. Select **Save**. 

Creating COA Categories

COA Category Maintenance shows your categories and subcategories, and the GL accounts that are assigned to them. You can create new categories and assign those categories to existing accounts.

Use the landing page of the application to view existing account categories or to enter a new one.

In this article, we will cover creating a new category.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > COA Category**.
2. In the **Chart of Account** field, select the COA for which you want to create a category.
3. Select **New**  to add a new category.
4. The **Global** label turns green if the selected COA is global. Otherwise, the label is gray.
5. Enter the **Category ID** which is used on reports and programs that do not have space to display the full Description text.



The green Global Category label displays if this category is also global.

6. Enter the **Description** for the COA category. The GL Report Wizard uses this value to label entries in financial statements.
7. Select the **Net Income** check box to indicate this category reports net income values. Typically, corporate balance sheets use Retained Earnings to describe this category.
8. Indicate you can use this category to link, or match, related transactions within the database by selecting the **Enable Transaction Matching** check box.
9. Select the **Type** for the new COA category. The category is either for a Balance Sheet or an Income Statement.

10. Use the **Normal Balance** options to indicate whether this category carries either a Debit or a Credit balance.
11. Select the main category under which this child category appears in the **Parent Category** drop-down list. The GL Report Writer uses this field to structure statements. You can define as many subcategory levels as you need.
12. Enter the **Sequence** for the child category. This value determines the position of the current category in relation to the other child categories on financial statements.
13. Use the **Consolidation Type** drop-down list to define the exchange rate settings used when consolidation journals generate from the selected COA.

The screenshot shows the 'Detail page' for a category. It includes the following fields and options:

- Category ID ***: ASSETS
- Description ***: ASSETS
- Parent Category**: (Drop-down menu)
- Consolidation Type**: (Drop-down menu)
- Sequence**: 0
- Report Category**: (Text field)
- Type**:
 - Balance Sheet: ☒
 - Income Statement: ☐
- Normal Balance**:
 - Debit: ☒
 - Credit: ☐
- Global Category**: (Green button)
- Net Income**: ☐
- Enable Transaction Matching**: ☐

Refer to the Adding Consolidation Types article in this chapter for information on creating new consolidation types.

14. Select **Save**. 

Defining GL COA Reference Types

Use **GL COA Reference Type** to define the reference types and reference type masks you want to apply to a COA segment. Reference type values classify campaigns, projects, and other entities with a fixed life span. Account masks determine the general ledger accounts that include the reference-type segment; they also indicate whether including the segment is required or optional. General ledger account and chart trackers display the information reference types generate.

When you create a reference-type segment in Chart of Accounts Maintenance, you can then define types and masks for the segment. You can associate a single reference-type segment with multiple reference types and associate a single reference type with multiple masks. Account masks determine the GL accounts that include the reference-type segment and whether including this segment is required or optional.

Masks that match the same account - In some cases, two types can have masks that match the same account. In this case, the application uses the type with the mask that most closely matches the account for the transaction. For example, a type that includes a mask for account 2300-10-00 takes priority over a type with a mask of 2300-1_-00.

You can define a different set of reference types and masks for each COA but using of a standard set of types across all charts of accounts permits a broader analysis of company data. Determine the value of a reference-type segment when a transaction posts. Account Segment Values define the segment value associated with your selection. You do not need to define values for this segment in the GL controls or through the use of posting rules. Because reference-type segments are set manually, use them to classify items that cannot be set by values in posted journals. For example, define a reference type to classify businesses as corporations or sole proprietorships because this information is unavailable from customer or supplier records.

For example, you create a reference type to classify travel expenses employees incur. In Chart of Accounts Maintenance, define a reference-type segment for the Master COA. In GL COA Reference Type, select the COA and segment, and create a Travel reference type. Define mask 2300-__-__. This mask includes the natural account segment used for employee vouchers with the division and department segments masked. Designate the mask status as required. In Account Segment Values, select the segment mask and define segment values for the options Lodging, Air Fare, and Per Diem. Since the mask is required, you must designate your expenses as Lodging, Air Fare, or Per Diem when you post.

Use the landing page of the application to view existing GL COA reference types or to enter a new one.

In this article, we will cover:

- [Defining a GL COA Reference Type](#)
- [Creating an account mask](#)

Defining a GL COA Reference Type

1. From the main menu, go to **Financial Management > General Ledger > Setup > GL COA Reference Type**.
2. The **Chart of Accounts** field indicates whether the displayed COA is the company's master COA. The program opens with the master COA displayed. Select the **Chart of Accounts** that will contain the reference type segment.
3. In the **Segment** field, select the segment to which this reference type applies.

Type	Description
Trade	Trade Shows

4. Select **New**  to add a new GL COA reference type.
5. In the **Type** field, enter the type identifier. You use this value to select the reference type within the Account Segment Values program.
6. In the **Description** field, enter additional information to describe the reference type.

Type	Description
Vehicle	Company Vehicles

7. Select **Save** .

Creating Account Masks

1. To add an account mask, select **New**  on the **Account Masks Detail** card.
2. In the **Account Mask** field, enter the account mask value. This value defines the general ledger accounts that use the current reference type. You can select specific accounts or use the underscore (_) as a wildcard to reference multiple accounts.
3. In the **Ref. Status** field, select a value to define whether accounts that match the mask include values defined for the selected type.

The following options are available:

- **Exclude** - Blocks using reference type values with accounts that match the mask.
- **Optional** - Can use reference type values with accounts that match the mask.
- **Required** - Must use reference type values with accounts that match the mask.

GL Account	Ref. Status
610_--	Optional

4. Continue to add the account masks you need.

5. Select **Save**. 

Mapping Charts of Accounts

In **Accounting Segments Mapping**, define maps used to transfer journals between different charts of accounts.

There are two basic types of mapping: a Chart of Accounts Map, and a Global Transform Map.

Mapping transforms a portion of one chart of accounts (COA) to a portion of another and eliminates the need to redefine the posting rules that create journals. You can handle most posting process modifications through COA mapping. Typically, you create COA maps instead of modifying specific posting rules. COA maps can reflect minor changes you need between different charts of accounts. COA maps are also easier to maintain.

Use Chart of Accounts maps to:

- Create consolidation journals. The consolidation process uses COA maps to link accounts from a source book to a target book. In Consolidation Definition Maintenance, you can specify the map a consolidation uses.
- Automatically transfer posted journals between books. Associate maps with a book and its posting rules within GL Transaction Type Maintenance. Use the posting engine functionality to map a source COA to a target COA. You can set up mapping for entire account codes or for individual segments. When the currencies of the two books are different, the application also converts the journal currency.

Tip: Modify posting rules within GL Transaction Type Maintenance. If your book requires more complex posting changes, modify the posting rules for each affected GL transaction type. For information on how to do this, refer to the Posting Engine Technical Reference Guide in the Application Help.

Example: The company has a financial book and a legal book, that use different charts of accounts (COAs). You want to post the same accounts payable (AP) journals to both COAs. Create a map with the financial book's COA as the source COA. This map links natural account segment values for AP accounts in the two COAs. Next, access the GL transaction type used to post AP journals. This

GL transaction type contains the posting rules which create journals for the financial book. Associate the mapping document with the financial book. As a result, journals that post to AP accounts in the financial book also post to the COA in the legal book.

Once you create a COA map between books, you need to determine which GL transaction types should post to both of these books. Once you make that decision, add the secondary book with mapping to each individual GL transaction type by adding a revision in GL Transaction Type Maintenance. You also have the option in Book Maintenance to link a secondary book to a source book using the COA map you built.

Tip: If you plan to update multiple GL transaction types to post to multiple books, and no rule modifications are needed, it makes the most sense to link the secondary book to your source (Main) book in Book Maintenance. Once you establish this link, you can enable as many GL transaction types as you want, all at the same time. In GL Transaction Type Maintenance, you can only add revisions one transaction type at a time.

For more information on Chart of Accounts Mapping, refer to the Posting Engine Technical Reference Guide in the Application Help or the Posting Engine course.

Use the Global Transform mapping type specifically for Global COAs. This type of map enables you to map account segments in a parent company global COA to segments in a subsidiary company COA.

Select the required subsidiary in the External Company field. For global transform maps, the source and target COA are the same, so you cannot select an alternative COA in the Target Chart of Accounts field. Also, the Map Type field is automatically set to Accounting Segment Map, so you enter new segment value mapping details on the COA Mapping > Segment sheet.

Example: You have a global COA based in parent company Epic06. The COA has a Company segment, with one segment value, which should always reflect the current company. In the parent company, you create the segment value Epic06, with Description Epicor Education and Abbreviation EP06. In the Global Transform mapping, you select this segment as the source value, and enter different target values: Segment Value: Epic02, Description: Epicor Distribution, Abbreviation: EP02. Once you initialize transfer of a Global COA, the associated Global Transform mapping transforms the source values in the parent COA into the target values in the subsidiary COA.



Global Transform maps do not allow entry of duplicate target segments. This restriction does not apply to standard COA maps.

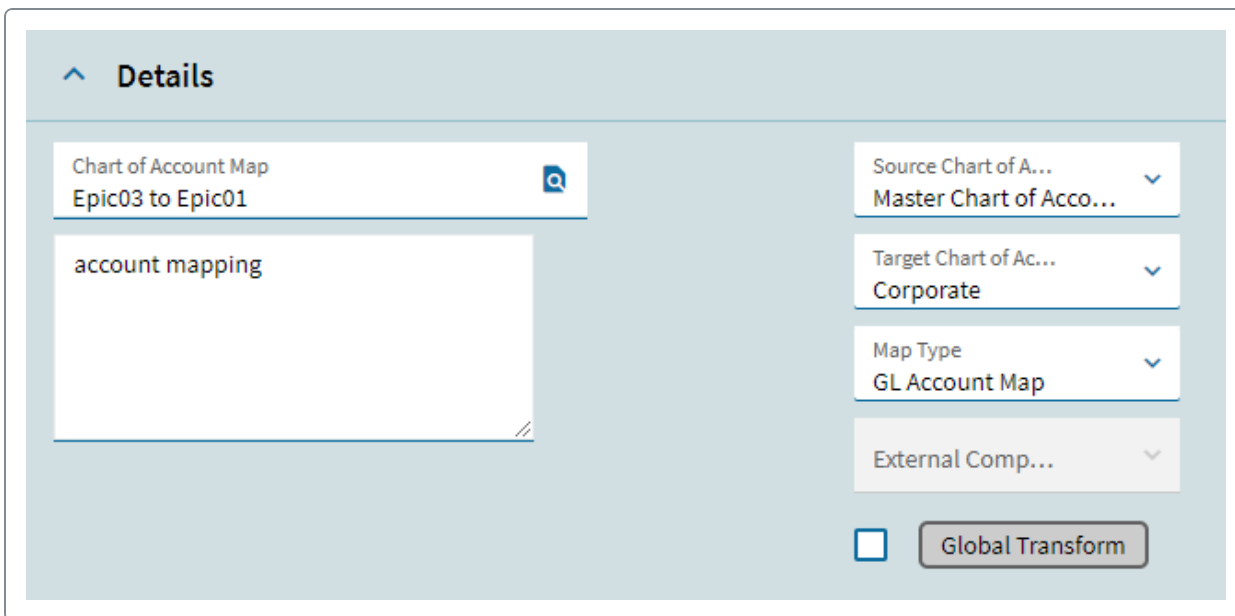
Use the landing page of the application to view existing mappings or to create a new one.

In this article, we will cover:

- [Creating a COA map](#)
- [Creating a Global Transform Map](#)

Creating a COA map

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Accounting Segment Mapping**.
2. Select **New**  to add a new mapping.
3. Use the **Chart of Account Map** field and the description field to identify the map. Application processes use the map identifier. The detailed description provides information to GL Transaction Type users.
4. In the **Source Chart of Account** field, select the source COA for the map. Transactions booked to accounts in this COA also book to the target COA. The Details sheet specifies the segments and accounts included in the map.
5. In the **Target Chart of Account** field, select the target COA for the map. Transactions booked to accounts in the source COA also book to this COA. The Details sheet specifies the segments and accounts included in the map.
6. Use the Map Type field to determine whether the map associates the COAs on the basis of their segments or their accounts.
 - Select **Accounting Segment Map** to establish mapping between the source and target COAs on account segments.
 - Select **GL Account Map** to establish mapping between the source and target COAs on entire accounts.



Details

Chart of Account Map
Epic03 to Epic01

account mapping

Source Chart of A...
Master Chart of Acco...

Target Chart of Ac...
Corporate

Map Type
GL Account Map

External Comp...

☐ Global Transform

7. Select **Save**. 

8. Use the **Accounts Map** card to complete the mapping. You can link either entire GL accounts or specific account segments.
- If **Map Type** is set to **GL Account map type**, you link account strings between source and target accounts.

The screenshot displays the 'Accounts Map' interface. The top section, titled 'Details', contains a search bar, a large empty box, and a 'Map Type' dropdown menu set to 'GL Account Map'. Below this is a checkbox and a button. The bottom section, titled 'Accounts Map', features a filter dropdown set to 'All' and a table with two columns: 'Source GL Account' and 'Target GL Account'.

Source GL Account	Target GL Account
1000-00-00	1000-03
1100-00-00	1100-03

A 'Full Screen' button is located at the bottom right of the table area.

- If **Map Type** is set to **Accounting Segment Map**, you link specific source and target

account segments together.

Details

Map Type
Accounting Segment ...

Segments Map

All Source Segment Chart Target Segment Natural

Source Segment Value	Target Segment Value
1000	1000
1010	1010

Full Screen

Creating a Global Transform Map

Create a Global Transform Map only if you use the Global COA functionality, and you need to change the Description and Abbreviation for certain segment values from one company to another.

Example: You use the same chart of accounts across multiple companies. The COA includes a Company segment, which represents the company in which the COA resides, so all GL transactions contain the company ID. You create a Global Transform map to ensure the Company segment has the correct company ID in the Description and Abbreviation.

To create a new Global Transform map:

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Accounting Segment Mapping**.
2. Select **New**  to add a new mapping.
3. Use the **Chart of Account Map** field and the description field to identify the map. Application processes use the map identifier. The detailed description provides information to GL Transaction Type users.
4. Select the **Global Transform** check box. The Global Transform indicator becomes green.

- 5. In the **Source Chart of Account** field, select the COA you want to map. The **Target Chart of Account** field automatically populates with the same COA. You cannot change this, as a Global Transform map is specifically for use with the same COA across different companies.
- 6. Verify that the Map Type field is automatically set to Accounting Segment Map. This is the only type of mapping you can create in a Global Transform map.
- 7. In the **External Company** field, select the target company to which this mapping applies. You can only select external companies already set up in External Company Maintenance/Configuration. Now you are ready to set up the segment mapping(s).

Details

Chart of Account Map
Epic06 to Epic02

Transform company ID segment to suit the particular company

Source Chart of A...
Corporate

Target Chart of Ac...
Corporate

Map Type
Accounting Segment ...

External Company
EPIC02

☒ Global Transform

- 8. Select **Save**.
- 9. Expand the **Segments Map** card and, in the **Source Segment** field, select the required segment.
- 10. Select **New** to add a new segment mapping.
- 11. Select the **Source Segment Value** from the drop-down list.
- 12. Enter the **Target Segment Value**.

Segments Map

All

Source Segment
Natural

Target Segment
Natural

Source Segment Value

Target Segment Value

1041	1041
1070	1070

Full Screen

13. Save the map. When the COA transfers to the external company via the global COA functionality, the transformed segments in the target company display according to the changes you made.

Fiscal Periods

Closing Fiscal Period/Year

Close Period Entry allows you to close both ordinary and closing periods specific for each book in your company's general ledger (GL). If you close the last closing period in the fiscal year of a book, all previous periods (ordinary and closing) close automatically.

When posting to a closed period, the application's logic is defined by the validations set on the books. The validations you define determine if the application allows for the posting to error, auto-correct to the currently open period, or proceed. Therefore, you can control whether posting to a closed period is allowed.

Although Close Period Entry defines a period as closed, the GL transactions for that period remain in your database. You can post transactions to previous and future periods or, if necessary, re-open a closed period. You can print financial statements for any closed period. To prevent book updates in certain periods, use Earliest Apply Date.

Internal procedures dictate the housekeeping activities that should occur prior to closing a fiscal period or year. Activities can include the following:

- Post all Accounts Payable related groups for the period
- Execute the Capture COS/WIP Activity process for the period
- Post all Journal Entry groups for the period

Tip: To transfer your balances to the next year after closing the last fiscal period, run the **Transfer Opening Balances to Next Year** process.

Use the landing page of the application to view existing fiscal periods.

In this article, we will cover closing a fiscal period.

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Close Fiscal Period/Year**.
2. In the **Book** field, enter or search for the identifier of the book from which you want to close periods.
3. If necessary, select the **Fiscal Year/Suffix** button to select a different fiscal year.

^ Details

Book
Main Book

Fiscal Calendar ID
Main

Fiscal Calendar Description
Main Fiscal Calendar

Fiscal Year

Fiscal Year Suffix

- Use the **Fiscal Periods** grid to view a list of fiscal periods of the first fiscal year of the book, including the start and end dates of the periods. **Yes** displays in the **Closing Period** column for a closing period. Select the period you wish to close by selecting the **Closed** check box.

^ Fiscal Periods

Fiscal Period	Start Date	End Date	Closing	Closed
1	01/01/2022	01/31/2022		☒
2	02/01/2022	02/28/2022		☐
3	03/01/2022	03/31/2022		☐
4	04/01/2022	04/30/2022		☐

The period closes.

To transfer your balances to the next year, run the **Transfer Opening Balances to Next Year** process after you close the last fiscal period.

Using Earliest Apply Date Entry

Earliest Apply Date Entry allows you to prevent business transaction types from posting in open fiscal periods. You can define a date to resume posting transactions on a module by module basis or company-wide. The Earliest Apply Date set on the Detail card is the first date on which you can apply any financial transaction in a company.

When you first set up a new company, ensure the Earliest Apply Date value is on a date or in a period prior to the date you will load financial data into the Kinetic application. This prevents errors from displaying when you enter or import financial data into your new company. Note that you must first designate a company calendar in Company Configuration before setting up an earliest apply date. When you define an Earliest Apply Date for a specific module, this date applies to all transaction types for that module.

- Cash Management
- Accounts Receivable
- Accounts Payable
- Inventory and Production
- Asset Management
- Payroll

If at any time you need to prevent posting to an open period for a specific module, enter a new earliest apply date type and define the date or period to resume posting.

Your company does not typically close periods on the actual closing date because extra time is often needed to account for adjustments. However, to accurately track Accounts Payable transactions, you need to be able to prevent posting to a period after the ending date passes (for example, Period 5 - May 31). In this example, add a New Type to Earliest Apply Date Maintenance for the Accounts Payable module, and define June 1 of the current year as its Earliest Apply Date. This prevents any Accounts Payable GL transactions from posting prior to the actual/current period.

You can use Earliest Apply Date Entry separately or in conjunction with the Close Period Entry process. The Close Period Entry process closes periods specific to a book. You can define the earliest apply date by date or by fiscal period. You can also specify an earliest apply date for particular modules.

In this article, we will cover:

- [Defining the Earliest Apply Date for all transactions by date](#)
- [Defining the Earliest Apply Date for all transactions by fiscal year and period](#)
- [Defining the Earliest Apply Date for all transactions by fiscal period](#)
- [Defining the Earliest Apply Date per module and transaction type](#)

Defining the Earliest Apply Date for All Transactions by Date

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Earliest Apply Date**.
2. On the **Detail** card, the **Define By** option defaults to **Date**.

3. In the **Select Earliest Apply Date** field, select a date. The fiscal year, suffix, and period that correspond to the date display in the **Fiscal Period** fields.

Detail

All Transactions

Define By

☒ Date ☐ Fiscal Period

Select Earliest Apply Date
3/18/2007

Fiscal Year
2007

Fiscal Period
3

Fiscal Year Suffix

4. Save the changes.

The date you selected is defined as the earliest date to resume posting all transactions.

Defining the Earliest Apply Date for All Transactions by Fiscal Year and Period

1. Navigate to **Financial Management > General Ledger > General Operations > Earliest Apply Date**.
2. On the **Detail** card, set the **Define By** option to **Fiscal Period**.
3. Search for and select the fiscal period that you want. The fiscal periods listed are based on your company calendar. The fiscal year, suffix and period display in the **Fiscal Period** fields

Detail

All Transactions

Define By

☐ Date ☒ Fiscal Period

Select Earliest Apply Date
3/18/2007

Fiscal Year
2007

Fiscal Period
3

Fiscal Year Suffix

4. Save the changes.

The last day of the fiscal period displays in the Earliest Apply Date field.

Define Earliest Apply Date Per Module or Transaction Type by Date

1. Navigate to **Financial Management > General Ledger > General Operations > Earliest Apply Date**.
2. On the **Detail** card, the **Define By** option defaults to **Date**.
3. On the **Per Module/Transaction Type** card, select **New** .
4. Select from the **Module/Transaction Type** list.
5. Select a date from the calendar in the **Earliest Apply Date** field.
6. Save the record.

The fiscal year, suffix and period that correspond to the date you select display in the Fiscal Year/Period fields and the date displays in the Earliest Apply Date. The latest date defined for all transactions per transaction type displays in the Effective Date field.

The earliest apply date assigned to each model is defined as the earliest date to resume posting transactions.

Defining Earliest Apply Date per Module/Transaction Type by Fiscal Period

1. Navigate to **Financial Management > General Ledger > General Operations > Earliest Apply Date**.
2. On the **Detail** card, set the **Define By** option to **Fiscal Year/Period**.
3. On the **Per Module/Transaction Type** card, select **New** .
4. Select a module from the **Module/Transaction Type** list.
5. Select **Define by Fiscal Period**. The Fiscal Period fields activate.
6. Search for and select the fiscal period that you want. The fiscal periods listed are based on your company calendar.
7. Save the changes.

The fiscal year, suffix and period you select display in the FiscalYear/Period field and the last day of the fiscal period displays in the Earliest Apply Date field. The latest date defined for all transactions per transaction type displays in the Effective Date field.

Journals

Creating Journal Codes

You use the journal codes when posting transactions to the General Ledger. Journal codes identify the source of each journal entry. **Journal Code Maintenance** includes a set of pre-defined codes for use with system posting processes. Here you can also define codes for month-end journals, consolidation of GL books, and other purposes. System journal codes can apply to journals through association of a posting process with a GL control. You can then track and report on journals by code.



Example: The pre-defined journal code SJ (Sales Journal) is meant to apply to journals used to post Accounts Receivable (AR) invoices. The code SJ is associated with the GL control used to post journals from **AR Invoice Entry**. The application applies the code to journals posted from the program. This mechanism allows reports and trackers to group sales transactions by the code.

Use the landing page of the application to view existing codes or to enter a new one.

In this article, we will cover creating journal codes.

1. From the main menu, go to **Financial Management > General Ledger > Setup > Journal Code**.
2. Select **New**  to add a new journal code.
3. Enter the journal code and description.

When you add a company to the database, default journal codes are automatically created. These journal codes are:

- AJ - Adjustments Journal
- CD - Cash Disbursements Journal
- CR - Cash Receipts Journal
- FA - Fixed Assets Journal
- GJ - General Journal
- IJ - Inventory Journal
- IN - Internal Transfer Journal
- PJ - Purchase Journal
- PR - Payroll Journal
- SJ - Sales Journal

You may create your own journal codes and then replace these default codes instead.

4. In the **Journal Type** field, specify a journal type code, if user codes of the **GLJrnType** type are defined, otherwise enter free text. Use this field for external reporting.



For more information on how to enter user-defined codes, refer to the **User Defined Codes Maintenance** section of the Application Help.

5. Use the **System Journal** check box to determine how the application applies the code to journals. While there are no transactions for the Journal Code, you can select **System Journal** check box for that Journal Code.
 - Select the check box to prevent entrance of manual transactions to such journal.
 - When the check box is clear, the system allows users to select the code during entry of a journal in **Journal Maintenance**.



The field is deactivated by default. Specify the journal code and description first, then select Save . The field is available now.

6. Select the **Allow Statistical Journals** check box to post non-financial data in the **Journal Maintenance**.

7. Select **Save**.

Setting Up GL Journals

Set up and define GL journal groups, journals, and journal lines in the **Journal Entry** app. Here you can create, reverse, and post manual journal entries and allocation templates. Then, you can also manage allocations, print journals and post them using the respective options of the Overflow menu.

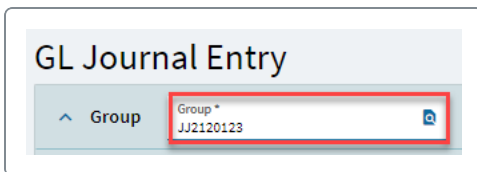
In this article, we will cover:

- [Creating a journal group](#)
- [Entering the journal details](#)
- [Adding journal lines](#)
- [Posting a journal](#)
- [Locking a Group](#)
- [Working with a journal](#)

Creating a Journal Group

In a journal group, you define most of the settings applied to its journals. An entry mode you specify determines the context Kinetic will use to enter the group journals (the group's fiscal calendar, posting period, currency, and COA).

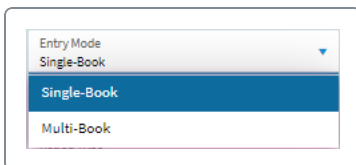
1. Open the **Journal Entry** app.
2. To create a new group, select **New Group**. 
3. Enter a unique identifier for the group in the **Group** field.



The screenshot shows the 'GL Journal Entry' app interface. A 'Group' field is highlighted with a red border, containing the text 'JJ2120123'. Above the field is a label 'Group *' and a small blue icon with a plus sign.

This value displays in several reports and applications. Use specific numbers to make it easy to find journal entries during an audit; for example, enter **XXDDMMYY**, where **XX** are your initials, **DDMMYY** is the date.

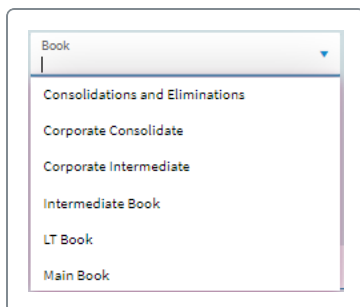
4. Select whether the group is going to be **Single-Book** or **Multi-Book**.



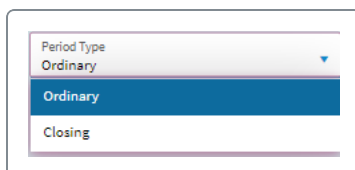
The screenshot shows a dropdown menu titled 'Entry Mode'. The 'Single-Book' option is selected and highlighted in blue. The 'Multi-Book' option is visible below it.

- **Single-Book** - Enter journals for a specific book. The fiscal calendar, currency, and chart of account values all default from the selected book. If you select this option, you next need to also select a book in the adjacent field. If it is a book other than **Main**, the system disables the **Multi-Company** fields.
- **Multi-Book** - Enter journals for multiple books. These journals use company options as the default values for journal entries in the group. The company's fiscal calendar, currency, and Master COA provide default values for journal entries.

5. The **Book** field specifies the ID of the book to which the journal will post, when you use the **Single-Book** entry mode.



6. From the **Period Type** drop-down, select whether the single book or multi-book journals post to an ordinary or a closing period. This option is available in both 'Single-Book' and 'Multi-Book' mode journals.



The 'Ordinary' period represents a date range. The 'Closing' period does not relate to date ranges but represents accumulators for special transaction sequences created at year-end adjustment. Separate closing periods can be defined for each particular adjustment phase to finalize the annual balance and make other restatements.



If multiple books have different calendars, the posting process automatically defines which period to use for each book using the specified 'Apply Date', 'Closing Period', and validation rules set for each GL book.

7. Enter the default **Apply Date** for journals in the group. If this journal is a multi-book entry, the company's default fiscal calendar sets the values for **Fiscal Year** and **Period**. If this journal is a single book entry, the values come from the book's default fiscal calendar.



You can use a different apply date to individual journals if the date falls in the same fiscal period. Kinetic determines the period to which group journals posts based on the default 'Fiscal Calendar' and the selected 'Apply Date'. Create a different journal group to post journals to another fiscal period.

8. From the **Rate Type** drop-down, select the default rate type to apply against journals in the group.



Rate types define the conversion rules the system uses for multiple currencies. You can apply a different rate type to individual journals. When necessary, the application uses the rate type to convert an amount from the original, or source, currency to the target currency. The rate type you select is used either to convert amounts for currency accounts on the journal details, or to convert amounts from a company currency to a book currency in multi-book transactions.

9. In the **Journal Code** field, select the default journal code for journals in this group.

You can use journal codes as a parameter for reports and trackers.

10. Select **Save**.



If you select Clear  and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

Entering the Journal Details

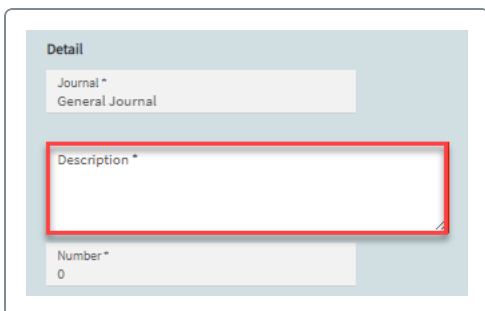
Most settings on journal headers default from the journal group the journal belongs to. Journal headers define the apply date, journal code, and rate type for a journal and its lines. Additionally, you can use the header to reverse a journal. Kinetic assigns journals with an ID number and legal number you can use in posting and audits.

1. Scroll slightly down to locate the **Journal Entries in Process** card.

2. On the card, select **New Journal**. 

The Journal card displays.

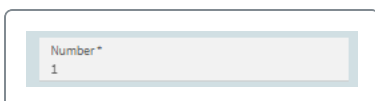
3. Use the **Description** field to identify the journal.



This description displays in 'GL Reports', and the 'Chart Tracker'.

4. Select **Save**. 

Kinetic creates a number to identify the journal.



5. Select **Tax Handling** for the entered journal.

- **No Tax** - No taxes are reported in this journal. If this option is selected, you cannot enter a journal line.
- **Taxable Journal Lines** - You can specify journal details which affect a tax account. Tax lines must be linked to another journal line via the Tax Line field. The taxable amount is therefore automatically calculated.
- **Tax Adjustment Journal** - You can specify journal details which affect a tax account. These tax lines are not linked to another journal line, therefore you must enter the tax amounts manually.



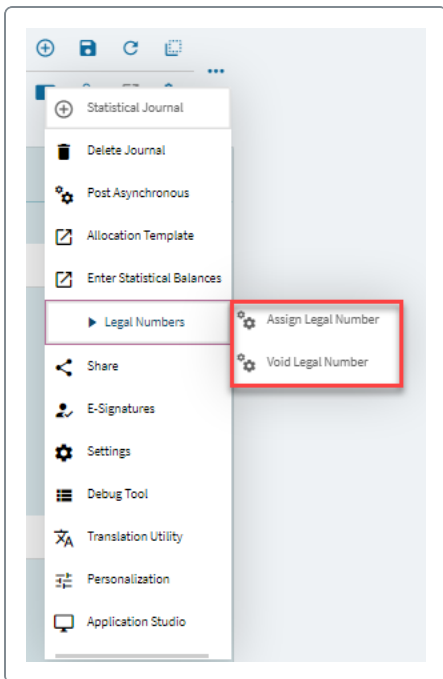
When the 'Tax Entry Mode' in 'GL Journal' parameter in the 'Company Maintenance' app is set to 'No Taxes', this field is disabled and no taxes can be reported in this journal.

6. Select a transaction document type for the record. The document type links the transaction document type to the legal number format.



To generate legal numbers for a GL journal record, you must set at least one 'GL Journal' transaction document type in the 'Transaction Document Type Maintenance' app and at least one legal number format for the 'GL Journal' number type with the assigned 'GL Journal' document types you define in the 'Legal Number Maintenance' app.

If you have configured legal numbering for manual journal, you can assign or void legal numbers from within **Journal Entry** using the from the Overflow menu. ...



7. If necessary, select the date you want to apply these journal details on in the **Apply Date** field. This value is the default date for this journal. You can enter dates within the fiscal period the journal posts to.

A screenshot of the 'Journal Date' form. The form contains several fields: 'Calendar' (Main Fiscal Calendar), 'Apply Date' (1/12/2023), 'Period' (1), 'Fiscal Year' (2023), and 'Suffix'. The 'Apply Date' field is highlighted with a red box. The form has a light blue header and a light blue background.

8. Select the check boxes as required.

Status

Status
Not Posted

☐ Unbalanced Entry

☐ Hold Journal

☐ Corr. Accounting

Reverse

☐ Reverse

Reverse Date
2/1/2023

☐ Red Storno

- **Hold Journal** - Put a journal on hold. If a journal is on hold, you can't post it and it remains in the group unposted. However, you can post all other journals in the group that are not on hold.
- **Corr. Accounting** - Set up correspondence accounting for the journal. You can specify the credited and debited account for each line in a journal entry with correspondence accounting. This functionality is for countries that require each individual line of a journal to have matching debit and credit entries.
- **Reverse** - Reverse a journal entry. It creates a journal that posts debit amounts equal to the credit amounts on the original journal and credit amounts equal to the debit amounts on the original journal.
- **Red Storno** - Create a journal with reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increased the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreased the account balance. You can use the default apply date or enter a date in any other period; the default date falls in the period following that to which the original journal posts.

9. Scroll slightly down to locate the **Link Source** card and expand it.

The card displays information about the source of a multi-company journal. Typically, these journals distribute allocations from a parent to a subsidiary.

Multi-company journals simultaneously post to a parent company's COA and create journals available to post to a subsidiary's COA. The sheet displays:

- Information related to the source journal, the journal that created the journal displayed in the 'Journal Entry' app.
- Invoice information if this transaction originated as an allocation from an AP invoice.

10. Review the card.

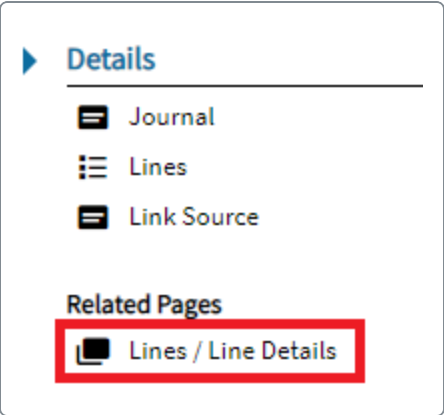
11. Select **Save** . 

Adding Journal Lines

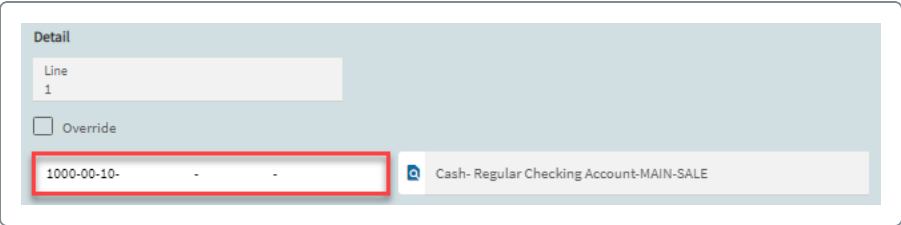
Journal lines define the accounts debit and credit amounts post to. In addition, you can post a line to another company's COA for multi-company accounts. The journal posts to the Master COA of the subsidiary company.

- 1. In the Nav tree, select the **Line Details** node.

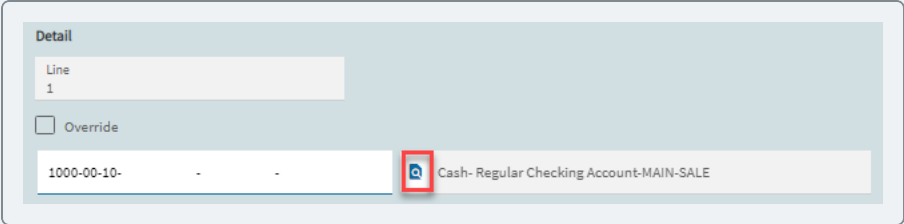
The General card displays.



- 2. Select **New Journal Line**. 
- 3. In the **GL Account** field, enter an account number to which the detail amount will post.

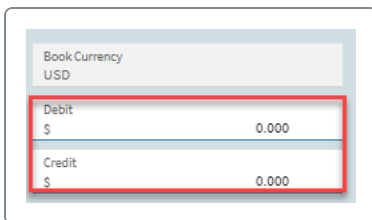


You can also search for the account number using Search.



4. Enter the amount posted to the selected account in either the **Debit** or **Credit** field.

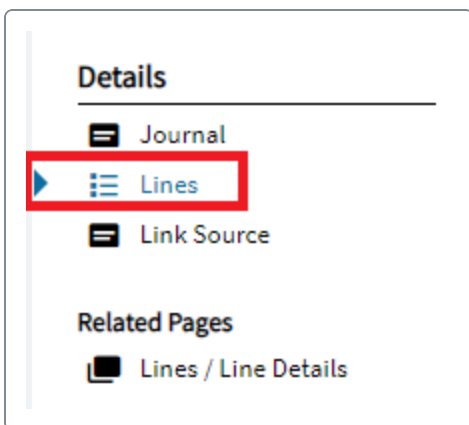
Each detail has either a 'debit' or 'credit'.



The screenshot shows a form with a header 'Book Currency USD'. Below it are two rows: 'Debit' and 'Credit'. Each row has a dollar sign (\$) in the first column and a numerical value '0.000' in the second column. The entire form is enclosed in a red rectangular border.

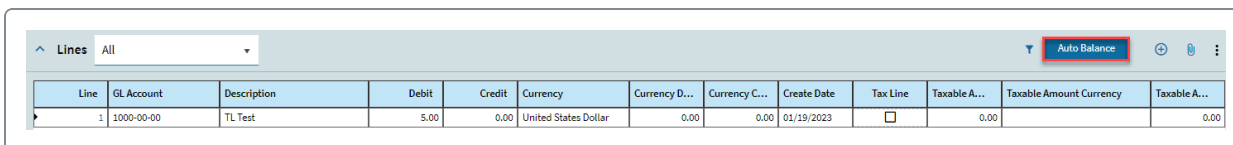
You can only post multi-currency journal details on currency accounts. If the account you select is a currency account, you can enter an amount in a foreign currency. Then, Kinetic converts this amount to the book currency using the rate type you specified for the journal. You can override the exchange rate by adjusting the calculated amount.

5. In the Nav tree, select the **Lines** node.



The Lines card displays. The card displays all the entered lines. In this case, there is a single line only.

6. Select **Auto Balance**.



The screenshot shows the 'Lines' card interface. At the top, there is a dropdown menu set to 'All' and a button labeled 'Auto Balance' which is highlighted with a red rectangular border. Below this is a table with the following columns: Line, GL Account, Description, Debit, Credit, Currency, Currency D..., Currency C..., Create Date, Tax Line, Taxable A..., Taxable Amount Currency, and Taxable A... The table contains one row with the following data: Line 1, GL Account 1000-00-00, Description TL Test, Debit 5.00, Credit 0.00, Currency United States Dollar, Currency D... 0.00, Currency C... 0.00, Create Date 01/19/2023, Tax Line (checkbox), Taxable A... 0.00, Taxable Amount Currency, and Taxable A... 0.00.

Select this button to create a balancing detail based on an entered credit or debit amount. This helps ensure balancing entries for a journal. Kinetic requires debits and credits to balance.

When you select the button, Kinetic generates a new grid line on the 'Lines' card. In this case, it shows the 'Credit' amount of '5' dollars. You must enter the account number in the 'GL

Account' column field for the newly created line. In this case, we would have to define an account for the 'Credit' of '5' dollars.

Line	GL Account	Description	Debit	Credit	Currency	Currency D...	Currency C...	Create Date	Tax Line	Taxable A...	Taxable Amount Currency	Taxable A...
1	1000-00-00	TL Test	5.00	0.00	United States Dollar	0.00	0.00	01/19/2023	☐	0.00		0.00
2		TL Test	0.00	5.00	United Sta...	0.00	0.00	1/19/...	☐	0.00		0.00

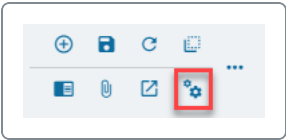
7. Select **Save** . 

Posting a Journal

Before you post group journals, verify the GL accounts and transactions amounts are correct. You should [display or print out an edit list](#) to review what you are about to post. When you are satisfied with the results on the edit list, post the journal group. After you post the journal entries, you can no longer edit or delete them. If you post an entry in error, you must either enter an offsetting transaction or use an automatic transaction reversal routine.

A Company Configuration setting usually requires you to enter balanced journals. If this method is required, the application displays a warning message when you attempt to post an unbalanced journal.

1. When you're ready to post a group journal, select **Post**.





You can also select the **Post Asynchronous** option from the Overflow menu . Use it when you need to post a large entry or group of journal entries. The asynchronous process can post large quantities of data easier than the standard posting routine.

2. To the confirmation message, select **Yes**. Then, review the information message and select **OK**.

Locking a Group

You can lock a group to prevent other users modifying and posting it. A group can be only unlocked by the user that locked it.

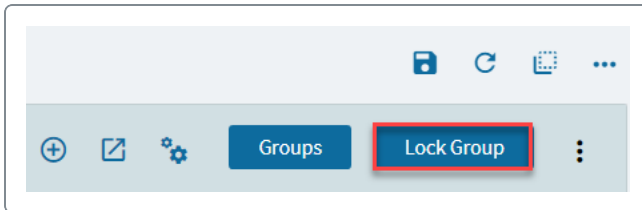
To lock a group:

1. If you create a new group and define journal details, click the **GL Journal Entry** link.

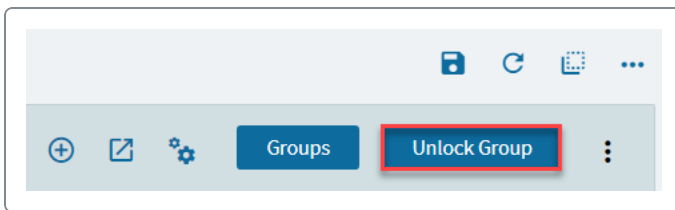
The **Group** card displays.



2. Next, select the **Lock Group** button.



The button changes to 'Unlock Group'.



3. Select **Save**. 

Working with a Journal

Once you have a journal, you can:

- Create an Amortization Schedule
- Allocate Amounts
- Enter Statistical Balances

Adding a Journal Tax Line

Add a journal tax line in **Journal Entry**.



The routine that follows assumes that you have a journal and lines to work with. If you don't, refer to the [Setting Up GL Journals](#) article.

Before you add a tax line, you need to specify the tax reporting mode in the GL, as well as default tax type and liability on the **General Ledger** details in **Company Configuration**. You cannot create tax lines for recurring GL journals.

The table below describes how the sign (debit/credit) of the taxable amount and tax amount depends on document type, tax collection method and part of dual entry self-assessment tax that the tax line represents.

Module	Document	Collection Method	In / Out	Taxable amount		Tax amount			
				GL tran		Tax tran		GL tran	
				Debit	Credit	Sign	Debit	Credit	Sign
AR	Invoice	Invoicing or SA			*	-		*	-
	Invoice	Withholding			*	+	*		+
	Invoice	SADE	IN		*	-		*	-
	Invoice	SADE	OUT		*	+	*		+
	Credit Memo	Invoicing or SA		*		+	*		+
	Credit Memo	Withholding		*		-		*	-
	Credit Memo	SADE	IN	*		+	*		+
	Credit Memo	SADE	OUT	*		-		*	-
AP	Invoice	Invoicing or SA		*		+	*		+
	Invoice	Withholding		*		-		*	-
	Invoice	SADE	IN	*		+	*		+
	Invoice	SADE	OUT	*		-		*	-
	Debit Memo	Invoicing or SA			*	-		*	-
	Debit Memo	Withholding			*	+	*		+
	Debit Memo	SADE	IN		*	-		*	-
	Debit Memo	SADE	OUT		*	+	*		+

In this article, we will cover adding a journal tax line.

1. In **Journal Entry**, select a journal to work with or create a new one.
2. Expand the **Lines** card and select a line or create a new one.
3. On the **General** card on **Line Details**, in the **Tax** section, select **Tax Line**. This check box is available only if you select a **Tax Handling** option on the **Details** page.

If you want to create tax lines, you need to set up **Tax Handling** on the **Details** page first. However, this field is disabled if you set the **Tax Entry Mode** in **GL Journal** parameter in **Company Configuration** to **No Taxes**. Then, you cannot report any taxes in this journal.

The **Tax Handling** options include:

- **No Tax** - You do not report taxes in this journal. If you select this option, the system disables all tax line fields for any journal line.
 - **Taxable Journal Lines** - You can specify journal details which affect a tax account. You must link tax lines to another journal line via the **Taxable Line** field. This way, the system automatically calculates the taxable amount.
 - **Tax Adjustment Journal** - You can specify journal details which affect a tax account. These tax lines are not linked to another journal line, so you must enter the tax amounts manually.
4. Specify the tax liability, tax type, tax rate and reporting module. The system takes the default values of the tax liability and type from **Company Configuration**.
 5. If you select a tax with a collection method Self-Assessment or Dual Entry Self-Assessment or, specify the **In/Out** field (Select either Tax or Contra).

6. If necessary, in the **Taxable Line** field, specify the line that is linked to this tax line and provides the taxable amount.
7. If you did not link a taxable detail to the tax line in the previous step, enter the **Taxable Amount**. You can enter 0% Sales tax if required for tax analysis and tracking purposes.
8. If necessary, select **Auto-complete** to complete entering the tax line. This assigns GL accounts from the corresponding Tax GL control code if you haven't select a line GL account. You can override the populated values later or simply not use this option and fill in the remaining fields manually. The application selects an appropriate account, calculates the tax amount and puts it on credit or debit. You can also use the **Generate Contra Line** button to create a contra line once the original line has been saved. The contra line's In/Out option changes to the opposite of the original line - e.g. if in the original line it used Tax, the contra line will use Contra (or the other way around).

The screenshot shows a form with two columns. The left column contains 'Currency Taxable Amount' with a value of '\$ 100.00' and 'Taxable Amount' with a value of '\$ 100.00'. Below these is a button labeled 'Generate Contra Line'. The right column contains 'Journal Currency' with a value of 'USD' and 'Book Currency' with a value of 'USD'. Below these is a button labeled 'Auto-complete'.

9. Select **Save** . 

Setting Up Journal Amortization

Set up GL journal amortization using the **Amortization** card in the **Journal Entry** app.

When you receive payments, you may need to apportion them over fiscal periods and put them on a special deferred GL account. Afterwards, the application recognizes these amounts and posts them into the correct period. On the **Line Details > Journal Amortization** card, you can create and maintain amortization schedules for a GL journal line. In some cases, instead of creating a schedule, it is more convenient to add an amortization schedule line or lines.

When you use an amortization schedule, the system performs posting to the deferred expense account you select instead of the original journal line account. Posting to the line original account occurs according to the amortization schedule in the **Deferred Expense Recognition** application.

In this article, we will cover creating an amortization schedule.

1. In the **Journal Entry**, open an existing journal or [create a new one](#).
2. Go to the **Line Details** page. (**Line Details** node in the Nav tree)
3. Enter or select the source account number in the **GL Account** field on top of the **General** card.

General

Line 1

☐ Override

Chart 1000 D... 02 D... 50 GL Referen... Customer Employee Cash- Regular

Financial Data

Document Currency: United States Dollar

Book Currency

Currency Debit

Currency Credit: \$ 0.00

Debit: \$ 1,557.00

Credit

Auto Balance

- Enter the **Debit** or **Credit** amount and select **Auto Balance** to create a balancing detail based on an entered credit or debit amount.

- Select **Save**. 

This creates a second line.

- Enter or select the target account number in the **GL Account** field and enter the **Credit** amount for the second line. Then, select **Save**. 

General

Line 2

☐ Override

Chart 1010 D... 00 D... 10 GL Referen... Customer Employee Cash - Petty C

Financial Data

Document Currency

Book Currency

Currency Debit

Currency Credit

Debit

Credit: \$ 1,557.00

Auto Balance

- On the **Amortization** card, select the **Deferred Expense** check box to indicate that expense is deferred for this journal line.
- Select a deferred expenses amortization code from the **Amortization Code** drop-down. If necessary, change the period for deferring expenses in the **Start Date** and **End Date** fields.
- In the **GL Account fields**, enter or select a deferred expense GL account. This must be a default GL account provided in GL control linked to the amortization code you select. You can manually set a deferred expense GL account to another account or select **Get Default** to populate the field with the default deferred expense account details back again. Kinetic creates an amortization schedule based on the selected code.

Amortization

Deferred Expense

☒ Deferred Expense

Start Date

End Date

Amortization Code

Chart

D...

D...

GL Referen...

Customer

Employee

Cash- Regular Checking Ac

Get Default

10. Select **Create**.

This creates an amortization schedule based on the parameters you specified and you can review it in the **Expense Amortization Schedule** grid. You can also **Delete** or **Autocomplete** (apply the remaining amount to the last line of the schedule, if the remaining amount is greater than zero) it.

CreateDeleteAutocomplete

Expense Amortization Schedule

All

Fiscal Y...	Fiscal Year Suffix	Fiscal P...	Amorti...	Amount	Amorti...	Amorti...	Currency Code
2021		2	02/28/2021	129.75	8.333333	1	USD
2021		3					
2021		4					

11. You can also create an amortization schedule line by selecting **New** in the **Expense Amortization Schedule** grid and specify its details.

12. Select **Save**.

Allocating Amounts in Journal Entry

In the **Journal Entry** app, distribute amounts from a single GL account to a different account or multiple accounts. You can use GL allocations to distribute the balance of an expense account across multiple areas within the same company or multiple companies within your organization. For example, you divide rent, heating, and lighting expenses between departments based on the amount of floor space that they use.



Before you run this routine, you must create allocation records. For the details on this process, refer to the [Creating GL Account Allocations](#) article.

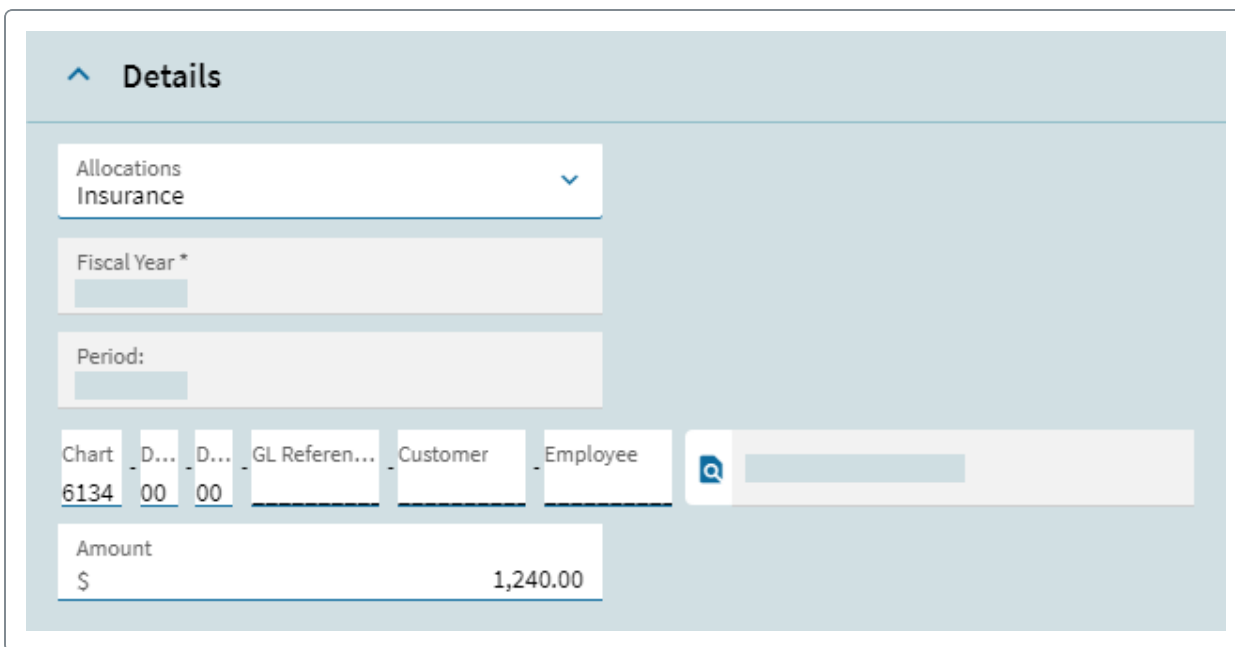
In this article, we will cover allocating amounts in the **Journal Entry** app.

1. In the **Journal Entry** app, open a journal record you want to work with.

The journal must be posted.

2. Select **Allocation Template** from the Overflow menu. 
3. Select an option from the **Allocations** drop-down.

It defines the 'From' and 'To' accounts Kinetic will use to distribute the amounts. It also defines the ratio it will use to divide the amounts among these accounts.



The screenshot shows the 'Details' section of a journal entry record. It includes a dropdown menu for 'Allocations' set to 'Insurance'. Below it are fields for 'Fiscal Year *' and 'Period:'. A row of fields includes 'Chart' (6134), 'D...' (00), 'D...' (00), 'GL Referen...', 'Customer', and 'Employee'. To the right of these is a search bar with a magnifying glass icon. At the bottom, the 'Amount' field shows '\$ 1,240.00'.



You cannot allocate amounts to a closed fiscal year and period. If you attempt this, an error message displays. To allocate amounts to this period, you must reopen it using the [Fiscal Calendar Maintenance](#) app.

4. The default GL Account displays.

If you need, you can enter a different account number directly or search for it.

5. In the **Amount** field, enter the amount that you want to distribute through this allocation.

6. Select **Ok**.

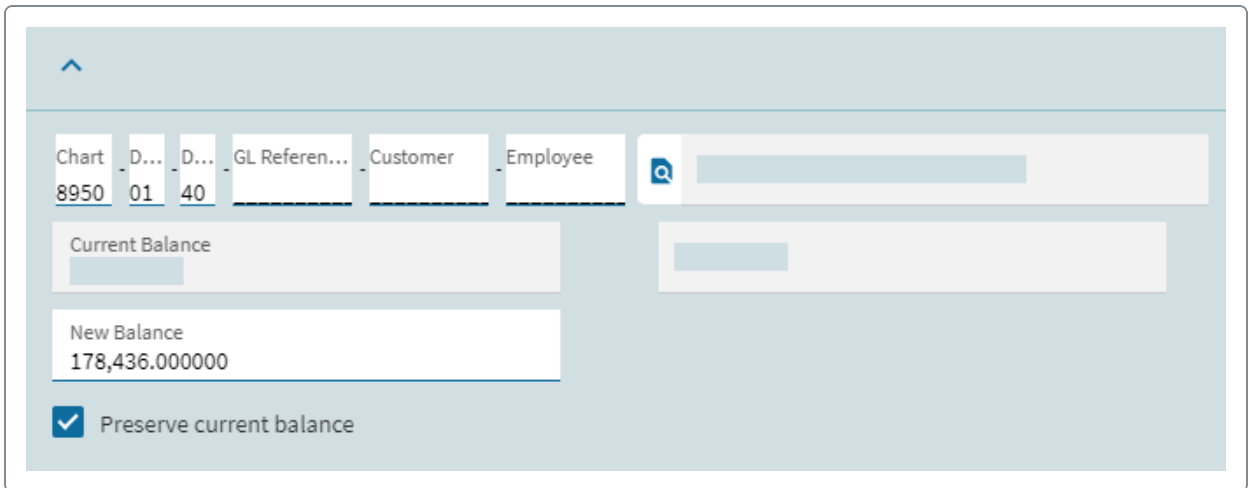
7. Finally, select **Save** . 

Entering Statistical Balances

Enter and post current statistical balance on a specific date against GL accounts in **Journal Entry**.

In this article, we will cover entering statistical balance.

1. In the **Journal Entry** app, open a journal record you want to work with.
2. Select **Enter Statistical Balances** from the Overflow menu. 
3. To add an account balance, select **New**. 
4. Search for or enter a GL account.
5. Enter the **New Balance** amount.



6. If you want to reverse balance, select the **Preserve Current Balance** check box.

7. Select **Save** . 

Generating the Journal Entry Edit List

Generate a journal edit list to verify journal entries before you post in **Journal Entry**. This report prints out all the journal entries within the current journal group.

1. In **Journal Entry**, highlight a group you want to print and select **Print Group Edit List** from the **Groups** card Overflow menu

 . Alternatively, you can select a journal entry withing a group and select this option from its Overflow menu.

2. Select the **Report Style** for the report run.



You create report styles in Report Style Maintenance where you can set up different styles that reflect different business needs.

3. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
4. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
5. Enter text in the **User Description** field.
6. Select the **Recurring** check box if needed.
7. Select **Print Preview**. 

Creating Recurring Journals

In **Recurring Journal Entry**, define periodic or repeating journals. To do this, you create a template for these recurring journals and then generate the schedule of journals you need for a specified fiscal year. You can then modify each generated journal as you need, and verify their accuracy using the edit list.

Recurring journals save you the work of manually creating journals for routine transactions. Typically, recurring journals update accounts for flow-type transactions such as depreciation, amortization, interest expense, or interest revenue.

A company posts a static amount of reserve for obsolescence each month. In this case, select each period to process the entry monthly. Alternately, a company only posts the reserve at the end of every quarter. In this case, select periods 3, 6, 9, and 12 to process the journal once per quarter.

Use the landing page of the application to view existing recurring journals or to enter a new one.

In this article, we will cover:

- [Creating a Recurring Journal Record](#)
- [Creating Journal Entry Lines](#)
- [Generating Schedule for Fiscal Year](#)
- [Scheduling a Journal for Posting](#)

Creating a Recurring Journal Record

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Recurring Journal**.
2. Select **New**  to add a new journal. The application inserts a value in the **Entry** field.
3. Use the **Description** field to identify the record in this program, various GL reports, and Chart Tracker.
4. If you need, change the value in the **Group Prefix** field. The abbreviated description for the default fiscal calendar displays as the default prefix, but if you need, you can change this value.
5. Optionally, select the **Corr.Accounting** (Correspondence Accounting) check box. You can specify the credited and debited account for each line in a journal entry with correspondence accounting. This functionality is for countries that require each individual line of a journal to have matching debit and credit entries.
6. Use the **Single-Book** and **Multi-Book** options to define the defaults that apply to the recurring journals:
 - **Single-Book** - Creates a recurring journal for a specific book. When you select this option, the recurring journal uses the fiscal calendar, currency, and COA of the selected book as default values for journal entries in the group. You must also select a book in the related field.
 - **Multi-Book** - Creates a recurring journal for multiple books. When you select this option, the recurring journal uses the company's main fiscal calendar, currency, and Master COA to provide default values for journal entries. This recurring journal can then be used across multiple books.
7. The default **Calendar** determines the periods used for posting.
8. The default **Currency** applies to amounts entered in the Detail card.
9. Use the **Rate Type** drop-down list to select the default rate type applied against journals in the group. Rate types define the conversion rules used for multiple currencies. You can apply a different rate type to individual journals. When necessary, the application uses the rate type to convert an amount from the original, or source, currency to the target currency. The rate type you select is used either to convert amounts for currency accounts on the journal details, or to convert amounts from a company currency to a book currency in multi-book transactions.
10. Optionally, use the **REVERSE** option to generate reversing entries with the recurring journals. Typically, reversing entries are used for accrual entries.

Detail

10

Description *
Periodic Entry

Group Prefix
RECUR

Entry Mode
☒ Single-Book
☐ Multi-Book

Main Book

Calendar
Main Fiscal Calendar

Active

Corr.Accounting

Currency
USD

Rate Type
Conversion

REVERSE

Group Totals	
Debit	
\$	327.00
Credit	
\$	327.00
Balance	
\$	0.00

11. Select **Save**.

Creating Journal Entry Lines

Recurring journals contain details that define the accounts to which debit and credit amounts post. Typically, recurring journals post to the same accounts each period. You can adjust the detail amounts for a journal prior to posting it.

1. In the **Entry Detail** card, select **New** to add a new entry line detail.
2. Enter an account in the **G/L Account** field. This field designates the account to which the detail amount posts. The application validates the account you enter.
3. In the **Description** field, enter the account description. This description text displays in various GL reports, the Journal Tracker, and the Chart Tracker. The journal description supplies the field default.
4. Use either the **Debit** field or the **Credit** field to enter the amount posted to the selected account. Each detail has either a debit or credit. A detail cannot post a zero amount.
5. If required, select the **AutoBalance** button to create a balancing detail based on an entered credit or debit amount. Company options requireHere is my content. I will add some bullets now:Bullet OneBullet TwoBullet Three you to enter balanced journals unless specifically overwritten.

^ Entry Detail

Line *
10

Cha... D... D... GL Referen... Customer *
1430 00 00

Prepaid Insurance-MAIN-CORP

Description *
Periodic Entry

Financial Data

Currency
United ...

USD

Debit
\$ 0.00

0.00

Credit
\$ 0.00

\$ 327.00

Statistical Data

Statistical Amount
0.000

6. Select **Save**. 

Generating Schedule for Fiscal Year

After defining journal settings, you generate the journals for a specified fiscal year. You can modify each generated journal and use Print Edit List on the Actions menu to verify their accuracy.

To generate recurring journals:

1. From the Overflow menu, select **Generate Schedule for Fiscal Year**.
2. In the **Fiscal Year** field, enter the fiscal year that contains the periods to which the journals post and a Fiscal Year Suffix if applicable, to differentiate the fiscal year.

Generate Schedule ×

^

Fiscal Year
2021

Fiscal Year Suffix

Calendar
Main Fiscal Calendar

Generate Cancel

3. Select **Generate**. The application creates recurring journals for the selected year. Default dates are defined based on the fiscal calendar that applies either to the book (single-book mode) or to the company calendar (multi-book mode).

Scheduling a Journal for Posting

Use the **Schedule** card to set a journal's Post and Apply dates and to indicate a journal is scheduled for posting. Use this functionality to control which recurring journals post.

1. Find the journal you want to schedule in the grid.
2. If you need, use the **Apply Date** field to change the apply date of the journal. You can enter dates from the current fiscal period selected for the journal. This period also defines the default value that displays.
3. Optionally, use the **Reversal Apply Date** field to change the date on which a reversing journal posts. By default, the reversal occurs in the period following the original posting. In order to use this functionality, you must select the Reverse option for the recurring journal.
4. Use the **Schedule Date** field to change the date the journal posts. The scheduled date and the apply date can be different dates.
5. In the **Scheduled Status** field, select **Scheduled** from the drop down menu to post the journal on the schedule date.

Schedule					
Fiscal Year	Fiscal Year Suffix	Fiscal Period	Apply Date	Reversal Apply Date	Schedule Date
2021		1	01/31/2021	02/01/2021	01/31/2021
2021		2	02/28/2021	03/01/2021	02/28/2021
2021		3	03/31/2021	04/01/2021	03/31/2021
2021		4	04/30/2021	05/01/2021	04/30/2021
2021		5	05/31/2021	06/01/2021	05/31/2021
2021		6	06/30/2021	07/01/2021	06/30/2021
2021		7	07/31/2021	08/01/2021	07/31/2021
2021		8	08/31/2021	09/01/2021	08/31/2021
2021		9	09/30/2021	10/01/2021	09/30/2021
2021		10	10/31/2021	11/01/2021	10/31/2021
2021		11	11/30/2021	12/01/2021	11/30/2021
2021		12	12/31/2021	01/01/2022	12/31/2021

6. When you finish, select **Save**.

Reviewing Journals

In **Review Journal**, adjust, re-validate, cancel, and post accounting transactions. Typically, you use the Review Journal app to locate posting errors and debug custom posting rules.

The Review Journal does the following:

- Logs invalid journal transactions even if the posting rules are not set up to manually review transactions.
- While you display the Review Journal, you can sort error transactions by module, date, and user. For transactions within the application, use the Review Journal's error log to adjust source transactions.
- Displays transactions that generate when debugging a custom posting process.
- Typically, developers review all transactions updates create. Their review ensures process changes produce the desired results.
- Adjusts an entry's line account numbers.

Following the adjustments, you can re-validate and post the journal from this program. You typically adjust and post review journals when invalid journals originate from an external system.

- Prints a report to review posting results.

- Generate list of source transactions when they originate within the application. The ability to print details from this program supports this functionality for transactions that originate in external systems.
- Cancels or confirms entries.

Both actions remove the journal entries from the program. Confirmation updates the accounting transactions in the books to which they post. If the updated transactions are invalid, the Review Journal again displays the entries with their posting errors.

The Review Journal segregates the display of journal entries by book for the following reasons:

Posting a single accounting transaction can create different journal details in multiple books. A single journal entry groups all the journals posted to all the books by a single accounting transaction.



Example: An Accounts Receivable invoice can post a journal with one set of details to the corporation's financial book and another journal with different lines to the company's legal book. Journal entries that display in the Review Journal group these accounting transactions.

Book validation settings determine the errors and warnings the application logs. Book-specific validation means the same transaction can produce different results when it posts to different books.



Example: A transaction that generates an error can be ignored or treated as a warning. The validation settings of a book do not influence the validation settings in other books. You can set up validation rules to ignore this transaction in Book 1 while the same transaction type can be set up to generate a warning in Book 2.

If multiple books use different base currencies, each transaction amount displays in each book at the correct currency value.

Journal summarization, applied to natural accounts and accounting processes, results in the posting of summary lines for transactions. The Review Journal displays source details for each summarized line but no adjustments can be made.

Use the landing page of the application to view existing journal entries.

In this article, we will cover:

- [Selecting Journal Entries](#)
- [Reviewing Journal Transactions](#)
- [Revalidating Journals](#)
- [Re-posting Journals](#)

- [Canceling Journals](#)
- [Releasing Locked Documents](#)

Selecting Journal Entries

1. From the main menu, navigate to **Financial Management > General Ledger > General Operations > Review Journal**.
2. From the Journals list, select posted journal entries to review and correct. You can also enter the identifier of the record you wish to display in the Journal Entry field, or select the Journal Entry search icon to find and select a journal. The grid lists the book or books to which the selected journal posted and their transaction numbers.
3. Review the journal details.
4. Select **Save**. 

Reviewing Journal Transactions

In the **Transactions** card, drill down to a transaction record to view transaction details, lines and error logs.

Review general information about a journal transaction.

Details

Transaction

Transaction Type
AR Invoice

Revision
Base Std

Transaction Num
1

Dates

Apply Date
1/30/2020

Entry Date
1/30/2020

Book
MAIN

Journal Code
Sales Journal

IV:10333CM Addison,
INC

Status

Has Errors

Totals

Debit
USD

76.91

Credit
USD

76.91

Balance
USD

0.00

Expand the **Lines** card to view and adjust lines in a journal transaction.

Line	Description	DebitCreditLine	Description
☒ 1	IV:10333CM Addison, INC	Cr	Accounts Receivable-MAIN-C...
☒ 2	IV:10333CM Addison, INC	Db	Suspense Account-MAIN-CORP
☒ 3	IV:10333CM Addison, INC	Cr	Cash- Regular Checking Acco...
☒ 4	IV:10333CM Addison, INC	Db	Returns-MAIN-CORP
☒ 5	IV:10333CM Addison, INC	Db	Freight Out-MAIN-CORP
☒ 6	IV:10333CM Addison, INC	Db	Accrued Property Taxes-MAIN...

You can drill down to a line to view the details of a line in a journal transaction.

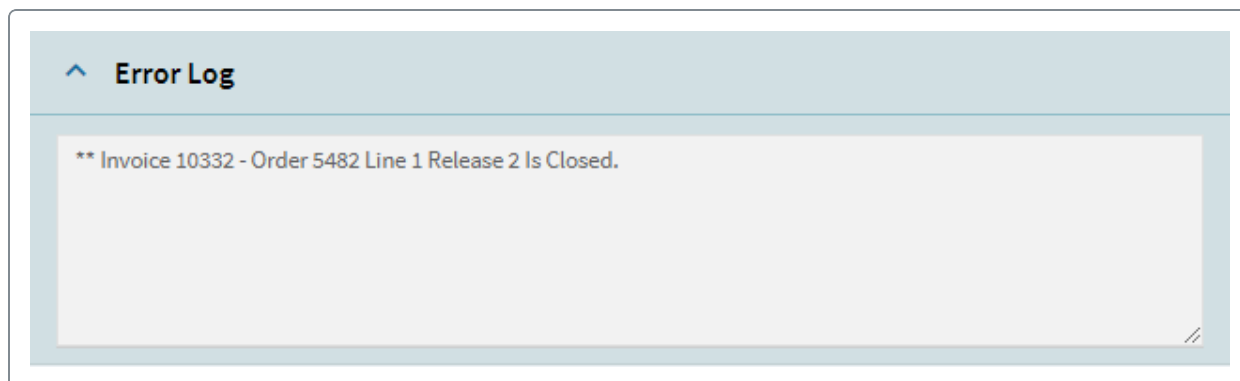
Use the **Source Lines** card to view source details of each summarized line. Summarization settings that apply to accounting transactions also affect available adjustments in this program. Journal summarization, applied to natural accounts and accounting processes, results in the posting of summary lines for transactions.

The Review Journal displays source details for each summarized line but limits the adjustments to maintain the referential integrity of the summarized lines.

Dates and accounts are shared between source details and can be adjusted on the summarized line level.

Amount, debit/credit flag, and references (specific to each source detail) can be adjusted on the source line level.

View errors that occurred when posting invalid transactions. Validation errors related to a specific transaction line will display the line indication in the error message, to avoid the need to review every line.



Revalidating Journals

In the **Overflow** menu, select **Revalidate** to recheck the validity of an adjusted journal entry. If the journal is valid, its status message in the Journal Entry card no longer reads Has Errors.

Re-posting Journals

Use the **Journal Entry Confirmation** option in the Overflow menu to re-post a selected adjusted journal.



Only one journal can be confirmed using this process. If you want to re-post a group of adjusted journals, use the **Journal Entry Asynchronous Confirmation** option. Each confirmation is executed independently as processing time becomes available. Using this command improves performance as you do not have to wait until one journal is processed before requesting another confirmation; you can schedule all journals to run and then continue other work.

If the journal posts successfully:

- The confirmed entry is removed from the review list.
- All books to which the journal posts are updated.
- The date the posting occurred in this program becomes the posting date.

.Canceling Journals

Use the **Journal Entry Cancellation** option in the Overflow menu to cancel a selected journal.



Only one journal can be canceled using this process. If you want to cancel a list of selected journals, use the **Journal Entry Asynchronous Cancellation** option. Each cancellation is then executed independently as processing time becomes available. Using this command improves performance as you do not have to wait until one journal is processed before requesting another cancellation; you can select a list of journals to



cancel and then continue other work.

Cancellation removes the entry from the Review Journal. The application sets the status of the source transaction to unposted. As a result, you can update the source transaction and re-post it.

Releasing Locked Documents

Select the **Release Locked Documents** option from the Overflow menu to launch the Locked Documents window, where you can select locked documents or groups to unlock.

You use this process when a fatal error, for example loss of database connection or power outage, occurs while posting is in process. The Release Locked Documents process releases documents that were locked during posting, making them available for re-posting.



If the error occurs the Task Agent should be restarted.

Reversing Journal Transactions

You can use **Automatic Transaction Reversal** to cancel a posted journal. You typically use this app when you preview a consolidation in an intermediate book and find an error. You can then reverse the consolidation within the intermediate book before you transfer the data to the target book. After you make the changes you need, run the Consolidate to Parent program to re-post. If you have already consolidated to the target book, you can first reverse the consolidation in the target book, and then reverse the consolidation again in the intermediate book (a user within the source company launches this reversal process)

Cancellation of journals also reduces tax consequences in countries such as Russia and in other jurisdictions where tax is based on turnover in general ledger accounts.

You can reverse the most recently posted journals. After you make the corrections you need, you can then re-post the journals. This prevents values from being doubled within the posted results.

Available cancellation modes:

- **Reverse Transaction** - Posts debit amounts equal to credit amounts on the original journal and credit amounts equal to debit amounts on the original journal. In Russia, this mode is known as ordinary storno. For example, you estimate payroll as a \$1000.00 credit to the payroll accrual. When reversed, a second entry is created as a \$1000.00 debit to the same account.
- **Reverse as Red Storno** - Posts transactions that contain reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increases the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreases the account balance. For example, a

posted journal line debits an asset account. A red storno journal posts a negative debit line to the same account to cancel the increase from the original detail.

Reversals apply to all details in a journal and to the entire amount on a journal line. You cannot choose the details you reverse and cannot partially reverse a detail.

In GL Journal Entry, you can also select journals and flag them for red storno processing.

Reversal of Journal Lines with Amortization Schedule

If you reverse journal lines with the linked amortization schedule, the application:

- reverses all journals for already posted amortization schedule lines if such journals were not yet reversed
- deletes all non-posted amortization schedule lines linked to original journal lines
- compares reversing apply date and particular journal apply date and uses the latest one as the apply date for each journal
- disables the **To Reverse** amount on the **Transaction Details** card

Use the landing page of the application to view existing journals.

In this article, we will cover reversing a journal transaction.

1. Open the **Automatic Transaction Reversal** app.
2. From the journals list, select a journal record you want to reverse.
3. If the journal posted to multiple books, use the **Source GL Transaction** card to select one of the books to which the journal posted. Journals posted to multiple books must be reversed one at a time. You can reverse a journal posted to one book without reversing the same journal posted to other books.

Journal Num	Journal Code	Description	Apply D...	Posted ...	Reversing Apply Date
256	Inventory Journal	Main Book	12/31/2009	06/21/2010	02/18/2021

4. In the GL Transaction card, use the **Reverse Transaction** and **Reverse As Red Storno** check boxes to determine how the journal is cancelled.
 - If you select **Reverse Transaction**, the program creates a transaction that posts debit amounts equal to the credit amounts on the original journal and credit amounts equal to

the debit amounts on the original journal. In Russia, this is known as ordinary storno.

- If you select **Reverse As Red Storno**, the program creates a journal with reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increased the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreased the account balance.

GL Transaction

Journal Number 256	Book Main Book	Fiscal Year 2021	Reversal Options ☒ Reverse Transaction ☐ Reverse As Red Storno
Legal Number	Group JCP80-GN	Suffix	
Apply Date 12/31/2009	Journal Code Inventory Journal	Period 2	
Posted Date 6/21/2010		Closing Period None Selected	
Reversing Apply Date 2/18/2021			

Transaction Totals		
Debit \$ 3,395.06	Credit \$ 3,395.06	Balance \$ 0.00

Selected Lines Totals		
Debit \$ 3,395.06	Credit \$ 3,395.06	Balance \$ 0.00

5. Navigate to the **Transaction Details** card.

Transaction Details

All

☐	Line	GL Account	Amount To Reverse	Book Debit Amount	Book Credit Amount
☐	17		144.67	144.67	0.00
☐	23		289.33	289.33	0.00
☐	2		0.01	0.00	0.01
☐	4		0.01	0.00	0.01
☐	5		0.01	0.01	0.00
☐	7		0.01	0.01	0.00
☐	10		0.01	0.00	0.01

6. Select each line on the **GL Journal Lines** grid and use **Reversing Line Description** field to describe the reason for the reversal. The description displays in this program, the GL Report, and Chart Tracker.

Line Details

Selected

Line Num 1 of 24

17

Amounts

Original

\$

144.67

Debit

Reversed

\$

0.00

To Reverse

\$

144.67

Available

\$

144.67

Statistical Amounts

Original

0.000000

Reversed

0.000000

To Reverse

0.000000

Available

0.000000

Reversing Line Description

wrongly recorded transaction

Account

Chart

D...

D...

1230

00

00

WIP Fabricated - Material-MAIN-CORP

7. From the Overflow menu, select the **Reverse** option.

All selected lines of the GL Transaction will be reversed.

Legal Numbers

Using Legal Numbers

Some countries require you use legal numbers with company transactions. Legal numbers improve tracking and auditing because they make sure business documents and transactions have unique sequential numbers. For example, you can indicate within Company Configuration that legal numbers are required on all customer printed invoice and credit documents.

Legal numbers have two categories:

- Legal document numbers - These numbers are assigned to external documents like packing slips, sales invoices, and credit memos. The number assignment occurs when the documents are posted or printed.
- Legal transaction numbers - These numbers are assigned when documents are created that do not require printing, for example, manual journals and cash receipts.

You can generate legal numbers for financial, supply chain and manufacturing transaction documents throughout the application. To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in Transaction Document Type Maintenance. One must have a selected Default for System Transaction check box.
- At least one legal number configuration for the transaction type defined in Legal Number Maintenance. The transaction document type must be selected.

You use Transaction Document Type to associate transaction document types to system transactions. You then use Legal Number Maintenance to define the prefixes, formats, masks, sequences, and legal text. You link number legal number configurations to specific transaction document types.

If your Kinetic application is integrated with another financial application, legal numbers can also be generated through this external system and then returned to the Kinetic application. You may then view the legal number through various tracking programs.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

Use the landing pag of the application to view existing legal numbers or to enter a new one.

In this article, we will cover:

- [Creating a new legal number](#)
- [Setting the format of the legal numbers](#)
- [Setting up default sequences](#)
- [Creating alternate prefixes and sequences](#)
- [Linking legal numbers to document types](#)

Creating a New Legal Number

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Legal Number**.
2. Select **New**  to add a new legal number.
3. Enter the legal number identifier you use to locate the legal number sequence and a concise explanation of the legal number purpose.

4. Select the system transaction to which the legal number is linked from the **Number Type** drop-down list. Specific transaction document types are defined in the Transaction Document Type.
5. Select the **Enable Change History** check box if you want to record the history of all changes made to the legal number configuration. If a warning window appears, select **Yes** to confirm that you want to log all changes to the legal number configuration.
6. Use the fields in the **Generation Type** section to define how the legal number is generated. You can select either an Automatic or Manual generation type. You can also select the **Generate SSSC** check box to indicate a Serial Shipping Container Code number should also be generated for this legal number. For more information about how to use SSSC numbers, review the Shipping and Receiving articles.
7. In the **Generate On** field, select at what point during the transaction to generate the legal number.

For Automatic Generation Types

- **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
- **Print** - The legal number generates when the document prints and after the validations to print the document are complete.
- **Post** - For financial transactions. The legal number generates when you click Submit to post the document.
- **Close** - For shipping transactions. The legal number generates when the shipment has a status of Closed, Staged or Shipped.
- **Received** - For receipt transactions. The legal number generates when you receive a line on the packing slip.

For Manual Generation Types

- **Assign** - The legal number generates when you manually assign it to the document, using the Actions >Legal Numbers > Assign Legal Numbers, menu option.
- **Save** - When you save the document, a prompt appears where you can enter the legal number for the document.



Based on the Number Type selection, some Generate On options might not be available.

8. Leverage the fields available within the **Prefix Type** section to define how the prefixes generate for this legal number. You can create user-defined or journal code prefixes. If you select the journal code type, you must select the journal you need from the Journal Code drop-down list.

9. Use one or more of the following check boxes within the **Number Options** section to determine how the legal numbers display to the user after generation.
 - Select the **Display Number After Generation** check box if you want the legal number to display to the user after generation.
 - Select the **Use Pre Numbered Formats** check box if you want to print the transaction and the legal number using an installed numbering format. This check box is available when you select Automatic from the Generation Type drop-down list.
 - Use one or more of the following check boxes to determine if you want sequences assigned by sites, warehouses and/or by users:
 - **Allow Prefixes By Sites** - indicates you want sequences assigned by sites codes.
 - **Allow Prefixes by Warehouse** - indicates you want sequences assigned by warehouses.
 - **Allow Prefixes by Users** - indicates you want sequences assigned by users.
 - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.
 - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.
10. Define the number of lines that can be printed using a pre-numbered format in the **Detail Lines in Format** field. This field is active when the **Use Pre Numbered Formats** check box is selected.
11. Indicate the user can change the prefix on the legal number using the **Overrideable Prefix** check box.



This check box is available if the **Type** field is set to the **Manual** option.

When you activate the Overrideable Prefix check box, you can create alternate prefixes and alternate prefix sequences for this legal number.

This functionality is explored in the Alternate Prefixes and Sequences section later in this article

12. Use the **Number Option** drop-down list to define how numbers generate for this legal number method.



This check box is available if the **Type** field is set to the **Manual** option.

Available options:

- **Sequence entered manually** - The user must directly enter the number.
- **Sequence system generated** - The application automatically generates a number.

13. Select a **Calendar** to define the fiscal calendar for this legal number.

14. In the **Voiding Option** section, use the **Automatic Void** check box to determine if legal number are voided automatically when the transaction is deleted. You can also enter a predefined voiding reason that displays in transaction logs and in reports.



Based on the number type, different fields in this section may be view only:

- If automatic voiding is not available for the number type, the section is disabled.
- If only automatic voiding is available for the number type, the **Automatic Voiding** check box is selected and view only. You can update the **Voiding Reason** field with a custom reason.

15. Select **Save**. 

Setting the Format of the Legal Numbers

Define the format of the legal number.

A legal number is composed of mandatory and selected optional elements. In the Format card, you can select which elements to include in the legal number format and in what order the elements should appear. You can also select to divide the different elements by standard and conditional separators. When the legal number using the legal number configuration generates, the legal number uses the format defined in this sheet.

You can also define additional formatting information, including sequence length, separator symbols, date format options and the free text element text.

1. In the **Available Elements** pane, review the elements you can select to include in the legal number configuration and select an element.

The following elements are available for selection:

- **Conditional Separator** - Alternate or conditional separator used to separate elements of the legal number. Typically, this is used to separate the fiscal year suffix.
- **Day** - The date the document was created
- **Fiscal Year** - The fiscal year of the document date, based on the fiscal calendar
- **Fiscal Year Suffix** - The suffix of the fiscal year of the document date, based on the fiscal calendar
- **Fiscal Period** - The fiscal period of the document date, based on the fiscal calendar

- Free Text - Free text to be used in legal numbers. This text can be up to 12 characters in length. This text is defined in the Free Text field.
 - Legal Number ID - The current legal number configuration
 - Prefix - The main, alternative or fiscal period-specific prefix . This element is mandatory.
 - Quarter - The fiscal quarter of the document date, based on the fiscal calendar. A fiscal quarter is a number of full or not full three month ranges starting from the Fiscal Year start date.
 - Separator (1,2,3,...) - Specifies the character used to separate different elements of a legal number. The default value is the hyphen "-".
 - Sequence -A unique numeric sequence for the legal number prefix. The element length defaults to 8 digits but you can change it. This element is mandatory.
 - Site - Site associated with the document. If the document is not associated with a specific site, the current site is used.
 - Transaction Document Type - The transaction document type associated with the document.
2. If you want to move an element from the Selected Elements list to the Available Elements list, use drag and drop.



To include separators in the legal number, move the separator elements in the Available Elements list to the Selected Elements list and place them where you want the separators to appear. Separators display in the Formatted Legal Number Sample field.

3. Enter the **Sequence Length** to define the length of the sequence number. Valid entries are 1-10.
4. Divide sequences within the legal numbers using the **Separator Symbol**.
5. Enter the **Alternative/Conditional Separator** typically used to divide the fiscal year suffix.
6. Add the text to display in the selected Free Text element.
7. In the **Fiscal Year Format** field, select whether the fiscal year element should display in 2 or 4 digits.
8. Now, specify whether the fiscal period displays with one, two or three digits. The fiscal period ends with leading zeros.
9. Select the **Add Leading Zero to 1-digit day** check box if the Day element should always display in two digits. If the day is one digit, a leading zero is added. If clear, the Day value is displays without leading zeros.

10. Review a sample of the formatted legal number and the estimated character length of the formatted legal number. The maximum number of characters is 30.

An indicator shows if the length is within 30 characters or if it exceeds 30 characters.

- If the legal number is under 30 characters, a green **Length is OK** indicator appears.
- If the legal number exceeds 30 characters, a red **Length exceeds maximum** indicator appears.



If the Generate SSCC check box on the Detail sheet is selected, legal number format is ExtensionDigit-Prefix-Sequence-AutogeneratedNumber (The - separator does not appear).

Format

Available Elements

All

Fiscal Period

Quarter

Day

Legal Number ID

Transaction Document Type

Site

Free Text

Conditional Separator[1]

Separator[3]

Selected Elements

Clear All

Fiscal Year

Fiscal Year Suffix

Separator[1]

Prefix

Separator[2]

Sequence

Sequence Length

8

Separator Symbol

-

Alternative/Conditional Separator

-

Free Text

Fiscal Year Format

4-digit year

Align Fiscal Period length to

2

Add Leading Zero to 1-digit Day

☒

Formatted Legal Number Sample

2021-MPack-12345678

Estimated length of LN is 19 characters (max=30)

Length is OK

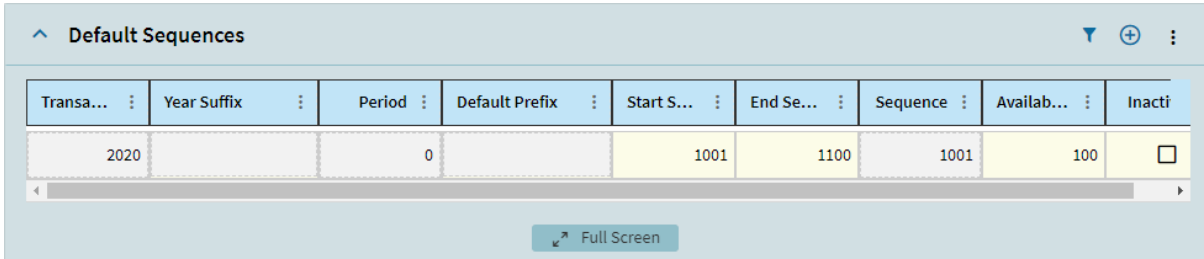
11. Select **Save**. 

Setting Up Default Sequences

Default sequences define the typical sequences through which the current legal number generates. You can set up these sequences for each fiscal year, or for each period in the fiscal year. You can

also indicate when this default sequence is no longer available.

To add a default sequence, on the Default Sequences card, select . In a new row that appears on the grid, enter the **Transaction Year** and fiscal **Period** (optional) during which you want this default legal number sequence to be used.



Transa...	Year Suffix	Period	Default Prefix	Start S...	End Se...	Sequence	Availab...	Inacti
2020		0		1001	1100	1001	100	☐

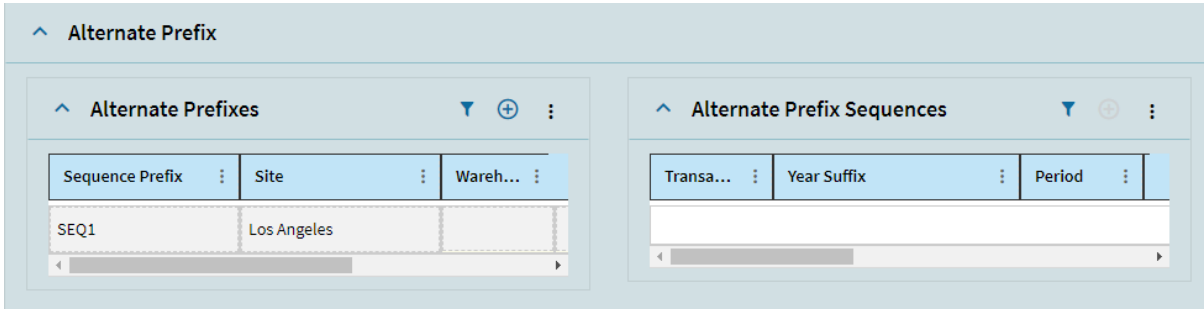
If you need, define the **Start Sequence** and **End Sequence** for the current legal number. These values determine the first and last numbers available for this sequence.

In the **Available** field, enter the number of pre-printed forms are present to use with this default sequence.

When you finish, save the sequence.

[Creating Alternate Prefixes and Sequences](#)

You can create alternate prefixes and sequences for the current legal number. You can add alternate options on the Alternate Prefix card when the **Overrideable Prefix**, **Allow Prefixes by Site**, **Allow Prefixes by Warehouse**, or **Allow Prefixes by Users** check boxes are selected. Users then select these alternate legal number options as needed.



Alternate Prefixes

Sequence Prefix	Site	Wareh...
SEQ1	Los Angeles	

Alternate Prefix Sequences

Transa...	Year Suffix	Period

[Linking Legal Numbers to Document Types](#)

Use the **Document Type** card to link the legal number with selected transaction document types. You can associate multiple sequences with the document types selected in Customer Maintenance and AR Invoice Entry.

The available document types must not be assigned to another legal number. They must also be both active and restricted to the legal number's system transaction.

To link a transaction document type to a legal number, select the transaction document type in the **Available Document Type** panel. The transaction document type will appear on the **Assigned Document Type** list.

The screenshot shows a user interface for managing document types. It has a header 'Document Type' with a dropdown arrow. Below it are two panels. The left panel, 'Available Document Type', contains a list with two items: 'All' and 'Master Pack', each preceded by an unchecked checkbox. The right panel, 'Assigned Document Type', contains a list with one item: 'Master Pack2' preceded by an 'X' icon. Above this list is a 'Clear All' link. A hamburger menu icon is visible on the far right of the right panel.

Continue to add the transaction document types you need. When you finish, save the legal number.

Generating the Legal Number Report

Generate the **Legal Number Report** to display and print out the setup information for legal numbers.



The report displays the legal numbers defined in **Legal Number Maintenance**. It shows setup information such as the Legal Number ID, Description, Number Type, Generation Type, Prefix Type, Journal Code, and Number Option for each legal number. The report also displays all linked Document Types, the Create and Change dates, and the User ID of a person who created and changed the legal number information.

The **Selection** parameters include:

- **Print Details** - If selected, the report includes alternative prefixes and default sequences for each legal number format ID.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Legal Number Report**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Legal Number History Report

Run the **Legal Number History Report** to display and print the history of unique legal numbers generated for transaction documents.

The **Selection** parameters include:

- **Dates** - Specify the beginning and end dates for the report.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the **From** and **To** dates.
2. Select the **Report Style** for the report run.
3. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

4. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
5. Enter text in the **User Description** field.
6. Select the **Recurring** check box if needed.
7. Select **Print Preview**. 

Generating the Legal Number Change History Report

Generate the **Legal Number Change History Report** to display a change history of all generated legal numbers, grouped by the legal number configuration ID and in ascending order by the change date and time. For each legal number, it displays what field has changed, the user who changed it, and the time stamp for the change.

The **Selection** parameters include:

- **Date From** - The date on which this report will start. All legal number changes made on this date through the **To** date display on this report. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **Date To** - The ending day for the report. All legal number changes made on this date back to the **From** date display on this report. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **Dynamic** - Select this check box to run the report by a dynamic option rather than by a specific date. After you select this check box, the **Date From/Date To** field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the **Date From** and/or **Date To** field, and then select the **Recurring** check box next to the **Schedule** field.
- **Filter** - Use this field to select the Legal Number IDs to display on the report.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Legal Number Change History**.
2. Select the report parameters.
3. Select **Print Preview**. 

Setup

Creating Fiscal Calendars

Set up fiscal calendars in **Fiscal Calendar Maintenance**.

A fiscal calendar is a company's calendar it uses for financial reporting. You can define multiple calendars and set up one of them as the default company calendar. However, you can only assign one fiscal calendar to each book. Also, you can assign a calendar to the **Asset Maintenance** application.

Fiscal calendars can have flexible start dates, number of periods, and lengths. For example, a business wants to have a calendar that represents their fiscal year according to their operations which run from October 1st through September 30th, while they must calculate their taxes based on a calendar year.



Do not confuse fiscal calendars with production calendars. A production calendar defines the day-to-day schedule needed to produce and deliver products through manufacturing centers, whereas a fiscal calendar defines years and fiscal periods required to report financial activity.

You can also use a fiscal calendar to structure amortization recognition dates. For example, to recognize revenue on a weekly basis, you can set up a fiscal calendar with weeks as periods. The system will then recognize revenue at the end of every week.

The fiscal calendar you define for revenue amortization and select for the **Revenue Amortization Code** does not have to be the same fiscal calendar you use for the GL books. However, you can only use a fiscal calendar you define for revenue amortization to generate amortization periods based on amortization dates. Once the amortization periods are generated, the posting engine defines which periods are affected in the GL books.

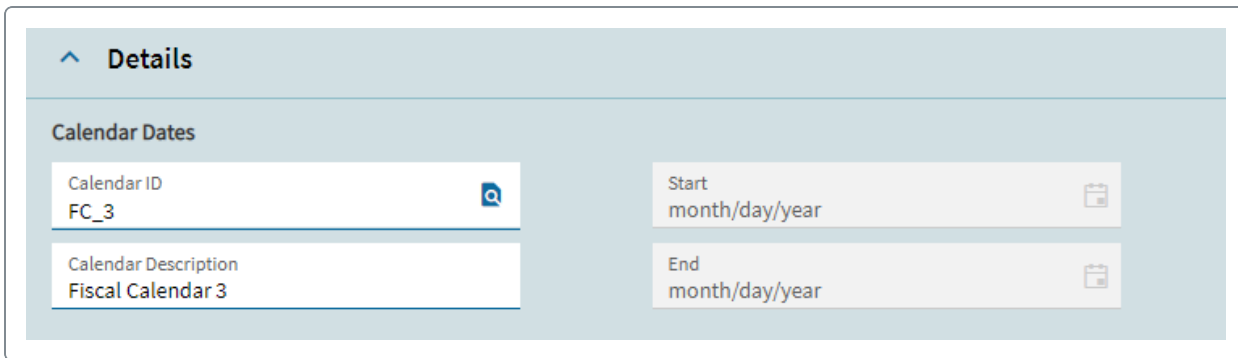
Use the landing page of the application to view existing fiscal calendars or to enter a new one.

In this article, we will cover:

- [Creating a fiscal calendar](#)
- [Adding fiscal year details](#)
- [Adding fiscal periods](#)

Creating a Fiscal Calendar

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Fiscal Calendar Maintenance**.
2. Select **New**  to add a new record.
3. Enter the calendar ID and its description. These values help you identify the calendar on reports and in other General Ledger maintenance programs.



Details

Calendar Dates

Calendar ID FC_3	Start month/day/year
Calendar Description Fiscal Calendar 3	End month/day/year

4. Select **Save**. 

Note that the **Start Date** and **End Date** fields remain blank and disabled until you add a fiscal year and its period details to this calendar.

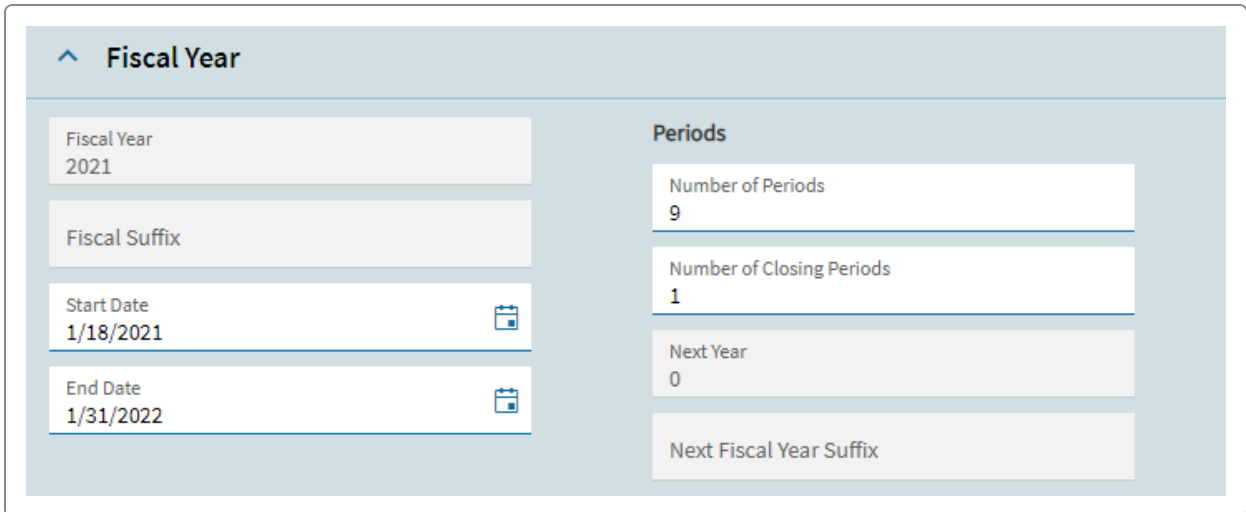
Adding Fiscal Year Details

On the **Fiscal Year** card, enter general information about the fiscal year and define its periods.

Fiscal years consist of a series of fiscal periods - so it will not necessarily be a calendar year. After you create a fiscal year, you can automatically generate its fiscal periods or create them manually.

To add a fiscal year:

1. On the **Fiscal Year** card, select **New**. 
2. Enter the fiscal suffix you want to differentiate the fiscal year by (for example, by a quarter).
3. Adjust the fiscal year's start date (it's the current date by default) and enter the end date.



Fiscal Year	
Fiscal Year	2021
Fiscal Suffix	
Start Date	1/18/2021 
End Date	1/31/2022 

Periods	
Number of Periods	9
Number of Closing Periods	1
Next Year	0
Next Fiscal Year Suffix	

4. Enter the number of periods you want to allocate for this fiscal year in the **Number of Periods** field. The default value is the number of periods of the previous fiscal year. If a previous fiscal year does not exist, the default value is **0**, but you must choose a number of **1** or greater.
5. In the **Number of Closing Periods** field, enter the number of closing periods you want to assign to the fiscal year. The default value is the number of closing periods of the previous fiscal year. If a previous fiscal year does not exist, the default value is **0**.
6. Select **Save**. 

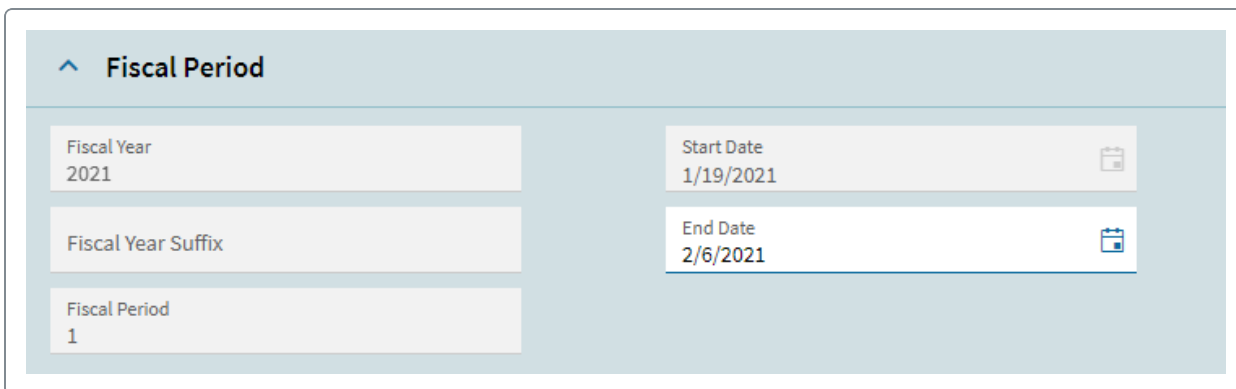
Now, before setting up any additional years, you must create fiscal periods for the fiscal year you added.

Adding Fiscal Periods

You can add fiscal periods to a year in two ways: create them manually or generate them automatically.

To add a fiscal year manually:

1. On the **Fiscal Period** card, select **New** to add a period. 
2. For the first fiscal period you create, the start date is the first day of the fiscal period. Specify the end date. The start dates for all consecutive periods will depend on the end dates of a previous period. You can review the period number in the **Fiscal Period** field.



3. Select **Save**. 

To generate periods automatically:

1. On the **Fiscal Year** page, select the **Generate Periods** option from the Overflow menu. 
2. Select the fiscal year **End Date**. Then, specify the duration of the periods to generate.

Generate Periods ×

^

Year
2021

Start Date
1/18/2021 

End Date
1/31/2022 

Period Duration
6

Week(s) 

Generate

Cancel

3. Select **Generate**. The information message informs you about the number of periods the application created. Select **OK**.

You get back to the details page. Select the new fiscal year in the **Fiscal Year** card to review the generated periods and their details.

Fiscal Period					
Fiscal Y...	Fiscal Year Suffix	Fiscal P...	Start D...	End Date	No Of Days
2021		1	01/18/2021	02/28/2021	42
2021		2	03/01/2021	04/11/2021	42
2021		3	04/12/2021	05/23/2021	42
2021		4	05/24/2021	07/04/2021	42
2021		5	07/05/2021	08/15/2021	42
2021		6	08/16/2021	09/26/2021	42
2021		7	09/27/2021	11/07/2021	42
2021		8	11/08/2021	12/19/2021	42
2021		9	12/20/2021	01/30/2022	42
2021		10	01/31/2022	03/13/2022	42

4. Select **Save**. 

Creating GL Account Allocations

GL Account Allocation Maintenance defines how to distribute periodic expenses and revenues among accounts in a book.

A company contains at least one book to track general ledger (GL) transactions, and GL account allocations regulate how much of these amounts, or allocation units, post to various journals. Typically, you use allocations to distribute expenses across divisions, organizations, departments, or projects defined by a segment in the chart of accounts (COA) associated with the selected book. For example, you divide rent, heating, and lighting expenses between departments, based on the amount of floor space each uses. The allocation process creates an entry in GL Journal Entry, and this entry posts the allocation.

To define an allocation, select the book to which the allocation posts. Then designate the account from which the allocation amount originates, the accounts to which the amount distributes, and the basis of the allocation.

Allocations can extend inter-company processing. Inter-company processing updates multi-company accounts defined in the COA of a parent company and its subsidiaries (child companies). You can select a multi-company account as the account from which the allocation amount originates. As a result, the multi-company journal creates allocation journals within the book.

Use the landing page of the application to view existing GL account allocations or to enter a new one.

In this article, we will cover creating a new GL account allocation.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > GL Account Allocation Template**.
2. Select **New**  to add a new allocation.
3. Use the **Allocation ID** field, the **Description** field, and the **Basis** field to identify the allocation. Examples of basis include Sq. Feet and Equal, used when the allocation is divided equally among the distribution accounts. Application processes use the identifier. The description appears in Journal Entry, used to book allocation journals. The basis provides information for program users and has no effect on how the application processes the allocation.
4. Use the **Book** icon and the Account search icon to find and select the account from which the allocation amount originates. Selection of the book limits entry of accounts to general ledger accounts in the COA associated with the book.



Allocation Template does not allow to enter Stat Only GL accounts.

5. Select **Save**. 
6. In the **Lines** card, select **New Line**  to add a new allocation line.
7. In the **G/L Account** field, enter an account to which a portion of the allocation amount is distributed. The book that contains this account can differ from the book from which the allocation originates.
8. In the **Allocation Units** field, enter an amount that defines the distribution of the allocation. The application uses allocation unit entries to calculate percentages used in distributing the allocation.

Detail

Allocation ID *

INSEXP

Description *

Insurance

Basis

SQ FT

Total Units

134,500

Chart

6134

D...

00

D...

00

GL Referen...

Customer

Employee

Building Insurance

Lines

Line	G/L Account	Allocation Units	Percent
1	6134-00-10	2,000.00	1.49
2	6134-00-20	5,000.00	3.72
3	6134-00-30	50,000.00	37.17
4	6134-00-40	75,000.00	55.76
5	6134-00-50	2,500.00	1.86

9. Select **Save**.

Creating Budget Codes

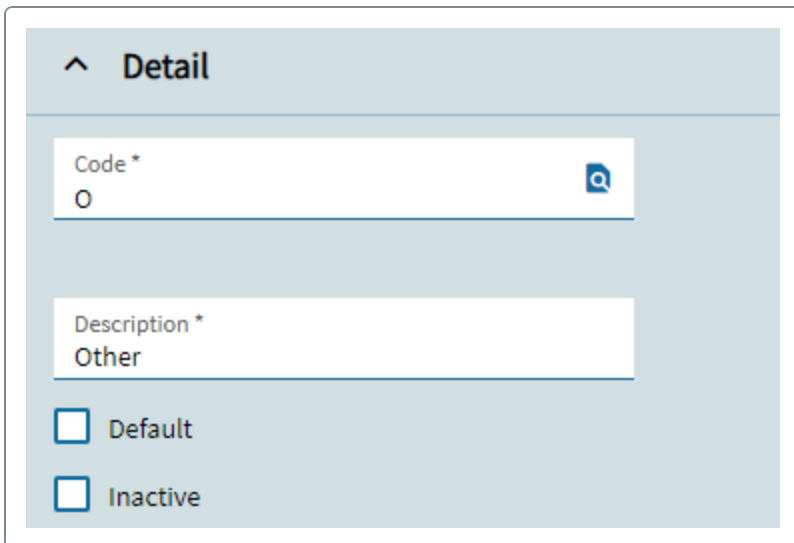
Create budget codes using **Budget Code Maintenance**. You assign budget codes to accounts that hold budgets.



You can select a default budget code which is automatically assigned to all the budgets you create. Once you select a budget code, you cannot delete or deactivate it. If you need to view existing budget codes or create a new one, use the landing page of the application.

To create a budget code:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Budget Code**.
2. Select  to add a new code.
3. Enter a description for the code.



4. If you want to set the code as default, select the **Default** check box.
5. Select **Save** .

Creating External Financial Analysis Codes

In **External Financial Analysis Code Maintenance**, create standardized analysis codes required in some countries for natural accounts. These codes are then used when submitting report files to the government.

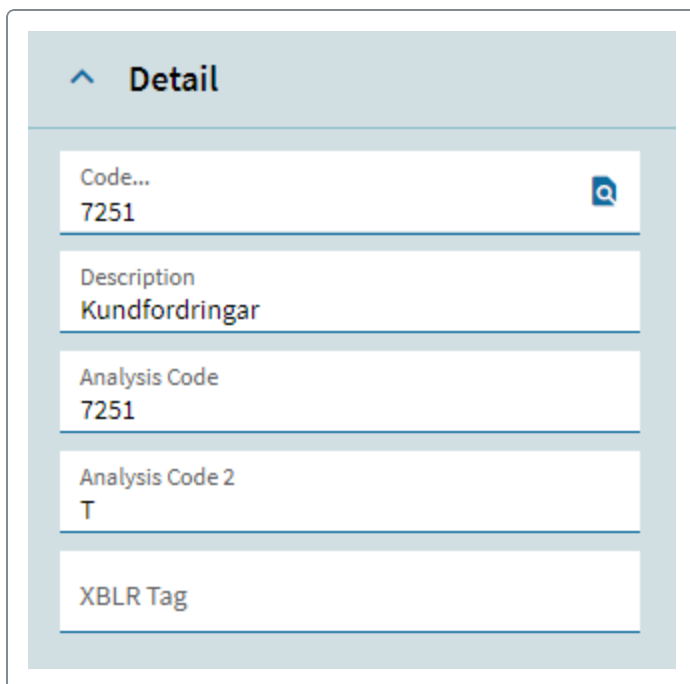
You can link analysis codes to your natural accounts in Account Segment Values.

Use the landing page of the application to view existing analysis codes or to enter a new one.

In this article, we will cover creating analysis codes.

1. From the main menu, go to **Financial Management > General Ledger > Setup > External Financial Analysis Code**.
2. Select **New**  to add a new analysis code.
3. Enter an internal code and description.

4. Use the **Analysis Code** and **Analysis Code 2** fields to specify the first and the second external financial analysis code.



Detail

Code...
7251

Description
Kundfordringar

Analysis Code
7251

Analysis Code 2
T

XBLR Tag

5. Specify a tag in eXtensible Business Reporting Language.
6. Select **Save**. 

Creating Allocation Codes

In **Allocation Code Maintenance**, enter allocation codes and define settings for each code. You can use each allocation code within a specific general ledger book. You indicate whether each allocation code disperses amounts through a fixed value or a formula you create. Each allocation code can also be assigned to a tier level that indicates at what point in the process its allocation routine will run. To track the transactions generated by each allocation code, you assign specific stamps that appear next to the allocation transaction on various reports and trackers.

Use the landing page of the application to view existing allocation codes or to enter a new one.

In this article, we will cover:

- [Adding a transactional allocation code \(Fixed Value\)](#)
- [Adding a transactional allocation code \(Formula Based\)](#)

Adding a Transactional Allocation Code (Fixed Value)

Add an allocation code that is transaction based and has a fixed value ratio set to allocate 100% of its source data criteria.

In this scenario, enter the default purchase expense account as the source data criteria for the allocation. Enter three target accounts that use the same default expense account but are associated with different general ledger (GL) departments. As a result of this workshop, transactions that affect the source account data (default purchase expense account) are allocated to three GL departments.

Add an Allocation and Define its General Parameters

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Allocation Code**.
2. Select **New**  to add a new allocation code.
3. Enter the **Allocation Code** identifier.
4. Enter a **Description**. Enter a concise explanation that helps you quickly understand the allocation code purpose.
5. Select an **Allocation Type**. Available options:
 - **Transactional** - The source data originates from general ledger transactions.
 - **Balance-Based** - The source data originates from account balances.
6. Next, select a **Book** for which this allocation code will disperse amounts. By design, allocations are restricted to disperse amounts within a single book. When multiple allocation codes are processed through an allocation batch, these codes all must share the same book.
7. If you need, select the **Offset GL Account**. This account stores the amount values used before the allocations are generated; you use this account to record the total amounts you allocated during the process and to offset the original balances without zeroing out the accounts. When you select an offset account, its Description value displays as well.
8. For the **Ratio Setup Option**, select **Fixed Value**. This defines a set value for each allocation amount. The total amount is divided evenly using this starting fixed value.
9. Enter the **Percentage To Allocate** value for this code. This value indicates how much of the source amounts are available to allocate through this code. The default is 100 percent, indicating all source amounts will be spread across multiple target accounts.
10. Optionally, select the **Use Allocation Units** check box to indicate whether allocation units or percentages are used to calculate amounts through this allocation code. If you select this check box, you then assign units to each target account that receives amounts from the sources. For example, your Percentage to Allocate is 100%, and you will distribute amounts

between three target accounts. Each target account has 50 allocation units, which indicates each account receives 33.33% of the total source amount.

11. Enter a number in the **Tier** field. This value defines the level, or tier, for this allocation code. When this allocation code is processed, all codes assigned to Tier 1 allocate their amounts first. Then the generated allocations are further distributed through the codes assigned as Tier 2, and the process continues through all the tiers you define on the allocation codes. The journal details generated at each earlier tier level are available on subsequent tier levels.
12. Enter the **Target Allocation Stamp**. This value is placed on transaction details within the receiving, or target, accounts for the allocation. You can then track which accounts received allocation amounts through this code.
13. Define the **Source Allocation Stamp** for this code. This value is placed on transactions within the original, or source, accounts from which the allocation amounts are pulled. This makes sure the allocation amounts are not allocated again by mistake.
14. Use the fields in the **Stamped Transactions** area to identify which higher tier allocation results you want to use for this allocation. Leverage this functionality when the allocation code is a level 2 or higher tier. You can decide not to use the previous stamp by selecting the Exclude check box. You can also use all of the previous stamps by clicking the Include All check box or select a specific stamp from the **Allocation Stamp** drop-down list.

Detail

Allocation Code *
CC_ALLOC1

Description *
Cost Center Allocation 1

Allocation Type *
Transactional

Book *
Main Book

Chart

D...

D...

GL Referen...

Customer

Employee

Allocation Options

Ratio Setup Option
Fixed Value

Percentage to Allocate
75.00

☐ Use Allocation Units
☐ Statistical Balance as Allocation Units

Tiering

Tier *
1

Target Allocation Stamp

Source Allocation Stamp

Stamped Transactions

☐ Exclude
☐ Include All
Allocation Stamp

15. Select **Save**.

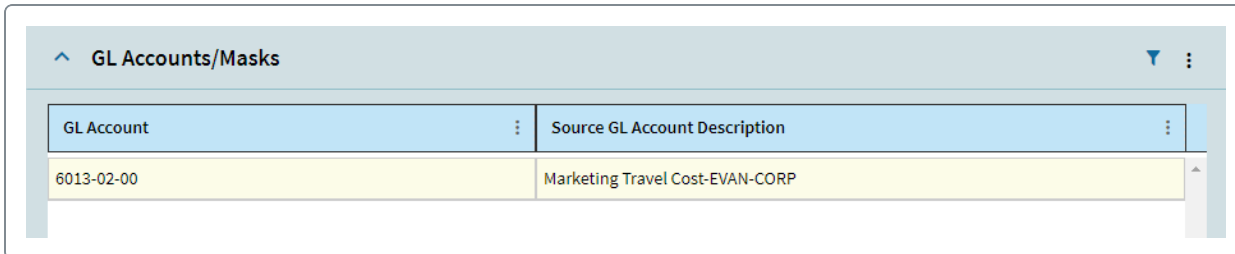
Adding Source Accounts

You next define the source accounts from which you want to allocate amounts. You can allocate amounts from four sources - Account Categories, Journal Codes, GL Account Masks, and Account Segment Ranges.

Use these types in tandem to filter the sources from which the amounts are pulled. When you select multiple categories, for example, the application pulls amounts from all of the categories you select on this card. If you use both a category and a GL account, however, only those sources that share both the category and the GL account are used as sources during the allocation process.

Technically, these items either have an “AND” or an “OR” relationship. When you select multiple sources from the same type (for example, journal codes), the application views these items as sharing an “OR” relationship - all sources that use Category A or Category B are used. When you select multiple sources from different types (journal codes and categories), the application views these items as sharing an “AND” relationship - all sources that use Journal Code 237 and Category A are used.

1. Notice you can create difference sources - New Source Account Category, New Source Journal Code, New Source GL Accounts/Masks, and New Source Segment Range.
2. To create a new source GL Accounts/Mask, select **New**  on the **GL Accounts/Mask** card. Select the **GL Account** or mask you wish to use. Financial transactions for this allocation code originate from this source account.



GL Account	Source GL Account Description
6013-02-00	Marketing Travel Cost-EVAN-CORP

3. If your source amounts will be pulled from account categories, you define these items on the **Account Categories** card.
4. If you indicated you will pull source amounts from journal codes, you select these codes on the **Journal Code** card. This functionality only works with Transaction based allocations.
5. If you will pull amounts from a range of account segment values, you define these segments on the **Ranges** card.
6. Continue to add the account masks, account segment ranges, journal codes, and categories as you need. When you finish, select **Save**.

Adding Target Accounts

On each allocation code, you enter a fixed list of target accounts (the accounts between which the source total amount will be divided) and the ratios that define the proportion to divide.

Define target accounts as fixed account codes by entering segment values. Alternatively, you can inherit some segment values from the source account.

Define allocation ratios either as fixed values or as formulas. In order to support entry of formulas, a mechanism for parsing and validating formulas exists. Each formula you enter must consist of basic arithmetic operators and use the following operands:

- Fixed values
- Balances of specific GL accounts (including accounts other than the source and target accounts)
- Non-financial data from existing Lookup Tables
- Balances summed up across several GL accounts

To add a target account:

1. On the **Target Accounts** card, select  to add a new target account.
2. After you select the account name, the **Account Description** displays, explaining the purpose of the account. You cannot change this value. If you entered a GL account mask, this field is blank.
3. The **Ratio Setup Option** indicates whether this allocation code disburses amounts using a Fixed Value or a Formula. You defined this value when you first set up the allocation code; in this example, **Fixed Value** displays.
4. If you selected the **Use Allocation Units** check box on the Detail card, the **Allocation Units** field is available. Use this field to enter how many units of the source amounts will be assigned to the current target account.

For example, your Percentage to Allocate is 100%, and you will distribute amounts between three target accounts. You enter 50 allocation units in the Allocation Units field on each target account, which indicates each target account receives 33.33% of the total source amount.
5. The **Units** field displays the total number of allocation units currently assigned through this allocation code. As you enter more units on other target accounts, this total number increases.
6. If you do not use allocation units, the **Percentage Value** field is available. Use this field to define the total allocation amount this target account will receive. In this example, you enter 30 in this field, which indicates this target account receives 30% of the 65% amount distributed from the source amounts. You will have 35% left from the allocation percentage to distribute to other target accounts.
7. The **Percentage** field displays the total Percentage To Allocate value you entered on the Detail card. This value indicates how much of the source amounts are available to allocate to the target accounts you define on this sheet. In this example, 25% percent displays in this field.
8. Select the **Multi-Company** check box to allocate to a GL account in an external company connected via the multi-company functionality. If you selected the **Multi-Company** check box, select the required **External Company** from the drop-down list.
9.  The Multi-Company license is required to make use of this feature.
10. Enter the **External G/L Account**, or select the search icon to find and select the account.
11. Once you select an external company, the **Target Account** automatically populates with the default local account.
12. Select the **Override** check box if you want to enter an alternative local account in the **Target Account** field.

Target Account Detail

☐ Override

Cha... D... D... GL Referen... Customer * Employee * Marketing Travel Cost-MAIN-MET

Account Description
Marketing Travel Cost-MAIN-MET

Ratio Setup Option *
Fixed Value

Fixed Ratio

Allocation Units
0.00

Percentage Value
25.00

Allocation Totals

Units
0.00

Percentage
25.00

Multi-Company

☐ Multi-Company

External Company

Chart D... D... GL Referen... Customer Employee

External G/L Account

Formula Criteria

Formula

Parameters

Add to Formula

Operators

Add to Formula

Check Syntax

- Continue to add the target accounts that will receive allocation amounts through this allocation code. When you finish, select **Save**.

[Adding a Transactional Allocation Code \(Formula Based\)](#)

Allocation codes can also distribute amounts through one or multiple formulas you define. Each formula you enter must contain the arithmetic operators and operands needed to complete the expression. The available operands are fixed values, balances of specific GL accounts, non-financial data, and summary balances generated across several GL accounts. Select the operators and define the operands you need to create the formula you will run through this allocation code.

To distribute amounts using a formula ratio:

1. Create a new Allocation Code as described previously.
2. In the **Detail** card, from the **Ratio Setup Option** drop-down list select **Formula**.
3. After you finish entering all the other options you need, on the **Formula Parameters** card, select the New  button.
4. Enter the unique **Name** and concise **Description** you need for this formula parameter.
5. From the **Type** drop-down list, indicate what kind of parameter will be used with this formula. The value you select here determines what cards are available under the **Formula Parameters** tab . Available options:
 - **Account Balance** - The formula uses the total account balance to calculate the allocation ratios.
 - **Summarized Balances** - The formula totals a series of items to calculate the allocation ratios.
 - **Non-financial Data** - The formula pulls in values from Look-Up tables and fields in order to generate the amounts it needs to disperse between the target accounts.
 - **Business Activity Queries (BAQ)** - A BAQ is a query tool that pulls in specific data views you define. When you select this type, you must select the BAQ that will be used to pull in this information.



You create and modify BAQs through the Business Activity Query Designer. For more information on how to leverage this tool, review the Business Activity Queries chapter in the ICE Tools User Guide.

6. If you select the **Account Balance** type, the **GL Account** field activates. Use this field to find and select the GL account whose balance is used for the receiving target accounts.
7. If you select the **Account Balance** type, you can optionally select the **Use Target Account** check box to indicate the balance received by the target accounts will be used to disburse amounts calculated through this formula.
8. Likewise, if you select the **Account Balance** type, select an option from the **Use as Parameter Value** drop-down list to indicate what item will be used as the parameter to gather data for the allocation formula. Available options:

Account Balance - This parameter holds the total amount available in the account.

Debit Turnover - This parameter holds the debit amount that will be distributed through this allocation code.

Credit Turnover - This parameter holds the credit amount that will be distributed through this allocation code.

- If you select the **BAQ** type, click the **BAQ** button to find and select the business activity query from which you will pull in financial data.

The screenshot displays the 'Formula Parameter Detail' form. The 'Name' field is 'TDL51000000'. The 'Type' is set to 'Account Balance'. The 'Description' is 'Total Direct Labor 5100-00-00'. The 'Year-To-Date Balance' checkbox is unchecked. The 'Summarize' dropdown is set to 'Account Balance'. Under the 'Account Balance' section, the 'Chart' is 'D...', 'D...', 'GL Referen...', 'Customer', 'Employee', and 'Wages - Direct Labor-MAIN-CORP'. The 'GL Account Description' is 'Wages - Direct Labor-MAIN-CORP'. The 'Use Target Account' checkbox is checked. The 'Use as Parameter Value' dropdown is set to 'Account Balance'. At the bottom, the 'BAQ' section has a 'BAQ' field and a 'BAQ Description' field.

- Select **Save**.

Setting Parameters and Formula

Your selection from the **Type** drop-down list on the **Formula Parameters Detail** card also affects what items are available for you.

Summarized Balance

If you select the **Summarized Balances** type, a number of summarized options are available for you to select (for example, New Summarised Range). These summarize options match the data you can use for source amounts - account categories, journal codes, GL accounts/masks, and ranges of segment values.

Formula Parameter Detail

Name *
LoanCalc

Type *
Summarized Balances

Description *
Loan Interest Calculation

☐ Year-To-Date Balance

Summarize
Account Balance

Account Balance

Chart
2702

D...
00

D...
00

OL Referen...

Customer

Employee

Bank Loans Payable-MAIN-CORP

OL Account Description
Bank Loans Payable-MAIN-CORP

☐ Use Target Account

BAQ

Ranges

Segment Number

Minimum Value

Maximum Value ↑

Division

00

02

* Full Screen

Non Financial Data

If you select the **Non-Financial Data** type, you can use the lookup table that holds the non-financial data you need.

- 1. Navigate to the **Formula Parameter Detail > Non-Financial** card, and from the **Lookup Table** drop-down select the table.
- 2. Select the **Get Source Records** button to pull in all of the records linked to the selected table and field.

3. The **Source Fields** grid displays the non-financial data for your allocation formula.

Non-Financial Data

Lookup Table
DeptSQFT

Use Target Field
SQFT

Get Source Records

Sequen...	Entry Type	Source Field	Code	Parameter Option	Param Segment...	Data Type
1	Use Value	Dept	SERV	0	None Selected	nvarchar

Full Screen

When you finish setting up your formula parameters, navigate to the **Target Accounts Detail** card. Use the **Formula Criteria** field to enter the criteria expression you need to run against the parameters you have defined. You can enter these values directly.

Target Account Detail

☐ Override

Cha...5300

D...00

D...00

GL Referen...

Customer *

Employee *

Miscellaneous Factory Costs-MAIN-CORP

Account Description

Miscellaneous Factory Costs-MAIN-CORP

Ratio Setup Option *

Formula

Fixed Ratio

Allocation Units

0.00

Percentage Value

0.00

Allocation Totals

Units

0.00

Percentage

0.00

Multi-Company

☐ Multi-Company

External Company

Chart

D...

D...

GL Referen...

Customer

Employee

External G/L Account

Formula Criteria

(TDL51000000) / (TDL51000000 + TDL510000100 + TDL510000200 + TDL51000010 + TDL510000050)

Parameters

TDL51000000

Add to Formula

Operators

Add to Formula

Check Syntax

You can also right-click this field to display a context menu; use this context menu to select the values and operators you need. To verify the formula will compile when it runs, click the **Check Syntax** button. A message box displays indicating the allocation code formula is correct.

Continue to add the allocation formulas you need. When you finish, select **Save**.

Creating Allocation Batches

In **Allocation Batch Entry**, define batches of allocations to generate simultaneously. Also, you can schedule allocations within this app.

Each batch defined in Allocation Batch Entry must have a unique code and be kept as a persistent entity. Once you manually add allocation codes to a batch, the codes are kept as a list on the batch entry. A single batch can only contain allocation codes entered for the same general ledger (GL) book.

Once you create a batch and assign allocation codes to that batch, from the Overflow menu, select Generate Schedule to generate an allocation run schedule (similar to the scheduling system that exists for recurring journals). If necessary, schedules can be deleted; however, without a schedule, an allocation cannot be generated.

You can also reverse an allocation batch automatically by selecting the Reverse check box on the Detail card. This notifies the application that the current batch should always have its allocations reversed.

In this article, we will cover:

- [Entering an Allocation Batch](#)
- [Adding an Allocation Batch Code](#)
- [Generating a Schedule](#)

Entering an Allocation Batch

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Allocation Batch**.
2. Select **New**  to add a new batch.
3. Use the **Batch ID** and **Description** fields to identify an allocation batch.
4. In the **Book** field, select a GL book. The fiscal calendar linked to the GL book displays in the Calendar field.
5. Select a journal in the **Journal** field.
6. Optionally, select the **Reverse** check box to set up the allocation batch to always be reversed automatically.

Details

Batch ID

TIERED

Description

Tiered Allocations

Book

Main Book

Calendar

Main Fiscal Calendar

Journal

Allocations Journal

☐ Reverse

7. Select **Save**. 

Adding an Allocation Batch Code

- 1. Select **New**  in the **Allocation Code** card to add a new code.
- 2. In the **Allocation Code** field, select an allocation code.

Allocation Codes

Allocation Code	Allocation Type
TIER1	Balance
TIER2	Balance

3. Select **Save**. 

Generating a Schedule

- 1. From the Overflow menu, select **Generate Schedule**.
- 2. In the **Fiscal Year** field, verify the current calendar year displays.

Generate Schedule ×

Generate

Fiscal Calendar
Main Fiscal Calendar

Fiscal Year
2021



Suffix

3. Select **Generate**. A message displays to inform you how many schedules were created.
4. To the message, say **OK**.
5. Go to the **Allocation Schedule** card.



The current fiscal period is the only period with a status of Scheduled. To schedule additional periods, in the row of the period you want to update, select the **Scheduled** check box.

Allocation Schedule ⌵ ⋮

Fiscal Year	Fiscal Year Suffix	Fiscal Period	Apply Date	Schedule Date	Status	Scheduled
2021		1	01/31/2021	01/31/2021	Not Scheduled	☐
2021		2	02/28/2021	02/28/2021	Not Scheduled	☐
2021		3	03/31/2021	03/31/2021	Not Scheduled	☐
2021		4	04/30/2021	04/30/2021	Not Scheduled	☐
2021		5	05/31/2021	05/31/2021	Not Scheduled	☐
2021		6	06/30/2021	06/30/2021	Not Scheduled	☐
2021		7	07/31/2021	07/31/2021	Not Scheduled	☐
2021		8	08/31/2021	08/31/2021	Scheduled	☒
2021		9	09/30/2021	09/30/2021	Not Scheduled	☐

6. Select **Save**.

Creating GL Books

Book Maintenance defines the fiscal books a specific company uses. A book defines the currency, fiscal calendar, chart of accounts, and Retained Earnings account used to generate its financial statements.

A company can use multiple books to display the same financial information in multiple ways. When you implement the Kinetic application, carefully consider the role each book plays in the financial management and reporting within a specific company. When a transaction is entered, its amounts can be applied to multiple books, reflecting the purpose for each book.

Each book can also have its own set of validation rules. These rules define error handling for journals posted to a specific book. By default, books ignore most posting errors. You can change the defaults so the book blocks and logs errors as needed.

Books are useful for recording transactions so they match the financial legal requirements for a specific country. Use Chart of Accounts Structure Maintenance to create a chart of accounts (COA) which matches the structure your country requires.



Example: Use the Modified Accelerated Cost Recovery System (MACRS) to depreciate a physical asset for tax reporting. For financial reporting, the same asset is depreciated using straight-line depreciation. Each book displays its own depreciation results.

Leverage multiple books so your companies can value items differently in financial and statutory reports. An insurance company might use Generally Accepted Accounting Principles (GAAP) to value investments and other items for one report and use National Association of Insurance Commissioners guidelines for another book. State or provincial regulations can also impact reporting, so you may need to implement additional books.

Use Book Maintenance to define the following:

- **Book Type** - Books can record financial transactions or consolidate to other books. Standard books record the financial activity of the company. Consolidation books mediate the transfer of consolidation journals between two standard books.
- **Chart of Accounts (COA)** - Each book can have a different COA, or several books can share the same COA. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for segments other than the natural account. (The natural account maintains continuous balances.) The book also determines the retained earnings account.
- **Fiscal Calendar** - The fiscal calendar determines valid apply dates for each business transaction. The application maintains periodic balances for segments based on the fiscal calendar.

- **Book Currency** - The book currency can be used on financial reports and in consolidations. Journal amounts post in the currency defined on the book. Books can store journals in additional transaction currencies, but will only post in the specified book currency.
- **Error Handling for Journals** - Use the Validations sheet to ensure the transactions are valid. For example, a validation rule can alert you when the Apply Date for a transaction falls within a closed fiscal period. When the posting process runs, the application blocks posting of invalid journals and continues to process the remaining journals in the batch. Error transactions display in the Review Journal.
- **Rounding Tolerance Criteria** - For each book, you can specify rounding tolerance criteria as well as an account to which transactions will post currency differences.
- **GL Transaction Mapping** - Set up GL transaction mapping from your source (Main) book to a secondary book. You determine the COA map and transactional currency to use as well as determine which GL transaction types are affected by this revision.

You can modify a book's details (description, type, COA, calendar, currency) until a journal posts to its COA. Once a posting process runs through the book, you can only change the book description.



You can also update the posting rules each book uses to record general ledger transactions. Update posting rules for each book within GL Transaction Type Maintenance. For information on how to create and update posting rules, review the Posting Engine section in Application Help.

In this article, we will cover:

- [Creating a new book](#)
- [Defining a standard account for retained earnings](#)
- [Setting the report options](#)
- [Setting GL currency revaluations](#)
- [Configuring posting rules](#)

Creating a New Book

A book defines settings required to post general ledger accounts and generate financial statements. These settings include the book's currency, chart of accounts, and fiscal calendar.

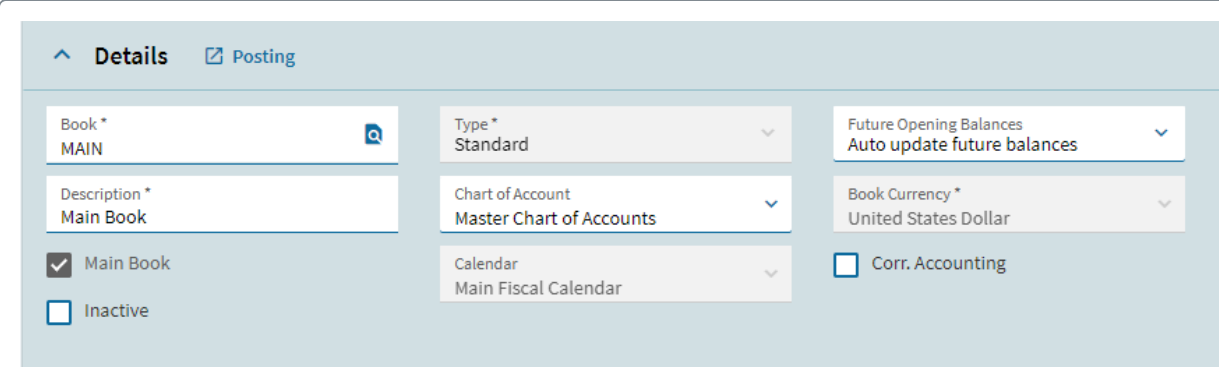
Before you add a new book,

- Create the chart of accounts used in [Chart of Account Maintenance](#).
- Add the fiscal calendar used in [Fiscal Calendar](#).
- Create the retained earnings account in [Account Segment Values](#).

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Book**.
2. Select **New**  to add a new book.
3. Add the **Book** and **Description** to identify the book.
4. Select the **Main Book** check box to make the book as the Main Book for the company. The Main Book is the default book used in reports and trackers.

Selection of this check box blocks journals from posting to the book.

5. Specify whether the book is used for financial activity or for consolidations using the **Type** field. A standard book records financial activity of the company and has no relationship to other books. Consolidation books merge balances from several books to create consolidated reports for the company's subsidiaries.
6. Each book can have a different COA, or several books can share the same COA. Select the **Chart of Accounts** used by the book. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for segments other than the natural account.
7. In the **Calendar** field, select the fiscal calendar used to maintain balances for the book.
8. Select the currency used to post to the book. You can use the **Book Currency** on financial reports and in consolidations. All journal amounts post in the currency of the book. Books also store journals in currencies other than the currency of the book, as needed for reporting.
9. From the **Future Opening Balances** field, select either **Auto update future balances** or **Manually update future balances**.



The screenshot shows the 'Details' tab of a 'Book' setup form. The fields and their values are as follows:

Field	Value
Book *	MAIN
Description *	Main Book
Type *	Standard
Chart of Account	Master Chart of Accounts
Calendar	Main Fiscal Calendar
Future Opening Balances	Auto update future balances
Book Currency *	United States Dollar
Main Book	☒
Inactive	☐
Corr. Accounting	☐

10. Select **Save**. 

Tip: Select the Inactive check box to block use of the book. You can inactivate an outmoded book to block its use in financial processes.

Defining a Standard Account for Retained Earnings

Select the standard account used for retained earnings for the book. The application continually updates the retained earnings account balance with postings to the COA's revenue and expense accounts. As a result, the balance sheet always reflects the current balance. At year-end closing, run the Transfer Balances process to transfer account balances to the next fiscal year.

Balance sheets report the balance in the standard retained earnings account. You can further divide the reported retained earnings balance by substituting a segment in the retained earnings account for a corresponding segment in the income statement. You can then split retained earnings by division, department, or another mandatory controlled account segment. Account masks designate the relationship between the split segment and the retained earning accounts that displays the balances.

Often, a book that uses segment substitution also uses self-balancing segments. When you create a self-balancing segment in Self-Balancing Segment Maintenance, it enables the balancing journals to automatically post within a segment. This ensures the book to which the journals post maintains a balanced set of records within the segment.

A book uses a COA with a mandatory second segment that defines two divisions: LA and MP. The third segment is optional and defines cost centers. You use segment substitution to split the balance in the standard retained earnings account 3070. At year-end close, the following balances exist in COA revenue and expense accounts.

4010-MP-100	240
4010-MP-200	500
4020-MP-100	100
4020-LA-100	300
3010-LA-100	-500
3010-MP-100	-1200

The application updates the retained earnings account when you transfer opening balances to the new fiscal year.

4010-MP	3070-MP	740
4020-MP	3070-MP	100
3010-MP	3070-MP	-1200
Total to 3070-MP		-360

4020-LA	3070-LA	300
3010-LA	3070-LA	-500
Total to 3070-LA		-200

For more information, review the [Account Segment Values](#) and [Self-Balancing Segment Maintenance](#) articles.

To define a standard account and an account mask:

1. Navigate to the **Retained Earnings** card and select an entry in the **Standard Account** field. Enter the identifier of the account in the field. This field designates the balance sheet account used for retained earnings for the book. The application updates the retained earnings account balance with postings to the COA's revenue and expense accounts.
2. The **Name** and **Description** of the standard account displays in these fields. A standard account designates a balance sheet account as the standard account used for retained earnings for the book. The application updates the retained earnings account balance with postings to the COA's revenue and expense accounts.
3. To add an account mask, select **New**  on the **Alternative Retained Earnings** card.
4. Define the mask in the **Account Mask** column. This creates an account mask that splits a COA segment so its balances can transfer to multiple retained earnings accounts.

Account mask specifies segments to transfer balances from the income statement accounts. The application substitutes the segment in the income statement account for the corresponding segment in the retained earnings account. All income statement account balances within accounts, which correspond to the account mask, will be transferred to the specified retained earnings account.

A number of segments of a balance can be less, but not more than specified by the mask structure. If the segment is absent, the underscore is used. That means multiple accounts will match this mask and transfer to the retained earnings account.

For example:

Account mask	3030.___.00
Matching Accounts	3030.01.00 3030.02.00 3030.03.00

- Define the account in the **Retained Earnings Account** column. This creates an account mask for a retained earnings account so it can display balances from a split COA segment.

The screenshot shows the 'Retained Earnings' configuration interface. At the top, there are tabs for 'Details' and 'Posting'. Below these are several input fields and dropdown menus for configuring the account. The 'Retained Earnings' section includes fields for Chart (3030), Division (00), Department (00), GL Reference Type, Customer, Employee, and a dropdown for Retained Earnings-MAIN-C. Below this is the 'Alternative Retained Earnings' section, which contains a table with two columns: 'Account Mask' and 'Retained Earnings Account'. The table has two rows: one with '1000-00-20' and '1020-00-00'.

Account Mask	Retained Earnings Account
1000-00-20	1020-00-00

- Select **Save**.

Optionally, you can configure a book to split reported retained earnings. You can split retained earnings by the substitution of a segment in the retained earnings account for a corresponding segment in an income statement. You can add Account Mask - Retained Earnings pairs from a book in use.

- In the **Book** field, enter the identifier of the book that contains the account you want to split or click the Book button to find and select a book.
- Navigate to the **Retained Earnings** card.
- Create a **New Account Mask**.
- In the **Account Mask** field, enter an account mask used to split a COA segment so its balances can transfer to multiple retained earnings accounts. Masks use the underscore (_) as a wildcard to reference multiple accounts. The account mask 4100-2_6_ captures transactions within accounts 4100-2160 and 4100-2260. The mask will not, however, capture transactions within account 4100-3060. This is because the account mask uses 2 instead of a 3 in the fifth position; this account does not match the account mask.
- The application substitutes the segment in the income statement account for the corresponding segment in the retained earnings account.

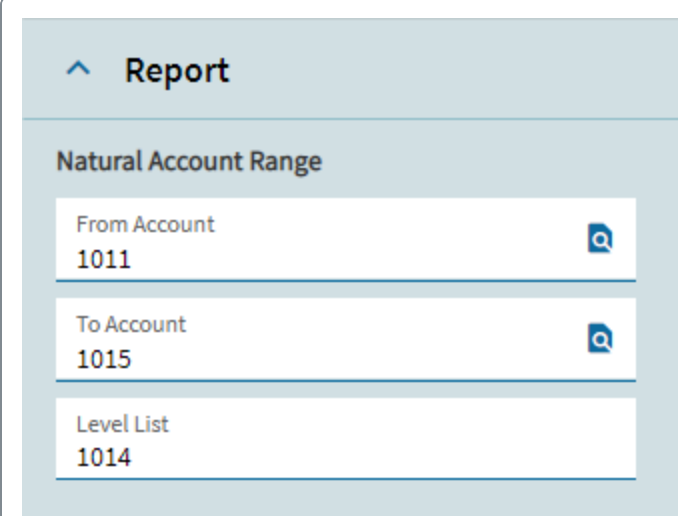
6. In the **Retained Earnings** field, enter an account mask used to split a retained earnings account so it can display balances from a split COA segment. The application substitutes the segment in the retained earnings account for the corresponding segment in the income statement account.
7. Select **Save**.

Setting Report Options

You can select the natural account range that appears on reports, (such as General Ledger and Structured Trial Balance), for the GL book selected. You can also suppress details in your report by specifying sub-total levels.

The natural account range defaults when creating a report according to the selected GL book.

On the **Report** card, select the first and the last account in the Natural Account Range you will see on reports. The purpose of the **Level List** field on the Report card is to provide a list of hierarchical sub-totals. This is used by the General Ledger Report and the Structured Trial Balance Report to provide a specific structured format and to define multi-level totals.



The screenshot shows a 'Report' card with a 'Natural Account Range' section. It contains three input fields: 'From Account' with the value '1011', 'To Account' with the value '1015', and 'Level List' with the value '1014'. Each field has a magnifying glass icon to its right, indicating a search function.

Setting GL Currency Revaluations

Set default options for GL currency revaluations on the book.

You can use the book defaults when the Revaluation Option of a currency account is set to Book Default - you can set revaluation behavior for individual natural accounts, if they are currency accounts. For details, refer to the [Account Segment Values](#) article.

1. On the **Revaluation** card, select which items, if any, will be subject to revaluation:

- No Revaluation
- Only losses
- Only profits
- Profits and Losses



Depending on your selection, fields in the Rate Type for Revaluation, Gain Account Defaults, and Loss Account Defaults activate.

2. Select the currency rate type to use for **Credit** and **Debit** items.

3. If profits will be included in revaluations, you can select a Currency GL Control Context in the **Gain Account Defaults** section. The available contexts are taken from the Currency GL control type:

- Realized Gain
- Realized Loss
- Unrealized Gain
- Unrealized Loss

4. Alternatively, you can post profits to a **GL Account/Mask** that you enter.

5. You can specify one single GL account string for all such postings. However, you also have the option to specify a mask for certain segments. Use the underscore (_) to denote an account mask. In this example, you set a mask for the 2nd segment.

6. The GL account description displays. (Masked) also displays if you specified an account mask.

7. The same principles apply for losses. Select a Currency GL Control Context or enter a GL Account/Mask.

^ Revaluation

GL Revaluation defaults

Revaluation Option
Profits and Losses

Rate Type for Revaluation

Credit
Main Rate Type

Debit
Main Rate Type

Gain Account Defaults

Currency GL Control Context

Chart * Division Department GL Reference Type Customer Employee
9200 00
Unrealized Exchange Gain

Loss Account Defaults

Currency GL Control Context
Realized Gain

Chart * Division Department GL Reference Type Customer Employee

8. Select **Save**.



These settings are used in the GL Currency Revaluation process for natural accounts whose Revaluation Option is set to Book Default. For details on how to set up revaluation options for individual natural accounts, refer to the Account Segment Values section earlier in this chapter.

Defining Posting Rules

Use the **Posting** cards to configure a link to another book. The app maps the GL transactions generated in this linked book to the current book. Once the app creates the link, you can apply this link to one or multiple GL transaction types. A GL transaction type defines the processes you use to

post accounts and journals. You can automatically generate and activate transaction type revisions that use the mapping.

Adding New Links From Source Book

Link a general ledger account, used during the posting process, from a source book to a secondary book. You enter the link information on the **Posting > Source Book** card.

1. On the **Source Books** card, select **New**.
2. Use the **Map GL Transaction From Book** drop-down list to select the source book you wish to use for general ledger transaction mapping.
3. Specify the chart of accounts map for the selected pair of target and source books using the **Use COA Map** drop-down list.
4. Now, add the transaction currency. This value is either the document currency or source book currency.
5. The **GL Transaction Configuration** section contains the fields you use to map the GL transaction types you wish to link between the books. To activate all the available GL transaction types, click the **Enable All** button. The **Enable Mapping** check box activates on each transaction type.

Display Name	Enable ...	Revision Code	Revision Status	Limited
AP Apply Debit Memo	☐	Base Std	Active	☐
AP PI Status Change	☐	Base Std	Active	☐
AR PI Status Change	☐	Base Std	Active	☐
GL Allocations	☐	Base Std	Active	☒
AP Invoice Tax Adjustment	☐	Base Std	Active	☐
AP PI Write-off	☐	A	Active	☐

- To clear all the **Enable Mapping** check boxes, select the **Disable All** button.
- The **GL Transaction Types** grid displays information on all the available transaction types. The Display Name, Revision Code, Revision Status, and EffFromDate (Effective From Date) displays the current state of the GL transaction type.

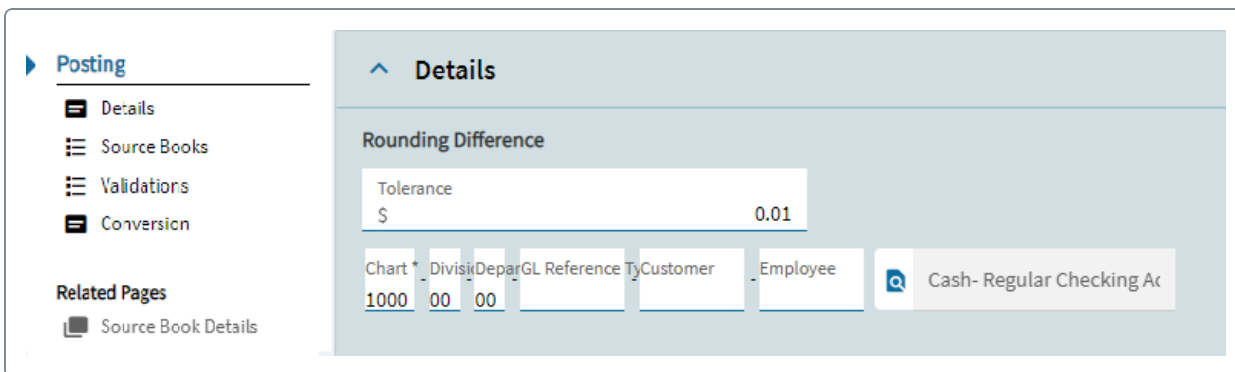
- To activate a specific GL transaction type, select the **Enable Mapping** check box in the grid. Different actions occur depending on whether this check box is selected or clear:
 - If the **Enable Mapping** check box is selected, the mapping setup for the link replaces the configuration of the current book in the revision.
 - If the **Enable Mapping** check box is clear, the reference to the current book is removed from the revision.
- When the Limited check box is selected on a GL transaction type, it indicates the type's transaction document and posting rules cannot be changed.

6. From the card's **Overflow**  menu, select the **Update Transaction Types** button to complete the updates.

Linking Rounding Parameters to GL Transaction Type Maps

Use the **Posting > Detail** card to link rounding parameters to GL transaction type maps. These parameters control how rounding differences are automatically handled by the posting engine.

1. Enter the **Tolerance** value you need for the rounding calculation.
2. The **Currency** field displays the currency symbol for the tolerance value.
3. Select the **Account** search icon to find and select the account used to record the rounding differences that occur during auto balancing.

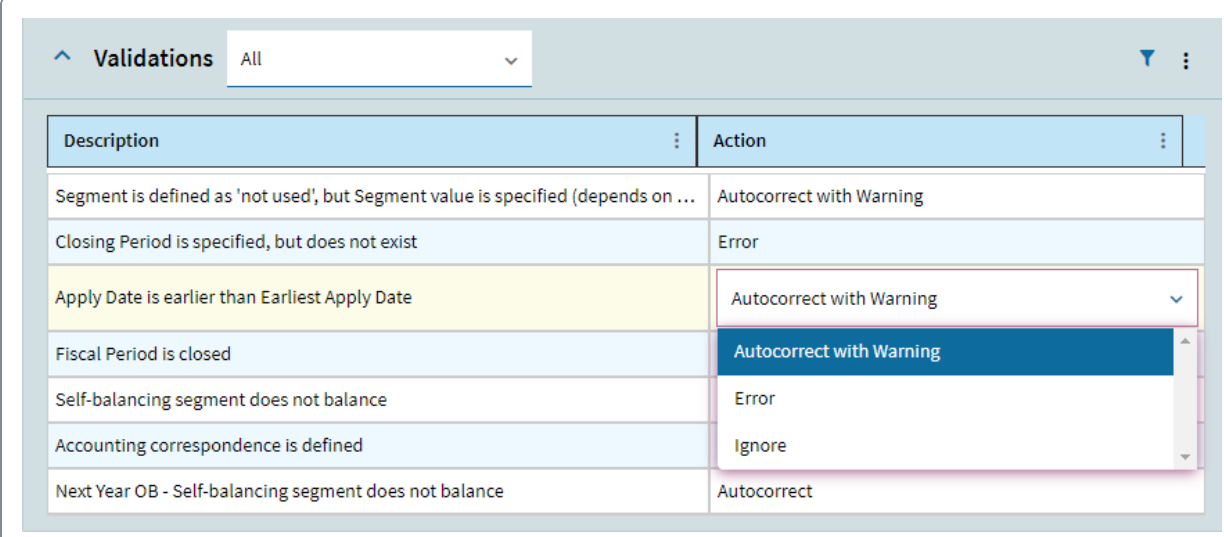


The screenshot displays the 'Posting > Details' card. On the left, a sidebar shows navigation options: 'Posting' (selected), 'Details', 'Source Books', 'Validations', and 'Conversion'. Below these are 'Related Pages' including 'Source Book Details'. The main content area is titled 'Details' and contains a 'Rounding Difference' section. This section has a 'Tolerance' field with a currency symbol '\$' and a value of '0.01'. Below the tolerance field are several input fields: 'Chart' (1000), 'Division' (00), 'Department' (00), 'GL Reference Type', 'Customer', and 'Employee'. A search icon is located to the right of the 'Employee' field, and a dropdown menu is open, showing 'Cash- Regular Checking Ac'.

Defining Validation Rules at the Book Level

The Validations card defines error handling for journals posted to a specific book. By default, books ignore most posting errors. You can change the defaults, so the book blocks and logs errors. Define validation rules at the book level; because of this feature, you control how all issues are handled within a specific book.

On the Validations card, the Description field shows the error message that displays when a GL transaction to this book fails to validate. To change what happens when a validation rule fails, select the **Action** drop-down list.



Description	Action
Segment is defined as 'not used', but Segment value is specified (depends on ...	Autocorrect with Warning
Closing Period is specified, but does not exist	Error
Apply Date is earlier than Earliest Apply Date	Autocorrect with Warning
Fiscal Period is closed	Autocorrect with Warning
Self-balancing segment does not balance	Error
Accounting correspondence is defined	Ignore
Next Year OB - Self-balancing segment does not balance	Autocorrect

Select an option. Depending on the validation rule, different actions are available:

- **Error** - This blocks posting of the journal. You can view the journal in the Review Journal.
- **Ignore** - No entry displays in the error log, and the journal posts to the general ledger. This method is the default setting for most posting errors.
- **Warning and Autocorrect** - This logs a warning in the Review Journal and automatically corrects the journal using a pre-defined process. For example, the auto correct process changes the apply date for a journal posted to a closed period to the current period.

Configure Conversion Rules

To configure conversion settings for the current book, go to the **Conversion** card.

You start by specifying the default posting rules package. If the application does not find an active revision with ruleset during posting rules conversion, this package is used to load the posting rules from.

From the **Package** list, select the package for segments mapping. If the package requires mapping, the grid becomes available.

Conversion

Defaults

Default Package
Standard

Segment Map

Package
Standard

Segment Maps All

Package Segment	Target Segment
Cash Flow Code	Unknown
TERCERO	Not Used
Chart	Chart
Division	Division
Department	Department

In the mapping grid, map segments from the selected package to the current book's segments. Select the **Not Used** value if there's no need to map this segment from the current book to the package segment.

Defining Account Segment Values

Leverage the **Account Segment Values** program to define values for both dynamic and controlled segments. You also define options for natural account values, including currency options, and indicate the effective dates for these segment values. To create account segment values, you must already have created a chart of accounts structure.

Use the landing page of the application to view existing account segments or to enter a new one.

In this article, we will cover:

- [Creating a new account segment](#)
- [Defining natural account options](#)
- [Setting currency account options for a natural account](#)
- [Defining segment options](#)
- [Setting up restrictions for a natural account](#)
- [Mass updating GL accounts](#)

Creating a New Account Segment

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Account Segment Values**.
2. Select **New**  to add a new account segment.
3. In the **Chart of Account** field, select the COA in which you want to create segment values. The Master COA is selected by default.
4. If the COA is global, the green **Global** label displays.
5. In the **Segment** field, select the COA segment for which you want to create values. The natural account segment is selected by default.
6. Enter the **Name** you want for the segment value. This value displays on several reports and programs.
7. Use the **Description** field to provide more information about the segment. This text displays on custom reports and trackers.
8. Use the **Abbreviation** field to enter a short form of the segment value.



Apart from the natural account segment, the Abbreviation is used to create GL account strings in the Generate GL Accounts process, within General Ledger Account Maintenance.

9. If available, use the **Reference Type** drop-down list to indicate the reference type used to group values for the segment. You can specify a reference type for segments associated with the GLCOARefType business entity within Chart of Accounts Maintenance. Segments values are applied to the reference type linked with the segment within GL COA Reference Type Maintenance.
10. Use the **Category** drop-down list to select the COA category you want to link to this account segment value. This value determines how the application maintains both account balances and the accounts that provide financial statement values.
11. The **Normal Balance** automatically populates according to the Category selected. This only applies for natural account segment values.
12. Select the **Active** check box to indicate this account segment is available for posting transactions.



When you inactivate a segment code, a warning displays in case any GL Controls reference this value. If they do, inactivating this segment code will result in posting errors. This warning doesn't prevent value inactivation.

13. The **Effective From Date** and the **To Date** fields define the time period during which this account segment value can be used for posting. If the To Date field is blank, this segment value can be used for posting indefinitely (or end when the Active check box is clear).

The screenshot shows a 'Detail' form for a Chart of Account. The form is organized into several sections:

- Chart of Account:** Master Chart of Accounts (dropdown).
- Segment Chart:** (dropdown).
- Global Lock:** (checkbox, unchecked).
- Segment Values:** 1040 (text field with a search icon).
- Abbreviation:** (text field).
- Name:** Bank - EURO (text field).
- Reference Type:** (dropdown).
- Description:** (text area).
- Normal Balance:** Debit (dropdown).
- Active:** (checkbox, checked).
- Effective From Date:** month/day/year (text field with a calendar icon).
- To Date:** month/day/year (text field with a calendar icon).
- Balance Category:**
 - Category: CURRENT ASSETS (dropdown).
 - Report Category: (text field).
- Reverse Balance Category:**
 - Category: (dropdown).
 - Report Category: (text field).

14. Select **Save**. 

Defining Natural Account Options

Natural Account Options allow you to set summarization options for natural accounts, and enter currency account settings. You can enable multi-currency use of the account, and determine revaluation behavior for individual currencies associated with the natural account. You can also set specific options for the behavior of the account, and restrict functions, to prevent certain journal entry types for the natural account value.

1. Navigate to the Natural Account Core Options card.
2. Use the **Summarization** drop-down list to determine whether the application summarizes the account's journal details when a transaction posts. When you summarize posted details, you reduce the records stored in the database. Available options:
 - **Summarize** - Posts a single journal that summarizes the account's debits and credits.
 - **Sum Debit and Credits Separately** - Posts one journal that summarizes the account's

debits and one journal that summarizes the account's credits.

- **No Summarization** - Posts journal details to the account.



The default value is defined in GL Transaction Type Maintenance. However, you can override the default value on this card.

3. Optionally select the external **Analysis Code** you want to link to the natural account. This code is used for reporting purposes in some countries. You create these codes in External Financial Analysis Code Maintenance.
4. Select the **Enable Transaction Matching** check box to indicate journal detail records that contain this natural account can be matched using the GL Transaction Matching program. You define the default value for this check box in COA Category Maintenance, but you can change the default value on this card.
5. Select one of the options from the **Statistical Data** drop-down list:
 - **No**
 - **Mixed**
 - **Statistical Only**
6. For **Statistical and Mixed** accounts, the **Statistical UOM** field enables. Select the Unit of Measure you want to use for this account.

Natural Account Core Options

Summarization Summarize	Statistical Data No	☐ Enable Transaction Matching
Analysis Code	Statistical UOM	

7. When you have set these basic options, select **Save**.

Setting Currency Account Options for a Natural Account

Determine whether a natural account is a currency account, and set revaluation options for any allowed currency codes. You can set the natural account to allow just one other currency, all available currencies, or selected currencies. You also set the Revaluation Option, to determine what kind of currency revaluation is carried out.



You can elect to use the GL Book default to determine the revaluation option. Refer to the Book Maintenance help topic for details on setting these defaults.

The Gain Account, Loss Account, and Accrual Account to use for revaluation can be applied to all allowed currencies, or you can specify different accounts per currency. Alternatively, you can select a particular Currency GL Control Context to determine where gain and loss transactions are posted.

When you specify GL accounts, you can enter an account mask instead, to limit the number of different GL account strings items post to.

To set currency account options for a natural account:

1. In the **Currency Account** card, select the required **Currency Account Type**:
 - **Not a currency account** - All other fields on the Currency Account sheet are disabled.
 - **Multi-currency account** - The Allow check box is selected for all applicable currencies in the grid, and cannot be cleared.
 - **Single-currency account** - When selected, the Allow check box is cleared for all applicable currencies. Select the Allow the check box for the single currency you want to include.
 - **Restricted currencies account** - The Allow check box is selected for all currencies, but you can clear the check box for currencies you want to exclude.
2. Select a default **Revaluation Option** for the natural account. The drop-down list contains the following options:
 - **No Revaluation**
 - **Only Profits**
 - **Only Losses**
 - **Profits and Losses**
 - **Book Default** - uses the default for the GL book, which you set up in Book Maintenance.
 - **Set for each Currency** - Use the grid to apply separate options for each currency. In the grid, the Revalue Option field becomes active for each allowed currency.
3. Use the **Credit** and **Debit** drop-down lists to define the currency exchange rate type used to revalue amounts posted to credit and debit accounts.
4. In the **Gain Account Defaults** and **Loss Account Defaults** panes, you can set the default GL account or GL control context for revaluation, used to capture gains or losses occurring from exchanges.
5. If you select a **Currency GL Control Context**, the available contexts are taken from the Currency type GL control. If you select a GL control context, the corresponding GL account field is disabled.
6. If you enter a GL account, for example the Loss Account, you can use an account mask.



Use the underscore (_) to define a mask character. For example, your chart of accounts has three segments: Natural-Division-Department. In natural account 1200, you set the Loss Account to 9090-__-00. When you run GL Currency Revaluation, gains with account 1200 post to a single natural/department combination, but to the account's respective division.

7. If you use an account mask in the GL account, **(Masked)** displays in the account description field.
8. Set the **Accrual Account** to which reversing entries post. If no account is specified, reversing entries created by the exchange post to the currency account.
9. Depending on the Currency Account type and Revaluation Option, you can use the currency grid to select which currencies are allowed, select their Revalue Option, and their revaluation GL accounts.
10. Select the **Allow** check box to enable a currency for this natural account.
11. Use the **Revalue Option** drop-down list to define revaluation behavior for the individual allowed currency.
12. You can also define the **Gain Account**, **Loss Account**, and **Accrual Account** separately for each allowed currency. These override the settings made at the natural account or book level.



Note: You can define accounts for individual currencies for all revaluation options, except No Revaluation.

Currency Account

Currency Account...
Single-currency acco...

Revaluation Option
Book Default

Rate Type for Revaluation

Credit
Main Rate Type

Debit

Gain Account Defaults

Currency GL Control Context
Realized Gain

Loss Account Defaults

Currency GL Control Context

Gain Account

ChartD...D...GL Referen...CustomerEmployee

Loss Account

Chart9999D...03D...GL Referen...CustomerEmployee

Accrual Account

Chart9800D...03D...GL Referen...CustomerEmployee

All

Currency Code	Allow	Revalue Option	Gain Account	Loss Account	Accru
CAD	☒				
CHF	☐				
EUR	☐				
GBP	☐				

13. Select **Save**.

Defining Segment Options

The Segment Options card defines options that control the use of certain segments with the selected Natural Account. To use this sheet, the selected COA must contain one or more segments that have their entry controlled by the settings defined on specific natural account values (i.e. segments that have the option Entry Control set to "By Natural Account" in Chart of Accounts maintenance).

To add a segment option:

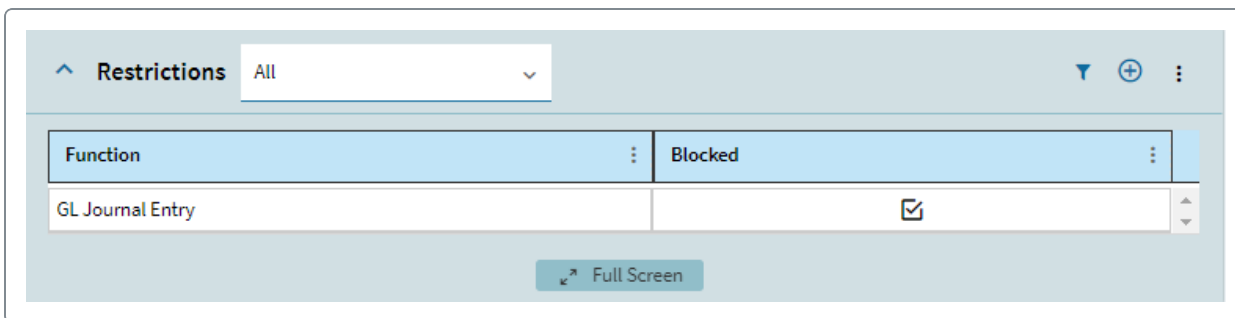
1. In the **Segment Options** card, for **Segment**, select the COA segment whose entry control you want to set for the natural account.
2. In the **Entry Control** field, select from **Mandatory**, **Optional**, or **Not Used**. For example, if you select Mandatory, the selected segment will be required when you use the natural account value in a transaction.
3. Optionally, enter a Default Value. This is the default value for the segment, which will be used when the natural account is entered in a transaction.

Setting Up Restrictions for a Natural Account

Restrict use of a natural account when users enter certain journals. You create these restricted items in Restricted Function Maintenance.

To add a restriction to a natural account:

1. In the Restrictions card, select **New**  to add a new account segment.
2. In the **Function** field, select an existing restricted function from the drop-down list.
3. If you select the **Blocked** check box, the natural account cannot be used in the selected function.



Function	Blocked
GL Journal Entry	☒

4. Select **Save**.

Mass Updating GL Accounts

Use the **Mass Update Natural Accounts** command to launch the [Natural Account Mass Update](#) program, where you can update a group of existing natural accounts, instead of updating them one-by-one in the Account Segment Values program.

Sometimes, you will need to review the current segment value settings before performing a mass update - this Actions menu item then enables convenient access to the mass update program.

From the Overflow menu, select **Mass Update Natural Accounts**.



You can also access the Natural Account Mass Update program from the Main Menu.

Defining Segments for Self-Balancing Journals

Define which existing segments are self-balancing in **Self-Balancing Segment Maintenance**.

A self-balancing segment automatically posts a balancing journal when a GL transaction occurs between two values defined for the segment; the sum of these two values must equal a zero balance. This ensures that the book linked with the Chart of Accounts (COA) maintains a balanced set of records within the segment. Self-balancing segments use balancing and offset accounts to create the balancing journal.

Segments that define divisions, organizations, departments, and projects are often used as self-balancing segments.

When a GL Journal is validated in the posting engine, the system verifies that all segments configured as self-balancing have zero balance within the journal. If the segment is not balanced, the system automatically adds balancing journal lines.

When you set up a self-balancing segment, you assign it with a balancing account used to automatically balance the journal lines where this segment is present. For optional segments in the COA, you need to specify an offset account used to balance journal lines where this segment is omitted. When you define an offset account for an optional segment, you can balance the accounts for mandatory segments.

The following example(s) illustrate how self-balancing segments affect the journal.

COA contains such segments as Chart, Division, Department, Project, and Customer. Only the Chart segment is mandatory. Division, Department, and Project are defined as self-balancing. Division is level 1, Project is level 2 and Department is level 3. Accounts for automatic balancing include:

- **Division:** Balancing 9900-00-00-00000- and Offset 9910-00-00-00000-
- **Project:** Balancing 8900-00-00-00000- and Offset 8910-00-00-00000-
- **Department:** Balancing 7900-00-00-00000- and Offset 7910-00-00-00000-

GL journal contains the following lines:

Chart	Division	Department	Project	Customer	Account
2100	A	20			-2500
4010	A	20	10		1200
4010	B	20	10		500
4010	A	20	11		500
4010	A	20			300
4010	B	10			500
1200	B	10	11	45	-500
1000	A	00	10	45	200

Chart	Division	Department	Project	Customer	Account
1000		00	11	45	-100
1000		00		45	-100

When one or more self-balancing segments are defined for the COA, the journal is analyzed in the following way:

- The system cycles through all journal lines and calculates the balance for each unique combination of self-balancing segments. In this example, the system returns the following results:

Division	Department	Project	Balance
A	20	10	1200
A	20	11	500
A	20		-2200
A	00	10	200
B	20	10	500
B	10	11	-500
B	10		500
	00	11	-100
	00		-100

Note that empty values for the optional segments are also included in the combinations.

- The system adds the balancing journal lines using the following rules:

A combination where all self-balancing segments are present receives account from the last level where all self-balancing segments are replaced with segment values from the selected combination.

Chart	Division	Department	Project	Balancing Amount
7900	A	20	10	-1200
7900	A	20	11	-500
7900	A	00	10	-200
7900	B	20	10	-500
7900	B	10	11	500

For each combination where one or more segments are missing, the system takes an offset account for a missing segment with the highest level. In the balancing or offset account the self-balancing segments are overridden with those from the combination:

Chart	Division	Department	Project	Balancing Amount
8910	A	20		2200
8910	B	10		-500
9910		00	11	100
8910		00		100

The amount for journal line is calculated as the reversed balance of the combination.

Only the amount in the book currency is used. The amount in transactional currency is copied from the amount in the book currency, and the currency code for the transactional currency is set to the book currency.

The resulting journal (original lines and balancing lines) will contain the following lines:

Chart	Division	Department	Project	Customer	Amount	Transaction Text
2100	A	20			-2500	
4010	A	20	10		1200	
4010	B	20	10		500	
4010	A	20	11		500	
1200	B	10	11		45 -500	
1000	A	00	10	45	200	
1200	B	10	11	45	-500	
1000	A	00	10	45	200	
1000		00		45	-100	
7900	A	20	10		-1200	Balancing Transaction
7900	A	20	11		-500	Balancing Transaction
8910	A	20			2200	Balancing Transaction
7900	A	00	10		-500	Balancing Transaction
7900	B	10	11		500	Balancing Transaction
8910	B	10	11		500	Balancing Transaction
9910		00	11		100	Balancing Transaction



You must first create the segment within **Chart of Accounts Maintenance** and then select the segment within this program.

Use the landing page of the application to view existing segments or to set up one.

In this article, we will cover:

- [Enabling Segment Self-Balancing](#)
- [Setting Up Self-Balancing Segments](#)

Enabling Segment Self-Balancing

Before you can configure a segment as self-balancing, perform the following procedures:

1. Create the segments you want to balance in **Chart of Account Maintenance**.
2. In **Book Maintenance**, for the Books with Charts of Account where these segments belong, set the Self-balancing segment does not balance validation to Autocorrect.
3. In **General Ledger Account Maintenance**, create natural accounts to use as balancing and offset accounts for self-balancing segments.

Setting Up Self-Balancing Segments

1. From the main menu, go to **Financial Management > General Ledger > Setup > Self Balancing Segment**.
2. Select the **Chart of Account** inside which you want to create the self-balancing segment.
3. In the **Name** column, select the segment you want to work as self-balancing. The **Details** page opens.
4. From the **Segment** drop-down, select the segment you want to work as self-balancing.
5. Select the **Self-Balancing** check box to enable automatic segment balancing.
6. Use the **Level** field to determine the segment processing order when a COA has multiple self-balancing segments with omitted values.
7. Select the search button to find and choose a natural account that you wish to use for balancing journal lines where this segment is present. Then the **Balancing Account Description** field automatically updates.

Detail

Segment Name
Customer

☒ Self-Balancing

Level
1

Chart
1000

D...
00

D...
00

GL Referen...

Customer

Employee

Cash- Regular Checking Acc

Balancing Account Description

Chart
1000

D...
00

D...
10

GL Referen...

Customer

Employee

Cash- Regular Checking Acc

Offset Account Description

8. Select the search button to find and select an account used to create offset balances when an optional segment is self-balancing. Then the **Offset Account Description** field automatically updates.

^ Detail

Segment Name
Customer

☒ Self-Balancing

Level
1

Chart _ D... _ D... _ GL Referen... _ Customer _ Employee

Balancing Account Description

Chart _ D... _ D... _ GL Referen... _ Customer _ Employee

Offset Account Description
Cash-Regular Checking Account-MAIN

9. Select **Save**. 

Restricting Manual Journal Entries with Restricted Function Maintenance

You can use **Restricted Function Maintenance** to designate functions used to restrict manual journal entry. Use the functions to restrict entries against specific natural accounts.

Purchase Order Entry, or ERP.UI.POEntry.dll, is designated as a restricted function. If you define a natural account for Payroll Entry in Account Segment Values and exclude the account's use with the Purchase Order Entry function, you cannot use the payroll account when you enter purchase orders.

You can add application .dll files to the restricted functions list. For example, you can add Erp.UI.BankAdjEntry.dll to limit the use of natural accounts available when you adjust bank account entries. You cannot select .dll files from other applications or files that are not connected with programs used to post journals. Use the landing page of the application to view existing restrictions or to enter a new one.

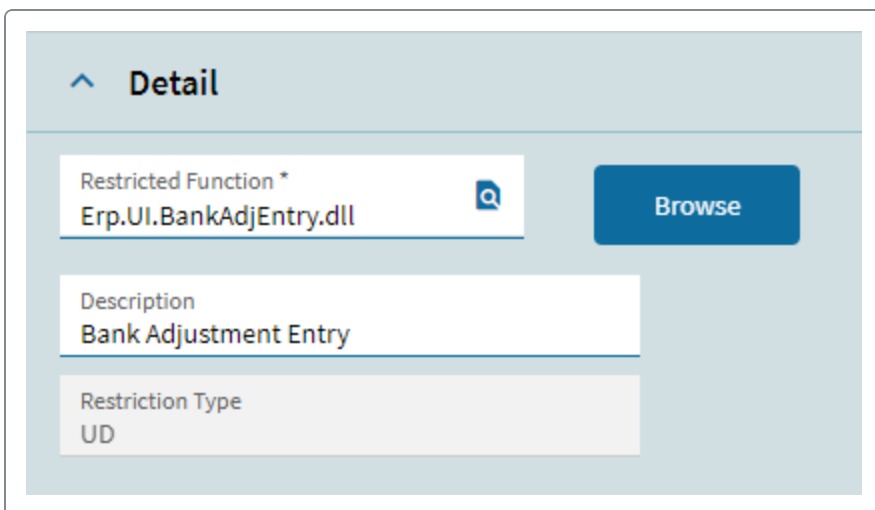
Use the landing page of the application to view existing restrictions or to enter a new one.

In this article, will cover entering a restricted function.

1. From the main menu, go to **Financial Management > General Ledger > Setup > Account Entry Restricted Functions**.
2. Select **New**  to add a new restriction.
3. Select **Browse** and choose the DLL for the function you want to restrict. For example, add **Erp.UI.BankAdjEntry.dll** to limit the use of natural accounts available when adjusting entries to bank accounts.

The file name of the selected DLL displays in the **Restricted Function** field. The **Restriction Type** field displays UD, indicating the function is user-defined.

4. In the **Description** field, enter a description that appears in Account Segment Values. For example, you might describe the **Erp.UI.BankAdjEntry.dll** entry as **Bank Adjustment Entry**.



Detail

Restricted Function *
Erp.UI.BankAdjEntry.dll  **Browse**

Description
Bank Adjustment Entry

Restriction Type
UD

5. Select **Save**. 

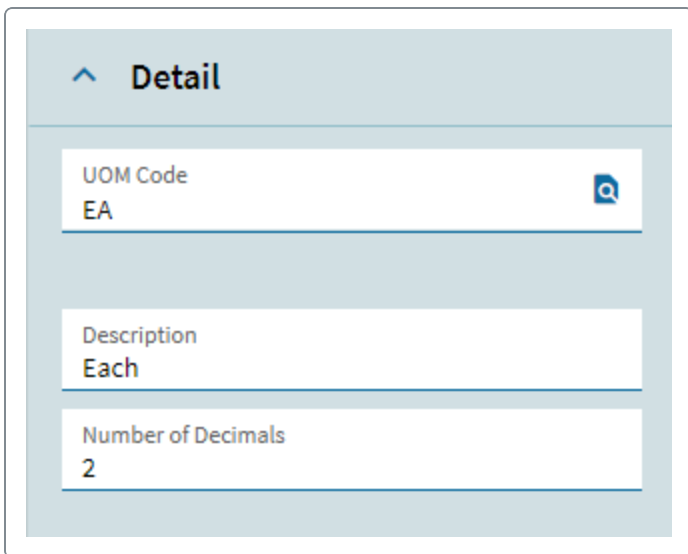
Setting Up GL UOMs

The General Ledger Unit of Measure Maintenance program allows you to set up and assign a statistical UOM to the non-financial figures. This serves mostly as an informational purpose, making the non-financial data more readable in reports and trackers.

GL UOM is a stand-alone list of UOM types, not related to other UOMs in the application.

To create a GL UOM:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Statistical GL UOM**.
2. Select the **New**  icon.
3. Define a unit of measure. For example, the Workstations statistical account may use EA. (each) as a generic unit of measure.



Detail

UOM Code
EA

Description
Each

Number of Decimals
2

The number of decimals defines how many decimal points are allowed with this UOM.

4. Select **Save**. 

Setting Up GL Control Types

GL control types and GL controls work together to define the accounts used for all business transactions entered in the application.

First, **GL Control Types** work as a template of default values common to all GL controls assigned to each GL control type. Each type contains a list of account contexts, journal contexts, and business entities available for all of its child GL controls. Each GL control defines the account strings and journal codes available to a specific record during the posting process.

Business entities are at the top of the hierarchy which generates the accounts during the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type is linked to a specific business entity, and so the business entity defines from which database tables the GL control type pulls information through its account and journal contexts. The items in the third and final level of this hierarchy are GL controls. A GL control uses the account contexts specified through the GL control type to define the specific accounts and journal codes to update for each business transaction.

You can modify GL control types to extend the posting rules functionality. Before you do this, however, make sure the new contexts are appropriate for the business entities to which the GL control type applies. Once you create new GL control types, you need to modify and create posting rules which then reference the GL control type and its child GL controls.

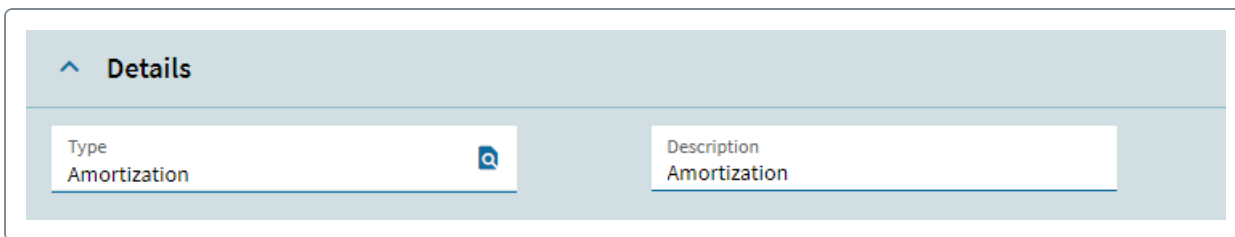
The application installs with a default set of GL control types; these GL control types correspond to the programs that post business transactions. You might, however, need to create a GL control type which supports either a new accounting process or integration with another financial application.

In this article, we will cover:

- [Entering a GL control type](#)
- [Defining an account context](#)
- [Defining a journal context](#)
- [Defining a business entity](#)

[Entering a GL Control Type](#)

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > GL Control Type**.
2. Select **New**  to add a new GL control type.
3. Enter the **Type** value you need. This value displays on several programs and reports.
4. Enter the **Description** for this control type.



5. Select **Save**. 

[Defining an Account Context](#)

GL controls use the account contexts defined for the type to specify the books and accounts to which journals post. Posting rules also use the account information to define journal details.

1. In the **Account Context** card, select **New**  to add a new account context for this control type.
2. In the **Context** field, enter the purpose for the context.

3. Select the **Required** check box to indicate an account must be defined for this context. You must define the account for the GL code for this type.
4. Select the **Use Master Chart** check box to indicate this context requires use of a master chart. You can only use this context for accounts defined for the master COA; the master COA displays in the accompanying field.
5. Select the **All Books** check box to indicate the account context can map to multiple company books.
6. If you need, select a specific **Book** from this drop-down list. This limits the mapping of the context to an account within the selected book.

Context	Required	Use Ma...	Master Chart of Accounts	All Books
Deferred Expense	☒	☐		☒

7. Select **Save**. 

Defining a Journal Context

Use journal contexts to associate journal codes with GL controls. During the posting process, journal codes can group journals to which a GL control applies.

1. In the **Journal Context** card, select **New**  to add a new account context for this control type.
2. Add a **Context** and select a **Journal** from drop-down list on the grid.

Context	Journal
Recognition	Purchase Journal

3. Select **Save**. 

Defining Entities

The business entities limit the records accessible by the GL controls. Specific programs can only use a GL control if its type references the business entity managed by the entry program. For example, if a GL control is linked to a type that includes the Customer business entity, this GL control can only be selected within Customer Maintenance.

1. Select an entity from the **Business Entity** drop down list on the grid. A program can use a GL control if the type on which it is based references the entity managed by the program. For example, selection of the Customer system entity for a type allows the selection of a GL control based on the type in Customer.
2. Use **GLC Requirement** to indicate whether a GL control is required. Options include: **Stop**, **Warn**, **Optional**, and **Inactive**.
3. Select the **Needed** check box to indicate if the GL control is needed by the business entity.

Business Entity	GLC Requirement	Needed	Type
Revenue Recogn Sch		☐	S

4. Select **Save**. 

Setting Up Daily Balances

In **Daily Balances Setup**, you can maintain the daily balances for tracking and reports for a limited number of accounts. You can use account masks to specify the COA segment or segments that supply the balances. You apply masks to books associated with a COA. Each daily balance is selected and applied for a specific book.

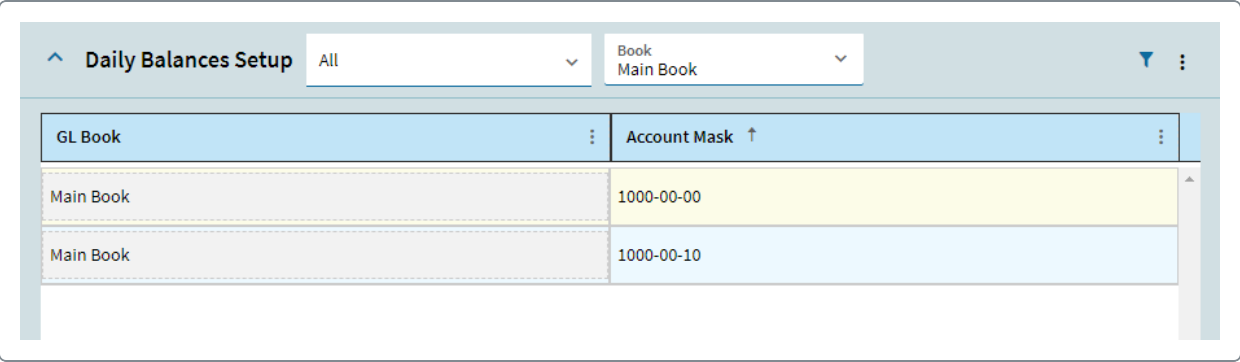


Refer to the [Creating Chart of Accounts](#) article for information on selecting the balance options you want for the account segments.

Also, refer to the Company Configuration article for information on setting up batch balance options from the Modules > Finance > General Ledger sheet of Company Configuration.

In this article, we will cover creating a daily balance account mask.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Daily Balances Setup**.
2. Select a book for which you want to create a daily balance.
3. Select **New**  to add a new account mask.
4. In the new row, use the **Account Mask** field to define a mask that specifies a general ledger account or accounts which maintain daily balances.



GL Book	Account Mask
Main Book	1000-00-00
Main Book	1000-00-10

5. Select **Save** .
6. Optionally, use the **Copy GL Account Masks** command from the Overflow menu to copy masks from one GL book to another.

Creating GL Control Codes

General ledger control codes define the accounts and journal codes available during the posting process for a specific transaction. All the posting accounts the Kinetic application uses for each business transaction are defined through **GL Control Maintenance**.

GL controls are used in the posting hierarchy. Business entities are at the top of this hierarchy; they are the database tables and fields which hold the data needed for the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type is linked to a specific business entity, and so the business entity defines what areas of the database the GL control type updates through its account and journal contexts. GL control types are templates used by the third and final level of this hierarchy -- GL controls. A GL control uses the account contexts specified through the GL control type to define the specific accounts which update for each transaction.

You can create and modify GL controls to extend the posting functionality. First, link a GL control to a GL control type; each GL control uses the account and journal contexts from the control type as a template. The GL control then uses these templates to determine the specific account string and journal code to use with a business transaction.

You can associate one or more GL controls with a record in a setup (maintenance) program. Each control associated with a record must belong to a different GL control type. The association allows the use of control values when the record applies to a posted transaction.

During posting, the posting rules defined in GL Transaction Type Maintenance use GL controls to create transaction details. The posting rules access account values through the references to the account contexts defined on the linked GL control types. Often, GL control accounts lack values for one or more segments. The posting rules then use posted transaction data to define these segment values.

Example 1: The AR Account and AP Account control types reference the Company business entity. You define GL controls based on both types and apply them to Company A in Company Configuration.

Example 2: You add a Landed Cost account context to the AP Account GL control type. You then create a GL control under the AP Account GL control type. You can now enter a GL account in the Landed Cost account context in the GL control. You now apply this GL control to a company record (Company Configuration). Ensure the new account contexts are appropriate for the business entities against which the type applies.

Example 3: Customer purchased computer equipment for employees and because each department has their own budget for equipment, the expense of these purchased must come out of each department. In this case, the company has three books. Their GL Control would have something like:

GL Context	Book	GL Account	GL Account Description
Expense	France Legal Book	020-6090-20	Equipment Expenses
Expense	Trans Book	010-6090-20-350	Equipment Expenses
Expense	Main Book	030-8802-40-750-003	Equipment Expenses

When journal codes are linked with GL controls, applicable transactions the posting process creates are recorded in associated journals. As a result, you can track and report on journals by the generated journal code.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment Entry and Cash Receipt Entry. The Master Chart of Accounts (COA) defines the accounts available to users of these programs.



Important: If you modify or delete GL control codes, it can cause invalid journals to generate. Verify the posting processes which use the GL control create valid accounts after the changes.

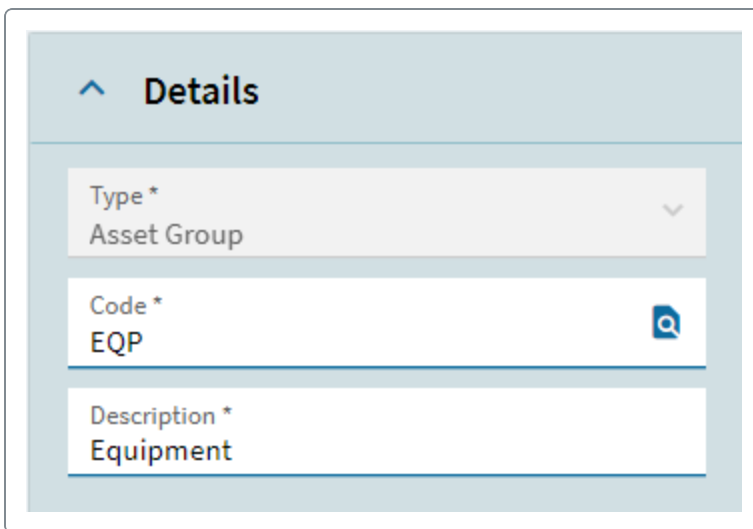
Benefits of GL Controls:

- Eliminates need to identify specific accounts for each Business Entity
- Allow greater flexibility in spreading transaction amounts to several accounts as well as to several books
- Single point of setup
- Security GL Controls can only be established in General Ledger

Use the landing page of the application to view existing control codes or to enter a new one.

In this article, we will cover creating a new GL control code.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > GL Control Code**.
2. Select **New**  to add a new GL control.
3. In the **Type** field, select the GL control type to which the control will belong. The type determines the account contexts, journal contexts, and business entities used by the GL control.
4. Enter the **Name** and **Description** for the GL Control. These values display on several programs; use them to identify the specific GL control.



Details

Type *
Asset Group

Code *
EQP

Description *
Equipment

5. Select **Save**. 
6. Use the **Accounts** card to designate the accounts used by a posting process that references the control. In the **Account** field, define the reference.

Accounts				
All		Book		
Account Context	Required	Master ...	COA Name	Book
Addition Provision	☒	☐	Master Chart of Accounts	LT Book
Asset Cost	☒	☐	Master Chart of Accounts	LT Book
Depreciation Charge	☒	☐	Master Chart of Accounts	LT Book
Depreciation Provision	☒	☐	Master Chart of Accounts	LT Book
Disposal Cost	☒	☐	Master Chart of Accounts	LT Book

Here is my content. I will add some bullets now:

- **GL Account** - Specifies an account referenced by the posting processes to which the control applies. Posting process rules use this reference to define journal accounts.
- **Account Description** - Shows the description of the selected account.
- **Book** - Indicates that the context maps to accounts in the selected book. This GL control type associated with the control defines this field. This field is display only.
- **COA Name** - Displays the name of the chart of accounts.
- **Account Context** - Displays a context used to specify the books and accounts used by the control. This GL control type associated with the control defines this value. This field is display only.
- **Required** - Indicates whether the context requires specification of an account. This GL control type associated with the control defines this field. This field is display only.
- **Master Chart** - Indicates whether the context must use an account in the Master Chart. This GL control type associated with the control defines this field. This field is display only.

7. Use the **Journal** card to view the journal codes available to a posting process that references the current GL control.

Journals			
All			
Journal Context	Journal	GlobalGLC...	GlobalLock
Journal	General Journal	☐	☐

Full Screen

8. Select **Save**. 

Creating Lookup Tables

Lookup Tables Setup provides the means to map database field values to segment or account values. Posting rules can access Lookup tables to set segment and account values for journal details based on a value in a transaction which is being posted.

When you use lookup tables, you reduce how many changes you need to make on a posting rule to set segment and account values.

You assign a user-defined property "Color" to each part and need to account for the parts differently, depending on their color. You can use a lookup table to associate color codes with sales accounts. You set up an AR Invoice transaction type so that it will receive a color code as a posting code and use it to retrieve a corresponding GL Account directly from the lookup table.

You can define multiple target values for a source value. The rule parameters define the lookup table columns you use.



If you modify or delete lookup tables, it can cause invalid journals to generate. Ensure the posting rules which use a lookup table create valid accounts after you change the lookup tables.

Use the landing page of the application to view existing tables or to create a new one.

In this article, we will cover:

- [Creating a new lookup table](#)
- [Defining a data source](#)
- [Defining a data target](#)
- [Creating a lookup map](#)

Creating a New Lookup Table

Define the COAs used by the lookup table.

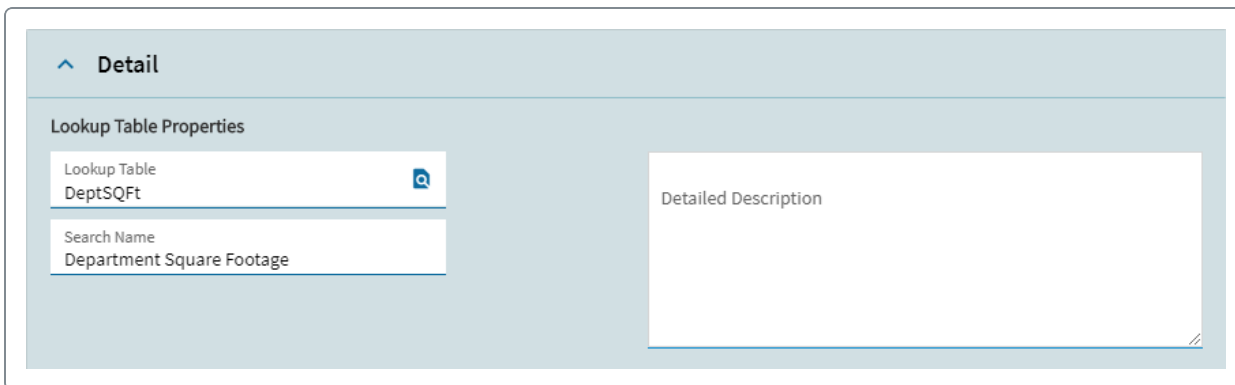
Posting rules can use a lookup table to set a segment or account value based on transaction values.

Tip: To save time, use the **Import Lookup Table** command to use another lookup table and its maps as the basis for the new table.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Lookup Tables**.

2. Select **New**  to add a new table.
3. Use the **Lookup Table** field, the **Search Name** field, and the **Detailed Description** field to identify the table.

Application processes use the table identifier. Booking rule functions use the search name to access the table. The detailed description provides information to GL Transaction Type users.



4. Select **Save**. 
5. Define the data source.

Defining a Data Source

A data source specifies a database field used to set segment or account values in a lookup map.

1. Select **New**  in the **Source Value Fields** to add a new table.
2. Use the **Field Name** field and the **Detailed Description** field to identify the source for lookup table values. The name appears in the source column header on the Detail card. The detailed description provides information to users of the app.
3. From the **DB Schema Name** drop-down list, select a required database schema name from the list of available schemas. The selection in the DB Schema Name field determines the tables you can enter in the DB Table field.
4. Use the **DB Table** field and the **DB Field** field to select a database field used in the lookup map. The selection in the DB Table field determines the tables columns you can enter in the DB Field field.

Source Value Fields

All

Field Name	Detailed Description	DB Schema Name	DB Table	DB Field
Dept	Job Department	Erp	JCDept	JCDept

Full Screen

5. Select **Save**. 

Define a Data Target

Use the **Target Value Fields** card to designate the database table and field that supply segment values corresponding to source value settings.

- 1. Select **New**  in the **Target Value Fields** to add a new table.
- 2. Use the **Field Name** field, the **Detailed Description** field, and the **Value Type** fields to identify the data target. The name appears in the target column header on the Detail sheet. The detailed description and value type provide information to users of the program.
- 3. Use the **COA Code** field to designate the COA used as the target in the lookup map. The selection in the COA Code field determines the available segments in the Name field.
- 4. Use the **Name** field to designate the lookup map type. Selection of a segment creates a lookup table that sets the selected segment's values. Selection of Use Full Account creates a lookup table that sets account values. The application validates lookup maps that set account values.

Target Value Fields

All

Field Name	Detailed Description	Value Type	COA Code	Validate	Segment
SQFT	Square Footage			☐	<use full accou

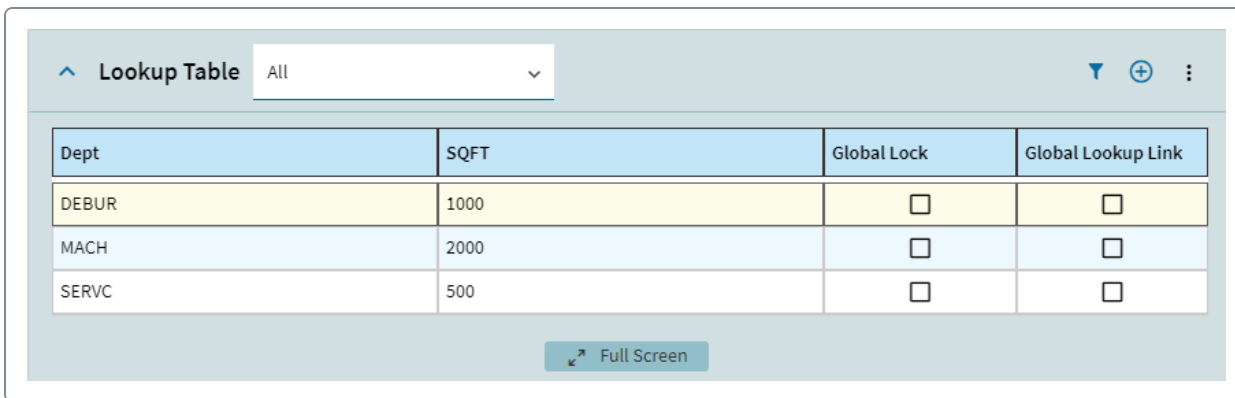
Full Screen

- 5. If available, select **Validate** to apply validation to details entered in this app. Selection of the check box results in a warning if target value fields on the Detail card contain invalid values.
- 6. Select **Save**. 

Create a Lookup Map

Lookup maps associate database field values with account and segment values.

1. Select **New**  in the **Lookup Table** card to add a lookup link.
2. Use the fields in the card to define the source-target pairs used in a lookup map. The Name field on the Target Value Fields sheet determines whether source field values map to a COA's accounts or to its segments. Booking rule functions can use the pair to obtain segment and account values for journal details.



Dept	SQFT	Global Lock	Global Lookup Link
DEBUR	1000	☐	☐
MACH	2000	☐	☐
SERV	500	☐	☐

3. Select **Save** .

Creating Custom Financial Reports in Financial Report Designer

Financial Report Designer (FRD) allows you to create custom financial reports for your company. You can set up a report, select the data and accounts that will display on the report, define the report layout, and select the report format. FRD creates report files in an .xml format.

The financial reports are defined based on report details, rows, and columns. Each report you create may be as simple or as complex as necessary. You can create the basic framework for your report and then you can provide the specific data and accounts to display on the report. For example, you can quickly create a standard income statement or balance sheet.

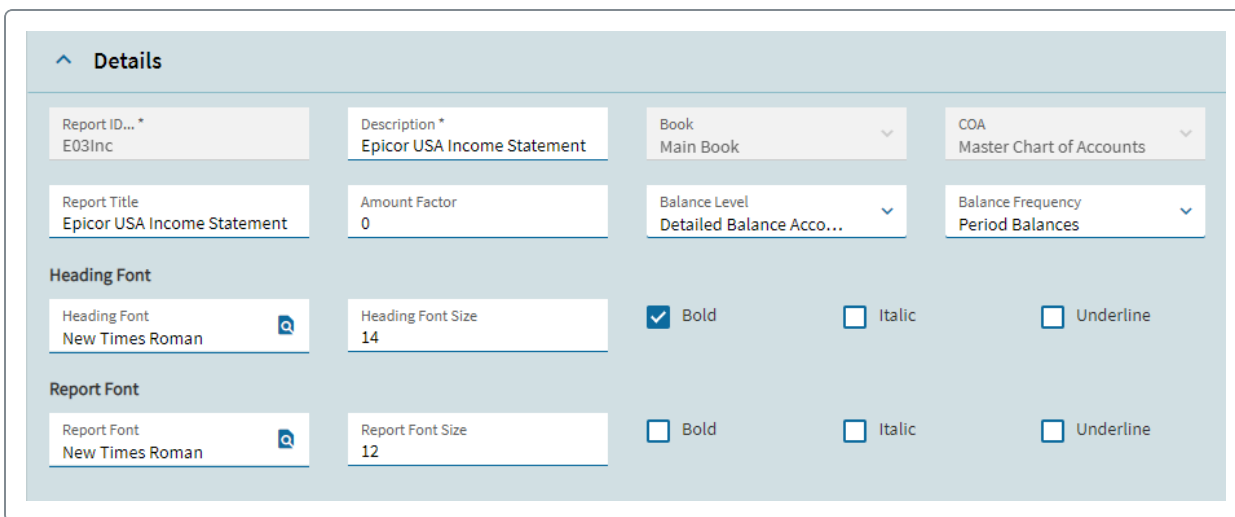
In this article, we will cover:

- [Designing custom financial reports](#)
- [Printing financial reports](#)

Designing Custom Financial Reports

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Financial Report Designer**.

2. Select  to add a new report.
3. Enter a unique identifier for this report and the description. The description displays on various drop-down lists throughout the application.
4. Select the **Book** drop-down list to select the book for which you want to create a report. A book determines the currency, chart of accounts, and fiscal calendar used for all transactions recorded within it. All the books available within the current company display on this list; The associated COA displays in the **COA** field.
5. From the **Balance Level** drop-down list, select the level of balance you want for your report. Available options:
 - **Detailed Balance Account** - Causes the report to display daily segment balances for the selected book.
 - **Summary Balance Account** - Causes the report to total (summarize) segment balances for the selected book.
 - **Natural Account** - Causes the report to zero balances in income statement accounts and maintain balances for balance sheet accounts.
6. Use the **Balance Frequency** drop-down list to select either **Period Balances** or **Daily Balances**.



Details

Report ID... * E03Inc	Description * Epicor USA Income Statement	Book Main Book	COA Master Chart of Accounts
Report Title Epicor USA Income Statement	Amount Factor 0	Balance Level Detailed Balance Acco...	Balance Frequency Period Balances

Heading Font

Heading Font New Times Roman	Heading Font Size 14	☒ Bold	☐ Italic	☐ Underline

Report Font

Report Font New Times Roman	Report Font Size 12	☐ Bold	☐ Italic	☐ Underline

7. Select **Save.** 

Adding Columns

Once you define a financial report's rows, you can enter multiple sets of column definitions. Different column sets allow you to view the same set of rows with different sets of column values. By using column sets, you can reduce the number of reports created.

When you print a financial report, you must select a specific column set to print. For example, an income statement includes one set of columns for budget amounts and another for actual amounts. When you print this custom report, you only want to review the budget amounts. Select the budget column set and print the income statement.

1. On the **Columns > Details** card, select New  to add a new column.
2. You first define the **Column Set** that will be used for the new column. You then enter the details for the column.
3. Specify the printed heading for the column in the **Title** field. You can enter two separate lines for the column title.
4. Now define the column's type. Each column type has a specific function within the report. Depending upon the type you select, different fields become available on this card.

Here are the available column types:

- **Actuals** - Displays the total debits and credits currently posted to the General Ledger.
- **Budget** - Displays the amount defined for a budget within GL Account Budget Maintenance.
- **Comparative %** - Displays a calculated percentage. This percentage is based on the totals within a row that is selected as a Ratio % line type.
- **Account Number** - Displays the chart , division, and department number defined within Chart of Accounts Maintenance.
- **Year OB** (Year Opening Balance) - Displays the total balance of the account at the end of the previous year. This column works in conjunction with the Year Offset and Account Numbers selected to display in the row details.
- **Text** - Displays the account description. This description is created within Chart of Accounts Maintenance.
- **Variance** - Displays the difference between two selected columns. This difference can be displayed as either a percentage or a flat amount.
- **Crossfoot Total** - Displays an accumulated total of the numeric values between two columns. You select the range of columns that will be used to calculate this total.
- **Report Category** - Displays the report category code defined for a natural segment or COA category. Report category defined for a natural segment has a priority.
- **Report Category Description** - Displays the report category description. Available if user defined codes that have CodeTypeID equal to GLRepCat are entered in the system.

The following fields are available for the **Actual** and **Budget** column types:

- **Year Offset** - This is the number of previous fiscal years from which the application should pull data to place in this column. (This field is also available for the Crossfoot

Total column type.)

Note: Enter 0 to display the current fiscal year's data.

Example: A common report view is a comparison of the current period's values and the values for the same period last year. In the current period's column, the Number of Periods would be 1, and the Year Offset would be 0. In the column for this period last year, the Number of Periods would be 1, and the Year Offset would be 1.

- **Number of Periods** - This is the number of fiscal periods the application should use to populate data in this column. The sum of the periods entered in this field is only for the current fiscal year's values unless the Rolling Periods check box is selected. For example: If a column should display the current period's values, enter 1 in this field. If the value of the column should be a year-to-date total, enter 12.
- **Period Offset** - If you want to see the budgeted amounts for the previous fiscal period, for the current budget column, enter 1 as the period offset.
- **Rolling Periods** - This check box works in conjunction with the Number of Periods field to sum the value of multiple periods across fiscal years. When selected, this check box indicates that the report should move forward to a new fiscal year (This field is also available for the Crossfoot Total column type).

Example: The Number of Periods field is set to 12, and the **Rolling Periods** check box is selected. Print the financial report in period 6, year 2012. The value in this column will be a sum of values from period 7, year 2011 through period 6, year 2012.

The **Number of Days**, **Days Offset**, and **Rolling Days** fields are available for the above column types if the column's **Interval** field is set to **By Day** instead of **By Period**.

The following fields are available for the **Variance** column type:

- **Variance Column 1** - This is the first column you use to calculate a variance. The variance that prints here is the difference between this column and the value in the Variance Column 2 field.
- **Variance Column 2** - This is the second column you use to calculate a variance. The variance that prints here is the difference between this column and the value in the Variance Column 1 field.

Example: In a report, Column 3 contains the current period actuals. Column 5 is the current period budget. To see the difference between these two numbers, create a variance column, and enter 3 as Variance Column 1 and 5 as Variance Column 2.

- **Show as Percent** - When selected, this check box indicates that any variance between Variance Column 1 and Variance Column 2 should display as a percentage. If this check box is clear, a flat amount displays instead.

The following fields are available for the **Crossfoot Total** column type:

- **Total Column 1** - This is the first column you use to calculate a total. The total that prints in this column is the sum of the numeric values found in the columns between this one

and the Total Column 2 field.

- **Total Column 2** - This is the second column you use to calculate a total. The total that prints in this column is the sum of the numeric values found in the columns between this one and the Total Column 1 field.

Example: Columns 1, 3, and 4 all contain numeric data. Column 2 has descriptive text. To see the total of columns 1, 3, and 4, create a Crossfoot Total column, and enter 1 as Total Column 1 and 4 as Total Column 2.

Details

Column

Column Set ID *
Budget

Title 1 *
Account

Title 2

Column Type *
Account Number

☐ Override Budget Code

Budget Code ID

☐ Daily Average Balance

Year Offset
0

Column Interval

Interval
By Period

Number of Periods
12

Period Offset
0

☐ Rolling Periods

Number of Days
0

Days Offset
0

☐ Rolling Days

Variance between Columns

Column
0

and

0

☐ Show as Percent

Total of Columns

Column
0

through

0

5. Select **Save**.
6. Use the **Column Sets** card to view the column sets on the current report. This card helps you review the report's current column sets and the data each set displays.

Column Sets

All

Set	Column 1	Column 2	Column 3	Column 4
Budget	Account	Description	Current Period	Budget
LastYear	Account	Description	Current Period	Current Period
Standard	Account	Description	Current Period	% Sales

Full Screen

Adding Rows

Each row you add to a financial report is assigned specifications - a Sequence Number that ranks the row's order on the report and a Line Type that defines the row's function. You can also select accounts, segments, or chart of accounts (COA) categories on which to report.

On the **Rows > Details** card, select New  to add a new row.

When you create a row, first define the row's **Sequence number** and then its **Line Type**. Each line type has a specific function within the report. Depending on the line type, different fields are available.

A row's sequence number controls the order in which it prints on financial reports. Every row created has a sequence number. The application automatically creates sequence numbers in increments of 100. If a new row must be inserted, change its auto assigned sequence number to be lower than the row that should follow it.

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- **Heading Line** - This type prints the text in the Description field. A Heading row is typically used to enter text that describes the detail to follow
- A standard balance sheet has an **Assets** section. Within the Assets section are the Current Assets and the Property & Equipment sections. A heading can be created for each of these sections making it easier to view the detail lines to follow.
- **Account Details** - This type allows you to select a specific chart of accounts (COA) category or account numbers to display within the row.
- **Total** - This type generally follows an Account Details line with a description that explains what the total represents. With this type, you can select Print Total. If selected, the data in this field should be the Total to Name defined in the preceding Account Detail line.
- **Summary** - This type allows you to select a range of segments or account numbers for the row and then summarizes the totals of these accounts.

Example: There are multiple account numbers defined as **Cash** in your company. A standard balance sheet displays each cash account with its corresponding balance. The CFO wants a single line for the cash balance on the balance sheet. To accomplish this, create a summary row called Cash and select all the cash accounts on the row. The balance sheet should then display a single line called Cash with a corresponding value that is the sum of all the cash accounts.

This type creates a **Net Income** row to display your company's net income. For this row's Line Type, select Summary. Use this row to accumulate data from all income statement accounts. A Net Income row is automatically created, but you still need to define which accounts to include within this summary.

- **Ratio %** - This type allows you to specify which rows to include within a calculated ratio. The ratio calculation routine divides the values in the row selected in the top line of the Ratio field by the values in the row selected in the bottom line of the Ratio field.

A common income statement ratio is one that expresses sales as a percentage of gross profits. A Ratio line type would be created to follow the Total line type for gross profits. If the Total Sales row is sequence 300 and the Gross Profits row is sequence 700, a Ratio row, sequence 800, would have 700 in the top portion of the Ratio field and 300 in the bottom portion.

The Ratio % line types interact with the Comparative % column types.

^
Details

Row

Sequence *

200

Description *

COST OF GOODS SOLD

Line Type

Heading Line

Selection

☐ Select Category

☒ Select Accounts

Category

Report Category

Reverse Report Category

Segments

Specific Accounts

Segment Number

From Segment

To Segment

No records available.

Totals

Total to Name

Ratio Line 1

0

☐ Clear After Print

Print Total

Ratio Line 2

0

☐ Show As Percent

Defining Layout

Use the **Layout** card to define the font, font size, and font style that will be used for the row's/columns text and data.

Layout

Text

Text Font Text Font Size 0 Text Italic Default Text Underline Default Text Bold Yes

Data

Data Font Data Font Size 0 Data Italic Default Data Underline Default Data Bold Default

Paging

Skip After 0 Skip Before 0 Indents 0 ☐ New Page ☐ Reverse Sign

- **New Page** - When selected, this check box indicates that a new page will start before the current row prints out. If the current row uses either the Heading or Total line type, you can select this check box.

Example: You want to print the final total for your balance sheet on a separate page. You create a row that uses the Total line type.

- **Reverse Sign** - When selected, this check box changes a field's positive or negative indicator. Depending on how this data is typically stored, the data in this row's fields print out using the opposite positive or negative indicator.

Tip: You can select this check box for rows that display liabilities, as this data is stored using negative values.

Example: You select the Reverse Sign check box for a summary line that displays your total liabilities. Negative liabilities now print out as positive numbers. Positive liabilities, however, will print as negative numbers.

Syntax Check

Both **Financial Report Designer** and **Financial Reports** have a **Syntax Check** function that checks for possible report errors. Use the Syntax Check to verify your financial reports are correctly designed.

On the selected report's **Syntax Check** card, select the report type for which the check should run. The report type choices include **Income Statement**, **Balance Sheet**, and **Other**.

The errors in the following table are reported within the context of the report type specified before running the check.

What	Means This
Unreferenced Total To Name	A name specified in a row's total to field is not accumulated in a total-type row's print total in another place on the report.

What	Means This
Undefined Print Total Name	A name specified in a total-type row's Print Total field is not defined in any other row's total to field.
Duplicate References of a GL Account	A GL account appears more than once in this report definition.
One Net Income Category for Balance Sheet Required	At least one of the GL account categories must be marked as a Net Income account. This is done in the Account Category program. For more information, review the Account Category Maintenance topic.
Unreferenced GL Account	A required GL account does not appear on the report. If this is an Income Statement report, a required income statement account does not appear in the report definition. If this is a Balance Sheet report, a required balance sheet account does not appear on the report definition.
Wrong Account Type	If this is an Income Statement, this indicates that a balance sheet account is included in the report definition. If this is a Balance Sheet, an income statement account is included in the report definition.

The **Unreferenced Total To Name** and **Undefined Print Total Name** errors are usually related.

Example: Your balance sheet includes rows called Property and Equipment: Singapore and Property and Equipment: Denver. Both of these rows specify a Total To name of Fixed Assets. In another location on your balance sheet is a total of all fixed asset rows, so you want to enter Fixed_Assets in the Print Total field. You make a typo, however, and enter Fized_Assets.

You run the report through the Syntax Check app. Three error messages appear in the Syntax Error Report. Two error messages are Unreferenced Total To Name errors; another error message will be an Undefined Print Total Name error.

Printing Financial Reports

You can print all reports you design within the **Financial Reports** app in the General Ledger module's **Reports** folder.

General Operations

Matching GL Transactions

GL Transaction Matching matches debit and credit movements against a GL account. Once you complete matching, you can produce a listing of GL transaction movements that remain unmatched by selecting the Unmatched option when running the GL Account Summary Report.

Consider the following:

- You can only match those GL transactions that contain natural accounts or account segments for which the **Enable Transaction Matching** check box has been selected in COA Category Maintenance, or in the **Account Segment Values > Natural Account Options** cards.
- When you use this app, it displays all unmatched journal detail lines for the selected book and account segments. You can select two or more journal lines; the Balance field displays a running balance of the debit and credit balances for all selected lines. When the displayed balance is zero, you can then match and save the selected items as a group.
- The application flags the rows as matched, assigns a match code and match date, and then removes them from the display grid. You can view this matching code and date in the Chart Tracker.
- GL Transaction Matching also contains a **Remove Match** button that provides the means for removing the matching flag from a matched set (to correct a matching error).

In this article, we will cover:

- [Performing GL transaction matching](#)
- [Removing match codes from matched rows](#)

Performing GL Transaction Matching

1. From the main menu, navigate to **Financial Management > General Ledger > General Operations > GL Transaction Matching**.
2. On the landing page, search for and select unmatched GLJrnDtl records. You can search by Book, Segment, Segment Value, Apply Date, Book Amount, Journal Code, or Bank Account for the unmatched GLJrnDtl records. Journal transactions from only one book can be loaded and matched, and the application filters out journal transactions with associated natural segments for which matching is not enabled.
3. From the records that display in the **GL Transaction List** grid, use the **Select** check boxes to select individual rows to be matched, or use **Select All** to select all displayed rows for matching. The **Balance** field displays the running unmatched balance total for all selected rows.

4. After selecting rows for matching, select **Match** to assign a match code and match date to the selected rows.



The **Match** button is enabled only if the Balance field is zero (the debit and credit amounts for the selected rows are zero, indicating the selected rows are in balance).

The application flags the rows as matched, assigns a match code and match date, and then removes them from the display grid. You can view this matching code and date in the Chart Tracker.

Removing Match Codes from Matched Rows

To remove the match code from a previously matched row, use the **Remove Match Code** option in the Overflow menu. Selecting this option provides the ability to search for previously matched GLJrnDtl records.

Processes

Running the Apply Recurring Journals Process

Run the **Apply Recurring Journals Process** to create general ledger (GL) journal groups and journal details based on existing recurring journals.

The **Selection** parameters include:

- **Select for Process** - Select for each recurring journal you want to apply to your journal group.
- **Group Prefix** - Displays the group prefix for each defined recurring journal. A new group ID will be created during processing that is a combination of the group prefix and the period number created for the group.
- **Schedule Date Cutoff** - Select a date to run the process if you do not select the **Dynamic** check box.
- **Journal** - Specifies the name of the new journal group you are creating. This journal is based on the individual recurring journals you selected to process.
- **Schedule** - Select the schedule option during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Recurring** - Indicates that the process should be run on a repeating basis. This check box is available only if you select the schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Apply Recurring Journals**.
2. Select the appropriate options.

3. Define process parameters, such as **Schedule** and **Recurring**, you would like to use for the process.
4. Select **Process**. 

Running the Chart of Accounts Export Process

Run the **COA Export** process to export Chart of Accounts and related settings from one company or system in order to edit and import those settings to another company or system. You can transfer the whole COA setup with one click or select some segments of the setup for export.

The **Selection** parameters include:

- **Chart of Accounts Code** - The COA Code from the export file.
- **Output Folder Path** - The path to the export file.
- **COA Structure** - Select to export Basic COA Structure.
- **Segment Values** - Select to export segment values.
- **Account Codes** - Select to export account codes.
- **Filter** - Use to select segments.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > Setup > COA Export**.
2. Select the process parameters.
3. Select **Process**. 

Running the Chart of Accounts Import Process

Run the **COA Import** process to import Chart of Accounts and related settings from one company or system to another company or system.

The **Selection** parameters include:

- **Input File Name** - The path to the file you want to import.
- **Chart of Accounts Code** - The COA Code from the import file.
- **COA Structure** - Select to import Basic COA Structure.
- **Segment Values** - Select to import segment values.
- **Account Codes** - Select to import account codes.
- **Update Existing COA Mode** - Select the import mode. The options include:
 - **Update** - Objects and settings of the existing COA remain unchanged, but any new objects are imported in addition to the existing ones.

- **Override** - All objects and settings of the existing COA are overridden by objects and settings specified in the import file, and new objects are added in addition to existing objects.
- **Replace** - Works in the same way as Override but also deletes any objects that are not specified in the import file.
- **Date Order** - The date format for the import.
- **Filter** - Use to select segments.

To run the import process:

1. From the main menu, go to **Financial Management > General Ledger > Setup > COA Import**.
2. Select the process parameters.
3. Select **Process**. 

Running the Deferred Expense Recognition Process

Run the **Deferred Expense Recognition Process** to recognize deferred expenses for selected amortization periods.

The **Selection** parameters include:

- **As of Date** - The apply date. The default value is today.
- **Legal Number** - The legal number of the first line with the specified document type.
- **Base Total** - The base total amount.
- **Base Currency** - The base total currency
- **Document Type** - The transaction document type
- **Scope** - The scope for expense recognition
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Deferred Expense Recognition**.
2. Select the process parameters.
3. Select **Process**. 

Running the Delete Accounts Process

Run the **Delete Accounts** process to delete a group or range of unwanted GL accounts that have never been used. You have the option to delete all unused accounts at once, or you can filter by COA categories or category types (Balance Sheet or Income Statement), or specify ranges of segment values to include in (or exclude from) the deletion filter.

You cannot delete a GL account if:

- A transaction has been posted against the account.
- The account is included in an open (unposted) journal.
- The account is assigned to a GL control.
- The GL Account is Global, and you are running the Delete Accounts process in the child (subsidiary) company.

To delete GL accounts:

1. From the main menu, go to **Financial Management > General Ledger > Setup > General Ledger Account**.
2. From the Overflow menu , select **Delete Accounts**.
3. Select a **Chart of Accounts (COA)** record.
4. Define whether you want to delete unused accounts.
5. Select **Delete** to display the **Delete GL Accounts Process**.
6. Select **Process**. 

Running the Update Business Entity Segment Values Process

Run the **Update Business Entity Segment Values** process to update segment values associated with user-defined business entities, reference-type segments, and other segments that require manual updates.

The **Selection** parameters include:

- **COA Code** - Select the chart of account you want to update.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Update Business Entity Segment Values**.
- or

go to **Financial Management > General Ledger > Setup > Chart of Accounts**. Select the chart of account for which you want to run the process and select **Update Business Entity Segment Values** from the Overflow menu ,

2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the Generate Accounts Process

Run the **Generate Accounts Process** to create a large number of GL accounts at once rather than entering each GL account combination manually.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > Setup > General Ledger Account**.
2. Select the chart of accounts.
3. From the Overflow menu , select **Generate Accounts**.
4. The chart of accounts selected in **General Ledger Account Maintenance** populates the **COA** field. You can click the **COA** button to find and select a different chart of accounts.
5. Select one of the **Generation Modes** radio buttons.

The options include:

- **Simple Generation** - Generates accounts based on defined segment values. Use the **Target Segments Definition** sheet to select specific segment values or define value ranges to use in the generation.
- **Generation with copying** - Generates accounts based on combinations of segment values. Use the **Source Segments Combination Definition** sheet to define the combinations.

6. Select one of the **Override Existing Accounts Option** radio buttons.

The options include:

- **Create New Accounts Only** - Blocks the process from updating existing accounts.
- **Preserve Mode** - Protects existing account settings during updates.
- **Override Mode** - Resets all existing account settings to process defaults you have defined. The existing accounts become inactive and their descriptions are deleted.

7. Select the **Generate** button.
8. In the **Generate GL Accounts Process** that displays, select **Process**. 

Running the GL Batch Balances Process

Run the **GL Batch Balances** process to maintain the GL balance records in batch mode.

The **Selection** parameters include:

- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > GL Batch Balances**.
2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the General Ledger Import Process

Run the **General Ledger Import Process** to import data from other applications into Kinetic.

The file you import must be a comma delimited file (CSV) and follow the import file template.

Using the **Invalid Lines Handling Option** field you can select which option to use if there are invalid lines found in the import file. The default is **Skip Invalid Lines**. You can also choose **Cancel Import**.

Once you submit the process, the changes update Kinetic. If you want to review imported data before you post it to GL, do not select the **Post** check box before you submit the process. Select the **Post** check box to post the imported data without reviewing the data first.



You can only import entries for sites you have access to. Each import file includes a 'Site' column. However, the column is only relevant if you activate the 'Multi-Site' processing for a company and in use by the book you select in the General Ledger Import app. Otherwise, the entered 'Site' value in the import file will be ignored.



The process does allow you to capture transactions for journal entries with foreign currency accounts. The transactions import in the correct currency for the natural account.

The **Selection** parameters include:

- **Group ID** - The general ledger group identifier for the data to be imported.

- **Single - Book** - A single-book entry mode. If you select this mode, use the Book field to select the Book ID of the book to which the journal will post. If you select a book record other than **Main**, the Multi-Company fields will disable.
- **Multi - Book** - A multi-book entry mode. The mode uses company options as defaults for entry of journals in the group. The company's fiscal calendar and currency and the Master COA provide defaults for entry of the journals.
- **Period Type** - The Fiscal Period type. The options include, **Ordinary** and **Crossing**.
- **Currency** - The currency used to enter amounts for journals in the group. Kinetic uses the selected rate type to convert journal amounts to other currencies.
- **Rate Type** - The default rate type applied to journals in the group. You can apply a different rate type to individual journals. Rate types apply exchange rates and conversion rules to journal amounts.
- **Calendar** - The name of the fiscal calendar used to post journals in the group. The entry mode determines the entry in this field.
- **Apply Date** - The default apply date for journals in the group. You can use a different apply date to individual journals if the date falls in the same fiscal period. Kinetic determines the period to which group journals posts, based on the default calendar and the selected apply date. Create a different journal group to post journals to another fiscal period.
- **Fiscal Year** - The fiscal year to which all entries in this group will post.
- **Suffix** - The fiscal year suffix description.
- **Fiscal Period** - The fiscal period to which all entries in this group will post.
- **Import File Name** - The full menu path of the file to be imported.
- **Date Order** - The date format used for the data to be imported. For example, **m/d/y** or **d/m/y**.
- **Number Format** - The numeric format used for the data to be imported.
- **Invalid Lines Handling Option** - Specifies which option to use when there are one or more invalid lines in the import file. The options include:
 - **Skip Invalid Lines (default)** - Skips the invalid lines and imports the valid lines.
 - **Cancel Import** - Displays log error/warning messages for invalid lines in the System Monitor and cancels the entire import.
- **Post** - Select to indicate that you want to post the group. If you are using the Deferred Expenses functionality, clear this check box to import without posting. Once the group is imported, you can mark the imported records as deferred expenses.
- **Schedule** - Indicates when you want to run the process. If you select something other than **Now**, the **Recurring** check box is available.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > General Ledger Import**.

2. Select the process parameters.
3. Select **Process**. 

Using the GL Import File Format Template

When you [import general ledger files](#) from other applications into the Kinetic application, use the format described in this article.

There are several User Defined (UD) fields listed in the table below. You can create UD fields in the **UD Column Maintenance** application and name them what you want. If UD field name is different from those present in the table, you must explicitly specify it in file header (see [Reviewing the GL Import Example](#) for more details). To open the application, go to **System Setup > System Maintenance > UD Column Maintenance**.



The **UD Column Maintenance** application may not be available, or operate under certain restrictions in Kinetic Cloud.

You can see the UD fields below in the table as **UD XXX** (where UD XXX is the name of your field). Once you create your UD fields in UD Column Maintenance, you can include them in the XML format.

Column	Type	Description	Header/Detail (H/D)	Field
1	Integer > 1	Journal Sequence Number	D	Journal Num
2	Character (50)	Segment Value 1	D	SegValue1
3	Character (50)	Segment Value 2	D	SegValue2
4	Character (50)	Segment Value 3	D	SegValue3
5	Character (50)	Segment Value 4	D	SegValue4
6	Character (50)	Segment Value 5	D	SegValue5
7	Character (50)	Segment Value 6	D	SegValue6

Column	Type	Description	Header/Detail (H/D)	Field
8	Character (50)	Segment Value 7	D	SegValue7
9	Character (50)	Segment Value 8	D	SegValue8
10	Character (50)	Segment Value 9	D	SegValue9
11	Character (50)	Segment Value 10	D	SegValue10
12	Character (50)	Segment Value 11	D	SegValue11
13	Character (50)	Segment Value 12	D	SegValue12
14	Character (50)	Segment Value 13	D	SegValue13
15	Character (50)	Segment Value 14	D	SegValue14
16	Character (50)	Segment Value 15	D	SegValue15
17	Character (50)	Segment Value 16	D	SegValue16
18	Character (50)	Segment Value 17	D	SegValue17
19	Character (50)	Segment Value 18	D	SegValue18
20	Character (50)	Segment Value 19	D	SegValue19
21	Character (50)	Segment Value 20	D	SegValue20
22	Decimal	Book Amount	D	TransAmt
23	Decimal	Transaction Amount	D	DocTransAmt

Column	Type	Description	Header/Detail (H/D)	Field
24	Logical *	Flag indicates Currency Account (Default is No)	D	CurrAcct
25	Character (4)	Currency Code for Currency Accounts	D	CurrencyCodeAcct
26	DateTime	Apply Date **	D	JEDate
27	Character (45)	Description	D	Description
28	Character (1000)	Comment Text	D	CommentText
29	DateTime	Apply Date (Default from Group)	H	GLJrnHedJEDate
30	Character (45)	Description	H	GLJrnHedDescription
31	Logical *	Reverse (Default is No)	H	GLJrnHedReverse
32	DateTime	Reverse Date	H	GLJrnHedReverseDate
33	Logical *	Reverse as Red Storno (Default is No)	H	GLJrnHedRedStorno
34	Character (1000)	Comment Text	H	GLJrnHedCommentText
35	Character (max)	UD XXX 01	D	Character01
36	Character (max)	UD XXX 02	D	Character02
37	Character (max)	UD XXX 03	D	Character03
38	Character (max)	UD XXX 04	D	Character04
39	Character (max)	UD XXX 05	D	Character05

Column	Type	Description	Header/Detail (H/D)	Field
40	Character (max)	UD XXX 06	D	Character06
41	Character (max)	UD XXX 07	D	Character07
42	Character (max)	UD XXX 08	D	Character08
43	Character (max)	UD XXX 09	D	Character09
44	Character (max)	UD XXX 10	D	Character10
45	Decimal	UD XXX 01	D	Number01
46	Decimal	UD XXX 02	D	Number02
47	Decimal	UD XXX 03	D	Number03
48	Decimal	UD XXX 04	D	Number04
49	Decimal	UD XXX 05	D	Number05
50	Decimal	UD XXX 06	D	Number06
51	Decimal	UD XXX 07	D	Number07
52	Decimal	UD XXX 08	D	Number08
53	Decimal	UD XXX 09	D	Number09
54	Decimal	UD XXX 10	D	Number10
55	DateTime	UD XXX 01	D	Date01
56	DateTime	UD XXX 02	D	Date02
57	DateTime	UD XXX 03	D	Date03
58	DateTime	UD XXX 04	D	Date04
59	DateTime	UD XXX 05	D	Date05
60	Logical *	UD XXX 01	D	CheckBox01
61	Logical *	UD XXX 02	D	CheckBox02
62	Logical *	UD XXX 03	D	CheckBox03

Column	Type	Description	Header/Detail (H/D)	Field
63	Logical *	UD XXX 04	D	CheckBox04
64	Logical *	UD XXX 05	D	CheckBox05
65	Character (1)	Tax Handling: 0-No tax; 1-Journal includes Taxes; 2-Tax Adjustment Journal	H	GLJrnHedTaxHandling
66	Logical *	Tax Line	D	TaxLine
67	Character (4)	Tax Liability	D	TaxLiability
68	Character (10)	Tax Type	D	TaxType
69	Character (10)	Tax Rate	D	TaxRate
70	Character (4)	Report Module: AP AR APDM ARCM	D	ReportingModule
71	Character (1)	Part of Dual Self-Assessment: 0-In 1-Out	D	PartOfDual
72	DateTime	Tax Point Date	D	TaxPointDate
73	Character (20)	Taxable Line	D	TaxableLine
74	Decimal	Taxable Amount (Transactional Currency)	D	TaxableAmtInTranCurr
75	Decimal	Taxable Amount (Book Currency)	D	TaxableAmtInBookCurr
76	Character (10)	Transaction Document Type	H	GLJrnHedTranDocType
77	Decimal	Statistical Amount	D	StatisticalAmt
78	Logical *	Correspondence Accounting	H	CorrAccounting

* You can set logical fields to **True**, **Yes**, or **Y** for **Yes**. The system treats all other values as **No**.

** If the Detail level **Apply Date** is left blank, the system uses the Header level **Apply Date**.

Reviewing the GL Import Example

Review an example of an import of two separate journal entries into the system.

The first journal you want to import has the following two lines:

1. Debit to account 1120-00-00 in the amount of 100.00
2. Credit to account 1125-00-00 in the amount of 100.00

Both accounts are Base Currency accounts.

The second journal you want to import has the following four lines:

1. Debit to account 1220-00-00 in the amount of 500.00
2. Credit to account 1220-00-10 in the amount of 200.00
3. Credit to account 1220-01-00 in the amount of 250.00
4. Credit to account 1220-02-00 in the amount of 50.00

All accounts are Base Currency accounts and the Apply Date for both journal entries is May 7, 2010.

Workflow

1. In your outside application, enter the journal information in the correct import file format (for information on the correct format, refer to the [Using the GL Import File Format Template](#) article). In this example, the outside application is Microsoft Excel®, and the following data populates the file:



The commas in the following example represent the list delimiter you define in the Kinetic application within the General Ledger Import program. Each comma represents moving to the next column in your import file.

```
1,1120,00,00,,,,,,,,,,,,,,,,,100.00,100,,,5/7/10
0:00,description1,text1,,JournalDescription,,,,,,,,,,,,,,,,,,,,,
```

1,1125,00,00,,,,,,,,,,,,,-100.00,-100,,,5/7/10 0:00,description2,text2,,JournalDescription,,,,,,,,,,,,,
2,1220,00,00,,,,,,,,,,,,,500.00,500,,,5/7/10 0:00,description1,text1,,JournalDescription,,,,,,,,,,,,,
2,1220,00,10,,,,,,,,,,,,,-200.00,-200,,,5/7/10 0:00,description2,text2,,JournalDescription,,,,,,,,,,,,,
2,1220,01,00,,,,,,,,,,,,,-250.00,-250,,,5/7/10 0:00,description3,text3,,JournalDescription,,,,,,,,,,,,,
2,1220,02,00,,,,,,,,,,,,,-50.00,-50,,,5/7/10 0:00,description4,text4,,JournalDescription,,,,,,,,,,,,,

Alternatively, you can specify the field names in the first row of the file. This way you'll avoid empty values for unused columns and add values for custom UD fields. In this case, the order of the fields is arbitrary.

JournalNum,SegValue1,SegValue2,SegValue3,TransAmt,DocTransAmt,JEDate,Description,CommentText,GLJrnHedDescription
1,1120,00,00,100.00,100,5/7/10 0:00,description1,text1,JournalDescription
1,1125,00,00,-100.00,-100,5/7/10 0:00,description2,text2,JournalDescription
2,1220,00,00,500.00,500,5/7/10 0:00,description1,text1,JournalDescription
2,1220,00,10,-200.00,-200,5/7/10 0:00,description2,text2,JournalDescription
2,1220,01,00,-250.00,-250,5/7/10 0:00,description3,text3,JournalDescription
2,1220,02,00,-50.00,-50,5/7/10 0:00,description4,text4,JournalDescription

- Next, in [General Ledger Import](#), specify the GL journal entry group name the import file will create as well as the journal entry mode, journal apply date, journal code, and currency options. Also, select the appropriate import file (created previously in your outside application), list delimiter (in this example it is a comma), date order, and number format.

In this example, do not select the **Post** check box as you will want to review the imported journal entries in **GL Journal Entry** before they post.

- Select **Process**  to start the import process. Once the import completes, go to **GL Journal Entry** and review the entries. The **Group ID** is the ID you entered in **General Ledger Import**.

After you review the two imported journal entries in GL Journal Entry, make any necessary changes and then post the group. Posting the imported group is no different than posting a typical manual GL journal entry group.

Running the Post Asynchronous Journals

Run the **Post Asynchronous Process** to record journal entries for the current group within the General Ledger (GL) on the scheduled date. Before you post the journal group, make sure all the GL accounts and transactions amounts are correct.



You can no longer edit or delete posted journal entries. If you post a journal entry with an error, you must enter an offsetting transaction.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Journal Entry**.
2. Create a new group or select an existing one.
3. Define journals.
4. From the Overflow menu , select **Post Asynchronous**.
5. Select **Process**. 

Running the GL Export Process

Run the **GL Export** process to export summary data from a specified account range into a CSV file.

The **Selection** parameters include:

- **Book** - Select the book from which you want to export data.
- **Fiscal Year** - Define the fiscal year to summarize.
- **Suffix** - Enter the fiscal year suffix, if one exists.
- **Period** - Specify the fiscal period of the selected fiscal year to include in the summary data.
- **From Account** - Select the first natural account in the range to be exported.
- **To Account** - Select the last natural account in the range to be exported.
- **Format** - Select the **GL Summary Export** format.
- **Output File** - Specify a name for the CSV export file.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > GL Export**.

2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the Verify Balance Records Process

Run the **Verify Balance Records Process** to verify that your balance records are accurate by recalculating the balance from the transaction details and comparing it to the existing balance records.

You can also use the process to rebuild balances if they become inaccurate, or if the balance setup changes.

The **Selection** parameters include:

- **Book** - The book for which the balances are to be verified or rebuilt. You must rebuild the balance for each book separately.
- **Update Balances** - Select to update and audit balances. If cleared, only a report with discrepancies will be generated with no database updates.
- **Period Balances** - Select to verify or rebuild account period balances. If cleared, the balances are reported but not updated. Period balances will be kept for each book and are defined by the financial calendar attached to the book. This applies to both account balances and standard trial balances.
- **Daily Balances** - Select to verify or rebuild daily balances. If an account structure change has occurred, this field is defaulted to true and disabled. Use daily balances as an addition to period balances. You can use the balances for a specific set of accounts or all accounts.
- **Filter Summary** - You can filter the records by parts, product groups, and part classes. If you do not use these filters, the process considers all the records.
- **Schedule** - Select the schedule option during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Log Filename** - Displays the file name for the selected log.
- **Recurring** - Indicates that the process should be run on a repeating basis. This check box is available only if you select the schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Verify Balances**.
2. Select the appropriate options.
3. Define process parameters, such as **Schedule** and **Recurring**, you would like to use for the process.
4. Select **Process**. 

Running the Recalculate Credit National Account Process

Run the **Recalculate Credit National Account Process** to calculate the credit available to a national account customer. Typically, you recalculate credit in connection with the definition of credit pools.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Receivable > Setup > National Account Relationship**.
2. Define Relationship Class and Customer.
3. From the Overflow menu , select **Recalculate Credit National Account**.
4. Select **Process**. 

Running the Natural Account Mass Update Process

The **Natural Account Mass Update** program enables you to quickly update options on a selected group of natural account values, rather than updating each account individually.

You can select a group of accounts by COA Category, filter by Balance Sheet or Income Statement accounts, or enter natural account Starting and Ending values to select an account range.

Once you have selected the natural account values you want to update, use the cards under the **Options** tab to specify which options you want to override or add to the existing natural accounts, including COA category, normal balance, currency account and revaluation options, segment options, and restrictions.

Run the **Natural Account Mass Update** process to update options on a select group of natural account values, rather than updating each account individually.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Natural Account Mass Update**.
2. On the **Detail** card, select the chart of accounts whose natural accounts you want to update. By default, the Master chart of accounts is selected.

Chart of Account
Master Chart of Acco...

☒ Master

Details Currency Account Segment Options Restrictions

Details

Category

☐ Override Category

☐ Override Normal Balance

Reverse Balance

☐ Override Category

Activate

☐ Override ☐ Active

☐ Override Effective From Date
month/day/year

☐ Override To Date
month/day/year

Category / Reverse Balance / Activate / Options Parameters

The **Selection** parameters include:

- **Master** - This read-only check box is selected if the COA selected in the Chart of Account field is the Master COA. When you first launch Natural Account Mass Update, the Master chart of accounts displays by default.
- **Category (Detail)** - The account category for the natural account(s).
- **Override (Category / Detail)** - Select to activate the **Category** field located in the **Detail** section.
- **Normal Balance (Detail)** - Indicate whether the accounts' normal balance is debit or credit.
- **Override (Normal Balance / Detail)** - Select to activate the **Normal Balance** field located in the **Detail** section.
- **Category (Reverse Balance)** - Identifies the account category - used to determine other characteristics - when the natural account(s) values are reversed.
- **Override (Reverse Balance)** - Select to activate the reverse balance **Category** field.
- **Active (Activate)** - Indicates if the segment is active. Transactions cannot be posted to inactive segments.

- **Override (Active)** - Select to activate the **Active** check box.
- **Effective From Date (Activate)** - The date when the natural account(s) come into use. Must be less than or equal to the To Date.
- **Override (Effective From Date)** - Select to activate the **Effective From Date** field.
- **To Date (Activate)** - The last date segment is used. The **To Date** value must be greater than or equal to the **Effective From Date**.
- **Override (To Date)** - Select to activate the **To Date** field.
- **Summarization (Options)** - Determines whether Kinetic summarizes each natural account's journal details when a transaction posts. Summarization of posted details reduces the number of records stored in the database.
 - Select **Summarize** to post a single journal that summarizes each account's debits and credits.
 - Select **Summarize Debit and Credits Separately** to post one journal that summarizes each account's debits, and another journal that summarizes each account's credits.
 - Select **No Summarization** to post journal details to each account.
- **Override (Summarization)** - Select to activate the **Summarization** field.
- **Analysis Code (Options)** - The external financial analysis code linked to the natural account.
- **Override (Analysis Code)** - Select to activate the **Analysis Code** field.
- **Enable Transaction Matching (Options)** - Specifies if journal detail records that contain the natural accounts can be matched using the GL Transaction Matching program. The default for this check box comes from the setting of the Enable Transaction Matching check box in COA Category Entry, and you can override it.
- **Override (Enable Transaction Matching)** - Select to activate the **Enable Transaction Matching** check box.
- **Statistical Data (Options)** - Identifies if statistical information may be entered for the natural (chart) account. Accounts can be used only for monetary amounts, both monetary and statistical amounts or only for statistical amounts.
- **Override (Statistical Data)** - Select to activate the **Statistical Data** field.
- **Statistical UOM (Operations)** - The statistical unit of measure (UOM) code.

Currency Account Parameters

The **Selection** parameters include:

- **Currency Account Type** - The type of currency account to apply to the natural accounts. To activate this field, select the **Add** check box.
- **Revaluation Option** - Select an individual revaluation option for a particular currency.
- **Rate Type for Revaluation** -

- **Currency Options (Add, Override, Replace)** - Select a corresponding check box depending on whether you want to add, override, or replace currency options.
 - **Add** - Existing currency options for the selected natural accounts remain unchanged, but any new options are applied in addition to the existing options.
 - **Override** - All existing currency options for the selected natural accounts are overridden and new options are added in addition to existing options.
 - **Replace** - Works in the same way as Override but also deletes any options that are no longer specified.
- **Credit** - The rate type to use for credit balances.
- **Debit** - The rate type to use for debit balances.
- **Gain Account Defaults (Currency GL Control Context)** - Used to capture gains occurring from exchanges that use the currency.
- **Chart Division, Department (Gain Account Defaults)** - Set the account used to capture gains occurring from exchanges that use the currency. If you define a full GL account string as the gain account, all revaluation gains for the natural account post to that single GL account. For example, in natural account 1000, you set the Gain Account to 9000-00-00. When you run GL Currency Revaluation, all gains with account 1000 post to account 9000-00-00, regardless of the values in segment 2 and segment 3.
- **Loss Account Defaults (Currency GL Control Context)** - Used to capture losses occurring from exchanges that use the currency.
- **Chart Division, Department (Loss Account Defaults)** - Set the account used to capture losses occurring from exchanges that use the currency. If you define a full GL account string as the loss account, all revaluation losses for the natural account post to that single GL account. For example, in natural account 2000, you set the Loss Account currency to 9990-00-00. When you run GL Currency Revaluation, all losses with account 2000 post to account 9990-00-00, regardless of the values in segment 2 and segment 3.

Other Parameters

The **Selection** parameters include:

- **Filter** - Use Filter to select Balance Sheet Accounts and Income Statement Accounts you want the process to consider.
 - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
 - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
3. Use the **Currency Account** card to set currency options you want to update in the natural account values selected on the Filters cards. You determine whether the natural accounts are currency accounts, and set revaluation options for any allowed currency codes.

In the **Currency Account Type** field, you can set the natural accounts to allow just one other currency, all available currencies, or selected currencies. You also set the Revaluation Option to determine what kind of currency revaluation is carried out.

To enable these fields, you have to specify how the updates will affect existing currency options:

- **Add** - Existing currency options for the selected natural accounts remain unchanged, but any new options are applied in addition to the existing options.
- **Override** - All existing currency options for the selected natural accounts are overridden by the options specified on this sheet, and new options are added in addition to existing options.
- **Replace** - Works in the same way as Override but also deletes any options that are no longer specified on the Currency Account card.

Currency Account

Currency Account Type

Not a currency account

Revaluation Option

Book Default

Rate Type for Revaluation

☐ Override

Gain Account Defaults

Currency GL Control Context

Chart

D...

D...

GL Referen...

Customer

Employee

Loss Account Defaults

Currency GL Control Context

Chart

D...

D...

GL Referen...

Customer

Employee

Accrual Account

Chart

D...

D...

GL Referen...

Customer

Employee

Currency Options

☐ Add

☐ Override

☐ Replace

Credit

Debit

Currencies

Currency Code

Allow

Revalue Option

Gain Account

Loss Account

Accrual Account

No records available.

4. On the **Segment Options** card, define the relationship between natural account segments and other controlled segments. This sheet is similar to the Segment Options sheet found in the Account Segment Values program, with certain key differences required for the mass update functionality.

Three options are available to determine how updates are handled:

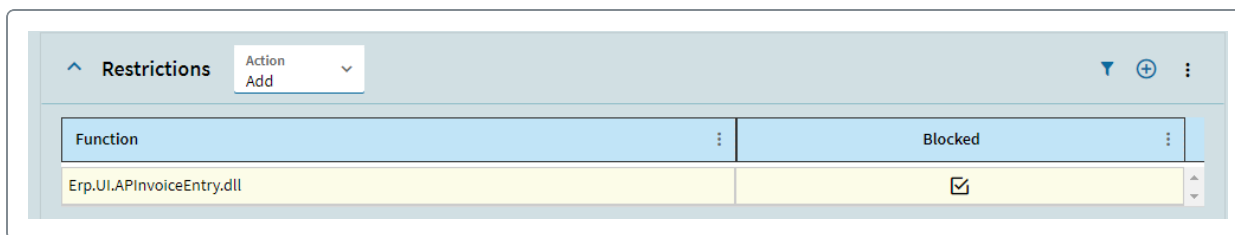
- **Add** - Existing segment options for the selected natural accounts remain unchanged, but any new options are applied in addition to the existing options.
- **Override** - All existing segment options for the selected natural accounts are overridden by the options specified on this sheet, and new options are added in addition to existing options.
- **Replace** - Works in the same way as Override but also deletes any options that are no longer specified on the Segment Options card.

The screenshot shows the 'Segment Options' card. At the top, there is a header bar with the title 'Segment Options', an 'Action' button, and a filter icon. Below the header is a table with three columns: 'Sub Segment', 'Entry Control', and 'Default Value'. The table is currently empty, displaying the message 'No records available.' at the bottom.

5. On the **Filter** card, you can select the required COA categories and add new natural accounts.

The screenshot shows the 'Filter' card. It has two tabs: 'COA Category' (selected) and 'Natural Accounts'. Under the 'COA Category' tab, there is a 'Category' dropdown menu set to 'All'. Below this, a section titled '* Has Associated Natural Accounts' contains a list of 'Available COA Categories' with a checkbox next to 'All'. To the right, a 'Selected COA Categories' list shows several categories with an 'X' icon next to each, indicating they are selected. The categories listed are: 1 ASSETS, 1.1 CURRENT ASSETS *, 1.2 FIXED ASSETS *, 1.3 OTHER ASSETS *, 2 EUROFIN ANALYSIS, 3 GROSS PROFIT, 3.1 COST OF GOODS SOLD *, and 4 LIABILITIES AND EQUITY. A 'Clear All' link is visible at the top of the selected categories list.

6. Select the **Restrictions** card to block the use of the selected natural account values in manual journal entries processed by a function.



7. Select **Process**. 

Running the Purge General Ledger History Process

Run the **Purge General Ledger History Process** to remove old financial transactions from your database.



It is recommended you run the process during the off-time hours, as it can slow down your database performance. Don't forget to backup your database.



Run the process either before or after running the Database Purge and Summarize process. This removes all the data from your database on or before a specific date.

The **Selection** parameters include:

- **Purge** - Define whether you want to purge the book or fiscal calendar records.
- **Book** - The book you want to purge from the database.
- **Fiscal Calendar** - Displays the company calendar identifier in relation to financial reporting.
- **Fiscal Year** - Specifies the fiscal year you want to delete.

To run the process:

1. Select how you want to run the process; **By Book** or **By Fiscal Calendar**.
2. Select the book you want to purge the records from, if you selected the **By Book** option in the **Purge** field.
3. Select the fiscal calendar you want to purge, if you selected the **By Fiscal Calendar** option in the **Purge** field.
4. Enter the fiscal year you want to remove.
5. Select **OK**.
6. In the confirmation message, select **Yes**. This is just to confirm that you want to delete the selected fiscal year records.
7. Select **Process**. 

Running the Rebuild Display GL Account Process

Run the **Rebuild Display GL Account Process** to update the display of account segments in fields used to enter general ledger (GL) accounts and define segment masks.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Rebuild Display GL Account**.
2. Specifies the chart of accounts to be rebuilt.
3. Select **Process**. 

Running the Reverse GL Allocations Process

Run the **Reverse Allocation Run Process** to reverse general ledger (GL) allocation transactions.



When the process completes, the allocations are reversed from your general ledger. The original entries remain for your reference, and display on various trackers or reports. You can return to Allocation Code Maintenance and Allocation Batch Entry to modify the allocations as needed. You can then run Generate Allocations to create the allocation transactions.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Allocation History Tracker**.
2. Define the **Book**, **Fiscal Year**, **Start Period**, **End Period**, and **Run Type** settings.
3. From the Overflow menu , select **Reverse Allocation Run**.
4. Define the **Reverse Date**. All allocations run on this date are reversed from the general ledger.
5. Select the process schedule. Indicates when you want to run the process. If you select something other than **Now**, the **Recurring** check box becomes available.
6. Select **Recurring**, if needed. Select this check box if you want the process to run on a repeating basis. The check box is only available if you select the schedule other than **Now**.
7. Select **Process**. 

Running the Review Journal Confirmation Process

Run the **Review Journal Confirmation Process** to re-post a group of adjusted journals.

Each confirmation executes independently as processing time becomes available. Using this process improves performance as you do not have to wait until one journal is processed before requesting another confirmation. You can schedule all journals to run and then continue other work.

If a journal posts successfully:

- The confirmed entry is removed from the review list.
- All books to which the journal posts are updated.
- The date the posting occurred in this program becomes the posting date.

The **Selection** parameters include:

- **Change Date** - The date a change occurred to the journal.
- **Company** - Specifies the unique company identifier.
- **Has Error** - Indicates whether a transaction error has occurred.
- **Is Locked** - Indicates that this transaction is still in the posting process.
- **Is Valid** - Indicates whether a transaction is valid or invalid.
- **Module** - Displays the module associated with the journal entry.
- **Review Journal UID** - Specifies the unique identifier of the review journal.
- **Simulation** - Indicates whether the review journal entry is a simulation transaction that will not be posted to the general ledger.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Review Journal**.
2. Select a journal entry record.
3. From the Overflow menu , select **Journal Entry Asynchronous Confirmation**.
4. Use the **Review Journals** button to select additional journals.
5. Select **Process**. 

Running the Generate Allocations Process

Run the **Generate Allocations** process to write allocations to the general ledger (GL) or to simulate an allocation run. Allocation batches are run for a specific GL book and a specific fiscal period from the book's calendar.

The application generates selected allocations in order of tier level (for example, first all of Tier 2, then all of Tier 2, and so on) and creates a report that contains the allocation transactions. The report displays in a report style similar to an edit list.

You have the option to simulate an allocation generation. On the Generate Allocations sheet, select the **Simulate** check box to indicate a simulation generation. A simulation generation does not affect the general ledger. When you generate allocations in simulation mode, the allocation transactions post to a separate set of tables (GLJrnDtlSim) instead of the actual GL tables. The simulation mode does not affect the process of calculating allocations or generating transactions in any way.



A journal number is still assigned to a simulated transaction; however, the number of the simulation mode journal is based on the GLJrnDtlSim table.

The **Selection** parameters include:

- **Book** - Specify the GL book for which you want to generate allocation batches.
- **For Period** - Select this option to indicate that allocation batches should be run for the specific year and period. It activates the **Year**, **Year Suffix**, and **Period** field.
- **For Dates Range** - Select this radio button to specify that the selected allocation batches should be run for the specific interval of dates. It activates the **Start Date** and **End Date** field and sets the **Apply Dates Option** to **Manual**.
- **Year** - Specifies the fiscal year to select allocation data. By default, this field is determined based on the current date and the calendar of the selected book. You can change it to any valid value within the calendar. Once you change the fiscal year, the Start and End Dates are automatically assigned to the start and end dates of the selected year.
- **Suffix** - Specifies the fiscal year suffix to further describe the year.
- **Period** - Specifies the fiscal period of the fiscal year. By default, this field is determined based on the current date and the calendar of the selected book. You can change it to any valid value within the calendar. You can select closing periods along with the regular ones. The closing period number follows the last regular period number (for a year with 12 periods, the closing period is 13). Once you change the fiscal period, the **Start** and **End Dates** are automatically assigned to the start and end dates of the selected period. For closing periods, both dates display the last day of the fiscal year.
- **Start Date** - Displays the starting date used for selecting allocation data. If you selected the **For Dates Range** option for running the process, specify the starting date.
- **End Date** - Specifies the ending date used for selecting allocation data. If you selected the **For Dates Range** option for running the process, specify the ending date.
- **Year-To-Date Allocation** - Select this check box to specify that allocation data selection starts at the beginning of the current fiscal year. When this check box is selected, the Start Date field is disabled and populates the starting date of the fiscal year. The **End Date** defaults with the current date, but you can manually change it. This field is enabled when you select the **For Dates Range** option.
- **Apply Dates Option** - Use this drop-down to determine whether the **Apply Date** and **Reversal Date** are used based on the batch schedule, or you manually select them.
- **Apply Date** - Specifies the apply date of the GL Journals. This field is only enabled if you select the **Manual** apply date option. If you apply the **For Period** option, the default value is the last day of the selected period.
- **Reversal Date** - Specifies the apply date for reversing journals. This field is only enabled if you select the **Manual** apply date option. If you apply the **For Period** option, the default value is the first day of the period next to the selected one.
- **Simulation** - When this check box is selected, it indicates this will be a simulation generation.
- **Filter** - Use this field to select specific Batches to allocate.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Generate Allocations**.
2. Select the process parameters.
3. Select **Process**. 

Running the Transfer Balances Process

Run the **Transfer Balances Process** to transfer balances to the next year.

The first time the process transfer balances, they are updated with each posted transaction or can be re-transferred at any time. This allows you to transfer balances to the next year before the current year ends and have next year opening balance early drafts. You can then transfer the final balances once you complete the previous year adjustments.



You may need to make a manual adjustment to correct the balances of prior years.

The **Selection** parameters include:

- **Transfer (Books)** - The type of book balance transfer you want.
- **Book** - The book from which the balance is to be transferred, if you select the **Individual** option in the **Transfer** field.
- **Calendar** - The fiscal calendar of the book you wish to transfer, if you select the **Fiscal Calendar** option in the **Transfer** field.
- **Transfer (Years)** - The type of fiscal year balance transfer you want.
- **From** - The fiscal year for transferring opening balances.
- **To** - The year to which you will transfer. If you select the **Current to Next** or **Custom** options in the **Transfer** field, the next year displays. The current year displays if you select the **Previous to Current** option.
- **Schedule** - Select the schedule option during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Log File Name** - The name of the audit log file the process creates. Useful for troubleshooting purposes.
- **Recurring** - Indicates that the process should be run on a repeating basis. This check box is available only if you select the schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Transfer Opening Balances to Next Year**.

2. Define the options for the process.
3. Select **Process**. 

Reports

Printing the Process GL Allocations Edit List

Print the **GL Allocations Edit List** to review and print allocations that you want to write to the general ledger (GL).

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Generate Allocations**.
2. Select the **Generate Allocations** parameters.
3. From the Overflow menu , select **Edit List**.
4. Select the **Edit List** parameters.
5. Select **Print Preview**. 

Generating the Annual Total Journal Report

Generate the **Annual Total Journal Report** to create a summary of total debits and credits from each General Ledger journal.

The **Selection** parameters include:

- **By Fiscal Period** - Select if included records are defined by the fiscal period.
- **By Date Range** - Select if included records are defined by the date range.
- **Book** - The main book ID.
- **Fiscal Year** - The fiscal year used for the report. The current year displays by default.
- **Starting Fiscal Period** - The fiscal period used to start the report. All fiscal information from this period forward to the Ending Fiscal Period displays on the report. The current period displays by default.
- **Ending Fiscal Period** - The fiscal period that ends the report. All fiscal information from this period backwards to the Starting Fiscal Period displays in the report. The current period displays by default.
- **Include Unposted Transactions** - Select if you want to include unposted transactions in the report.
- **Natural Account From** - The first account in the natural account range.
- **Natural Account To** - The last account in the natural account range.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Select to indicate that the report selection criteria prints as an appendix to the report.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Annual Total Journal Report**.

2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Chart of Account Listing Report

Generate the **Chart of Account Listing Report** to produce a master report of your chart of account file for the active company. The report also displays statistical data-related properties of accounts in the Statistical column (Fin Only, Stat Only, Mixed).

The **Selection** parameters include:

- **Chart of Account** - Select the chart of account from which you want to create the report. Charts of accounts are defined in the Chart of Account Maintenance program.
- **Account** - Select this option to generate a report for the entire chart of account.
- **Individual Segment** - Select this option to generate a report for one segment of an account only. In this case, also select the accounting segment in the **Segment** field.
- **Segment** - Specify the segment for which you want to create your report when you select **Individual Segment**. The default segment is the natural account.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Chart of Accounts Listing**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Currency Account Report

Generate the **Currency Account Report** to review and print details of currency accounts.

This report displays the currently booked values from the transacting and reporting of currency, as well as the details of any **gain** or **loss**, based on your selection criteria.

The **Selection** parameters include:

- **Book** - The book used as a basis for the report. The default is the main company book.
- **Fiscal Year** - The fiscal year used as a basis for the report. The current year displays by default.
- **Period** - The period the report shall be based on. The entry is validated based on the fiscal calendar assigned to the selected book and fiscal year.
- **Currency Date** - The date used for calculating current values. The application will use the currency rates applicable for the selected date. The default is the last day of the selected period.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Select to indicate that the report selection criteria is printed as an appendix.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Currency Account Report**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Printing the Deferred Expense Recognition Edit List

Print the **Edit List** to review and print how expenses will be deferred before you post them to the general ledger (GL).



The Edit List prints data for each book in a separate instance. You can view the amortization line amounts and GL Recap in the corresponding book currency and also in the doc currency, if it differs from the book currency.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Deferred Expense Recognition**.
2. Create a new record or search for and select an existing one.
3. Define the expense recognition settings.
4. From the Overflow menu , select **Edit List**.
5. Select the report parameters.
6. Select **Print Preview**. 

Generating the Deferred Expense Reconciliation Report

Generate the **Deferred Expense Reconciliation Report** to review and print out discrepancies between **Deferred Expenses** that should be posted at a specified date and the **Actual Date** when the expense is recognized. The report is based on full General Ledger (GL) accounts.

The report retrieves the following data:

- Transactions found and matched in the GL and sub-ledgers (AP and GL), with or without the difference in Deferred Expense accounts.
- Transactions marked as posted in sub-ledgers, but not found in GL.
- Transactions that are posted to Deferred Expense accounts in GL, but not found in sub-ledgers.

The report columns display Legal Number, Date, Sub-Ledger (with opening balance, movement, and closing balance), General Ledger, and Variance. Reversed journal lines are marked with **R** (reversed) and reversal journal lines are marked with **S** (reversal).

The **Selection** parameters include:

- **Book** - The Book record used in the report.
- **Start Date** - The report's start date. The start date of the current fiscal period displays by default.
- **End Date** - The report's end date. The end date of the current fiscal period displays by default.
- **Report Mode** - Select the mode used in the report. You can select **Details with errors**, **Full details**, and **Totals**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Deferred Expense Reconciliation**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Delete Accounts Report

Generate the **Delete Accounts** report to preview or print a list of GL accounts that you are going to delete.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Setup > General Ledger Account**.
2. From the Overflow menu , select **Delete Accounts**.
3. Select a **Chart of Accounts (COA)** record.
4. Select **Preview**.
5. Select the report parameters.
6. Select **Print Preview**. 

Generating the Financial Reports

Generate the **Financial Reports** to review and print out reports created through the **Financial Report Designer**. Use Financial Reports to create customized General Ledger (GL) reports in an .xlsx excel spreadsheet format.



Although you design what financial data you want to display, information such as your company's name, the report's name, and the selected fiscal period will display automatically on each report. The generated reports also comply with the **Sarbanes/Oxley** standard, as the **date** and **time** automatically print on the report header, when it was generated.

The **Selection** parameters include:

- **Report ID** - The custom report ID you are printing out.
- **Column Set** - The specific set of columns that will print on the report. You can only select column sets created for the current report.
- **Print Zero Balance** - Select to indicate that transactions with zero balances display in the report.
- **Include Carry Forward Balances** - Select for the report to display carry forward balances.
- **Book** - The General Ledger (GL) book for which the report gathers information. A book determines the Currency, Chart of Accounts, and Fiscal Calendar used for all transactions recorded within it. All the books available within the current company are listed.
- **Balance Level** - Determines how balances display on the current report. Available options include:
 - **Detailed Balance Account** - Select if you want the report to display daily segment balances for the selected book.
 - **Summary Balance Account** - Select if you want the report to display the total segment balances for the selected book.
 - **Natural Account** - Select if you want the report to display zero balances in income statement accounts and balances for balance sheet accounts.
- **Report Format** - The format of the report you will print. There are four formats available:
 - **Company** - Displays accounts for the current company.
 - **Combined** - Displays accounts for all selected companies. When you select this format, use the Companies filter to select companies you want to include in the report.
 - **Divisional** - Select if you want the report to display division accounts.
 - **Departmental** - Select if you want the report to display department accounts.
- **Fiscal Year** - The fiscal year for which you want the report to generate.
- **Suffix** - The fiscal year suffix that differentiates the fiscal year, if applicable.
- **Period** - The period for which you want the report to generate.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed. After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate Financial Reports:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Financial Reports**.
2. Define the report parameters.
3. Select **Print Preview**. 

Generating the General Ledger Report

Generate the **General Ledger Report** to list financial information for a single account or a range of accounts accumulated during the specified period.

The **Selection** parameters include:

- **Fiscal Year** - The fiscal year used for the report. The current year displays by default.
- **Starting Fiscal Period** - Specifies the fiscal period that will end the report. All fiscal information from this period back to the Starting Fiscal Period will display on the report.
- **Ending Fiscal Period** - Specifies the fiscal period used to start the report. All fiscal information from this period forward to the Ending Fiscal Period will display on the report.
- **Print Details** - Indicates that all transaction details will be printed on the report
- **Print Statistical Data** - Select to indicate the report includes statistical data.
- **Book** - The main book identifier.
- **Sub-Total Level List** - Defines the list of natural accounts selected to display sub-totals only in the report.
- **Natural Account Range** - Select if you want to run the report for a range of natural accounts.
- **Account** - Select if you want to run the report for a single account. This may be useful for reviewing and reconciling journal details for control accounts which typically receive a lot of movement.
- **Detail Account** - Select for the report to display daily balances for the selected book.
- **Summary Account** - Select for the report to include total (summarized) balances for the selected book.
- **Full Account** - Select for the report to include both detailed and summary information for the selected book.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Details** - Select to indicate the report selection criteria print as an appendix.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Generate Accounts Report

Generate the **Generate Accounts Report** to review and print a list of accounts that you want to generate.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Setup > General Ledger Account**.
2. Select a chart of accounts.
3. From the Overflow menu , select **Generate Accounts**.
4. Select the **Preview** button.
5. Select the **Generate Accounts - Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the General Ledger Account Summary Report

Generate the **General Ledger Account Summary Report** to display and print financial information for accounts and/or periods you select.

The report is similar to the General Ledger Report. With the General Ledger Account Summary Report, you can structure the report by natural account sub-total levels. Sub-totals are produced based on natural account numbers. The report also provides the means of specifying whether you want transactions that have been matched or are still unmatched.



Use GL Transaction Matching to match debit and credit movements against a GL account.

The **Selection** parameters include:

- **Fiscal Year** - The fiscal year for the report.
- **Year Suffix** - The fiscal year suffix.
- **Starting Fiscal Period** - The beginning fiscal period for the report. If the selected books have the **Future Opening Balance** option set to **Update** by manual journal only and **Starting Fiscal Period** is 0, the system includes opening journals in the report.
- **Ending Fiscal Period** - The ending fiscal period for the report.
- **Print Details** - Select if you want the report to display detail information. Clear to skip printing the detail information.
- **Book** - The GL book for which transaction detail is being printed.

- **Grouping** - The grouping of GL transactions for the report. The valid selections include:
 - **Detail Account** - Prints complete account transaction detail.
 - **Summary Account** - Prints summarized account transaction detail.
 - **Full Account**
- **Matched Transactions** - Specifies if GL transactions matched in GL Transaction Matching should print on the report. The valid selections include:
 - **All** - Prints all transactions, both matched and unmatched.
 - **Matched Only** - Prints only those transactions that are matched in GL Transaction Mapping.
 - **Unmatched Only** - Prints only unmatched transactions.
 - **Open** - Prints all unmatched transactions (those that have not been matched in GL Transaction Mapping), plus any matched transactions with the matched date that is later than the close date.
- **Print matched Codes** - Select if you want the report to include assigned match codes.
- **Summary Level** - Displays the summary levels selected using the **Filter**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Print Report Parameters** - Select so the report selection criteria print as an appendix to the report.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger Account Summary**.

2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Book Listing Report

Generate the **Book Listing Report** to produce a list of books for the active company.

The **Selection** parameters include:

- **Routing** - The routing confirmation message pops up while printing a report style with routing enabled. By default **Routing** it is always selected.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Book Listing**.
2. Select the required options.
3. Select **Print Preview**. 

Printing the Recurring Journal Entry Edit List

Generate the **Print Edit List** form to review and print out a list of recurring journal records and their details. Use the Edit List to validate journals before you post them.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Recurring Journal**.
2. Create a new record or select an existing one.
3. Define the recurring journal settings for the selected or created record.
4. From the Overflow menu , select **Print Edit List**.
5. Select the **Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the General Ledger Segment Report

Generate the **General Ledger Segment Report** to display the reference codes for a range of accounts and/or periods you select.

Reference codes link your financial data with various European financial packages. They define transactions for a specific activity with your business. You can create reference codes for an employee, vehicle, trade show, and so on.

The **Selection** parameters include:

- **Fiscal Year** - Enter the fiscal year for the report.
- **Suffix** - Enter the fiscal year suffix.
- **Book** - Select the required book.
- **Starting Fiscal Year** - Specify the fiscal period to start the report. All fiscal information from this period forward to the Ending Fiscal Period will display on the report.

If the selected books have the **Future Opening Balance** option set to **Update by manual journal only** and **Starting Fiscal Period** is 0, the system includes opening journals to the report.

- **Ending Fiscal Year** - Specify the fiscal period that will end the report. All reference code
- **Segment** - Select any GL segment except segment 1, which is the natural account.
- **Filter** - Use these fields to select additional books and segments that you want to include in the
- **Sort By** - Select how to organize the report. The list items represent the sorting hierarchy
- **Output Format** - Select the format for report output.  788 July, 2025
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger Segment Report**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the Financial Report Designer Edit List

Generate the **Print Edit List** form to review and print out rows and columns that you want to display on your custom General Ledger (GL) report.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Financial Report Designer**.
2. Create a new record or select an existing one.
3. Define the **Financial Report Designer** settings for the selected or created record.
4. From the Overflow menu , select **Print Edit List**.
5. Select the **Print Edit List** parameters.
6. Select **Print Preview**. 

Generating the Journal Listing Report

Run the **Journal Listing Report** to review a list of detailed journal entries. The report gives you insight of the transactions that are hitting the accounting books and you can review the real time transactional descriptions at the journal level.

For example, the report shows you descriptions of all the transactions performed on the 'Inventory' and 'WIP' and are included in the 'GL Journal' analysis of the 'Production Cost' and 'Cost of Sales'.



If required, you can limit the report to display either a selected fiscal period or a date range.

There are many transactions the system generates depending on what you process in Kinetic. For example, if you quantity adjust a part then the system generates the 'ADJ-QTY' transaction. Or, you complete manufacturing and receive the parts to your inventory. In this case, the system would generate the 'MFG-STK' transaction. In either case, parts hold costs irrespective of whether you receive them, quantity adjust them, produce them, issue them, and so on.

User: epicor

Print Time : 11:46:48 am

Epicor Education

G/L JOURNAL LISTING

Page: 1

Print Date : 5/25/2022

Transactions Dated From: (2022 / 5)

Book: MAIN - Main Book Currency: USD - United States Dollar

Journal: LJ Inventory Journal

	Date	Period	Account	Account Description	Transaction Description	Debit	Credit
1	5/1/2022	2022/5	5007-00-20	COS Default - Labor-MAIN-G&A	Labor Emp: 101 Indirect IDLE	12.67	0.00
			8960-00-20	Applied Labor-MAIN-G&A	Labor Emp: 101 Indirect IDLE	0.00	12.67
				Journal Entry Total:		12.67	12.67
2	5/1/2022	2022/5	5007-00-00	COS Default - Labor-MAIN-CORP	Labor Emp: 250 Indirect CLEN	5.00	0.00
			8960-00-00	Applied Labor-MAIN-CORP	Labor Emp: 250 Indirect CLEN	0.00	5.00
				Journal Entry Total:		5.00	5.00
3	5/1/2022	2022/5	1290-00-00	Inventory - Finished Goods-MAIN-CORP	PUR-STK Part:10K1 PO:4067/1/1	0.00	0.00
			2500-00-00	AP Clearing-MAIN-CORP	PS:4067/1	0.00	0.00
			1290-00-00	Inventory - Finished Goods-MAIN-CORP	PUR-STK Part:10K1 PO:4067/1/1	0.00	0.00
			5850-00-00	Inventory Adjustments-MAIN-CORP	PS:4067/1	674.12	0.00
			5850-00-00	Inventory Adjustments-MAIN-CORP	ADJ-CST Part:10K1 Cost:674.120	0.00	674.12
			5850-00-00	Inventory Adjustments-MAIN-CORP	Reason: ADJ-CST Part:10K1 Cost:674.120	674.12	0.00
			1290-00-00	Inventory - Finished Goods-MAIN-CORP	Reason: ADJ-CST Part:10K1 Cost:674.120	0.00	674.12
				Journal Entry Total:		1,348.24	1,348.24
4	5/1/2022	2022/5	1233-00-00	WIP Fabricated - Burden-MAIN-CORP	Labor Emp:900 Job:2152/1/30	500.00	0.00
			8961-00-30	Applied Mtl Burden-MAIN-MET	Labor Emp:900 Job:2152/1/30	0.00	500.00
			1232-00-00	WIP Fabricated - Labor-MAIN-CORP	Labor Emp:900 Job:2152/1/30	200.00	0.00
			8960-00-30	Applied Labor-MAIN-MET	Labor Emp:900 Job:2152/1/30	0.00	200.00



The report that includes 'Transactional Descriptions' doesn't display 'summarization'.

The list of transactions in Kinetic includes the following:

- 'ADJ-CST' - Adjustment to stock cost.
- 'ADJ-DRP' - Adjustments of any cost variances or discrepancies for drop-shipments.
- 'ADJ-MTL' - Adjustment to job cost material.
- 'ADJ-PUR' - Adjustment to purchase cost variance.
- 'ADJ-SUB' - Adjustment to job cost subcontract.
- 'ADJ-QTY' - Adjustment to stock quantity.
- 'AST-STK' - Asset costs to stock.
- 'DMR-ASM' - DMR to assembly.
- 'DMR-SUB' - DMR to subcontract.
- 'DMR-MTL' - DMR to material.
- 'DMR-REJ' - DMR to reject.
- 'DMR-STK' - DMR to stock.
- 'DRP-CUS' - Drop shipment to a customer.
- 'INS-DMR' - Inspection to DMR.
- 'INS-MTL' - Inspection to job material.
- 'INS-REJ' - Inspection to reject.

- 'INS-STK' - Inspection to stock.
- 'INS-SUB' - Inspection to subcontract.
- 'KIT-CUS' - Shipment of sales kit from stock to a customer.
- 'MFG-CUS' - Manufacturing receipt to customer.
- 'MFG-PLT' - Manufacturing receipt to site.
- 'MFG-STK' - Manufacturing receipt to stock.
- 'MFG-VAR' - Manufacturing variance.
- 'MFG-WIP' - Manufacturing receipt to job.
- 'MTL-INS' - Job material to inspection.
- 'MFG-SRV' - Repair of returned good sold previously.
- 'PLT-ASM' - Site to assembly.
- 'PLT-MTL' - Site to material.
- 'PLT-STK' - Site to stock.
- 'PUR-DRP' - Purchase receipt to drop-shipment.
- 'PUR-INS' - Purchase receipt to Inspection.
- 'PUR-MTL' - Purchase receipt to job material.
- 'PUR-STK' - Purchase receipt of Buy To Order (BTO) parts to stock.
- 'PUR-SUB' - Purchase receipt to subcontract.
- 'PUR-UKN' - Purchase receipt of BTO parts to unknown.
- 'STK-ASM' - Stock to assembly.
- 'STK-AST' - Stock to asset.
- 'STK-CUS' - Shipment from stock to a customer.
- 'STK-INS' - Stock to inspection.
- 'STK-KIT' - Receipt of component kit part to parent kit part.
- 'STK-MTL' - Stock to job material.
- 'STK-PLT' - Stock to site.
- 'STK-STK' - Stock to stock transfer.
- 'STK-UKN' - Stock to unknown.
- 'SVG-STK' - Salvage material receipt to stock.
- 'UKN-CUS' - Shipment of Buy To Order non-quantity bearing parts to a customer.

If you don't need the transactional descriptions in the report then you can inactivate them. In such a case, the report would show a 'Period Posting Process' as a description of all the transactions performed on the 'Inventory' and 'WIP'. See the example below.

Journal:		IJ	Inventory Journal		
	Date	Period	Account	Account Description	Transaction Description
6	6/1/2021	2021/6	1310-01-00	Purchased Parts-MEX-Corp	Periodic Posting Process
			5900-01-00	inventory Variance-MEX-Corp	Periodic Posting Process
7	6/14/2021	2021/6	1100-99-00	AR Clearing	Journal Entry Total:
			5000-01-00	COGS-MEX-Corp	Periodic Posting Process
LN: 10			1300-01-00	Plates-MEX-Corp	Periodic Posting Process
					Journal Entry Total:



To inactivate the transactional description:

- You must first create a new 'Draft' revision.
- Next, you change the 'Function' to 'False'.
- Finally, you must set the revision to 'Active'.

Steps below show you where to navigate using the 'GL Transaction Type' app.

To inactivate the transactional descriptions:

- Open the **GL Transaction Type** app.

The app displays the **GL Transaction Type** card by default.

- On the **GL Transaction Type** card, in the grid, click on the **COSAndWIP** link.

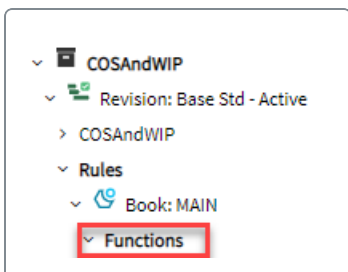
The **Detail** card displays.

GL Transaction Types	
All	GL Transaction Type
Display Name	Description
Bank Adjustment	Books bank adjustment transaction
Bank Funds Transfer	Books Bank Funds Transfer transaction.
Bank Reconciliation	Bank Reconciliation
Cancel AR Invoice	This type posts Cancellation Invoice that reverses a posted AR Invoice.
Cash Receipt Adjustment	Cash Receipt Adjustment. This transaction type is used for standard review journal features for Ca...
CompleteSorno	Complete Sorno. This is dummy transaction type. It needs for using standart Review journal feat...
COSAndWIP	Inventory, COS and WIP transactionsCreated from PartTran, Labor Details, and A/R Invoice Details...
Deferred Expense Recognition	The transaction type recognizes expenses according to the Amortization Schedule



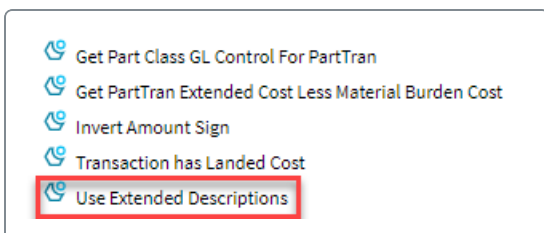
You can also search for and select the record using the 'GL Transaction Type' field.

3. In the Nav tree, expand the **Functions** mode.



4. Scroll down in the Nav tree, and select the **Use Extended Descriptions** option.

The **Function Detail** card displays.



5. On the **Function Detail** card, review the **Formula** field.

- If the function is 'True', then you will get the transactional descriptions for the 'COS' and 'WIP' transactions in the 'Journal Listing' report.
- If you want the 'Journal Listing' report to show the old generic description for 'COS' and 'WIP' transactions, then you need to set that function 'False'.

 A screenshot of the 'Function Detail' card. The 'Function' dropdown is set to 'Use Extended Descriptions'. The 'Description' field contains the text 'Flag to determine whether Extended Descriptions are used'. The 'Source Doc Line' dropdown is set to 'Version 1'. The 'Return Logical' dropdown is set to 'Patch Version 0'. The 'Function Text' field is empty. Below the 'Function Text' field are buttons for 'Add', 'Insert', and 'Delete'. At the bottom, there are radio buttons for 'Operation' (selected) and 'Logical Condition'. The 'Container' dropdown is set to 'Result'. The 'Formula' field is highlighted with a red rectangle and contains the text 'True'.

6. If you change the formula to **False**, select **Save**. 

7. To modify the descriptions, change the **Function Text** for the selected function and finally select **Save**.

Function Detail

Function: Determine Manufacturing Variance Account For Given Context and Plant Division

Description: Determine Manufacturing Variance Account For Given Context and Plant Division

Source Doc Line: [Dropdown]

Version: 3

Return Account Master: [Dropdown]

Patch Version: 0

Function Text:

Temp Account = Get Account From COSAndWIP--PartTran--Job Product Group--GL Control For Current Book AND Given Context

> If Temp Account is Available

Comment: If Variance Account is still not defined get account from Inventory COS and WIP

Temp Account = Get Account From COSAndWIP--Company--Inventory COS And WIP GL Control For Current Book AND Given Context

> If Temp Account is Available

Add Insert Delete

Operation Logical Condition

Container: Temp Account

Formula: Get Account From COSAndWIP--PartTran--Job Product Group--GL Control For Current Book AND Given Context

1. Open the **Journal Listing** app.

Journal Listing

Options

Book: Main Book

Selection Method: ☒ By Fiscal Period ☐ By Date Range

Fiscal Year: 2022

Fiscal Period: 10

Fiscal Suffix: [Text Field]

Start: 10/1/2022 ☐ Dynamic

End: 10/31/2022 ☐ Dynamic

☒ Show Statistical Data

☐ Show Additional Description

☐ Multi-Company Journals Only

☐ Show External Company Details

External Company: <ALL>

2. In the **Book** field, select a book record you want to include in the report.
3. Define the time frame included in the report. You can select the **By Fiscal Period** or **By Date Range** options.
4. In the **Fiscal Year** field, specify the fiscal year of the journal listing.

This field is only enabled if you selected **By Fiscal Period**.

5. Specify the **Fiscal Period** and **Fiscal Suffix** you want to include in the report.
6. Enter the **Start** and **End** dates of the transactions you want to display on the report.
7. Select the **Dynamic** check box to run the report by a dynamic option rather than by a specific date.

If you select this check box, you should also select a schedule in the 'Schedule' field that works with the option you chose in the date field, and then select the 'Recurring' check box located next to the 'Schedule' field.

8. If you want the report to display statistical data, select the **Show Statistical Data** check box.
9. If you want the report to display an additional description in the header, select the **Show Additional Description** check box.



This check box only applies to posted 'AP Invoices' and manual 'GL Journals'. For example, if the transaction relates to an AP invoice then the Transaction Description would also show an additional description that includes the invoice number together with a line number and its description. Or, if the transaction is for a miscellaneous charge, then the 'Transaction Description would display an invoice number together with the miscellaneous charge description. Manual Journals would display both the journal header description and the journal line description.

10. Select the **Multi-Company Journals Only** check box to indicate that only journals used by multiple are included in the report.
11. Select the **Show External Company Details** check box if you want the report to display information about the external company.
12. Expand the **Filter** card if you want to filter by a specific journal.
13. Expand the **Advanced** card to define the report format, schedule, style, and archive period.

If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.

14. Select the **Recurring** check box if needed to indicate that the report should run on a repeating basis. This check box is available only if you select a schedule other than **Now**.

15. You can also enter a **User Description** for the specific report run.

The entered description displays in the 'System Monitor'.

Printing the Natural Account Segment Values Mass Update Edit List

Print the **Edit List** to view the **Natural Account Mass Update Report** that displays the natural account updates that will be made when you run the update process.

The **Selection** parameters include:

- **Display Selected Natural Accounts** - Select to display all the natural account segment values to be updated, and each segment value's updated/added parameters. If cleared, the Edit List only displays the selected filters, and the options that will be updated on the selected natural accounts.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the Edit List:

1. From the main menu, go to **Financial Management > General Ledger > Setup > Natural Account Mass Update**.
2. Select the **Natural Account Mass Update** parameters.
3. From the Overflow menu , select **Edit List**.
4. Select the **Edit List** parameters.
5. Select **Print Preview**. 

Printing the Review Journal

Generate the **Review Journal Report** to print a list of the journals that target a Book.

The **Selection** parameters include:

- **Book ID** - Limits report results to the selected book.
- **Journal Code** - Limits report results to journals to which the selected code applies.
- **Start Date** - Limits the report to journals entered after the selected date.

To generate the Print Review journal report:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Review Journal**.
2. Create a new journal or search for and select an existing record.
3. From the Overflow menu , select **Print Review Journal**.
4. Select the report parameters.
5. Select **Print Preview**. 

Generating the Structured Trial Balance Report

Run the **Structured Trial Balance Report** to view trial balances at the account level you specify.



You can also specify a sub-total level. Sub-totals are based on natural account numbers.

The **Selection** parameters include:

- **Book** - Book used in the report.
- **Balance Level** - Specifies whether the report includes detail or summary information for the book you select.
- **Exclude Accounts** - Lists three options for which accounts you can exclude from the report:
 - **None** - Displays all accounts (default setting).
 - **With Zero Balance** - Excludes accounts with zero balance.
 - **Without Period Movements** - Excludes accounts which have no movements in the period.
- **Sort By Category** - Select to additionally sort accounts by COA categories.
- **Print Only Totals** - Select if you want to print only totals for this report.
- **Include Unposted Transactions** - Select to include unposted journals in the account totals of the Structured Trial Balance report.
- **Fiscal Year** - Fiscal year used for the report. The current year is displayed by default.
- **Fiscal Year Suffix** - Fiscal year suffix, if one exists.

- **Starting Period** - Specifies the fiscal period used to start the report. All fiscal information from this period forward to the Ending Fiscal Period displays. The current period displays by default. This field is only available if you clear the Daily Balance check box.
- **Ending Period** - Specifies the fiscal period that ends the report. All fiscal information from this period back to the Starting Fiscal Period displays. The current period displays by default. This field is only active if you clear the Daily Balance check box.
- **Sub -Total Level List** - Defines the list of natural accounts selected to display sub-totals only. The list defaults depending on the book you select.
- **Daily Balances** - Select to print daily balances.
- **From Account** - Defines the first account in the Natural Account Range.
- **To Account** - Defines the last account in the Natural Account Range.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Structured Trial Balance**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Trial Balance Report

Generate the **Trial Balance Report** to print balances from your trial balance account, as defined by the **Chart of Account Structure Maintenance** setup.

The following type of information is available from the report, depending upon your selections:

- Year opening balance
- Period opening balance
- Period movement debit amount
- Period movement credit amount
- Period closing balance
- Average daily balance (for daily balance report)

The **Selection** parameters include:

- **Book** - The book used as a basis for the report. The default is the main book for the company.
- **Balance Level** - Specify whether you want the report to display the Detail or Summary balance level.
- **Sort By Category** - Select to organize the accounts by COA categories.
- **Exclude Account** - Use the drop-down list to exclude accounts with a zero balance, or accounts without movements in the period.
- **Retrieve by** - Select whether you want to see data based on a 'Fiscal Period' or a custom 'As of Date'. The 'Retrieve by' field is disabled if you select the 'Daily Balance' checkbox.

When you select the 'Fiscal Period' option, the 'As of Date' field will be disabled. When you select the 'As of Date' option, the 'Fiscal Year', 'Suffix', and 'Starting period' fields will be disabled and the Opening Balance for each account on the report will be from the first day of the fiscal year in which the 'As of Date' resides.

- **Fiscal Year** - The fiscal year used for the report. The current year displays by default.
- **Suffix** - The fiscal year suffix, if one exists.
- **Starting Period** - The first period the report shall include. The entry is validated based on the fiscal calendar assigned to the selected book and fiscal year. The default is the current period. Only active if the **DailyBalance** check box is clear.
- **Ending Period** - The fiscal period that ends the report. All fiscal information from this period back to the **Starting Fiscal Period** displays in the report. The current period displays by default. Only active if the **DailyBalance** check box is clear.
- **As of Date** - Enables to view account balances as of a specific date.
- **Daily Balance** - Select if you want the report to be based on daily balances. If you don't select this check box (the default), the report is based on period balances. Selecting this check box also enables and disables the period and date selection fields.
- **Starting Date** - The first day the report shall include. The default is the first day of the selected period. The Starting and Ending dates must be within the same fiscal year. Only active if you select the **DailyBalance** check box.
- **Ending Date** - The ending date that will print on the report. The specified Starting and Ending Dates must be within the same fiscal year. Only active if you select the **DailyBalance** check box.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > Trial Balance**.
2. Select the report parameters.
3. Select **Print Preview**. 

Trackers

Tracking Allocation History

View, for a specific period, all of the resulting general ledger (GL) transactions created by applying allocations in **Allocation History Tracker**. **Allocation History Tracker** stores all allocation transaction information and provides references to the source data. The history also keeps track of all allocation runs with dates and user IDs. The system groups the allocations by batches and tiers. You can specify whether you want to view actual GL transactions or simulation transactions.



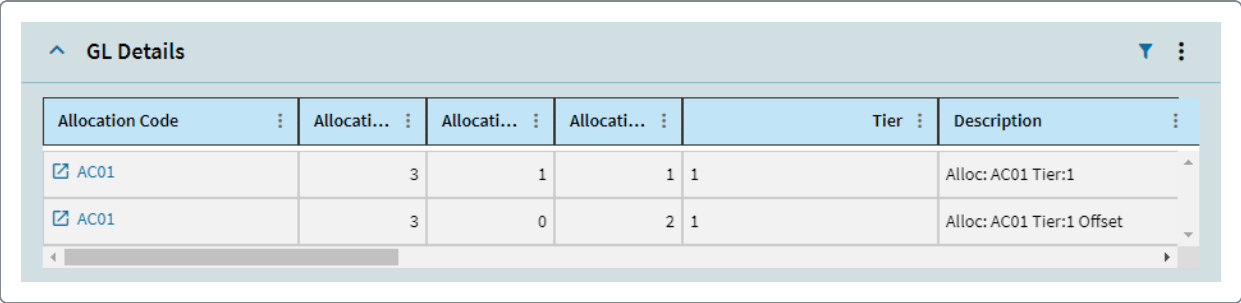
You can also reverse transactions written to the GL in prior allocation runs by using the **Reverse Allocation Run** command.



You can find more information about the tracker interface in the Understanding Trackers article.

To use this tracker:

1. From the main menu, go to **Financial Management > General Ledger > Allocation History Tracker**.
2. Select **Batch Code** from the **Allocation Runs** grid on the landing page.
3. Review a list of transaction details and parameters for a selected allocation run in the **GL Details** card.



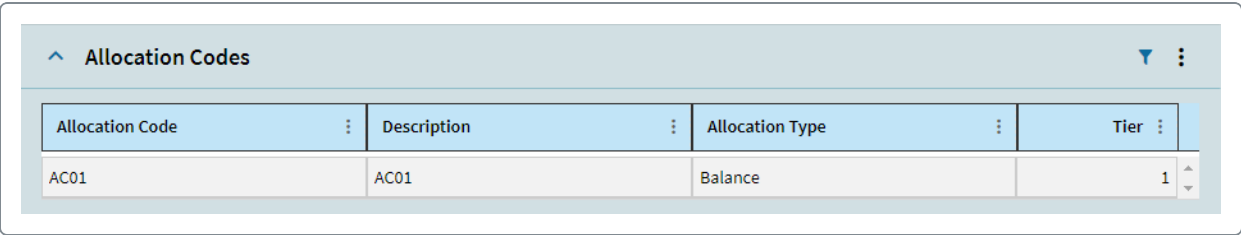
Allocation Code	Allocati...	Allocati...	Allocati...	Tier	Description
AC01	3	1	1	1	Alloc: AC01 Tier:1
AC01	3	0	2	1	Alloc: AC01 Tier:1 Offset

4. Select the record in the Allocation Code column to review parameters.



This card displays information about account parameter value, actual calculated value, BAQ ID, parameter name, and target account.

5. Review a list of all allocation codes that are included in the batch used in the selected allocation run in the **Allocation Codes** card.



Allocation Code	Description	Allocation Type	Tier
AC01	AC01	Balance	1

Using the Chart Tracker

To keep its finances structured, a company records all the accounts in the Chart of Accounts (COA). You can use it for accounting and reference purposes providing the ability to record, store, allocate, and report on critical financial data at a very granular level.

The **Chart Tracker** app gives you the flexibility to review your accounts. The app allows you to locate an account through word search capabilities and drill down to account detail and supporting journal entries. It's your one-stop shop for everything you need to know about the accounts.



You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

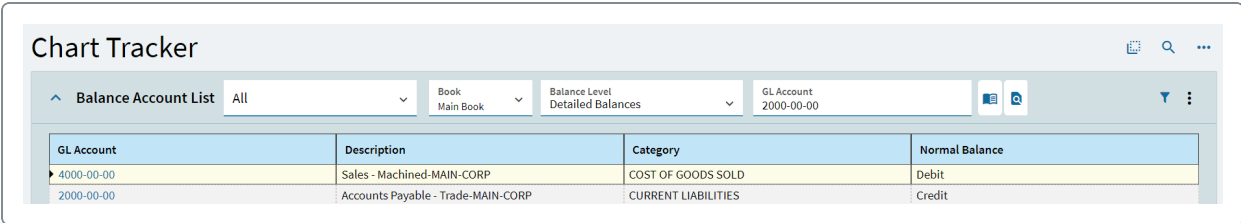
- [Reviewing General Ledger Accounts](#)
- [Checking Movement Summary](#)
- [Checking Movement Summary - Currency](#)
- [Viewing Journal Transaction Details](#)

[Reviewing General Ledger Accounts](#)

Suppose you are an accountant and you want to review the balance account of your company. Here you can choose specific GL accounts and view their descriptions and values. The tracker allows you to select the necessary type of accounting book and balances for all your transactions.

To access the GL Accounts:

1. Open the **Chart Tracker** app.
2. Select your book in the **Book** field
3. Add the required accounts using the **GL Account** field or **Search**.
4. Select an account.



The screenshot shows the 'Chart Tracker' app interface. At the top, there's a header 'Chart Tracker' with a search icon and a menu icon. Below the header, there's a 'Balance Account List' section with several filters: 'All' (dropdown), 'Book Main Book' (dropdown), 'Balance Level Detailed Balances' (dropdown), and 'GL Account 2000-00-00' (text input). To the right of these filters are icons for a calendar, a magnifying glass, and a list. Below the filters is a table with four columns: 'GL Account', 'Description', 'Category', and 'Normal Balance'. The table contains two rows: one for '4000-00-00' with description 'Sales - Machined-MAIN-CORP', category 'COST OF GOODS SOLD', and normal balance 'Debit'; and another for '2000-00-00' with description 'Accounts Payable - Trade-MAIN-CORP', category 'CURRENT LIABILITIES', and normal balance 'Credit'.

GL Account	Description	Category	Normal Balance
4000-00-00	Sales - Machined-MAIN-CORP	COST OF GOODS SOLD	Debit
2000-00-00	Accounts Payable - Trade-MAIN-CORP	CURRENT LIABILITIES	Credit

[Checking Movement Summary](#)

If you want to review the movement of funds during the required fiscal year, go to the **Movement Summary** tab. Here you can view the information on the credits and debits on the company, and current year balance for the selected year. It's also very convenient to review the general information on your budget while viewing all the transactions in any currency you want.

You can view the following information on this tab:

- [Viewing Specific GL Account](#)
- [Viewing All Selected GL Accounts](#)

Viewing Specific GL Account

The **Movement Summary - Specific GL Account** option helps you track the financial movement that occurred within the current account during a fiscal year you define. The Movement Summary grid displays the account's movement by period. It also lets you compare the current year's budget and balance amounts against the previous year's amounts. You can switch between accounts using the **Account** field in the upper right corner of the screen.

Chart Tracker Book Main B... Book Currency USD Balance Level Detail...

Details **Movement Summary** Movement Summary - Currency Account 1 of 2 < 2000|00... >

Movement Summary

Fiscal Year 2021 Budget Code Main Statistical No. Use Carry Forward Balance

Suffix Opening Balance 0.00 Stat UOM

Movement Summary Specific GL Account

Fiscal Per...	Debits	Credits	Stat Amo...	Current Y...	Current P...	Current Y...	Current P...	Current Y...	Previous ...	Previous ...	Previous ...	Previous ...
1	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
2	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
3	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
4	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000

Viewing All Selected GL Accounts

The **Movement Summary - All Selected GL Accounts** option helps you track the financial movement that occurred within all accounts added on the tracker's landing page. The Movement Summary grid displays movement across all selected accounts by period. It also lets you compare the current year's budget and balance amounts against the previous year's amounts. You cannot switch between accounts using the **Account** field in the upper right corner of the screen.

Chart Tracker Book Main B... Book Currency USD Balance Level Detail...

Details **Movement Summary** Movement Summary - Currency Account 1 of 2 < 2000|00... >

Movement Summary

Fiscal Year 2021 Budget Code Main Statistical No. Use Carry Forward Balance

Suffix Opening Balance 0.00 Stat UOM

Movement Summary All selected GL Accounts

Fiscal Per...	Debits	Credits	Stat Amo...	Current Y...	Current P...	Current Y...	Current P...	Current Y...	Previous ...	Previous ...	Previous ...	Previous ...
1	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
2	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
3	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000
4	0.00	0.00	0.000	0.00	0.00	0.00	0.000	0.000	0.00	40,514.02	0.000	0.000

Checking Movement Summary - Currency

If you want to review an account's currency movement during a fiscal year, go to the **Movement Summary - Currency** tab. It's convenient because the grid shows the transactions based on a selected currency in a specified period. You can switch between selected accounts using the **Account** field in the upper right corner of the screen.



This tab is available only for the currency accounts.

To view currency movement information in the **Movement Summary - Currency** tab:

1. In the **Fiscal Year** field, specify the year for which you want to view the currency movement summary.
2. Select the **Transaction Currency**. The data displays in the **Movement Summary - Currency** grid.

Chart Tracker

Book Main B...
Book Currency USD
Balance Level Detail...

Account 1 of 2
2000|00...

Details

Movement Summary

Movement Summary - Currency

Fiscal Year
2021

Transaction Currency
Euro

Transaction Balance
EUR 0.00

Opening Balance
0.00

Book Balance
0.00

☐ Use Carry Forward Balance

Movement Summary - Currency

All

Fiscal Period	Book Debit Amt	Book Credit Amt	Book Balance	Trans Debit Amt	Trans Credit Amt	Trans Balance
1	0.00	0.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00	0.00	0.00

Viewing Journal Transaction Details

On the **Details** tab, you can review the journal transactions for the selected accounts.

To access the specific journal information:

1. Select the **Details** tab.
2. On the **Transaction Detail** card, choose the required fiscal year in the **Fiscal Year** field.
3. Further specify the periods of fiscal transactions in the **Start Period**, **End Period**, **Start Date**, and **End Date**.
4. Select either the **Specific GL Account** or **All Selected GL Accounts** option.

The data displays in the **Transaction Detail** grid. It contains journal details for a specific GL account or all GL accounts you added on the Chart Tracker's landing page.

Transaction Detail

Fiscal Year: 2021 Start Period: 1 End Period: 13

Suffix: Start Date: 1/1/2021 End Date: 12/31/2021

Transaction Detail: Specific GL Account

Journal Code	Journal N...	Line	Date	Journal Transaction	GL Account	Book Deb...	Book Cre...	Debit Am...	Credit A...	Curr
AJ		1	09/20/2021	IV:AU346771German ...	2000-00-00	30,150.00	0.00	30,150.00	0.00	USD
AJ		2	09/20/2021	IV:AU4675German Ca...	2000-00-00	30,150.00	0.00	30,150.00	0.00	USD
CD		2	07/05/2021	Py:10012Global Supply	2000-00-00	2,119.00	0.00	2,119.00	0.00	USD
CD		3	07/05/2021	Py:10013J.I.T. Machin...	2000-00-00	12,416.00	0.00	12,416.00	0.00	USD

5. If you want to view the journal's cost details, select a line from the **Transaction Detail** grid and expand the **Cost Transaction** node in the navigation tree. You can track transactions for the parts, labor, and invoice details specified in the journal. You can also select a different journal from the Journal field in the upper right corner of the screen.

Cost Transaction - AJ - 1 Book: Main B... Book Currency: USD Balance Level: Detaile...

Journal 1 of 80 < AJ >

Details Movement Summary Movement Summary - Currency

Cost Transaction

- Part Transaction
- Labor Detail
- Invoice Detail

Part Transaction All

Part	Warehouse	Bin	Transaction Class	Transaction Type	Invty
No records available.					

Full Screen

Labor Detail All

GL Tran Date	GL Tran Amt	Employee	Labor Type	Name	Job	Asm	Oper
No records available.							

Full Screen

Invoice Detail All

Invoice	Line	Invoice Date	Line Type	Part	Description	Contract	PO Line	GL Tran Date
No records available.								

6. Select the **GL Journal** node from the navigation tree.
7. On the **Journal Detail** card, you can view the description of the journal, the book credit, and debit amounts for this journal, as well as the comments for the journal.

Journal Detail All

Line	Date	Journal Transaction	GL Account	Book Deb...	Book Cre...	Debit Am...	Credit A...	Currency C...	Fiscal Per...	A/R
1	09/20/2021	IV:AU346771German ...	2000-00-00	30,150.00	0.00	30,150.00	0.00	USD	9	
2	09/20/2021	IV:AU346771German ...	6000-00-00	0.00	30,150.00	0.00	30,150.00	USD	9	

Full Screen

8. Expand the **Journal Comments** card to display the journal comments for the selected journal.

Journal Comments

Line Comments

Retrieve Header Comments

Header Comments

9. Review the **Tran GLC Detail** card to display the transaction details for the selected journal.

Tran GLC Detail All

Line	RelatedTo...	Key1	Key2	Key3	Tran Num...	Account Context	GL Account	Tran Date	Debit Am...
1	APTran	0	248	AU346771	2	Payables	2000-00-00	09/20/2021	30,150.0
2	APTran	0	248	AU346771	3	Adjustment	6000-00-00	09/20/2021	0.0

Full Screen

Using the Journal Detail Tracker

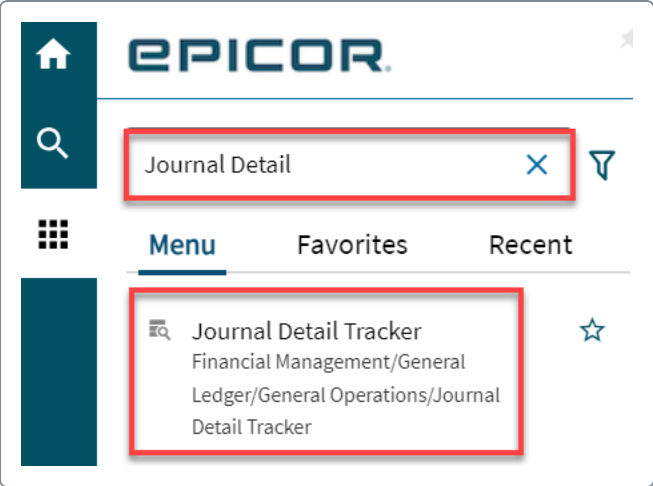
To keep track of all journal transactions, refer to the **Journal Detail Tracker**. You can get a bird's eye view of the specific journal while having access to all the payment details within a particular year.



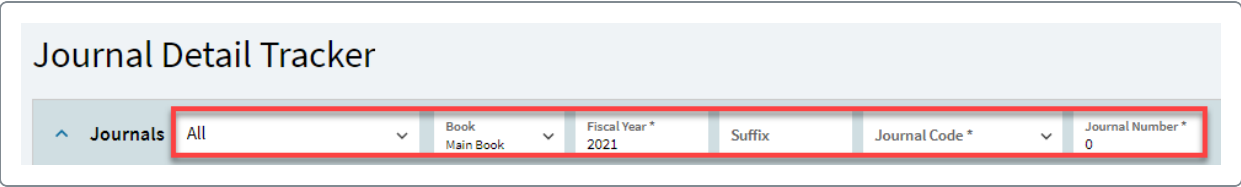
You can find more information about the tracker interface in the Trackers article.

To review overall details for the selected journal:

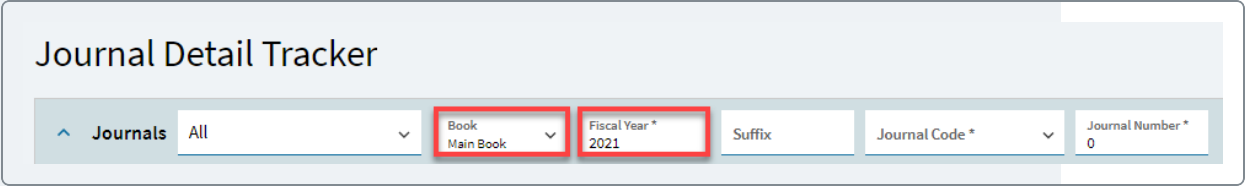
1. Open the **Journal Detail Tracker** app.



2. Use the Filter fields to retrieve different journal records.



For example, in this example we want to filter journal records by 'Book' (Main Book) and 'Fiscal Year' (2021).



The moment you specify your filters, a list of specific journal records displays on the 'Journals' card.

Journal Detail Tracker

Journals

All

Book

Main Book

Fiscal Year *

2021

Suffix

Journal Code *

Journal Number *

0

	Journal	Book	Fiscal Year	Fiscal Year Suffix	Journal	Group	Apply Date	Post Date
	1	MAIN	2021		AJ		09/20/2021	9/20/2021 12...
	2	MAIN	2021		AJ		09/20/2021	9/20/2021 12...
	1	MAIN	2021		AMJ		10/07/2021	9/20/2021 12...
	2	MAIN	2021		AMJ		10/29/2021	11/5/2021 12...
	3	MAIN	2021		AMJ		10/06/2021	11/5/2021 12...
	1	MAIN	2021		CD	2008	08/09/2021	10/7/2021 12...
	2	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	3	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	4	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	5	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	6	MAIN	2021		CD	02282006	07/13/2021	8/23/2021 12...

3. Next, click a journal number link.

The **Detail** card displays.

Journal Detail Tracker

Journals

All

Book

Main Book

Fiscal Year *

2021

Suffix

Journal Code *

Journal Number *

0

	Journal	Book	Fiscal Year	Fiscal Year Suffix	Journal	Group	Apply Date	Post Date
	1	MAIN	2021		AJ		09/20/2021	9/20/2021 12...
	2	MAIN	2021		AJ		09/20/2021	9/20/2021 12...
	1	MAIN	2021		AMJ		10/07/2021	9/20/2021 12...
	2	MAIN	2021		AMJ		10/29/2021	11/5/2021 12...
	3	MAIN	2021		AMJ		10/06/2021	11/5/2021 12...
	1	MAIN	2021		CD	2008	08/09/2021	10/7/2021 12...
	2	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	3	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	4	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	5	MAIN	2021		CD	01302006	07/05/2021	9/17/2021 12...
	6	MAIN	2021		CD	02282006	07/13/2021	8/23/2021 12...

4. Review the **Detail** card for the selected journal.

Detail

Book

Main Book

Journal Code *

Adjustments Journal

Book Currency

United States Dollar

Fiscal Year *

2021

Journal Number *

1

Fiscal Year Suffix

Journal Totals

Book Debit

\$

30,150.00

Book Credit

\$

30,150.00

Balance

\$

0.00

5. Scroll slightly down to locate the **Journal Lines** card.

Journal Lines

All

	Line	GL Account	GL Description	Book Debi...	Book Cred...	Book Curr...	Date	Fiscal Period	Group	User ID	Post Date
	1	2000-00-00	IV:AU346771German Car Man...	30,150.00	0.00	USD	09/20/2021	9		MANAGER	9/20/2021 1...
	2	6000-00-00	IV:AU346771German Car Man...	0.00	30,150.00	USD	09/20/2021	9		MANAGER	9/20/2021 1...



In this case, the journal holds '2' lines.

6. Next, select a link on the **Journal Lines** card.

The **Journal Line Detail** card displays.

Journal Lines

All

	Line	GL Account	GL Description	Book Debi...	Book Cred...	Book Curr...	Date	Fiscal Period	Group	User ID	Post Date
	1	2000-00-00	IV:AU346771German Car Man...	30,150.00	0.00	USD	09/20/2021	9		MANAGER	9/20/2021 1...
	2	6000-00-00	IV:AU346771German Car Man...	0.00	30,150.00	USD	09/20/2021	9		MANAGER	9/20/2021 1...

7. Review the journal line details.

Journal Line Detail

GL Journal Detail

Journal Line *
1

GL Account
2000[00]00

Description
Accounts Payable - Trade-MAIN-CORP

Legal Number

GL Description *
IV:AU346771German Car Manufacturer

Currency
United States Dollar

Group *

Comment

Journal Date

Calendar
Main Fiscal Calendar

Apply Date
9/20/2021

Date Posted
9/20/2021 12:00 AM

Posted By
MANAGER

Fiscal Period *
9

Amounts

Debit \$
30,150.00

Credit \$
0.00

Book Debit \$
30,150.00

Book Credit \$
0.00

Reversing Journal

Apply Date
month/day/year

Fiscal Year
0000

Suffix

Journal Number
0

Journal Line
0

Original Journal

Apply Date
month/day/year

Fiscal Year
0000

Suffix

Journal Number
0

Journal Line
0

Statistical Data

Statistical Amount
0.000000

Stat UOM Code

Stat UOM Description

Statistical No
0

Reference

Type

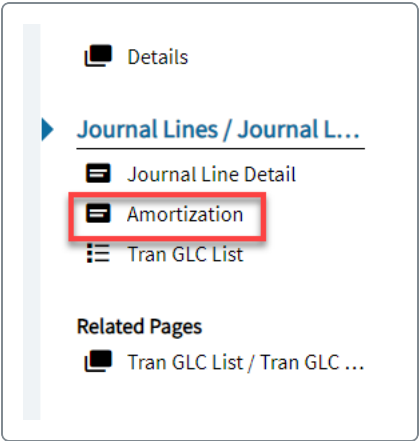
Holder

Holder Name

Reference

8. select the **Amortization** code in the Nav tree.

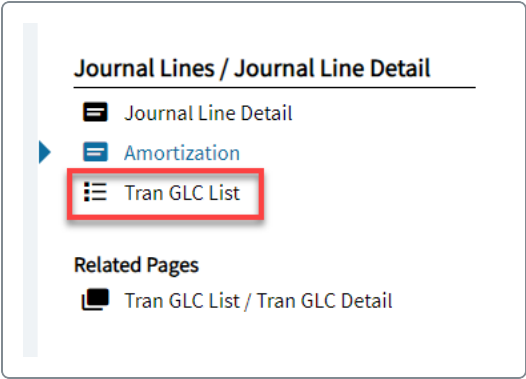
The **Amortization** card displays.



Using the **Amortization** card, you can review the deferred expense data, as well as the expense amortization schedule.

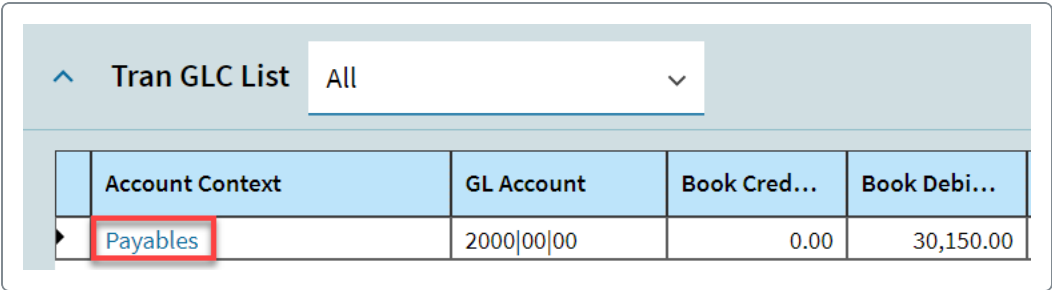
9. In the Nav tree, select the **Tran GLC List** node.

The **Tran GLC List** card displays.



10. On the **Tran GLC List** card, select an account context link.

The **Tran GLC Detail** card displays.



11. Review the **Tran GLC Detail** card.

Tracking Journals

Journals contain **DEBIT** and **CREDIT** accounting entries. Journal entries can represent original documents such as receipts, invoices, checks, or bank statements.

Use the **Journal Tracker** app to keep a consistency of your business, you record various transactions in journals, such as Inventory Journal, Sales Journal, and others. You can get a bird's eye view of the specific journal while having access to all the payment details within a particular fiscal year.

In this article, we will cover:

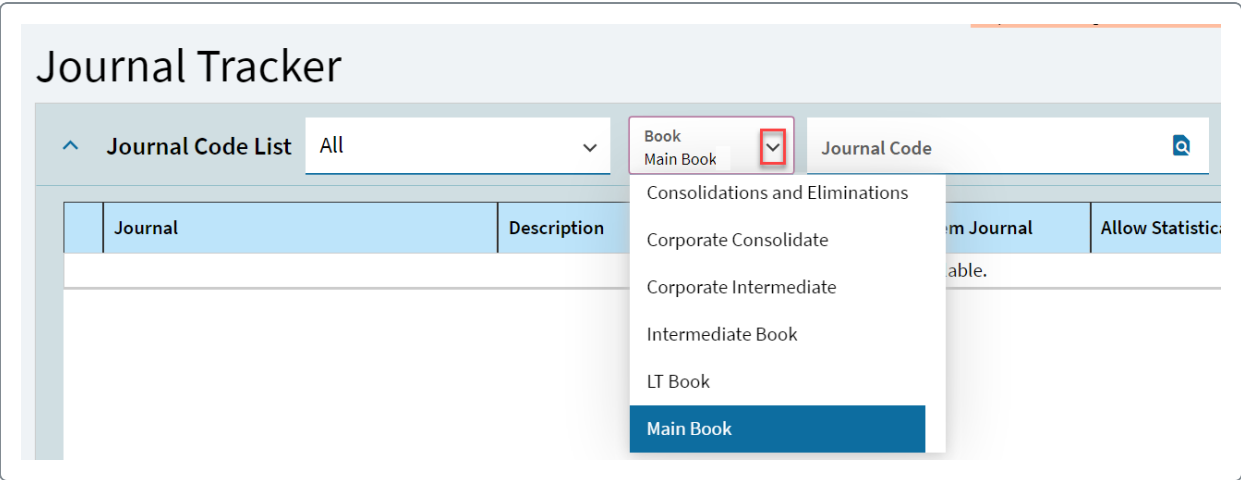
- [How to select a journal code](#)
- [How to review journal details](#)
- [How to review cost transactions](#)
- [How to review General Ledger control journal](#)

Selecting Journal Code

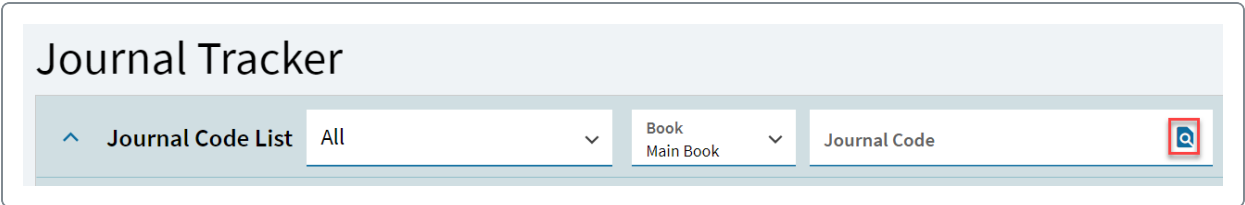
First, select a journal.

To access the Journal Code:

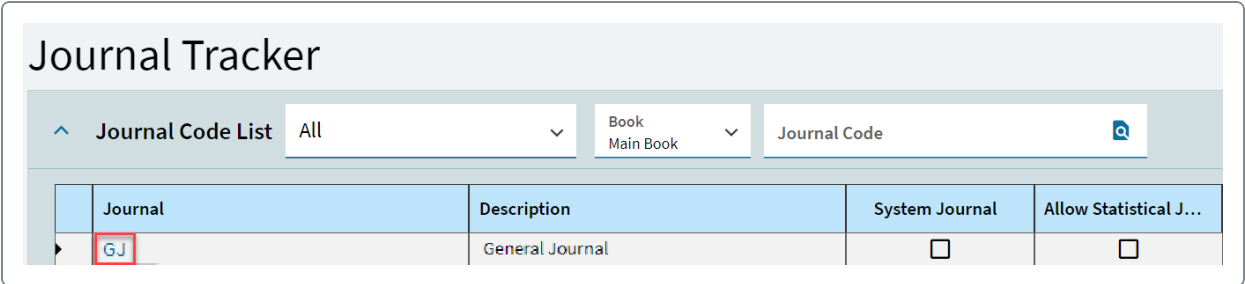
1. Open the **Journal Tracker** app.
2. Select your book.



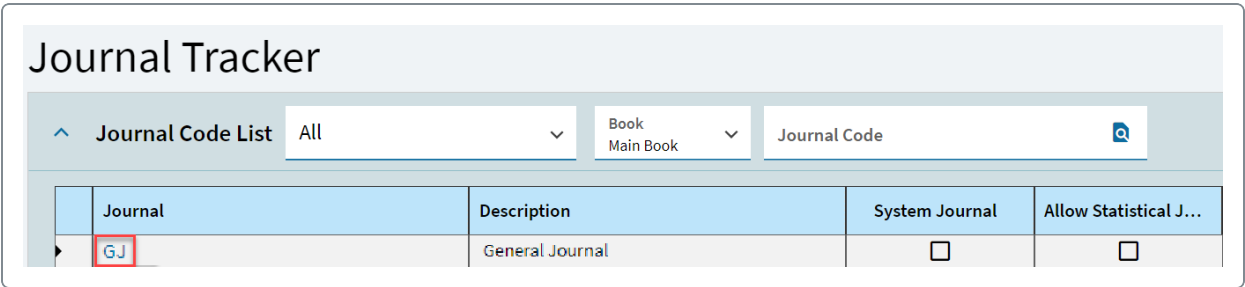
3. Search for and select your journal.



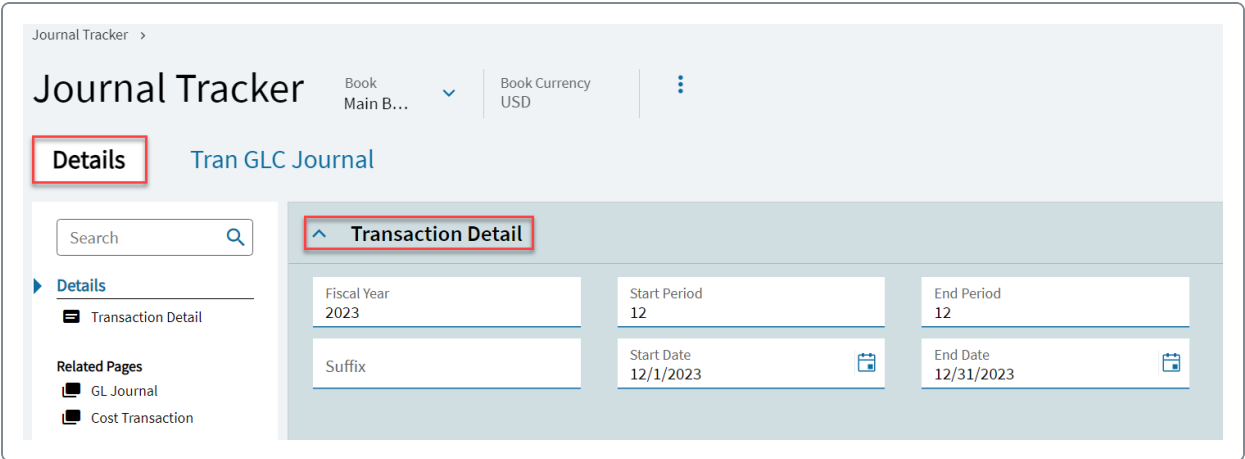
The journal you selected displays in the grid. In this example, we selected 'General Journal'.



4. Click the selected journal link.



The **Details** page displays with the **Transaction Detail** card opened.



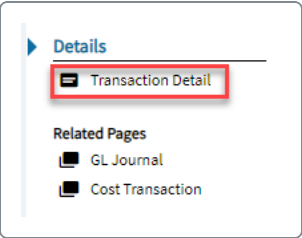
5. The **Transaction Detail** card includes a sub-card displaying the journal transactions for the GL account during a specific fiscal year.

Transaction Detail

Specific Journal Code

Journal Code	Journal N...	Line	Date	Journal Transaction	GL Account	Book Deb...	Book Cre...	Debit Am...	Credit A...	Currency C...	Fiscal Per...
GJ	3	0	09/12/2023	Consolidation 1	1010-00-50	11.00	0.00	11.00	0.00	USD	9
GJ	3	1	09/12/2023	Consolidation 2	1010-00-50	0.00	11.00	0.00	11.00	USD	9

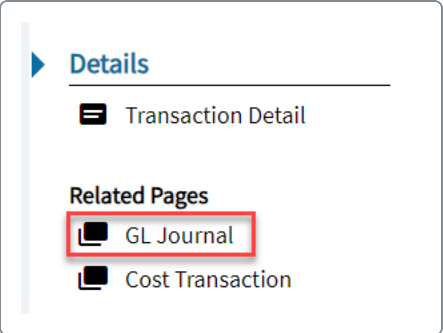
You can see the Nav tree includes the 'Transaction Detail' node under the 'Details' Nav tree section.



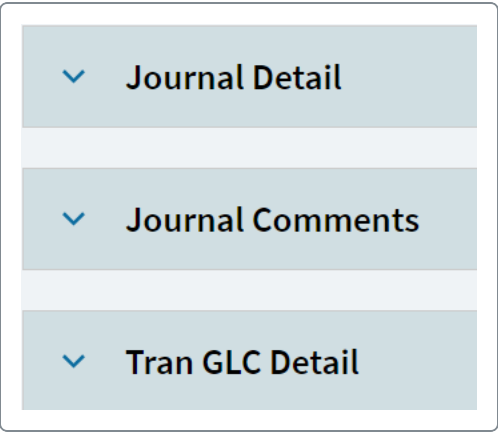
Reviewing Journal Detail

Next, review journal details.

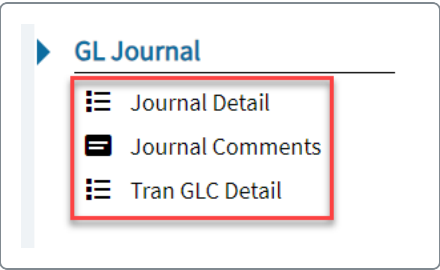
1. In the Nav tree, select the **GL Journal** node.



The **Journal Detail**, **Journal Comments**, and **Tran GLC Detail** cards display.

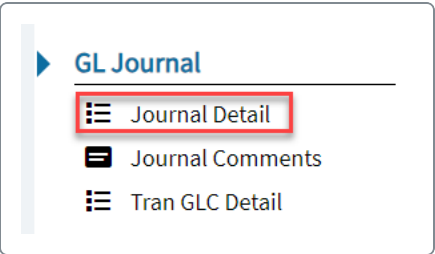


2. If you want to review the cards independently, select a respective node in the Nav tree.



3. For example, select the **Journal Detail** node.

The **Journal Detail** card displays.

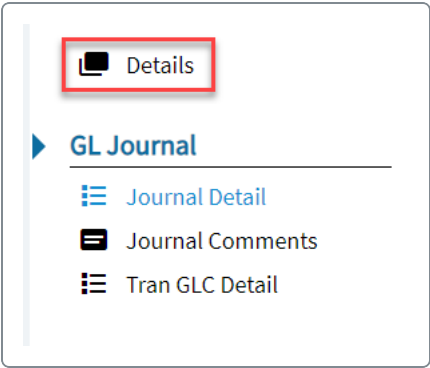


4. Review the **Journal Detail** card. Review the **Journal Comments** and **Tran GLC Detail** cards.

A screenshot of the "Journal Detail" card. It shows a table with the following columns: Line, Date, Journal Transaction, GL Account, Book Deb..., Book Cre..., Debit Am..., Credit A..., Currency C..., Fiscal Per..., A/R In..., and A/P Invoice. The table contains four rows of data for the date 10/16/2023, all for the transaction "Py10005Seaside Steel" and GL Account "2000-00-00".

Line	Date	Journal Transaction	GL Account	Book Deb...	Book Cre...	Debit Am...	Credit A...	Currency C...	Fiscal Per...	A/R In...	A/P Invoice
0	10/16/2023	Py10005Seaside Steel	1000-00-00	0.00	145,368.54	0.00	145,368.54	USD	10	0	
1	10/16/2023	Py10005Seaside Steel	2000-00-00	56,347.50	0.00	56,347.50	0.00	USD	10	0	100019
2	10/16/2023	Py10005Seaside Steel	2000-00-00	4,881.04	0.00	4,881.04	0.00	USD	10	0	100034
3	10/16/2023	Py10005Seaside Steel	2000-00-00	84,140.00	0.00	84,140.00	0.00	USD	10	0	100150

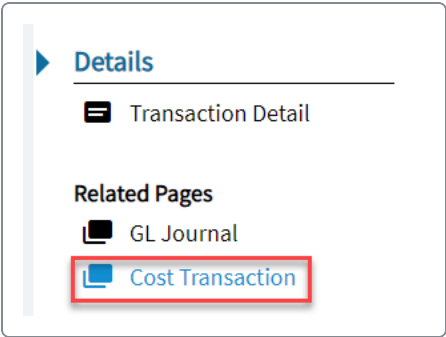
5. To navigate back, in the Nav tree, select the **Details** node.



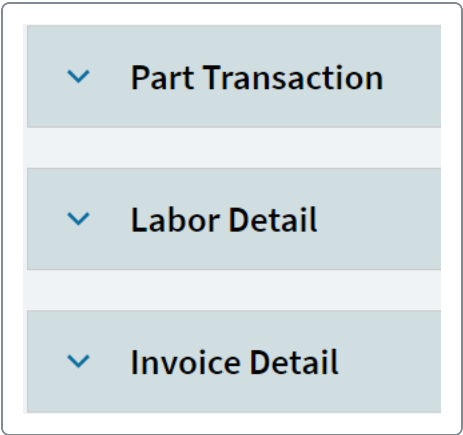
Reviewing Cost Transactions

If you want to view the cost details for the transactions associated with the journal, review the 'Cost Transaction' cards. You can track the shipment transactions for the parts, labor, and invoice details specified in the journal.

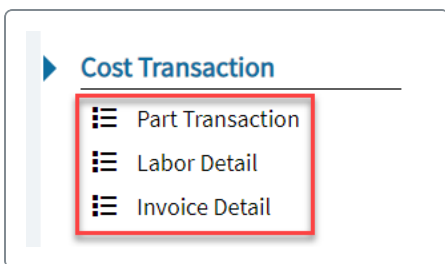
- 1. In the Nav tree, select the **Cost Transaction** node.



The **Part Transaction**, **Labor Detail**, and **Invoice Detail** cards display.



- 2. If you want to review the cards independently, select a respective node in the Nav tree.



- **Part Transaction** - Displays all the posted part activity transaction, such as quantity or costs adjustments, associated with the journal. These transactions are posted to your General Ledger when you run the 'Capture COS/WIP Activity' app.
- **Labor Detail** - Displays all the labor costs details, such as job time or indirect labor expenses, associated with the journal. These transactions are posted to your General Ledger when you run the 'Capture COS/WIP Activity' app.
- **Invoice Detail** - Displays all the invoice sub-ledger details, associated with the journal.

Reviewing General Ledger Control Journal

When you need to review the general transaction details for your journal, you can use the **Tran GLC Journal** page. It includes tax amounts, General Ledger (GL) account, transaction number, GL book currency, and others.

1. Select the **Tran GLC Journal** page.

The **Tran GLC Journal** card displays.



2. Review the **Tran GLC Journal** card.

Tracking General Ledger Transaction Details

The General Ledger module receives transactions from other modules like Accounts Payable and Accounts Receivable. It is a major data source for all transactions. Use the **GL Transaction Detail Tracker** to review details about transactions throughout Kinetic. This tracker can be accessed from various transaction-related fields in Kinetic (for example, Invoice Number, Transaction Number, Bank Account ID). It is accessed by right-clicking directly in the field and selecting **GL Transaction Detail Tracker**.



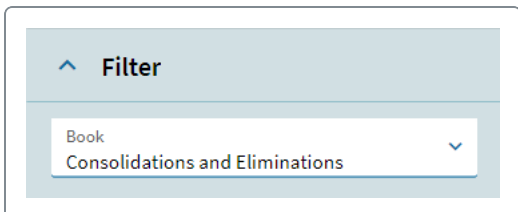
You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > General Ledger Transaction Details Tracker**.



2. Select a book from the drop down menu in the **Filter** panel card.



3. Expand the **GL Journal Detail** card to review transaction details for the selected journal.

GL Journal Detail

Date Posted
month/day/year

Posted By

Journal Code

Journal Num
0

Journal Line
0

Group

☐ Reverse

4. To view the control list, expand the **Transaction GL Control List** card.

Transaction GL Control List

Account Context	Book C...	Book D...	Seq. Num	Currency Code

Full Screen

5. Expand the **Additonal GL Information** panel card to view more information.

Additional GL Information

Fiscal Y...	Fiscal Year Suffix	Period	Module	Check

Full Screen

GL Transaction Hierarchies

Asset Management Transaction Hierarchy

This hierarchy is a summary of the standard posting rules available for the Fixed Asset GL transaction type.



This hierarchy assumes your company uses an unmodified version of the Standard posting rules delivered with the Epicor application. If you use the Extended posting rules, or if you need information regarding an asset management transaction that is not listed on this hierarchy, refer to the GL Transaction Type Maintenance topic in the Application Help to review the posting rule operation details.

Post Additions

Note that you can create asset additions in Asset Addition Entry.

Rule	Debit	Credit
Post Addition Cost	Asset Cost Account Asset Group GL Control - Asset Group selected on the Asset	Asset Clearing Account Asset GL Control - Company Config
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	
Post Addition Grant Amount	Grant Control Account Asset Group GL Control - Asset Group selected on the Asset	Grant Account Asset Group GL Control - Asset Group selected on the Asset

Rule	Debit	Credit
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset
Post Total and Unrecognized Grant Amounts	Grant Account Asset Group GL Control - Asset Group selected on the Asset	Unrecognized Grant Account Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset

Post Depreciations

Rule	Debit	Credit
Post Depreciation Charge (If Book Amount is positive)	Depreciation Charge Account Asset Group GL Control - Asset Group selected on the Asset	Depreciation Provision Account Asset Group GL Control - Asset Group selected on the Asset

Rule	Debit	Credit
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset
Post Depreciation Charge (If Book Amount is negative)	Depreciation Provision Account Asset Group GL Control - Asset Group selected on the Asset	Depreciation Charge Account Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset

Rule	Debit	Credit
Post Addition Depreciation	Provision Control Account Asset Group GL Control - Asset Group selected on the Asset	Addition Provision Account Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset

Post Disposals

Note that you can create Asset disposals in Asset Disposal Entry.

Rule	Debit	Credit
Post Disposal Cost and Depreciation Amounts	Disposal Provision Asset Group GL Control - Asset Group selected on the Asset	Disposal Cost Account Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset
Post Disposal Profit Amount (If Book Amount is > 0)	Asset Clearing Account Asset GL Control - Company Config	Disposal Gain/Loss Account Asset Group GL Control - Asset Group selected on the Asset

Rule	Debit	Credit
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset
Post Disposal Loss Amount (If Book Amount is < 0)	Disposal Gain/Loss Asset Group GL Control - Asset Group selected on the Asset	Asset Clearing Account Asset GL Control - Company Config
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset (Department Segment Only) 1. Department GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset

Post Impairments

Note that you can create Asset impairments in Asset Impairment Entry.

Rule	Debit	Credit
Post Impairment Amount	Impairment Control Account Asset Group GL Control - Asset Group selected on the Asset	Asset Cost Account Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset	Then: (Division Segment Only) 1. Division GL Control - Asset Class selected on the Asset 2. Asset Group GL Control - Asset Group selected on the Asset

Post Revaluation

Note that you can create Asset revaluations in Asset Revaluation Entry.

Rule	Debit	Credit
Post Revaluation	Acc Depreciation Asset Group GL Control - Asset Group selected on the Asset Gain/Loss Asset Group GL Control - Asset Group selected on the Asset Revaluation Surplus Asset Group GL Control - Asset Group selected on the Asset	Asset Cost Asset Group GL Control - Asset Group selected on the Asset
IF: Asset Class is selected on the Asset	Then: (Division Segment Only) Division GL Control - Asset Class selected on the Asset Column two, row two	Then: (Division Segment Only) Division GL Control - Asset Class selected on the Asset

Accounts Payable Transaction Hierarchy

This hierarchy is a summary of common general ledger (GL) transactions you post from within the Accounts Payable (AP) module.



This hierarchy assumes your company uses an unmodified version of the **Standard** posting rules the Kinetic application delivers. If you use the **Extended** posting rules, or if you need information on an AP transaction that this hierarchy does not list, refer to **GL Transaction Type Maintenance** to review the posting rule operation details.

AP Invoice Entry - Add Invoice



You can always change the AP Account GL Control in **AP Invoice Entry**.

Function	Debit	Credit
Add Receipt Billing Line	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Less Advanced Payment	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Advanced Payment Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Advanced Billing Line	Advanced Payment Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration

Function	Debit	Credit
Add Job Miscellaneous Line Price variances are ADJ-PUR inventory transactions.	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Unreceived Billing Line	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Miscellaneous Line	Expense Account 1. Part GL Control - Part 2. Part Class GL Control - Part Class 3. Supplier GL Control - Supplier 4. AP Account GL Control - Supplier 5. AP Account GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Header Miscellaneous Charge	Expense Account 1. Miscellaneous Charge GL Control - miscellaneous Charge/Credit 2. AP Account GL Control - Supplier	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Line Miscellaneous Charge:		

Function	Debit	Credit
No Purchase Order You can see this transaction in AP Invoice Edit List .	Expense Account 1. Miscellaneous Charge (Purchase) GL Control - Purchasing Miscellaneous Charge 2. AP Account GL Control - Supplier	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Purchase to the job (PUR-MFG) You can see this transaction in Inventory/WIP Reconciliation Report .	WIP Material (or WIP Subcontract) Account 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Configuration	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration
Purchase to inventory (PUR-STK) You can see this transaction in Inventory/WIP Reconciliation Report .	Variance Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration
Purchase to other (PUR-UKN) You can see this transaction in Inventory/WIP Reconciliation Report .	Account selected on PO Line Release	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration
Taxes	AP Tax Accrual Tax GL Control - Tax Type	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration

AP Invoice Entry - Add Debit Memo

You can always change the AP Account GL Control in **Debit Memo Entry**.

Function	Debit	Credit
Add Miscellaneous Line	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration 5. Part Class GL Control - Part Class
Add Advanced Billing Line	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Advanced Payment Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Header Miscellaneous Charge	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Account 1. Miscellaneous Charge GL Control - Miscellaneous Charge/Credit 2. AP Account GL Control - Supplier
Add Line Miscellaneous Charge:		
No Purchase Order You can see this transaction in AP Invoice Edit List .	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Account 1. Miscellaneous Charge (Purchase) GL Control - Purchasing Miscellaneous Charge 2. AP Account GL Control - Supplier

Function	Debit	Credit
Purchase to the job (PUR-MFG) You can see this transaction in Inventory/WIP Reconciliation Report .	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	WIP Material (or WIP Subcontract) Account 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Configuration
Purchase to inventory (PUR-STK) You can see this transaction in Inventory/WIP Reconciliation Report .	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Variance Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Purchase to other (PUR-UKN) You can see this transaction in Inventory/WIP Reconciliation Report .	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Account selected on PO Line Release
Taxes	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	AP Tax Accrual Tax GL Control - Tax Type

[AP Invoice Entry - Get DMR Debit Memos](#)

Function	Debit	Credit
Get Debit Memos from DMR Processing	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Reason Code - DMR Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

Invoice/Receipt Match Maintenance

Match Unreceived Invoice Lines to Unmatched PO Receipt Lines:



A transaction is created only if there is a variance between the PO receipt amount and invoice amount. That transaction can be either a debit or a credit and displays on **Inventory/WIP Reconciliation Report**.

Function	Debit	Credit
Purchase to the Job (PUR-MFG)	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	WIP Material (or WIP Subcontract) Account 1. Product Group (Part, Job) 2. Inventory, COS and WIP GL Control - Company Configuration
Purchase to Inventory (PUR-STK)	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Variance Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration

Function	Debit	Credit
Purchase to Other (PUR-UKN)	Clearing Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration 3. Inventory, COS and WIP GL Control - Company Configuration	Account selected on PO Line Release

Logged AP Invoice Entry

Note you can always change the AP Account GL Control in **Logged AP Invoice Entry**.

Function	Debit	Credit
Add a Logged Invoice In Company Configuration , the accounting option is set to Book All to Suspense Accounts .	Expense Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Payables Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add Logged Invoice Tax	Tax Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Payables Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add a Logged Debit Memo	Payables Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add a Logged Invoice In Company Configuration , the accounting option is set to Account for Taxes .	Expense Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration

Function	Debit	Credit
Add Logged Invoice Tax	AP Tax Accrual Tax GL Control - Tax Type	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add a Logged Debit Memo	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Suspense Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
Add a Logged Invoice, Logged Invoice Tax, or Logged Debit Memo In Company Configuration , the accounting option is set to Authorization Tracking .	Posting has no affect on the general ledger.	

AP Invoice Entry - Get Approved Logged Invoices

You always have the option to change the AP Account GL Control at the time of AP Invoice Entry.



To complete this transaction, you must first approve a logged invoice in **Logged Invoice Approve and Void Entry**.

Function	Debit	Credit
Match Approved Logged Invoices to AP Invoices (the Get > Approved Logged Invoices option). Creates two sets of transactions. The accounting option in Company Configuration is set to Book All to Suspense Accounts.	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
	Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Expense Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration
Tax on Matched AP Invoice This assumes you added a tax at the time of Logged Invoice Entry. Creates two sets of transactions.	AP Tax Accrual Tax GL Control - Tax Type	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
	Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Tax Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

Function	Debit	Credit
Match Approved Logged Invoices to AP Invoices (the Get > Approved Logged Invoices option) In Company Configuration , the accounting option is set to Account for Taxes .	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Expense Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

AP Invoice Entry - Get Approved Logged Invoices (Debit Memo)



To complete this transaction, you must first approve a logged invoice in **Logged Invoice Approve and Void Entry**.

Function	Debit	Credit
Match Approved Logged Invoices to AP Debit Memos (the Get > Approved Logged Invoices option). Creates two sets of transactions. The accounting option in Company Configuration is set to Book All to Suspense Accounts .	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration
	Expense Suspense Account 1. AP Account GL Control - Approved Logged Debit Memo 2. AP Account GL Control - Logged Debit Memo 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Payables Suspense Account 1. AP Account GL Control - Approved Logged Debit Memo 2. AP Account GL Control - Logged Debit Memo 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

Function	Debit	Credit
Tax on Matched AP Debit Memo This assumes you added a tax at the time of Logged Debit Memo Entry. Creates two sets of transactions.	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration	AP Tax Accrual Tax GL Control - Tax Type
	Tax Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration
Match Approved Logged Invoices to AP Debit Memos (the Get > Approved Logged Invoices option) In Company Configuration, the accounting option is set to Account for Taxes.	Expense Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

Logged Invoice Approve and Void Entry

Function	Debit	Credit
Approve a Logged Invoice or Debit Memo In Company Configuration , the accounting option is set to Authorization Tracking .	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration 5. Supplier GL Control - Supplier 6. AP Account GL Control - Supplier 7. AP Account GL Control - Company Configuration	Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration
Approve a Logged Invoice or Debit Memo In Company Configuration , the accounting option is set to Account for Taxes .	Expense Account 1. Part GL Control - Part 2. Supplier GL Control - Supplier 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration

Function	Debit	Credit
Approve a Logged Invoice or Debit Memo In Company Configuration , the accounting option is set to Book All to a Suspense Account .	Expense Account 1. Tax GL Control - Tax Type 2. AP Account GL Control - Supplier 3. AP Account GL Control - Company Configuration	Payables Account 1. AP Account GL Control - Supplier 2. AP Account GL Control - Company Configuration
	Payables Suspense Account 1. AP Account GL Control - Approved Logged Invoice 2. AP Account GL Control - Logged Invoice 3. AP Account GL Control - Supplier 4. AP Account GL Control - Company Configuration	Expense Account 1. Tax GL Control - Tax Type 2. AP Account GL Control - Supplier 3. AP Account GL Control - Company Configuration
Void a Logged Invoice or Debit Memo	Logged Invoice/Debit Memo transactions are cleared from AP, GL, and AP Tax tables.	

AP Adjustment Entry

Function	Debit	Credit
Increase or Decrease an Open Invoice Amount	Payables Account AP Account GL Control assigned to posted invoice	Enter Account Number
Increase or Decrease an Open Debit Memo Amount	Enter Account Number	Payables Account AP Account GL Control assigned to posted invoice

AP Payment Entry

Function	Debit	Credit
Select Invoices for Payment	Payables Account AP Account GL Control assigned to the posted AP invoice	Cash Account Bank GL Control - Bank Account If the Reconciled AP Balance check box is selected on the bank record in Bank Account Maintenance , this transaction credits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.
Payment Discount (Set on Invoice) Payment discounts are not taken for miscellaneous charges.	Payables Account AP Account GL Control assigned to the posted AP invoice	Payment Discount Account AP Account GL Control assigned to the posted AP invoice
Payment Discount Reduces Tax (Populates the Payment Discount Treatment field in Tax Type Maintenance)	Payment Discount Account AP Account GL Control assigned to the posted AP invoice	AP Tax Accrual Tax GL Control - Tax Type
Terms Discount Reduces Tax (Populates the Payment Discount Treatment field in Tax Type Maintenance)	Payment Discount Account AP Account GL Control assigned to the posted AP invoice	AP Tax Accrual Tax GL Control - Tax Type

Function	Debit	Credit
Add Miscellaneous Payment	Expense Account Account selected on Payment > Misc Detail	Cash Account Bank GL Control - Bank Account In Bank Account Maintenance, if the Reconciled AP Balance check box is selected on the bank record, this transaction credits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.
Add Bank FeeVoid Payment Entry	Bank Fee Account Bank Fee GL Control - Bank Fee Option to change account on Payment > Bank Fee)	Cash Account Bank GL Control - Bank Account If the Reconciled AP Balance check box is selected on the bank record in Bank Account Maintenance, this transaction credits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.

Void Payment Entry

Function	Debit	Credit
Void an outstanding payment	Payables Account AP Account GL Control - Posted Invoice	Cash Account Bank GL Control - Posted Check

Payment Instrument (PI) Payable Entry

Function	Debit	Credit
AP PI Payment	PI Payable Account Payment Instrument GL Control assigned to the Payment Instrument Payable	Payables Account AP Account GL Control assigned to the invoice to which you are applying the Payment Instrument Payable

Bank Adjustment Entry

The system reverses the transaction when you enter a negative adjustment amount.

Function	Debit	Credit
Adjust a Bank Account	Cash Account Bank GL Control - Bank Account	Enter Account Number

Bank Funds Transfer

Function	Debit	Credit
Transfer funds from one bank account to another. Creates two sets of transactions. Results of a bank transfer use the journal code linked with the Transfer From GL controls for the bank.	Transfer Account Bank GL Control on the transfer From Bank Account	Cash Account Bank GL Control on the transfer From Bank Account
This transaction uses the journal code linked with the Transfer To GL controls for the bank.	Cash Account Bank GL Control on the transfer To Bank Account	Transfer Account Bank GL Control on the transfer To Bank Account

Bank Reconciliation

Function	Debit	Credit
Add AP Payment Clearing Transaction only occurs when Reconciled AP Balance is selected on the bank in Bank Account Maintenance.	Pending Cash Account AP Account GL Control assigned to the paid AP invoice	Cash Account Bank GL Control - Bank Account
Variance between bank statement amount and posted check amount The system reverses the transaction when bank statement amount is more than the posted check amount.	Variance Account Bank GL Control - Bank Account	Cash Account Bank GL Control - Bank Account
Add Transaction Clearing Transaction only occurs when Reconciled AP Balance is selected on the bank in Bank Account Maintenance.	Cash Account Bank GL Control - Bank Account	Pending Cash Account AR Account GL Control assigned to the paid AR invoice
Add AP Payment Instrument Clearing	Clearing a Payment Instrument Payable does update the Paid status and no transaction is created	

Deferred Expense Recognition

Function	Debit	Credit
Recognize Deferred Expense (AP invoice line)	Expense Account AP Account GL Control is taken from line reference GL Control.	Deferred Expense Account Amortization GL Control is taken from line reference GL Control.
Recognize Deferred Expense (GL journal line)	Expense Account From line account.	Deferred Expense Account Amortization GL Control is taken from line reference GL Control for the current book (or for Master Chart, if multi-book is used).

Accounts Receivable Transaction Hierarchy

This hierarchy is a summary of common general ledger (GL) transactions posted from within the Accounts Receivable (AR) module.



This hierarchy assumes your company uses an unmodified version of the Standard posting rules delivered with the Epicor application. If you use the Extended posting rules, or if you need information regarding an AR transaction that is not listed on this hierarchy, refer to GL Transaction Type Maintenance and review the details of the AR Invoice posting rules.

AR Invoice Entry - Add Invoice

Note you can always change the AR Account GL Control in **AR Invoice Entry**.

Action	Debit	Credit
Post Advanced Billing Invoice With the Deferred Revenue option	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Deferred Revenue Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config  If you select the Deferred Revenue check box on an invoice line, the application credits the Deferred Revenue Account.
Post Advanced Billing Invoice Without the Deferred Revenue option	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Sales Account 1. Product Group GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config  If you clear the Deferred Revenue check box on an invoice line, the application credits the Sales Account.
Post Deposit Billing Invoice	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Prepayment Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config

Action	Debit	Credit
Post Miscellaneous Charge Amount	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Miscellaneous Charge Income Account 1. Account from GL Control on Miscellaneous Charge
Post Credit Memo	Returns Account 1. AR Account GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config	Receivables Account 1. AR Account GL Control - Custome 2. AR Account GL Control - Company Config
Post Advance Billing Credit Memo With the Deferred Revenue Account option	Deferred Revenue Account 1. AR Account GL Control - Custome 2. AR Account GL Control - Company Config  If you select the Deferred Revenue check box on a credit memo invoice line, the application debits the Deferred Revenue Account.	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config

Action	Debit	Credit
Post Advance Billing Credit Memo Without the Deferred Revenue Account option	Sales Account 1. AR Account GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config  If you clear the Deferred Revenue check box on a credit memo invoice line, the application debits the Sales Account.	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config
Post Deposit Billing Credit Memo	Prepayment Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config
Post Miscellaneous Invoice	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Sales Account 1. Product Group GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config  A Sales Account can be updated on an AR invoice line at the time of invoice entry.

[AR Invoice Entry - Overflow Menu](#)

Note you can always change the AR Account GL Control in **AR Invoice Entry**

Action	Debit	Credit
Get Shipments - Post Shipment Invoice	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Sales Account 1. AR Account GL Control - Product Group 2. AR Account GL Control - Sold To Customer 3. AR Account GL Control - Bill To Customer 4. AR Account GL Control - Company Config  • If a Sales Category is used (invoice line or customer), the Department segment comes from the Department GL Control selected on the Sales Category. • If a Site is selected on the invoice, the Division segment comes from the Division GL Control selected on the Warehouse or Site.
Post Cancellation Invoice	Reverses original AR invoice GL debit transactions	Reverses original AR invoice GL credit transactions
Post Finance Charges	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	AR Finance Charge Accrual Account 1. AR Account GL Control - Customer

AR Invoice Entry - Discounts and Taxes

Note you can always change the AR Account GL Control in **AR Invoice Entry**

Action	Debit	Credit
Post Discount Amount (All Invoice Types, Part)	Sales Discount Account 1. AR Account GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config *If a Sales Category is used (invoice line or customer), the Department segment comes from the Department GL Control selected on the Sales Category. *If a Site is selected on the invoice, the Division segment comes from the Division GL Control selected on the Warehouse or Site.	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config
Post Discount Amount (Credit Memo, Part)	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Discount Account 1. AR Account GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config
Set Terms Discount (On Invoice)	Payment Discount 1. AR Account GL Control assigned to invoice you are paying	Receivables Account 1. AR Account GL Control assigned to invoice you are paying.
Sales Tax (All Invoice Types except for Deposit Billing and Advanced Billing, Part)	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	AR Tax Accrual Account 1. Tax GL Control - Tax Type

Action	Debit	Credit
Sales Tax (Advanced Billing and Deposit Billing Invoice Types, Part)	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	AR Tax Accrual Account 1. Tax GL Control - Tax Type using Deposit/Adv Billing Tax Timing 2. Tax GL Control - Tax Type using Default Tax Timing
Sales Tax (Credit Memo, Part)	AR Tax Accrual Account 1. Tax GL Control - Tax Type	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config
Sales Tax(Credit Memo for Advanced Billing and Deposit Billing Invoice Types, Part)	AR Tax Accrual Account 1. Tax GL Control - Tax Type using Deposit/Adv Billing Tax Timing 2. Tax GL Control - Tax Type using Default Tax Timing	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config

Cash Receipt Entry

Note you can always change the AR Account GL Control in **Cash Receipt Entry**.

Function	Debit	Credit
Post Invoice Payment	Cash Account 1. Bank GL Control - Bank Account i If the Reconciled AR Balance check box is selected on the bank record in Bank Account Maintenance, this transaction debits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.	Receivables Account 1. AR Account GL Control assigned to invoice you are paying.

Function	Debit	Credit
Book Unapplied Cash i Unapplied cash on receipts creates Unapplied Receipt (UR) Credit Memos.	Cash Account i 1. Bank GL Control - Bank Account - If the Reconciled AR Balance check box is selected on the bank record in Bank Account Maintenance, this transaction debits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account. - If the Reconciled Other Balances check box is selected on the bank record in Bank Account Maintenance, the posting of withdrawals to accounts is delayed by using pending accounts until the bank statement is reconciled in Bank Statement Processing. The application posts all transfers and bank adjustments to the Pending Transfer and Other Pending Cash contexts.	Unapplied Cash Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config

Function	Debit	Credit
Post Miscellaneous Payment	Cash Account Bank GL Control - Bank Account  If the Reconciled AR Balance check box is selected on the bank record in Bank Account Maintenance, this transaction debits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.	Enter Account Number on Record
Post Deposit Payment (Allocated or Unallocated)	Cash Account Bank GL Control - Bank Account  If the Reconciled AR Balance check box is selected on the bank record in Bank Account Maintenance, this transaction debits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.	Prepayment Account - AR Account GL Control - Company Config - Option to enter Account Number on record.
Post Debit Note	Receivables Account - AR Account GL Control - Customer - AR Account GL Control - Company Config	If applied to an invoice, this transaction credits Receivables Account. If not applied to an invoice, this transaction credits Unapplied Cash Account.

Function	Debit	Credit
Book Bank Fee	Bank Fee Account - Bank Fee GL Control - Bank Fee - Option to change account on the Cash Receipt (A/R Account > Bank Fee sheet)	Cash Account Bank GL Control - Bank Account  If the Reconciled AR Balance check box is selected on the bank record in Bank Account Maintenance, this transaction credits the Pending Cash Account defined in the Bank GL Control instead of the Cash Account.
Post Transfers or Other Payments	Cash Account Bank GL Control - Bank Account  If the Reconciled Other Balances check box is selected on the bank record in Bank Account Maintenance, the posting of withdrawals to accounts is delayed by using pending accounts until the bank statement is reconciled in Bank Statement Processing. The application posts all transfers and bank adjustments to the Pending Transfer and Other Pending Cash contexts.	Unapplied Cash Account AR Account GL Controls for transfers or other payments

Function	Debit	Credit
Post Positive Write Off - Invoice Remaining Balance  This is for a regular invoice remaining balance.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .	Receivables Account 1. Receivables account that holds balance of the invoice you are paying.
Post Positive Write Off - Credit Memo Remaining Balance  This is for a regular credit memo remaining balance.	Receivables Account 1. Receivables account that holds balance of the invoice you are paying.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .
Post Negative Write Off	Receivables Account 1. Receivables account that holds balance of the invoice you are paying	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .

Cash Receipt Entry - Write Off Taxes

Function	Debit	Credit
Write Off Tax Transaction (Invoice with collection method Invoicing)  This is for a regular invoice with a write off set as Taxable and an Invoice collection method.	AR Tax Accrual Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry

Function	Debit	Credit
Write Off Tax Transaction (Invoice with collection method Self-Assessment or Self-Assessment Dual Entry)  This is for a regular invoice with a write off set as Taxable and a collection method Self-Assessment or Self-Assessment Dual Entry	AR Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	AP Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate
Write Off Tax Transaction (Credit Memo with collection method Invoicing)  This is for a credit memo with a write off set as Taxable and an Invoice collection method.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry.	AR Tax Accrual Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate

Function	Debit	Credit
Write Off Tax Transaction (Credit Memo with collection method Self-Assessment or Self-Assessment Dual Entry)  This is for a credit memo with a write off set as Taxable and a collection method Self-Assessment or Self-Assessment Dual Entry	AP Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	AR Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate

Apply Document

Function	Debit	Credit
Apply Credit Memo CM created in AR Invoice Entry	Receivables Account 1. AR Account GL Control - Posted Credit Memo	Receivables Account 1. AR Account GL Control - Posted Invoice to which you are applying credit memo
Apply Credit Memo CM created when unapplied cash posted in Cash Receipt Entry	Unapplied Cash Account 1. AR Account GL Control - Posted UR Credit Memo	Receivables Account 1. AR Account GL Control - Posted Invoice to which you are applying the credit memo

Reverse Cash Receipt

Function	Debit	Credit
Reverse Deposit Payment Credit	Prepayment Account 1. AR Account GL Control - Source Cash Receipt	Cash Account 1. Bank GL Control - Bank Account - Source Cash Receipt
Reverse Invoice Payment Credit	Receivables Account 1. AR Account GL Control - Source Cash Receipt	Cash Account 1. Bank GL Control - Bank Account - Source Cash Receipt  If a Pending Cash Account is defined in the Bank GL Control, this transaction credits that account instead of the Cash Account.
Reverse Miscellaneous Payment Credit	Account Selected on Source Cash Receipt	Cash Account 1. Bank GL Control - Bank Account - Source Cash Receipt  If a Pending Cash Account is defined in the Bank GL Control, this transaction credits that account instead of the Cash Account.

Function	Debit	Credit
Reverse Unapplied Cash	Unapplied Cash Account 1. AR Account GL Control - Source Cash Receipt	Cash Account 1. Bank GL Control - Bank Account - Source Cash Receipt  If a Pending Cash Account is defined in the Bank GL Control, this transaction credits that account instead of the Cash Account.
Reverse Positive Write Off - Invoice Remaining Balance  This is for reversing a regular invoice remaining balance.	Receivables Account 1. Receivables account that holds balance of the invoice you are paying.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .
Reverse Positive Write Off - Credit Memo Remaining Balance  This is for reversing a regular credit memo remaining balance.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .	Receivables Account 1. Receivables account that holds balance of the invoice you are paying.
Reverse Negative Write Off	Check Detail Write Off Account Write Off Account selected for source cash receipt in Cash Receipts Entry .	Receivables Account 1. Receivables account that holds balance of the invoice you are paying.

Function	Debit	Credit
Reverse Write Off Tax Transaction (Invoice with collection method Invoicing)  This is for reversing a regular invoice with a write off set as Taxable and an Invoice collection method.	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .	AR Tax Accrual Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate
Reverse Write Off Tax Transaction (Invoice with collection method Self-Assessment or Self-Assessment Dual Entry) This is for reversing a regular invoice with a write off set as Taxable and a collection method Self-Assessment or Self-Assessment Dual Entry.	AP Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	AR Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate
Reverse Write Off Tax Transaction (Credit Memo with collection method Invoicing)  This is for reversing a credit memo with a write off set as Taxable and an Invoice collection method.	AR Tax Accrual Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	Check Detail Write Off Account Write Off Account selected for invoice payment in Cash Receipts Entry .

Function	Debit	Credit
Reverse Write Off Tax Transaction (Credit Memo with collection method Self-Assessment or Self-Assessment Dual Entry)  This is for reversing a credit memo with a write off set as Taxable and a collection method Self-Assessment or Self-Assessment Dual Entry.	AR Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate	AP Tax Contra Account 1. Tax GL Control Tax Type using Tax Effective Rate 2. Tax GL Control Tax Type using Tax Rate

Cash Receipt Adjustment

The Adjust Cash Receipt transaction combines two existing GL transaction types, the **Reverse Cash Receipt** and the **AR Payment** (Cash Receipt Entry) GL transaction types.

The Cash Receipt Adjustment transaction does not have posting rules or input documents. It is a posting algorithm that posts, confirms or terminates the reverse cash receipt and AR payment as one combined transaction.



For more information, please refer to the **Reverse Cash Receipt** and **Cash Receipt Entry** topics.

AR Write Off and Adjustment

Function	Debit	Credit
Increase or decrease an open invoice amount	Enter Account Number on Record	Receivables Account 1. AR Account GL Control assigned to invoice you are adjusting
Increase or decrease an open credit memo amount	Receivables Account 1. AR Account GL Control assigned to credit memo you are adjusting	Enter Account Number on Record

Payment Instrument (PI) Receivable Entry

Action	Debit	Credit
AR PI Payment	PI Receivable Account 1. Payment Instrument GL Control assigned to the Payment Instrument Receivable	Receivables Account 1. AR Account GL Control assigned to the invoice to which you are applying the Payment Instrument Receivable

Deferred Revenue Accounting Transaction Hierarchy

This hierarchy is a summary of common general ledger (GL) transactions posted from within the Deferred Revenue Accounting (DRA) module.



This hierarchy assumes your company uses an unmodified version of the Standard posting rules delivered with the Epicor application. If you use the Extended posting rules, or if you need information regarding a Deferred Revenue Accounting transaction that is not listed on this hierarchy, refer to the GL Transaction Type Maintenance topic in the Application Help to review the posting rule operation details.

AR Invoice Entry

Function	Debit	Credit
Add Miscellaneous Invoice	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	Sales Account 1. Product Group GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config

Function	Debit	Credit
Add Advanced Billing Invoice *A selected Deferred Revenue check box credits the Deferred Revenue Account as displayed. ** A cleared Deferred Revenue check box credits the Sales Account as displayed.	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config	* Deferred Revenue Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config ** Sales Account 1. Product Group GL Control - Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control - Company Config
Add Advanced Billing Credit Memo *A selected Deferred Revenue check box debits the Deferred Revenue Account as displayed. ** A cleared Deferred Revenue check box debits the Returns Account as displayed.	* Deferred Revenue Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config ** Returns Account 1. Product Group GL Control -Product Group 2. AR Account GL Control - Customer 3. AR Account GL Control- Company Config	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config
Add a Service Contract with Deferred Revenue  For more information on the Deferred Revenue Service Contract process, refer to the Field Service course.	Deferred Revenue Account 1. Field Service GL Control - Service Contract 2. AR Account GL Control - Customer	Receivables Account 1. AR Account GL Control - Customer 2. AR Account GL Control - Company Config

AR Invoice Entry - Overflow

Function	Debit	Credit
Post an Invoice with Deferred Revenue	Deferred Revenue Account - AR Account GL Control - Customer - AR Account GL Control - Company Config	Receivables Account - AR Account GL Control - Customer - AR Account GL Control - Company Config
Post a Credit Memo with Deferred Revenue	Deferred Revenue - AR Account GL Control - Customer - AR Account GL Control - Company Config	Receivables Account - AR Account GL Control - Customer - AR Account GL Control - Company Config

Revenue Recognition

Function	Debit	Credit
Recognize Deferred Revenue	Deferred Revenue Account - AR Account GL Control - Customer - AR Account GL Control - Company Config	Sales Account - AR Account GL Control - Customer - AR Account GL Control - Company Config

Posted Invoice Update - Overflow

Function	Debit	Credit
Post to Deferred Revenue	Sales Account - Product Group GL Control - Product Group - AR Account GL Control - Customer - AR Account GL Control - Company Config	Deferred Revenue Account - AR Account GL Control - Customer - AR Account GL Control - Company Config

Inventory Transaction Hierarchy

This hierarchy is a summary of the standard posting rules available for inventory transaction types.



This hierarchy assumes your company uses an unmodified version of the Standard posting rules delivered with the Epicor application. If you use the Extended posting rules, or if you need information regarding an asset management transaction that is not listed on this hierarchy, refer to the GL Transaction Type Maintenance topic in the Application Help to review the posting rule operation details.

ADJ-CUST

Adjustment to stock cost

Transaction Description	Debit	Credit
Decrease the cost of a part. Manual cost adjustment or Costing Workbench / Cost Rollup.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.	- Part GL control - Inventory account from Part Class GI control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.
Increase the cost of a part. Manual cost adjustment or Costing Workbench / Cost Rollup.	- Part GL control - Inventory account from Part Class GL control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1, 2, or 3.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.

Transaction Description	Debit	Credit
PO Receipt of standard costed item - PO Cost > Standard. Full PO Cost hits inventory account and AP clearing difference adjusted using ADJ-CST transaction	1. Purchase Price Variance account from Part Class GL control 2. Inventory Adjustment Variance account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control, then site GL control, then Company's Inventory COS and WIP GL control.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory Account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1, 2, or 3.
PO Receipt of standard costed item - PO Cost < Standard. Full PO Cost hits Inventory account and AP clearing difference adjusted using ADJ-CST transaction.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1, 2, or 3.	1. Purchase Price Variance account from Part Class GL control 2. Inventory Adjustment Variance account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control , then site GL control, then Company's Inventory COS and WIP GL control.

Some transactions involving non-standard costed parts automatically create ADJ-CST transactions to make the Stock Status report match the GL Inventory value.

ADJ-DRP

Adjustments of any cost variances or discrepancies when matching the supplier's invoice to the original purchase order for drop-shipments.

Transaction Description	Debit	Credit
Records any adjustment of any standard cost variances when the supplier's invoice is less than the original purchase order for drop-shipments.	1. Purchase Price Variance account from Part Class GL Control 2. Variance account from AP Invoice AP Account GL Control 3. Variance account from Company's Inventory COS and WIP GL Control If Division segment is used, the segment value comes from warehouse GL control, then site GL control, then 1, 2, or 3.	1. Expense account from Part GL Control 2. Drop Shipment account from Part Class GL Control 3. Drop Shipment account from Company's Inventory COS and WIP GL Control If Division segment is used, the segment value comes from warehouse GL control, then site GL control, then 1, 2, or 3.
Records any adjustment of any standard cost variances when the supplier's invoice is greater than the original purchase order for drop-shipments.	1. Expense account from Part GL Control 2. Drop Shipment account from Part Class GL Control 3. Drop Shipment account from Company's Inventory COS and WIP GL Control If Division segment is used, the segment value comes from warehouse GL control, then site GL control, then 1, 2, or 3.	1. Purchase Price Variance account from Part Class GL Control 2. Variance account from AP Invoice AP Account GL Control 3. Variance account from Company's Inventory COS and WIP GL Control If Division segment is used, the segment value comes from warehouse GL control, then site GL control, then 1, 2, or 3.

ADJ-MTL

Adjustment to job cost material

Transaction Description	Debit	Credit
Decrease material cost on a manufacturing job.	Inventory Adjustment account from Company's Inventory COS and WIP GL control. If Division segment is used, the segment value comes from Company.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. Note that if MTL Burden Cost adjusted WIP Material Burden Account is also credited.
Increase material cost on a manufacturing job.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. Note that if MTL Burden Cost adjusted WIP Material Burden account is also debited.	Inventory Adjustment account from Company's Inventory COS and WIP GL control. If Division segment is used, the segment value comes from account.

ADJ-PUR

Transaction Description	Debit	Credit
Difference between PO price and invoice price for item received to stock (invoice price higher).	1. Purchase Price Variance account from Part Class GL control 2. Variance account from Company's AP Account GL control 3. Variance account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then account.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Difference between PO price and invoice price for item received to stock (PO price higher)	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.	1. Purchase Price Variance account from Part Class GL control 2. Variance account from Company's AP Account GL control 3. Variance account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then account.
Difference between PO price and invoice price for material received to a manufacturing job (invoice price higher).	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

Transaction Description	Debit	Credit
Difference between PO price and invoice price for material received to a manufacturing job (PO price higher).	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.
Difference between PO price and invoice price for subcontract received to a manufacturing job (invoice price higher).	1. WIP Subcontract account from job's Product Group's GL control 2. WIP Subcontract account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Difference between PO price and invoice price for subcontract received to a manufacturing job (PO price higher).	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Job Miscellaneous Line added to a manufacturing job in AP Invoice Entry .	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

Transaction Description	Debit	Credit
Job Miscellaneous Line added to a manufacturing job in AP Debit Memo Entry .	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

ADJ-QTY

Adjustment to stock quantity

Transaction Description	Debit	Credit
Decrease the quantity on hand of a part.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.	- Part GL control - Inventory account from Part Class GI control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.
Increase the quantity on hand of a part.	- Part GL control - Inventory account from Part Class GL control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.

ADJ-SUB

Adjustment to job cost subcontract

Transaction Description	Debit	Credit
Decrease subcontract cost on a manufacturing job	Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.	1. WIP Subcontract account from job's Product Group's GL control 2. WIP Subcontract account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.
Increase subcontract cost on a manufacturing job.	1. WIP Subcontract account from job's Product Group GL control 2. WIP Subcontract account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

ASM-INS

Assembly to inspection

Transaction Description	Debit	Credit
1. Reporting discrepant quantity on labor transaction 2. Creating a First Article 3. Creating a non-conformance for type Assembly Note that you will have the option to move costs to DMR during inspection.	No GL Entry Created	No GL Entry Created

AST-STK

Asset costs to stock

Transaction Description	Debit	Credit
Records transfers of asset costs to stock (used for asset disposal transactions).	1. Part GL Control 2. Inventory Account from Part Class GL Control 3. Inventory Account from Company's Inventory COS and WIP GL Control If Division segment is used, the segment value comes from Warehouse GL Control, site GL control then 1 ,2 or 3.	Asset Clearing account from Company's Asset GL Control

DMR-ASM

DMR to assembly

Transaction Description	Debit	Credit
Receipt of DMR assembly to a manufacturing job. For the following types of DMR's, a GL entry will only be made if the user selected the Move Cost to DMR check box when sending the item from inspection to DMR (See INS-DMR): 1. Reporting discrepant quantity on a labor transaction 2. Creating a First Article 3. Creating a non-conformance for type Assembly 4. Creating a non-conformance for type Subcontract	1. WIP Elements from Product Group GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. DMR Account from Part Class GL control 2. DMR Account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

DMR-MTL

DMR to job material

Transaction Description	Debit	Credit
Receipt of Job Material from DMR to a manufacturing job.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. DMR Account from Part Class GL control 2. DMR account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

DMR-CUS

Created when you execute Return Shipment in DMR Processing.

Transaction Description	Debit	Credit
Non Service Call related shipment	COS Account 1. Product Group GL Control - Sales Order's Product Group 2. Inventory COS and WIP GL control - Company If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected, the department segment is overridden with the Sales Category Dept.	DMR Account 1. Part Class GL Control - Part Class 2. Inventory COS and WIP GL control - Company If Division segment is used, the segment value comes from warehouse GL control then site GL control.
Shipment to an Inter-Company Customer	COS Account AR Account GL Control - Customer If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected, the department segment is overridden with the Sales Category Dept.	DMR Account 1. Part Class GL Control - Part Class 2. Inventory COS and WIP GL control - Company If Division segment is used, the segment value comes from warehouse GL control then site GL control.

DMR-REJ

DMR to reject

Transaction Description	Debit	Credit
Rejecting a DMR. For the following types of DMR's, a GL entry will only be made if the user selected the Move Cost to DMR check box when sending the item from inspection to DMR (See INS-DMR): 1. Reporting discrepant quantity on a labor transaction 2. Creating a First Article 3. Creating a non-conformance for type Assembly	1. DMR Reason Code GL control 2. DMR Write Off account from Part Class GL control 3. DMR Write Off account from Company's Inventory COS and WIP GL control If item came from WIP, and a Division segment is used, the segment value comes from site GL control then 1, 2 or 3. If item came from Inventory and a Division segment is used, the segment value comes from warehouse, site then 1, 2 or 3.	1. DMR Account from Part Class GL control 2. DMR Account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

DMR-STK

DMR to stock

Transaction Description	Debit	Credit
Receipt from DMR to Stock.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. DMR Account from Part Class GL control 2. DMR account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.

DRP-CUS

Drop shipment to a customer

Transaction Description	Debit	Credit
Records shipment transactions for drop-shipments to customers (for non part master parts and non standard cost part master parts).	1. COS Elements from Product Group GL control 2. COS Elements from Company's inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected the department segment is overridden with the Sales Category Dept.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2, or 3.
Records shipment transactions for drop-shipments to customers (for standard cost part master parts).	COS Elements from Intercompany AR Account GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected the department segment is overridden with the Sales Category Dept.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2, or 3.

INS-ASM

Inspection to assembly

Transaction Description	Debit	Credit
Passing inspection: 1. Discrepant quantity back to a job 2. A First Article back to a job 3. A non-conformance for type Assembly 4. A non-conformance for type Subcontract	No GL Entry Created	No GL Entry Created

INS-DMR

Inspection to DMR

Transaction Description	Debit	Credit
Failing a non-conformance for a manufacturing job that came from: 1. First Article entry 2. Discrepant quantity reported on a labor transaction 3. A non-conformance created for type Assembly 4. A non-conformance created for type Subcontract Note: Will only create a GL entry if Move Cost To DMR check box is selected.	1. DMR Account from Part Class GL control 2. DMR account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. WIP Elements from Product Group GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

Transaction Description	Debit	Credit
Failing an RMA through RMA Disposition in Epicor 9 installations with QA Module. See INS-REJ for Epicor 9 installations without the QA module	1. DMR Account from Part Class GL control 2. DMR account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Cost of Returns account from Product Group GI control 2. Cost of Returns account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from 1 then 2. Note: Sales Category's Department is currently not used for COR account determination.
Failing other transaction types than above.	1. DMR Account from Part Class GL control 2. DMR account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse, site then 1 or 2.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.

INS-MTL

Inspection to job material

Transaction Description	Debit	Credit
Receipt of material from inspection to a manufacturing job.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. WIP Mtl Burden account from job's Product Group's GL control 2. WIP Mtl Burden account from Company's Inventory COS and WIP GL control Division for both comes from site then 1 or 2.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.
Disposition of an RMA to a manufacturing job material.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. WIP Mtl Burden account from job's Product Group's GL control 2. WIP Mtl Burden account from Company's Inventory COS and WIP GL control Division for both comes from site then 1 or 2.	1. Cost of Returns account from Product Group GL control 2. Cost of Returns account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from 1 or 2.

INS-REJ

Inspection to reject

Transaction Description	Debit	Credit
Failing an RMA through RMA Disposition in Epicor 9 installation without QA module.	1. DMR Write Off account from Part Class 2. DMR Write Off account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Cost of Returns account from Product Group GL control 2. Cost of Returns account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from 1 then 2. Note: Sales Category's Department is currently not used for COR account determination.

INS-SUB

Inspection to subcontract

Transaction Description	Debit	Credit
Receipt of subcontract from an inspection to a manufacturing job.	1. WIP Subcontract account from job's Product Group's GL control 2. WIP Subcontract account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Inspection account from part's Part Class's GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

INS-STK

Inspection to stock

Transaction Description	Debit	Credit
Receipt of part from inspection to inventory.	1. Part GL control 2. Inventory account from Part Class GI control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.
Receipt of part from RMA to stock.	1. Part GL control 2. Inventory account from Part Class GI control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. Cost of Returns account from Product Group GL control 2. Cost of Returns account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.

Invoice

Transaction Description	Debit	Credit
NON INTER-COMPANY CUSTOMER Transaction created when using AR Clearing functionality set up in AR Config by populating the AR Clearing Account. Not a valid transaction for FS service call, service contract, & warranty invoice see transaction type MFG-CUS	1. COS Elements from Product Group GL control 2. COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.	AR Clearing account from Company's Inventory COS and WIP GL control. If Division segment is used, the segment value comes from account.

KIT-CUS

Shipment of sales kit from stock to a customer

Transaction Description	Debit	Credit
Shipment of sales kit.	Debit - from Kit Parent Item 1. COS Elements from Product Group GL Control 2. COS Elements from Default Inventory COS/WIP	Credit - from the Kit Parent Item 1. Part GL Control for Inventory account 2. Part Class GL Control for Inventory account 3. Default Inventory COS/WIP Inventory account

LABOR

Transaction Description	Debit	Credit
Labor reported against a manufacturing job.	1. WIP Labor and Burden accounts from job's Product Group's GL control 2. WIP Labor and Burden accounts from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	CHART (Natural Account segment) Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control. DIVISION (segment of account) 1. Site GL control 2. JC Department assigned to Resource Group 3. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control DEPARTMENT (segment of account) 1. JC Department assigned to Resource Group 2. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control

Transaction Description	Debit	Credit
Job Adjustment to increase labor cost on a manufacturing job.	1. WIP Labor and Burden accounts from job's Product Group's GL control 2. WIP Labor and Burden accounts from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2	CHART (Natural Account segment) Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control. DIVISION (segment of account) 1. site GL control 2. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control DEPARTMENT (segment of account) 1. JC Department assigned to Resource Group 2. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control

Transaction Description	Debit	Credit
Job Adjustment to decrease labor cost on a manufacturing job.	CHART (Natural Account segment) Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control. DIVISION (segment of account) 1. site GL control 2. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control. DEPARTMENT (segment of account) 1. JC Department assigned to Resource Group. 2. Applied Labor & Applied Burden accounts from Company's Inventory COS and WIP GL control	1. WIP Labor and Burden accounts from job's Product Group's GL control 2. WIP Labor and Burden accounts from Company's Inventory COS and WIP GL control If Division segment is used, segment value comes from site GL control then 1 or 2.
Indirect Labor	1. COS Labor from Labor Expense (Indirect Labor) GL Control 2. COS Labor from the Company's Inventory COS and WIP GL Control If Department segment is used, segment value comes from the Job Costing Department GL Control.	1. Applied Labor accounts from the Labor Expense (Indirect Labor) GL Control 2. Applied Labor accounts from the Company's Inventory COS and WIP GL Control If Department segment is used, segment value comes from the Job Costing Department GL Control.

MFG-CUS

Manufacturing receipt to customer:

Transaction Description	Debit	Credit
Shipment from a manufacturing job to a non Inter-Company Customer.	1. COS from Sales Order 2. COS from Job 3. COS from Inventory If Division segment is used, the segment value comes from site GL control then 1 or 2. If Department segment is used and a sales category was selected on the order, the COS department will be overridden with Department of Sales Category.	1. WIP Elements from Product Group GL control on job 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.
Shipment from a manufacturing job to an Inter-Company Customer.	COS Elements from Inter-Company AR Account If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. WIP Elements from Product Group GL control on job 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

MFG-PLT

Manufacturing receipt to site:

Transaction Description	Debit	Credit
Receipt of job from one site to a warehouse or job in another site. (1st half of transaction - see PLT-STK, PLT-ASM or PLT-MTL for second half)	In-transit account from site's Transfer Definition If Division segment is used, the segment value comes from account.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

MFG-SRV

An adjustment transaction created to record the cost associated with a repair of a returned good sold previously. Costs are sent to service accounts.

Function	Debit	Credit
Non Service Call related shipment	Cost of Repairs Account 1. FS Call GL Control - Company 2. Inventory COS and WIP GL control - Company If Division segment is used, the segment value comes from Warehouse GL control then Site GL control. If Department Segment is used and a Sales Category is selected, the department segment is overridden with the Sales Category Department.	WIP Account 1. Product Group GL Control - Job's Product Group 2. Inventory COS and WIP GL control - Company If Division segment is used, the segment value comes from warehouse GL control then site GL control.

MFG-STX

Manufacturing receipt to stock

Transaction Description	Debit	Credit
Receipt of part from a job to stock.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. WIP Elements from Product Group GL control on job 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

MFG-VAR

Manufacturing variance

Transaction Description	Debit	Credit
Manufacturing Variance for make to order job / NOT a standard costed part / where costs relieved from WIP are greater than actual job costs.	1. WIP Elements from job's Product Group's GL control. 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. COS Elements from job's Product Group's GL control 2. COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. If Department segment is used and a sales category was selected on the order, the COS department will be overridden with Department of Sales Category.
Manufacturing variance for make to order job / NOT a standard costed part / where costs relieved from WIP are less than actual job costs.	1. COS Elements from job's Product Group's GL control 2. COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. If Department segment is used and a sales category was selected on the order, the COS department will be overridden with Department of Sales Category.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

Transaction Description	Debit	Credit
Manufacturing Variance for make to order job / standard cost part / costs relieved from WIP greater than actual job costs. *** Job Configuration - Direct Ship Standard Cost Job Variances set to Post to Cost of Sales***	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. COS Elements from job's Product Group's GL control 2. COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. If Department segment is used and a sales category was selected on the order, the COS department will be overridden with Department of Sales Category.
Manufacturing Variance for make to order job / standard cost part / costs relieved from WIP greater than actual job costs. *** Job Configuration - Direct Ship Standard Cost Job Variances set to Post to Product Group***	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Variance Account(s) from job's Product Group's GL control. 2. Variance account(s) from Company's Inventory COS and WIP GL control If the variance account has a defined material variance, labor variance, burden variance, subcontract variance, material burden variance and / or rounding variance account context, the accounts are broken out into cost component. The variance account context hierarchy is Product Group, Inventory, COS, WIP. If Division segment is used, the segment value comes from account.

Transaction Description	Debit	Credit
Manufacturing Variance for make to order job / standard cost part / costs relieved from WIP are less than actual job costs. *** Job Configuration - Direct Ship Standard Cost Job Variances set to Post to Cost of Sales***	1. COS Elements from job's Product Group's GL control 2. COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2. If Department segment is used and a sales category was selected on the order, the COS department will be overridden with Department of Sales Category.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.
Manufacturing Variance for make to order job / standard cost part / costs relieved from WIP less than actual job costs. *** Job Configuration - Direct Ship Standard Cost Job Variances set to Post to Product Group***	1. Variance Account from job's Product Group's GL control 2. Variance account from Company's Inventory COS and WIP GL control If the variance account has a defined material variance, labor variance, burden variance, subcontract variance, material burden variance and / or rounding variance account context, the accounts are broken out into cost component. The variance account context hierarchy is Product Group, Inventory, COS, WIP. If Division segment is used, the segment value comes from account.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

Transaction Description	Debit	Credit
Manufacturing variance for make to stock job where costs relieved from WIP are greater than actual job costs	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. Variance Account(s) from job's Product Group's GL control 2. Variance account(s) from Company's Inventory COS and WIP GL control If the variance account has a defined material variance, labor variance, burden variance, subcontract variance, material burden variance and / or rounding variance account context, the accounts are broken out into cost component. The variance account context hierarchy is Product Group, Inventory, COS, WIP. If Division segment is used, the segment value comes from account.

Transaction Description	Debit	Credit
Manufacturing variance for make to stock job where costs relieved from WIP are less than actual job costs	1. Variance Account(s) from job's Product Group's GL control 2. Variance account(s) from Company's Inventory COS and WIP GL control If the variance account has a defined material variance, labor variance, burden variance, subcontract variance, material burden variance and / or rounding variance account context, the accounts are broken out into cost component. The variance account context hierarchy is Product Group, Inventory, COS, WIP. If Division segment is used, the segment value comes from account.	1. WIP Elements from job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

MFG-VEN

Transaction Description	Debit	Credit
Shipment to a sub-contractor.	****No GL Entry Created****	****No GL Entry Created****

MFG-WIP

Manufacturing receipt to job

Transaction Description	Debit	Credit
Receipt of a part manufactured on one job (source job) to another job (target job) via the Make Direct flag within the SAME site.	1. WIP Material account from target job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. WIP Elements from source job's Product Group's GL control 2. WIP Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.

MTL-INS

Job material to inspection

Transaction Description	Debit	Credit
Creating a non-conformance for a manufacturing job material.	Inspection account from Part Class GL control Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site GL control then 1 or 2.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. WIP Mtl Burden account from job's Product Group's GL control 2. WIP Mtl Burden account from Company's Inventory COS and WIP GL control Division for both comes from the site then 1 or 2.

PLT-ASM

site to assembly

Transaction Description	Debit	Credit
2nd half of Transfer of Inventory from site A Warehouse site B Job. (See STK-PLT or MFG-PLT for 1st half of transaction)	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control Division from site than 1 or 2. If site GL divisions are different, these transfer definition accounts are also debited: 3. Transfer AR Account from Transfer Definition 4. Contra AP Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 5. Sales Account from Product Group GL control 6. Sales Account from AR Account GL control 7. Sales Account from Company's AR Account GL control 8. Contra Revenue Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 9. COS account from Product Group GL control 10. COS account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site.	1. In-Transit Account from Transfer Definition If site GL divisions are different, these transfer definition accounts are also credited: 2. Transfer AP Account from Transfer Definition 3. Contra AR Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 4. COS account from Product Group GL control 5. COS account from Company's Inventory COS and WIP GL control 6. Contra COS Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 7. Sales Account from Product Group GL control 8. Sales Account from AR Account GL control 9. Sales Account from AR comfit If Division segment is used, the segment value comes from site.

Transaction Description	Debit	Credit
2nd half of Transfer of Inventory from site A Job linked to site B Job. (See STK-PLT or MFG-PLT for 1st half of transaction)	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control Division from site than 1 or 2. If site GL divisions are different, these transfer definition accounts are also debited: 3. Transfer AR Account from Transfer Definition 4. Contra AP Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 5. Sales Account from Product Group GL control 6. Sales Account from AR Account GL control 7. Sales Account from Company's AR Account GL control 8. Contra Revenue Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 9. COS account from Product Group GL control 10. COS account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site.	1. In-Transit Account from Transfer Definition If site GL divisions are different, these transfer definition accounts are also credited: 2. Transfer AP Account from Transfer Definition 3. Contra AR Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 4. COS account from Product Group GL control 5. COS account from Company's Inventory COS and WIP GL control 6. Contra COS Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 7. Sales Account from Product Group GL control 8. Sales Account from AR Account GL control 9. Sales Account from Company's AR Account GL control If Division segment is used, the segment value comes from site.

PLT-MTL

site to job material

Transaction Description	Debit	Credit
2nd half of Transfer of Inventory from site A Warehouse site B Job. (See STK-PLT for 1st half of transaction)	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control Division from site than 1 or 2. If site GL divisions are different, these transfer definition accounts are also debited: 3. Transfer AR Account from Transfer Definition 4. Contra AP Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 5. Sales Account from Product Group GL control 6. Sales Account from AR Account GL control 7. Sales Account from Company's AR Account GL control 8. Contra Revenue Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 9. COS account from Product Group GL control 10. COS account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site.	1. In-Transit Account from Transfer Definition If site GL divisions are different, these transfer definition accounts are also credited: 2. Transfer AP Account from Transfer Definition 3. Contra AR Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 4. COS account from Product Group GL control 5. COS account from Company's Inventory COS and WIP GL control 6. Contra COS Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 7. Sales Account from Product Group GL control 8. Sales Account from AR Account GL control 9. Sales Account from Company's AR Account GL control If Division segment is used, the segment value comes from site.

PLT-STK

site to stock

Transaction Description	Debit	Credit
2nd half of Transfer of Inventory from site A/Warehouse A to site B/Warehouse B. (See STK-PLT for 1st half of transaction) ***If site GL divisions are the same STK-STK transaction is used instead of STK-PLT and PLT-STK***	1. Part GL control 2. Inventory account from Part Class GI control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse B then site B. 4. Transfer AR Account from Transfer Definition 5. Contra AP Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 6. Sales Account from Product Group GL control 7. Sales Account from AR Account GL control 8. Sales Account from Company's AR Account GL control 9. Contra Revenue Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division 10. COS account from Product Group GL control 11. COS account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from site.	1. In-Transit Account from Transfer Definition 2. Transfer AP Account from Transfer Definition 3. Contra AR Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 4. COS account from Product Group GL control 5. COS account from Company's Inventory COS and WIP GL control 6. Contra COS Account from Transfer Definition If Division segment is used, the segment value comes from consolidation division. 7. Sales Account from Product Group GL control 8. Sales Account from AR Account GL control 9. Sales Account from Company's AR Account GL control If Division segment is used, the segment value comes from site.

PUR-CMI

Purchase receipt to customer managed inventory

Transaction Description	Debit	Credit
PO receipt to customer managed inventory.	***No GL Transactions Created****	***No GL Transactions Created****

PUR-CUS

Purchase receipt for Buy to Order parts shipped to customer

Transaction Description	Debit	Credit
Records transactions for Buy to Order (BTO) parts shipped to a Non Inter-Company customer. PUR-CUS is only valid for the material queue.	****No GL Entry Created****	****No GL Entry Created****
Records transactions for Buy to Order (BTO) parts shipped to an Inter-Company customer. PUR-CUS is only valid for the material queue.	****No GL Entry Created****	****No GL Entry Created****

PUR-DRP

Purchase receipt to drop shipment

Transaction Description	Debit	Credit
Records receipt transactions automatically generated by drop-shipments (for non part master parts and non standard cost part master parts).	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: Applied Mtl Burden account from Company's hierarchy COS and WIP GL control. If Division segment is used, the segment value comes from accounts.
Records receipt transactions automatically generated by drop-shipments (for standard cost master parts and non standard cost part master parts).	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: Applied Mtl Burden account from Company's hierarchy COS and WIP GL control. If Division segment is used, the segment value comes from accounts.

PUR-INS

Purchase receipt to Inspection

Transaction Description	Debit	Credit
PO receipt to inspection.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Miscellaneous receipt to inspection.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

PUR-MTL

Purchase receipt to job material

Transaction Description	Debit	Credit
PO receipt to job material for a manufacturing job.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. WIP Mtl Burden account from job's Product Group's GL control 2. WIP Mtl Burden account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. Applied Mtl Burden account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from accounts.
Miscellaneous receipt to job material for a manufacturing job.	1. WIP Material account from job's Product Group's GL control 2. WIP Material account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. WIP Mtl Burden account from job's Product Group's GL control 2. WIP Mtl Burden account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: 1. Applied Mtl Burden account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from accounts.

PUR-SMI

Purchase receipt to supplier managed inventory

Transaction Description	Debit	Credit
PO receipt to supplier managed inventory.	***No GL Transactions Created****	***No GL Transactions Created****
Miscellaneous receipt to supplier managed inventory.	***No GL Transactions Created****	***No GL Transactions Created****

PUR-STK

Purchase receipt of Buy To Order (BTO) parts to stock

Transaction Description	Debit	Credit
PO receipt to stock.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: Applied Mtl Burden account from Company's Inventory COS and WIP GL control. If Division segment is used, the segment value comes from accounts.

Transaction Description	Debit	Credit
Miscellaneous receipt to stock.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Part has Mtl Burden Rate: Applied Mtl Burden account from Company's Inventory COS and WIP GL control. If Division segment is used, the segment value comes from accounts.

PUR-SUB

Purchase receipt to subcontract

Transaction Description	Debit	Credit
PO receipt to subcontract operation for a manufacturing job.	1. WIP Subcontract from job's Product Group's GL control 2. WIP Subcontract from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Miscellaneous receipt to subcontract operation for a manufacturing job.	1. WIP Subcontract from job's Product Group's GL control 2. WIP Subcontract from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

PUR-UKN

Purchase receipt of BTO parts to unknown

Transaction Description	Debit	Credit
PO receipt to other.	1. Inventory account from Part Class GL control selected on PO 2. Expense account from Supplier's Supplier GL control 3. Expense account from Supplier's AP Account GL control If Division segment is used, the segment value comes from 1, 2 or 3 above.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Asset Purchase receipt to other.	Asset Clearing account from the Company's Asset GL control	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.
Miscellaneous receipt to other.	1. Expense account from Supplier's Supplier GL control 2. Expense account from Supplier's AP Account GL control If Division segment is used, the segment value comes from 1 or 2 above.	1. Clearing account from Company's AP Account GL control 2. Clearing account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from account.

RMA-INS

RMA receipt to Inspection

Transaction Description	Debit	Credit
RMA Receipt: 1. If Quality module enabled, RMA receipt automatically goes to inspection 2. If Quality module is not enabled - use RMA Disposition in Order Mgmt	****No GL Entry Created****	****No GL Entry Created****

STK-ASM

Stock to job assembly

Transaction Description	Debit	Credit
Issue of an assembly to a manufacturing job.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control  If MTL Burden Cost present WIP Material Burden Account is also debited following the above hierarchy (1&2). If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.

Transaction Description	Debit	Credit
Return of an assembly from a manufacturing job.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control  If MTL Burden Cost present WIP Material Burden Account is also debited following the above hierarchy (1&2). If Division segment is used, the segment value comes from the site GL control, then 1 or 2.

STK-AST

Stock to asset

Transaction Description	Debit	Credit
Records transfers of stock to create an asset (asset addition transactions).	Asset Clearing account from Company's Asset GL Control	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from the Warehouse GL Control, then site GL control, then 1, 2, or 3.

STK-CUS

Shipment from stock to a customer

Transaction Description	Debit	Credit
Shipment to a non Inter-Company Customer from inventory.	COS Elements from Product Group GL control COS Elements from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected, the department segment is overridden with the Sales Category Dept	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.
Shipment to an Inter-Company Customer from inventory.	COS Elements from Intercompany AR Account GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected, the department segment is overridden with the Sales Category Dept.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.

STK-INS

Stock to inspection

Transaction Description	Debit	Credit
Creating a non-conformance for an inventory item.	1. Inspection account from Part Class GL control 2. Inspection account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.

STK-KIT

Receipt of component kit part to parent kit part

Table Title	Table Title 2	Table Title 3
Shipment of sales kit components from inventory.	Debit - from the Kit Parent Item 1. Part GL Control for Inventory account 2. Part Class GL Control for Inventory account 3. Default Inventory COS/WIP Inventory account	Credit - from the Kit Component Item 1. Part GL Control for Inventory account 2. Part Class GL Control for Inventory account 3. Default Inventory COS/WIP Inventory account

STK-MTL

Stock to job material

Transaction Description	Debit	Credit
Issue of material to a manufacturing job.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control  If MTL Burden Cost present WIP Material Burden Account is also debited following the above hierarchy (1&2). If Division segment is used, the segment value comes from the site GL control, then 1 or 2.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.
Return of material from a manufacturing job.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control  If MTL Burden Cost present WIP Material Burden Account is also debited following the above hierarchy (1&2). If Division segment is used, the segment value comes from the site GL control, then 1 or 2

STK-PLT

Stock to site

Transaction Description	Debit	Credit
1st half of transfer of inventory from site A/Warehouse A to site B/Warehouse B. (See PLT-STK, PLT-MTL, PLT-ASM for 2nd half of transfer)  If divisions are the same STK-STK transaction will be used instead of STK-PLT and PLT-STK.	In Transit Account set up in Transfer Definitions	Part GL control Inventory account from Part Class GL control Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse A then site A then 1, 2 or 3.

STK-STK

Stock to stock transfer

Transaction Description	Debit	Credit
Transfer of inventory (same site) or between sites that have the same GL division.  If site divisions are different see STK-PLT and PLT-STK.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.

STK-UKN

Stock to unknown

Transaction Description	Debit	Credit
Miscellaneous issue of inventory.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.	- Part GL control - Inventory account from Part Class GL control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.
Miscellaneous return of inventory.	- Part GL control - Inventory account from Part Class GL control - Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	- Reason code GL control - Inventory Adjustment account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control, then 1 or 2.

SUB-INS

Transaction Description	Debit	Credit
Creating a non-conformance for a sub-contract operation Option to Move Costs to DMR during inspection.	****No GL Entry Created****	****No GL Entry Created****

SVG-STK

Salvage material receipt to stock

Transaction Description	Debit	Credit
Receipt of Salvage to stock from a manufacturing job.  By design, service jobs will not have salvageable material.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2 or 3.	1. WIP Material account from the job's Product Group's GL control 2. WIP Material from Company's Inventory COS and WIP GL control  If MTL Burden Cost is present, WIP Material Burden Account is also credited. If Division segment is used, the segment value comes from site GL control then 1 or 2.

UKN-CUS

Shipment of Buy To Order parts to a customer

Transaction Description	Debit	Credit
Records Buy To Order (BTO) shipments of non-quantity bearing parts to the customer.	1. COS Elements from Product Group GL control 2. COS Elements from Company's inventory COS and WIP GL control If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected the department segment is overridden with the Sales Category Dept.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2, or 3.

Transaction Description	Debit	Credit
Records Buy To Order (BTO) shipments for standard cost part master parts to the customer.	If Division segment is used, the segment value comes from warehouse GL control then site GL control. If Department segment is used and a Sales Category is selected the department segment is overridden with the Sales Category Dept.	1. Part GL control 2. Inventory account from Part Class GL control 3. Inventory account from Company's Inventory COS and WIP GL control If Division segment is used, the segment value comes from Warehouse GL control, then site GL control, then 1, 2, or 3.

WIP-MFG

Transaction Description	Debit	Credit
Issuance of make direct part on job it was built on (source job) to job requiring it (destination job). (Created at the same time the MFG-WIP transaction is created; only MFG-WIP creates a GL entry)	****No GL Entry Created****	****No GL Entry Created****

Payroll Transaction Hierarchy

This hierarchy is a summary of common general ledger (GL) transactions posted from within the Payroll (PR) module.



This hierarchy assumes your company uses an unmodified version of the Standard posting rules delivered with the Epicor application. If you use the Extended posting rules, or if you need information regarding a PR transaction that is not listed on this hierarchy, refer to GL Transaction Type Maintenance to review the operation details.

Payroll Check Entry - Gross Pay

Function	Debit	Credit
Gross Pay	Default Account 1. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type 2. Payment Type GL Control - Payroll Check Line Pay Type	Cash Account 1. Bank Account GL Control - Payroll Check Bank Account

Function	Debit	Credit
If: A Resource Group ID is available on the Payroll Check Line	Then: (Department Segment Only) 1. Department GL Control - Payroll Check Line Job Costing Department 2. Department GL Control - Payroll Check Employee 3. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type 4. Payment Type GL Control - Payroll Check Line Pay Type	
	Then: (Division Segment Only) 1. Division GL Control - Payroll Check Line Job Costing Department 2. Division GL Control - Payroll Check Employee 3. Division GL Control - Payroll Check Line site 4. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type 5. Payment Type GL Control - Payroll Check Line Pay Type	

Payroll Check Entry - Undistributed Gross Pay

Function	Debit	Credit
Undistributed Gross Pay	Default Account 1. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type 2. Payment Type GL Control - Payroll Check Line Pay Type	Accrual Account 1. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type

Payroll Check Entry - Shift Pay

Function	Debit	Credit
Shift Pay	Default Account 1. Job Shift Costing GL Control - Payroll Check Line Job Shop Shift 2. Payment Type - Labor Code GL Control - Payroll Check Line Pay Type 3. Payment Type GL Control - Payroll Check Line Pay Type	Cash Account 1. Bank Account GL Control - Payroll Check Bank Account

Payroll Check Entry - Premium Pay

Function	Debit	Credit
Premium Pay	Default Account 1. Payment Type - Labor Code Premium GL Control - Payroll Check Line Pay Type 2. Payment Type Premium GL Control - Payroll Check Line Pay Type	Cash Account 1. Bank Account GL Control - Payroll Check Bank Account

Payroll Check Entry - Payroll Tax (Employee)

Function	Debit	Credit
Payroll Tax (Employee)	Same Debit account(s) as Gross Pay/Shift Pay	Accrual Account 1. Payroll Tax GL Control - Payroll Check Tax
		(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Payroll Tax GL Control - Payroll Check Tax

Function	Debit	Credit
		(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Payroll Tax GL Control - Payroll Check Tax

Payroll Check Entry - Employer Expense Tax

Function	Debit	Credit
Employer Expense Tax	1. Default Account Payroll Class Tax GL Control - Employee Payroll Class Employer Tax 2. Expense Account Payroll Tax GL Control - Payroll Check Tax	Accrual Account 1. Payroll Tax GL Control - Payroll Check Tax
	(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Payroll Tax GL Control - Payroll Check Tax	(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Payroll Tax GL Control - Payroll Check Tax
	(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Payroll Tax GL Control - Payroll Check Tax	(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Payroll Tax GL Control - Payroll Check Tax

Payroll Check Entry - Accrual Deductions (Employee)

Function	Debit	Credit
Accrual Deductions (Employee)	Same Debit account(s) as Gross Pay/Shift Pay	Accrual Account 1. Deduction GL Control - Payroll Check Deduction
		(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Deduction GL Control - Payroll Check Deduction
		(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Deduction GL Control - Payroll Check Deduction

Payroll Check Entry - Special Deductions (Employer)

Function	Debit	Credit
Special Deductions (Employer)	1. Default Account Alternate Deduction GL Control - Payroll Check Deduction 2. Expense Account Deduction GL Control - Payroll Check Deduction	Accrual Account 1. Deduction GL Control - Payroll Check Deduction
	(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Deduction GL Control - Payroll Check Deduction	(Department Segment Only) 1. Department GL Control - Payroll Check Employee 2. Deduction GL Control - Payroll Check Deduction
	(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Deduction GL Control - Payroll Check Deduction	(Division Segment Only) 1. Division GL Control - Payroll Check Employee 2. Division GL Control - Payroll Check Line site 3. Deduction GL Control - Payroll Check Deduction

Void Check Entry - Void an Outstanding Check

Function	Debit	Credit
Void an outstanding check	Reverses original GL transaction(s)	Reverses original GL transaction(s)

Posting Engine

Introduction

Purpose of this Guide

The Posting Engine Technical Reference Guide explores how Kinetic processes financial transactions for display within financial reports and the general ledger. When Kinetic installs, it uses a default series of posting rules to run this process.

You can however, create multiple books for different financial needs. Each book, in turn, can have a different set of posting rules which affect how the financial transactions it contains display within the general ledger.

You can modify the posting process for a book through two methods. If you need to make minor changes to this process, you should use chart of accounts mapping to link, or map, one source COA to a target COA. The target COA can then be updated as needed to satisfy the changes you need in the target book. Most posting process changes are minor, so you typically will use the COA mapping functionality.

If you need to make more complex changes to the posting process, however, you can create, modify, and delete posting rules. Kinetic uses a series of general ledger transaction types, like AP Invoice and AR Invoice Adjustment, to process and record financial (business) transactions. Each GL transaction type contains a series of posting rules, called a rule set, that define how transactions for the specific type post. You can make precise changes to the posting rules by create a revision within the GL transaction type. When you finish changing the posting rules, you activate the revision. This active revision is then used for all business transactions for the GL transaction type.

This guide explains how you can customize the posting logic to match the needs of a specific book.

Intended Audience

This guide is for individuals within your company responsible or partially responsible for accounts receivable, accounts payable, cash management, and any other financial areas of responsibility.

Employees who may find this guide useful include:

- Controllers
- Business Managers
- Accountants
- Financial Planners

How it is Organized

This guide first explores the structure of the financial functionality within Kinetic. It then explains the stages of the posting process and the various components which impact the financial results.

The guide then continues by documenting the transaction type environment within GL Transaction Type Maintenance, the primary application you use to modify and create posting rules. The guide concludes with a series of sections which details the GL transaction types.

The main sections of this guide:

- **The Posting Engine**-- This section contains an overview of both the financial functionality and how this functionality interacts with the posting process.
- **Primary Components**-- The main records used during the posting process are documented in this section. These records include GL control types, business entities, chart of accounts, fiscal calendars, books, and more.
- **The GL Transaction Type Environment**-- This section explores the items you can modify and create within each GL transaction type. The purpose of selection criteria, variables, posting rules, posting codes, and so on is explored.
- **Posting Rule Reference**-- Use this section to review the primary items which you can modify to create new posting rules or modify existing ones.
- **Posting Rules in Action**-- Use this section to review examples which show how the posting engine arrives at its results.
- **Posting Engine Troubleshooting** -- Use this section to help with the understanding and troubleshooting of errors you may receive when creating posting rules.

The Posting Engine

The posting process is the core financial functionality within Kinetic. It first collects financial data and then evaluates this information to create appropriate general ledger (GL) transactions.

Depending on the current transactions and your chart of accounts structure, the transactions can post through one or multiple books to the general ledger. The functionality which runs this process is the Posting Engine. It provides a unified process for all business transactions, and it is a flexible rule-based system you can modify to define which accounts you want to populate for which amounts.

The posting engine functionality runs independently for each company created within Kinetic. A company can also have multiple books defined for specific financial requirements, and each book, in turn, can be mapped to a source chart of accounts (COA) or have a unique set of posting rules which you define. These account maps and posting rules indicate how the business transactions are posted as GL transactions to various accounts. You have complete control over the financial processing needed for each company. You can define the specific data that populates dynamic segments, create automatically self-balancing segments, and convert and round currency amounts based on up-to-date exchange rates.

The posting process runs through a number of stages, pulling input data from a series of generated business transactions (sometimes called business documents). It then uses the account maps and posting rules (sometimes called booking rules) created specifically for each book to post the results. Kinetic provides default GL transaction types that generate all business transactions which then post as GL transactions to the general ledger; you can extend these GL transaction types to include more data or alternate posting methods.

Your organization will have unique reasons for leveraging the posting engine. Some typical uses for this functionality include:

- If your company requires multiple books, like one for taxing purposes and another for accounting purposes, you can set up posting rules to reflect the different purposes of these books.
- If your organization works in a multi-company environment, you can set up unique posting rules for an intermediate book which transforms the financial data into a format usable by the receiving company.
- During company acquisitions, posting rules can be configured so that the acquired company can maintain their old books, fiscal calendar, and so on during the transition year.
- Your company may require multiple books for payroll to track employee costs in separate locations. These locations, for example, may require different currencies.
- If your chart of accounts uses dynamic segments, you can directly assign this dynamic segment in a GL control or use some other posting rule combination. Typically however, you do not assign a dynamic segment value in a GL control, so you will modify a posting rule instead.
- If you customize Kinetic, use the posting engine to handle the automatic posting needs of the additional data you enter through these custom applications.

By default, Kinetic uses the posting rules originally defined for the 8.03 application. These standard posting rules insures that a base set of rules is always initially available within each company. The standard posting rules contain the department and division account segments used within the 8.03 Classic application. Later you can delete or modify these posting rules as you need.

If this is a first time installation, however, you will most likely install the extended posting rules. This set contains a more open series of rules which do not contain department and division hierarchies, so you have a flexible framework to begin reflecting the specific posting needs of your organization.



If your organization is upgrading but still wants to leverage the flexibility of the extended rule set, Epicor recommends you first set up a book using the standard rules to conduct your normal business transactions. At the same time, create a second book and import the extended rule set into it. Use this second book for a soft conversion process where you gradually post specific business transactions into it when users are ready to make the change. Your consultant can help you set up a soft conversion process so that your company can gradually leverage the extended rule set.

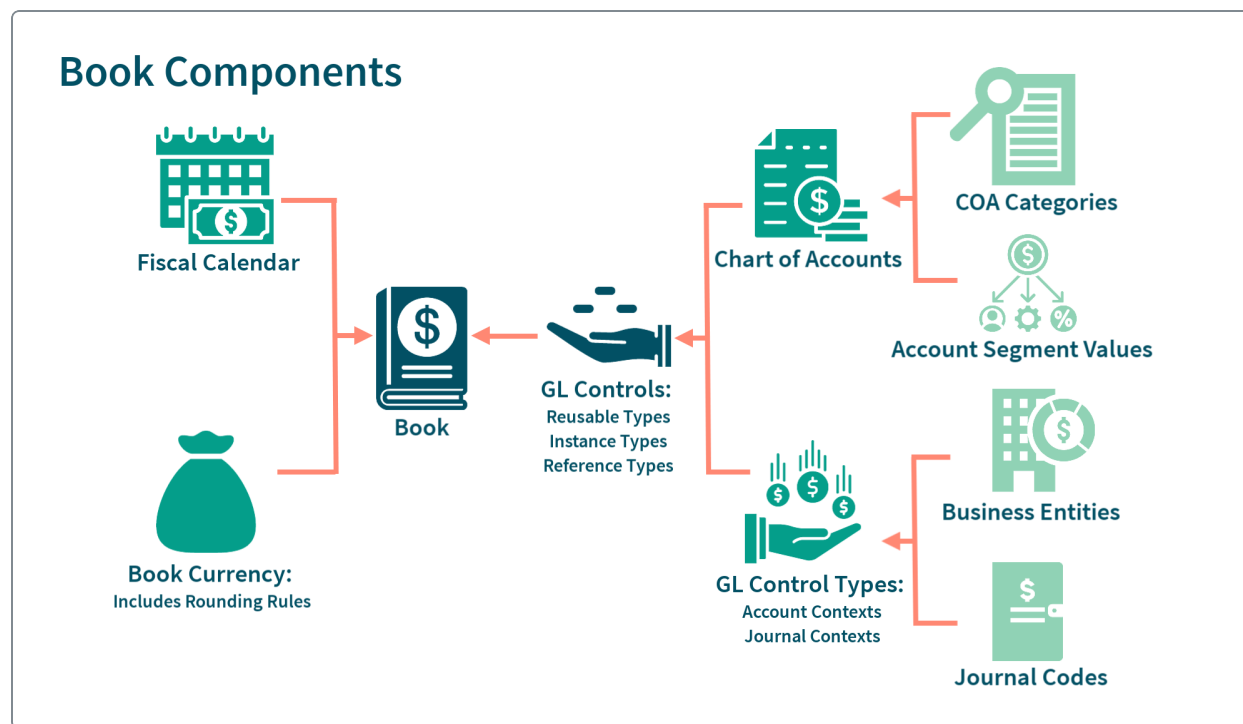
Regardless of the rule set installed, you can create new account maps, posting codes, posting rules, and other user extensions to the default GL transaction type structure. These modifications are called revisions, and they either are based on an original rule structure or on a unique rule structure you define. You have complete control over these posting rule revisions. To help you during the development of your posting rules, you assign status levels to them in order to control when the revisions are implemented on your financial records.

By leveraging this powerful toolset, you can set up the posting processes you need to create accurate financial records which address the internal realities of your organization and the legal requirements of the localities inside which you conduct business.

Book Components

This section describes how various components are used with each book.

Review this graphic and the brief descriptions which follow to become familiar with the book functionality:



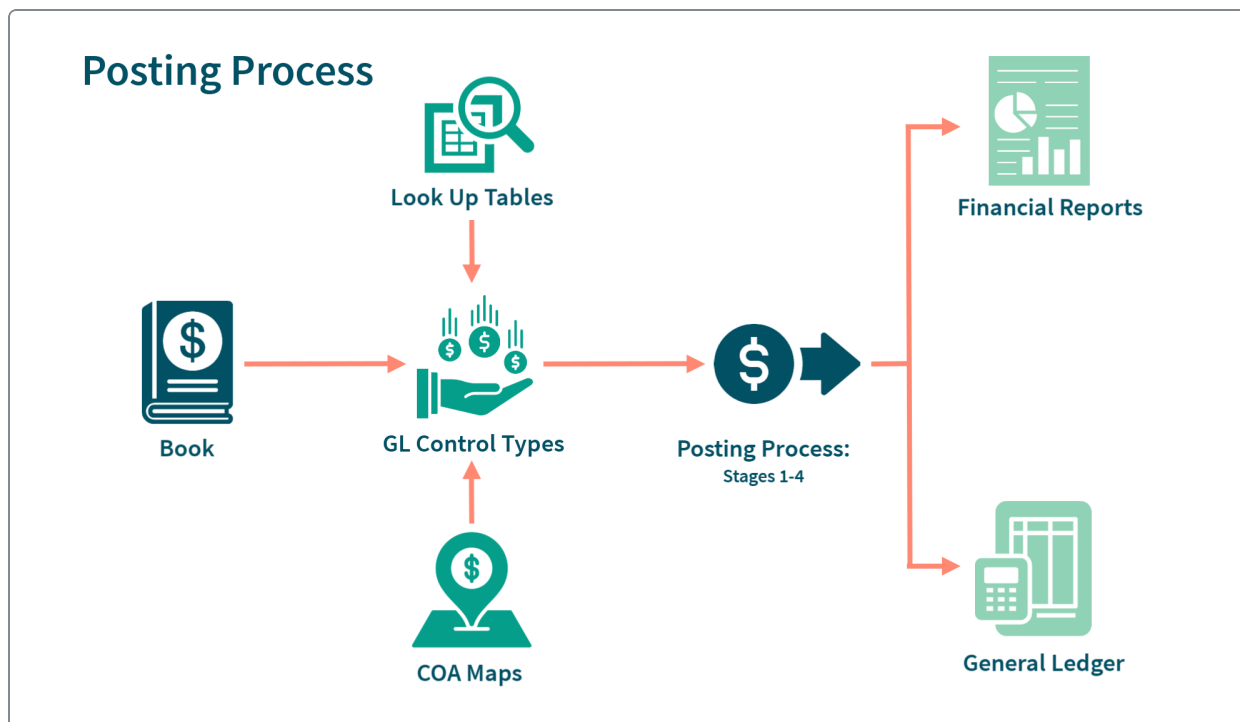
The following list briefly explains how each item interacts with a book. Use this list to gain a beginning understanding of each item; all of these components are described in more detail later in this guide within the Primary Components section. Book components:

- **Account Segment Values-** These components define values for both dynamic and controlled segments. You can also use them to define options for natural account values and indicate the effective dates for these segment values. Account segments are applied to GL control types as account contexts.
- **Books-** A component which contains a unique set of financial records created for a specific purpose, like budgeting or alternate currency calculations. Each company can have as many books as it needs. A book defines the currency, chart of accounts, and fiscal calendar used to process its financial transactions; it can also map to a source COA and contain a unique set of posting rules.

- **Business Entities-** Business entities define various items within the company, like Customer, Supplier, and Part. These static tables contain the data related to these items. You can select business entities on GL control types.
- **Chart of Accounts-** These components define a set of accounts used to organize the financial results of business activity within a company. The posting engine places the GL transactions in the accounts specified for the COA you select for a specific book.
- **COA Categories-** Categories link natural accounts to specific values you define with Account Segment Values Maintenance. They group accounts which track similar functions. Use these items to determine how balances are maintained for linked accounts and the structure and form of financial statements generated for a specific chart of accounts.
- **Currencies-** You must select a specific currency to use with the transactions generated through a specific book. Each currency record also contains the values it needs for rounding amounts on specific transactions.
- **Fiscal Calendars-** A component which determines the periods during which GL transactions post during a fiscal year. Each book can have a unique fiscal calendar assigned to it.
- **GL Control Types-** A component which groups account contexts, journal contexts, and business entities. GL control types are templates for GL controls. GL control types determine the overall account and journal contexts used for transactions with a selected GL control. They determine the business entities used with each GL control to generate their specific account information. You select the GL control type you need on each GL control. The GL controls use these contexts and business entities to define the specific account string and journal code to use with each GL transaction.
- **GL Controls-** A component which defines the account strings and journal codes available to a specific record (part, customer, marketing campaign, and so on) during the posting process. These items identify each account through a string value which then displays within financial reports and trackers. GL controls are used in three ways. Reusable GL controls are controls users link to setup (maintenance) records; only reusable GL controls use business entities. Instance GL controls are used with specific items within the database; the instance GL control links a unique account (like a purchase order account) to the specific item. Reference GL controls are hidden from users; they populate the TranGLC table with system records.
- **Journal Codes-** Journal codes define the codes used to group journals. These codes help you track and report on journals, and they are applied to GL control types as journal contexts.

Posting Process Components

This section describes how various components work together to post financial transactions. Review this posting process graphic and the brief descriptions which follow to better understand how the posting engine works with other components within Kinetic.



Posting process components:

- **Book-** A component which contains a unique set of financial records created for a specific purpose - like budgeting or alternate currency calculations. A book defines the currency, chart of accounts, and fiscal calendar used to process its financial transactions. It contains the transactions generated by financial activity for the book.
- **Chart of Account Maps-** You use COA maps (or account segment maps) to automatically transform one chart of accounts to another chart of accounts during the posting process. These items link, or map, accounts and journal codes across multiple books. The posting rules within GL transaction types use these maps to transform the COAs into the correct structure. You typically use COA maps when you only need to make minor posting changes between two books.
- **GL Transaction Types-** Transaction types define all the posting codes, functions, pre-posting rules, posting rules, reference rules, and other items required to pull in a business transaction and post its data as a GL transaction. Kinetic installs with a series of GL transaction types you can access through GL Transaction Type Maintenance. You create revisions for each GL transaction type and then create, modify, and delete posting rules and other items as you need. You typically use this functionality when you need to make more complex changes to the posting process for a specific book.
- **Lookup Tables-** These components link any number of source fields to any number of target values. These target values can be a segment, an account, or some other value. They pull in specific data required for the posting rules.

- **Posting Process**- This four stage process pulls in the financial transactions from a specific book and records it using the COA maps, default posting rules, and modified posting rules contained within GL transaction types. This complex process can be run manually whenever you need or automatically through a schedule you define for each entry application which posts to the general ledger.
- **Financial Reports**-- The resulting financial transactions can be viewed on various financial reports which display the posted transactions.
- **General Ledger**-- The company general ledger records the financial transactions. It uses the account structure and calculations defined for the book within its GL transaction types.

Posting Engine Elements

This section of the guide describes the primary elements which make up the posting engine process.

Available Modes

The posting engine process runs in the following modes:

- **Pre-Post Mode**- This mode is used when some accounts must be calculated before actual posting occurs. This mode calculates and outputs data used later during the posting process. Pre-posting rules pull in the data required for each GL transaction type.
- **Validation Mode**- Use this mode to test your posting rule modifications. This mode generates entries for the Review Journal; use this application to preview the GL transactions generated in books when you post source business transactions. The transactions are not yet posted to the general ledger, so you can make changes to the transactions, COA maps, and posting rules as you need. You can also print edit lists and use the Review Journal to view the results. When you are satisfied with the results in the Review Journal, you can then post them from within this application out to the general ledger.
- **Open Invoice Mode**- Run this mode when you use the Open Invoice Load application in either AP or AR. This mode populates reference GL controls without creating GL transactions. You use Open Invoice Load when you are first pulling in financial data from another application. After you post the invoices, you then use these reference GL controls with your current financial data.
- **Regular Posting Mode**- This mode posts a source business transaction (or document) to create a GL transaction. The posting engine process uses this mode when a user enters a record within an entry application. After the posting process is complete, the source business transaction is marked as posted. This mode can output calculated accounts for just GL transactions or both GL transactions and GL controls.

Posting Engine Process

The posting process can be run immediately against a group of transactions (for example, AR invoices) or run through a regular, automated schedule on the system agent. To leverage system agent functionality, you first create the recurring schedule you need within System Agent Maintenance and then select this schedule on the specific posting process you need.

When the posting engine runs, it assigns the following status levels to business entities:

1. Kinetic first blocks adjustments to the corresponding business entity and designates the entity as in process for being posted.
2. Business transactions (or documents) generate for this business entity.
3. When the posting process completes successfully, each business transaction is defined as posted and the result GL transactions are available for display. All tracker applications display the posted status for the business transactions.
4. When the posting process fails, however, the Review Journal displays both the errors and warnings for the transactions. At this point, you can cancel the results, which indicates that the business transaction is unposted. You can then adjust the source business transaction and re-post them.

Depending on how your application is set up, the transactions post to a single book or multiple books. The journals use the chart, currency, and fiscal calendar from the posting rules defined for the GL transaction type which generates the business transaction. When transactions post to multiple books, you must set up either COA maps or posting rules to indicate for which books the transactions post. Likewise, you can also set up posting rules for Red Storno and reversing journals.

GL Transactions

As described previously, when the posting engine runs, it creates GL transactions for one book or multiple books. A single input document, defined within a GL transaction type, creates a single GL transaction in every affected book.

You modify the COA maps and/or posting rules needed to process the transactions for the methods required in each book:

- **COA Maps** are user-defined items that link the source chart of accounts from one book to the target chart of accounts of another book. The posting engine then creates a GL transaction in one book by mapping the same GL transaction from another book. A GL transaction created in one book through a mapping table cannot be applied again later by a GL transaction type. You create COA maps to handle minor differences in the posting processes for separate books.
- **Posting Rules** are either default or user modified rules; they can a sequence of instructions on how to generate a GL transaction within a specific book using the data from the input business transaction. You can add, edit, and delete the posting codes, functions, posting rules, and other items needed to post business transactions for each GL transaction type. You modify posting rules to handle more complex changes required in the posting process for a single book or multiple books.

In some cases, the posting engine process also handles rounding differences that occur after converting currencies, auto-balancing segments, and validating transactions. You can configure these procedures to match your business environment, and Kinetic executes them as automatic procedures.

The primary components which control the posting engine process are the GL transaction types. Each GL transaction type gathers the data input required for the posting engine process. Kinetic contains a series of GL transaction types which it uses as default templates for generating GL

transactions. You can modify these transaction types as you need within GL Transaction Type Maintenance by creating revisions. You can modify nearly every aspect of a revision and then use it as the default for the GL transaction type.

Each business transaction belongs to a specific GL transaction type. Kinetic supports various types of business transactions, such as inventory issues and payments. Because of this, Invoice Payment is a GL transaction type, while a specific payment by check number XXX for the invoice number YYY is considered a single business transaction. The GL transaction type describes the entire business transaction and provides data that determines how GL transactions are constructed for this type.

The structure of a GL transaction type is unique. Each has a different number of rule levels, and posting codes and amounts are also unique at each level. This structure enables each GL transaction type to correctly reflect the business transaction. The standard structure also provides a common way for posting (also called booking) rules to access data.

Each GL transaction type has a rules structure which contains:

- A **Header** posting rules level



Only one header rule is available for each GL book.

- An extensive number of **Detail** posting rules levels.
- **Functions**- These rules define various operations which are used across all of the posting rules for the specific GL transaction type. They include the rules required to populate account segments for divisions, departments, and charts.
- An optional **pre-posting rules** level which contains rules that populate the data needed before the GL transaction type runs.

Each level contains posting code and amount elements. During posting, posting rules use data pulled from these posting elements, depending on the rule level for which the posting element is defined.

- **Amounts**- These values are a collection of named amounts available at a specific level of the transaction type hierarchy. For example, an AR Invoice transaction type contains an Extended Price and Discount Amount which are available at the Invoice Line child level.
- **Posting Codes**- Posting codes are grouped in posting entities. Each posting entity is data used by the posting rules; each posting code within the entity usually corresponds to a field within that data table. For example, the Part business entity may contain a group of fields from the Part table; these fields are useful when Kinetic creates a GL transaction for the given business event.

You can define posting rules that use additional data by modifying the transaction type which generates the document. To do this, you extend the transaction type templates by first adding new elements, like posting codes, functions, operations, logical conditions, and so on. You can then construct the posting rules which access these new elements.

By modifying the transaction types within GL Transaction Type Maintenance, you can customize the posting process to generate GL transactions that reflect the business needs of your company. These transactions display as GL journals.

You can quickly navigate from the current posting rule or function to the user-defined function definition by clicking the **Go to Function Definition** selection from the Context menu. A rule or function operation which calls a user-defined function is marked with a specific icon . You can go back to the posting rule or function by clicking the related link displayed on the user-defined function's operation tab.

Multi-Company Considerations

The posting engine does not interact directly with the multi-company functionality. When the engine runs, it posts transactions to any accounts defined as a multi-company account.

Then at a later time, the multi-company functionality pulls this account information from the source company and updates it within the target company.

This process works the same if you require an intermediate book in order to transform the amounts from a currency used by the source company into the currency used by the target company. In this case, the posting engine runs and stores the transactions in the intermediate book. At a later time, the multi-company functionality pulls the account information from intermediate book at the source company into the corresponding intermediate book within the target company. These amounts then update the target book within the target company.

Output Data

The posting process creates GL transactions and calculated accounts; these transactions and accounts are used in subsequent processing.

During the posting process, business transactions (sometimes called source documents) are evaluated by the posting engine. The process then creates, or outputs, the results into the multiple locations you define through mapping and posting rules. A single business transaction can generate a number of successive GL transactions in all books configured to receive them. For example, one AR invoice detail line can post to multiple books, and the GL transaction can be placed into different accounts within each book.

The posting process can output:

- A GL transaction
- A number of calculated accounts
- Both a GL transaction and a number of calculated accounts

The calculated accounts are stored within the TranGLC table within the database. These accounts then display in the respective books which generated them during the posting process.

This process also outputs single or multiple calculated accounts and returns them as GL controls. A GL control is an item which stores a set of account strings and journal codes available to a specific

business transaction during the posting process. You define all the specific account strings used during posting within each GL control. These primary components are discussed in more detail later in this guide.

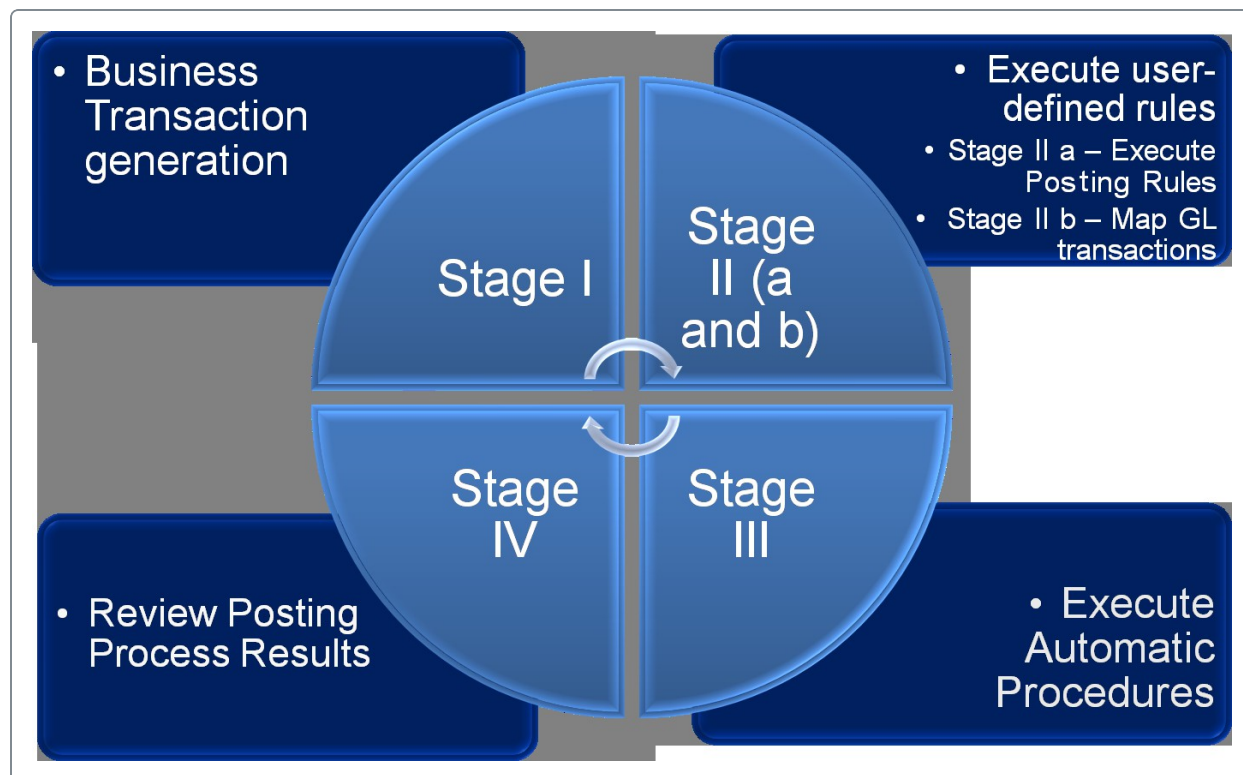
As an output data example, you create a payment on an invoice where the payment business transaction affects the same AR account calculated in the previous invoice business transaction. Another example is when you use a pre-posting rule, which is used by the posting process to calculate a default account overridden before the source business transaction posts to GL.

Posting Engine Process Stages

The Posting Engine runs its process through a series of stages. Each stage builds on the data generated during the previous stage.

The posting process stages:

- Stage 1: The business transactions generate.
- Stage 2: Both default and user modified posting rules execute. This two-part stage first runs posting rules and then maps the corresponding GL transactions.
- Stage 3: The automatic procedures execute.
- Stage 4: You can review the posting process results. An optional stage, you typically perform this stage when you need to validate modified maps/rules or when posting errors occur.



The next sections contain more detail on what occurs during each processing stage.

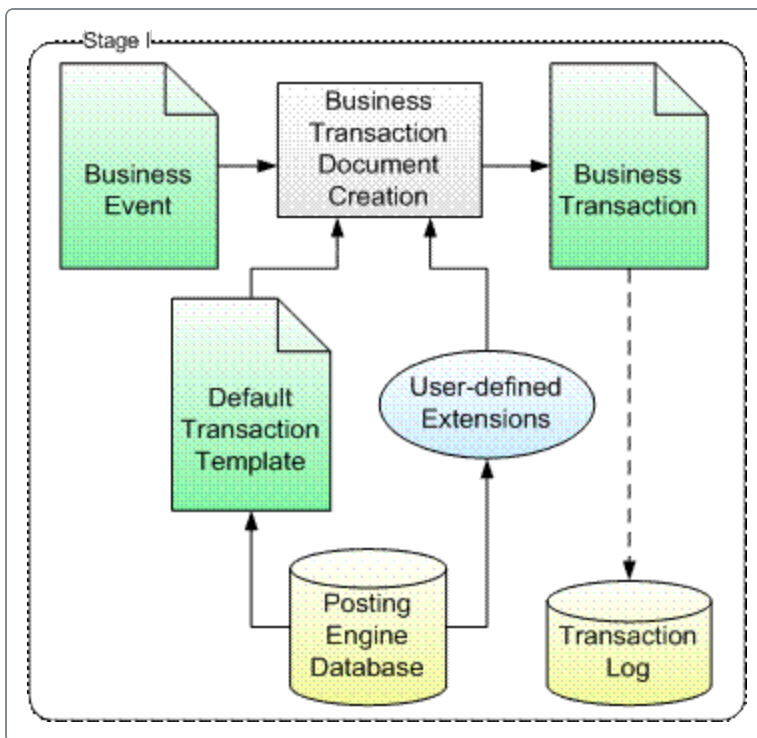
Stage 1 Business Transactions Generate

The posting process begins when Kinetic creates a business transaction for a specific business event. A business event type is first detected and then an incoming template loads for this event type.

The loading process first takes the default structure and then extends it with any modified posting elements (posting codes, functions, and so on) you may have created.

Next, the template populates with the business event data. It becomes a business transaction which will be processed during the subsequent posting stages.

The following illustration shows the process flow for creating business transactions:

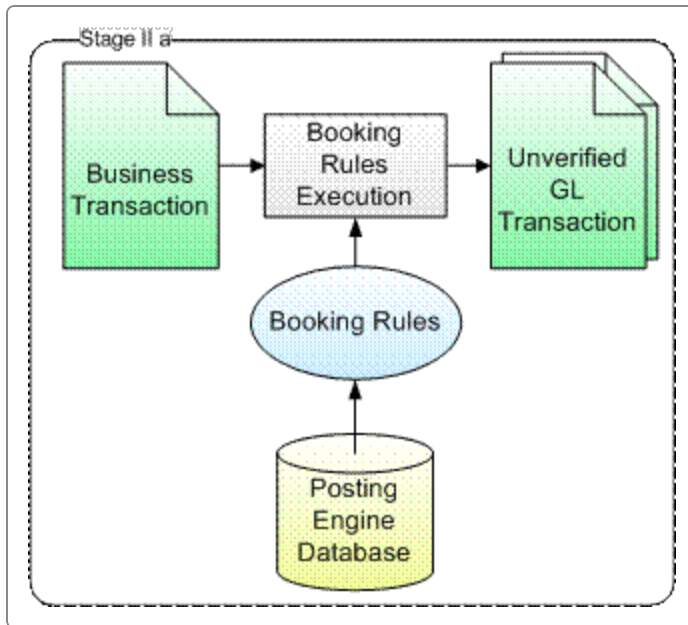


Stage 2 Run Posting Rules

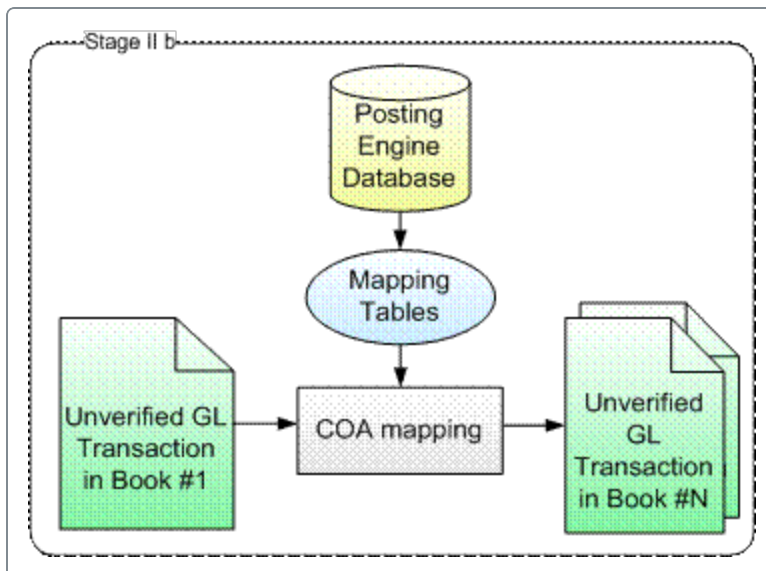
During this stage, the business transaction is then used to generate GL transactions in the company books which record this business transaction. The GL transactions are generated through two methods.

The first method (Stage IIa) directly applies posting rules to the incoming business transaction. You define posting rules for books separately so that each book can have its own rule set for every GL transaction type. Each rule constructs a single GL transaction detail or a pair of transaction details which balance each other, creating an entire GL transaction. When this stage is complete, the GL

transactions for the source business transaction generate in all books which have posting rules that handle the specific business transactions. You use this method when you need to make more complex changes to the posting process.



The second method (Stage II b) maps GL transactions generated by the posting rules from one source book to one or more target books. When a GL transaction is created for a source book, it can also be mapped to other target books. You map a source book to target books when you can reuse the same set of posting rules to construct GL transactions in other books. Use this method for minor posting changes.



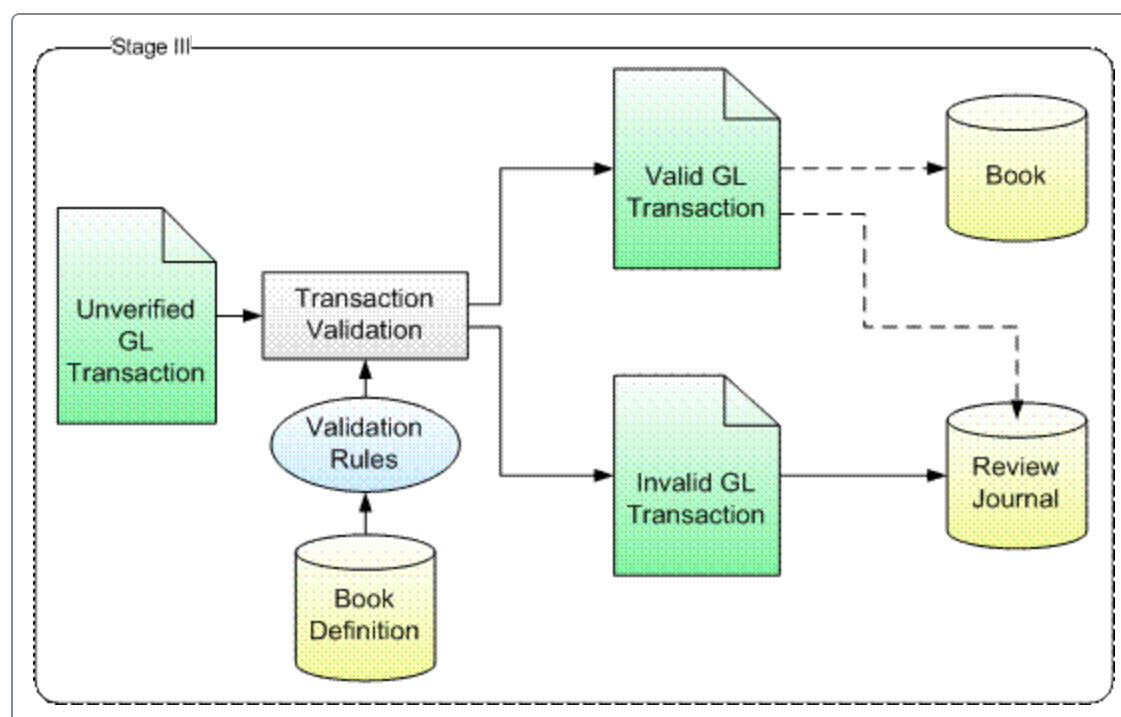


GL transactions are not validated (verified) during this stage. They may be unbalanced, may contain invalid accounting segments, or invalid combinations of segments in the account.

Stage 3 Run Automatic Procedures

During this stage, several procedures are applied against unverified transactions in all affected books.

These procedures validate the transactions generated through Stage 2. When Stage 3 completes, the GL transactions either update the book journals and account balances or are posted to the Review Journal - where you can adjust, validate, confirm, or cancel them.



The procedures run in the following order:

1. **Balance Validation**- Verifies that the transaction total debit equals total credit. If the process cannot complete the balance validation, the Posting Engine raises a logic error.
2. **Account Validation**- Verifies that all accounts are valid. This process is a complex review which includes verifying an account exists and is active, its combination of segments is valid, and that all mandatory segments are specified. If an account is invalid, the Posting Engine raises a logic error.

3. **Transaction Summarization-** An optional process which runs only if you summarize the GL transaction type. When you activate the summary process, all transaction details which affect the same account summarize using one of the following methods:
 - Kinetic replaces its details with a single detail. This detail amount is calculated by subtracting the total credit amount from the total debit amount for all the summarized lines. If a negative amount calculates, the resulting detail credits the account; if a positive amount is calculated, the resulting detail debits the account. Note that even if a negative amount is calculated, the resulting detail contains it as a positive amount-- but in the Credit field.
 - Debits and credits generate separately by Kinetic and will create one debit detail and one credit detail. It creates the debit details by summing up all the details that debit the account; it creates the credit detail by summing up all the details that credit the account. Note that the summarized credit or debit detail is created only if the sum is a non-zero amount. The original lines are kept separately as details of the summarized lines maintain the integrity of the references. This process is similar to what is done for summarized inventory transactions.
4. **Automatic Posting of Rounding Difference-** All rounding calculations, both the original amount and the rounding difference values, are captured by Kinetic before the posting process. Then when the process runs, the posting engine updates both the rounded amount and the difference amount per each detail line (for example, on a sales order). Then these values map to a total account which sums the amounts on each detail line.
5. **Self-balancing Segments** - This procedure makes sure that all accounting segments defined as self-balanced are actually balanced. If unbalanced segments are detected and the Posting Engine is configured to automatically balance such segments, it creates additional lines to balance these segments. If the automatic balancing of accounting segments is not enabled, the Posting Engine generates a logic error.
6. **Final Validations-** Several validation rules defined on each book are applied against the GL transactions in order to verify each transaction. If a validation rule finds that a transaction is invalid, it either generates a logic error or a warning, depending on the setup of the rule.

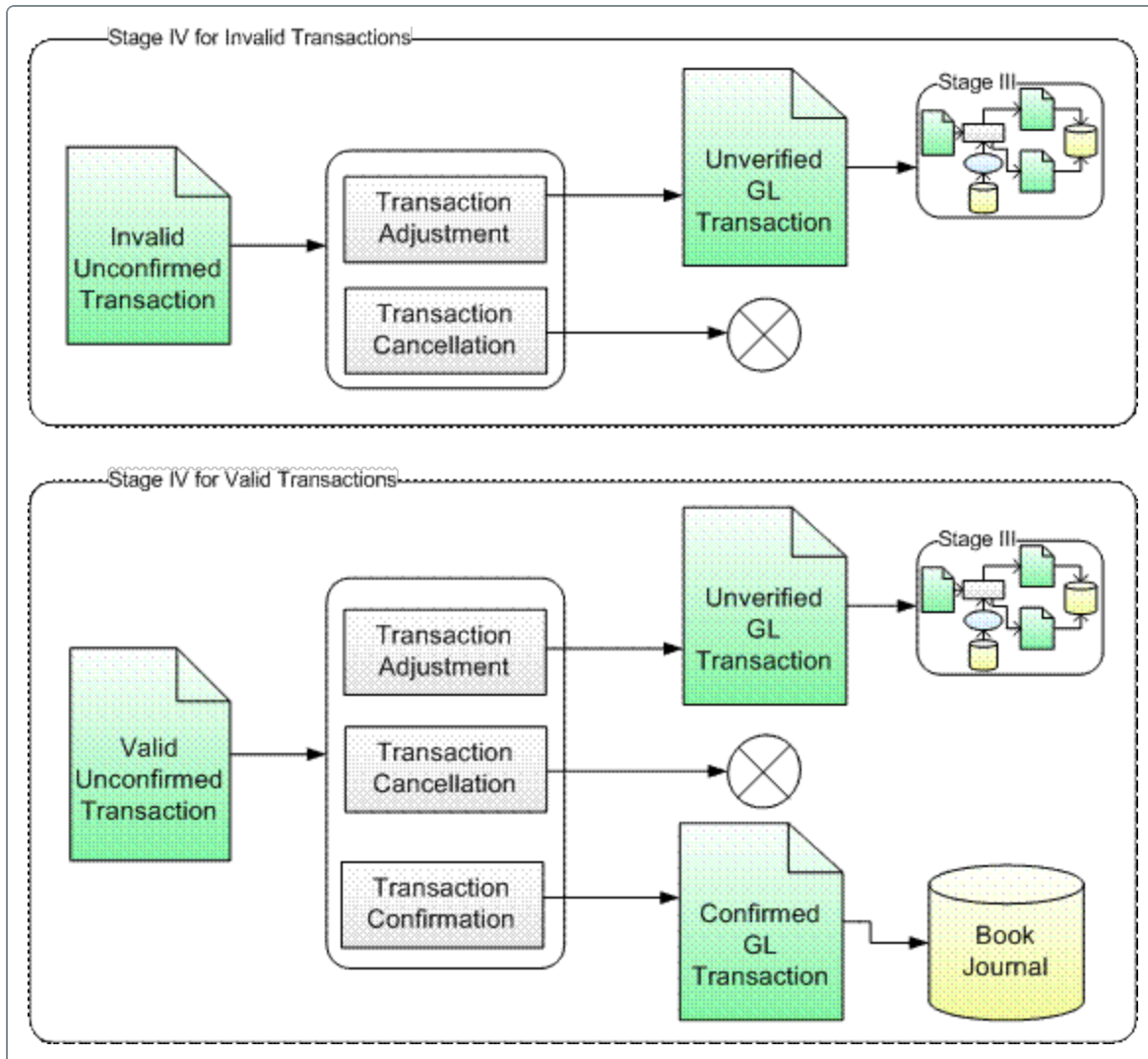
Each GL transaction in the affected book is eventually evaluated as either a valid or an invalid transaction. Valid transactions update the balances in books, while invalid transactions are sent to the Review Journal for manual processing. Note that if a transaction is evaluated in one book as invalid, the entire posting session is then considered invalid and the transactions go to the Review Journal.

Stage 4 Transaction Review

This optional stage occurs when a business transaction produces an invalid GL transaction or when you indicate that valid GL transactions can also post to the Review Journal. You activate the second procedure when you either want to manually confirm posted journals or when you need to verify that modified posting rules run correctly.

Note however, that the Review Journal displays the posting results; the GL transactions created in validation mode appear in the edit list for the specific entry application (for example, AR Invoice Entry) and not in the Review Journal.

During this phase, Kinetic stores the GL transaction in an intermediate journal, called a transaction review journal. You can review, adjust, cancel, and confirm transactions while they are in the Review Journal. Confirmed transactions become permanent journal transactions and later post to GL.



The only correction you can make directly in the Review Journal is to change the account code. All other changes must be made in GL Transaction Type Maintenance or within the entry record itself. When you have made the changes, run the posting process again (Stage 3) and evaluate the results in the Review Journal.

Note that when you are satisfied that the posting rules work correctly, you can indicate on the revision that you no longer want transactions to automatically display in the Review Journal. Then valid transactions will post straight to the book and only invalid transactions are captured by the Review Journal.

Primary Components

The components required for configuring the posting engine -- like books, business entities, and lookup tables -- are explored in the following section. Many of these components were explained briefly in the previous Book Components and Posting Process Components section, and are now described in more detail here.

Account Segment Values

Account Segment Values define the value you need for both dynamic and controlled account segments. You can also define options for natural account values and indicate the effective dates for these segment values.

To begin using this functionality, you first create the segments you need within Chart of Accounts Maintenance.

When you finish defining the segments you need for a specific COA, you then launch Account Segment Values Maintenance to define the values you want for each segment. Use this functionality to define:

- **Natural Accounts**-- Natural account values typically reflect the structure of the financial statements for the current company. You can associate COA categories with natural accounts. This association determines how Kinetic maintains account balances, as Kinetic zeros balances in income statement accounts and maintains balances for balance card accounts. You can also determine whether journals which use this account segment are summarized - reducing the number of records stored within the database. A natural account segment can also contain currency revaluations which occur when a transaction currency is different from the reporting currency. When reports are run, Kinetic captures exchange rate gains and losses for natural account segments which have currency accounts linked to them. Lastly, you can prevent manual journal entry for a specific natural account segment.
- **Controlled Segments**-- These segments define a specific business activity within the current company. The controlled segment values you define in this application are available when users enter accounts in applications such as AP Adjustment and Cash Receipts Entry.
- **Dynamic Segments and GL Reference Types**-- You can associate a dynamic segment with a GL reference type. You use reference types to define items within the current company that have a limited life span, like marketing campaigns and projects. When you associate a reference type with a chart of account (COA) segment, you can select a segment value for a posted transaction.
- **Effective Dates**-- You define a date for a segment to indicate when the segment value is no longer active. The COA can then reflect changes. For example, you can set a segment used for a product line to expire on the date when the product line is discontinued.

You link a segment to a business entity to use its values as dynamic segment values. Business entities define tables within Kinetic which hold primary data like customer and supplier records. You can select these entities for a dynamic segment.

Application Location and Modifiers

The following section details the location(s) where you can access the Account Segment Values functionality from the Main Menu. It also describes the values you can change for this item.

Use the Account Segment Values Maintenance to create the segment values you need for a specific chart of account. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/Account Segment Values

Modifiers you define in this application:

- **Accrual Account**-- A natural account option, this value defines the account to which reversing entries post. If no account is specified, reversing entries created by the exchange post to the currency account.
- **Allowed**-- A natural account option, this check box indicates that the currency account can keep the balance using the value in the specific currency.
- **Blocked**-- A restricted function option, this check box determines whether the natural account can appear in manual journal entries processed by the function. When you select this check box, it excludes the account from displaying within manual journals.
- **Category**-- Defines the COA category you want linked to the current account segment value. This value determines how Kinetic maintains both account balances and the accounts which provide financial statement values.
- **Credit**-- Defines the currency exchange rate used to revalue amounts posted to credit accounts. Typically, accounts payable and other credit accounts use a buy rate.
- **Currency Account**-- A natural account option, this designates the natural account as a currency account. When you select this check box, Kinetic converts transaction currencies to a selected reporting currency. Financial reports can then reflect exchange gains and losses resulting from revaluation at the time the report is run.
- **Debit**-- A natural account option, this value defines the currency exchange rate used to revalue amounts posted to debit accounts. Typically, accounts receivable and other debit accounts use a sell rate.
- **Effective From Date**-- Indicates the date from which the segment value can first be used for posting. By defining an Effective From Date, you cause the COA to reflect business changes in the current company. However, if you do not enter a date in this field, you can use this value to post the segment immediately.
- **Entry Control**-- Used for natural accounts, these values defines how the segment is used with the natural account. Available options:

- **Mandatory (Controlled Segments)**-- When you select this check box for a controlled segment, users must enter and use this segment in any account codes which use the natural account.
- **Mandatory (Dynamic Segments)**-- When you select this check box for a dynamic segment, users must enter and use this segment in any account codes which use the natural account. The GL control which uses the account code also requires that a business entity must be linked to the segment.
- **Optional**-- Select this check box to indicate that this segment is available, but not required, for using the natural account.
- **Not Used**-- Indicates that the current segment is not used with the natural account.
- **Function**-- A restriction function option, this value identifies the function itself. You create the restricted functions which display on this drop-down list by using Restricted Function Maintenance.
- **Gain Account**- A natural account option, this value defines the account used to capture gains occurring from currency exchanges.
- **Loss Account**- A natural account option, this value defines the account used to capture losses occurring from currency exchanges.
- **Normal Balance**-- Indicates whether the current account segment generates debit or credit values. You can only select this value for natural accounts.
- **Reference Type**-- Indicates the GL reference type used to group values for the segment. These account segments are then associated with the GLCOARefType business entity within Chart of Account Maintenance.
- **Revalue Option**-- A natural account option, this check box designates whether Kinetic captures gains, losses, or both when exchanges involve the currency. When you select this check box, revaluation occurs.
- **Summarization**-- A natural account modifier, this check box determines whether Kinetic summarizes the journal details when a transaction posts to an account which uses this segment. When you summarize an account segment, this reduces the number of records stored in the database. You have the following options:
 - **Summarize**-- Posts a single journal which summarizes the debits and credits for the account.
 - **Summarize Debits and Credits Separately**-- Posts one journal that summarizes the account's debits and one journal that summarizes the account's credits.
 - **Not Summarize**-- Posts journal details to the account.

- **To Date**- Defines the final date on which the segment value can no longer be used for posting. By defining a To Date, you cause the COA to reflect business changes in the current company. However, if you do not enter a date in this field, you can use this value to post indefinitely.

Logic/Algorithms

The Account Segment Values functionality uses this logic to calculate its results.

Account segment values define the account contexts used on GL control types.

Example(s)

The following example(s) illustrate how you use the Account Segment Values functionality.

You need to create a controlled segment that designates company divisions in the account codes. To do this, you define the values TOOLS, SERVICES, FINANCE, and OEM for the segment. The controlled segment values are then available when users enter accounts in applications such as AP Adjustment and Cash Receipts Entry.

Books

Each company can have one or multiple books, and each book can in turn have a different currency, chart of accounts, and fiscal calendar.

These unique values are then applied against journals which post to the specific book and these values are also used when you generate financial reports within the book.

Books can either record financial transactions or consolidate other books. A standard book records the financial activity of a company. Consolidation books, however, provide a preview which displays the financial results when multiple books are combined within the source company.

The fiscal calendar for the book determines valid apply dates. Kinetic maintains periodic balances for segments based on the fiscal calendar.

The currency used to post to the book displays on financial reports and in consolidations. All journal amounts post in the book currency. Books also store journals for currency accounts using transaction currencies instead of the book currency. You use these accounts as you need for reporting.

You can also use the same COA by mapping it between two or more books. Each book can also, however, use a unique set of chart of accounts. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for any segments other than the natural account (The natural account maintains continuous balances). The book defines the retained earnings account.

You can also implement validation rules for each book to correct posting errors which may occur. You can cause the validation rules to raise a warning, automatically correct an issue, or ignore the error condition. When you post a group (or batch) through an entry application, Kinetic blocks the

posting of any invalid journals and continues to process the remaining journals in the group. You investigate error transactions in the Review Journal.

Typically, a company uses multiple books to display the same financial information for multiple purposes. Use multiple books to value items differently in financial and statutory reports. For example, an insurance company might use GAAP to value investments and other items for one report, but use National Association of Insurance Commissioners guidelines within another book. State, province, or other governing localities might also impact your financial reporting, requiring multiple books.



Before you implement multiple books, carefully consider the role each book plays in the financial management and reporting within the current company.

New Book Setup

Whenever you create a new book, you can either set up new posting rules for the book or use mappings instead of the posting rules. When the two books share the same COA, you can use COA Mapping to link a COA from a source book into the new target book. Because the new book uses the same posting rules, no changes need to be made to them. Typically when a COA is pretty much identical between books and the accounting methods are also the same but use different currencies, fiscal calendars, or level of details, consider using mappings instead of posting rules. The mappings are easier to maintain than user modified posting rules.

If you need to create more complex posting process changes, however, you can create these changes for a specific book by modifying GL transaction types. For example, if you conduct business in Russia, you could set up the posting rules to accommodate Red Storno accounting. The posting engine produces GL transactions within each book based on the unique GL transaction type revisions defined for each book.

You can change a book's settings until a journal is posted to its COA. After a journal posts to the COA selected on the book, only the book description can change.

Retained Earnings

You leverage the Retained Earnings functionality to designate the standard account used for retained earnings for each book. Kinetic continually updates the retained earnings account balance with postings to the revenue and expense accounts for the selected COA. Because of this, the balance card always reflects the current balance. At year-end closing, Kinetic transfers account balances to the next fiscal year.

Balance cards report the balance in the standard retained earnings account. You can further divide the reported retained earnings balance by substituting a segment in the retained earnings account for a corresponding segment in the income statement. You can then split retained earnings by division, department, or any other mandatory controlled account segment.

Account masks designate the relationship between the split segment and the retained earning accounts that displays the balances. Often, a book that uses segment substitution also uses self-

balancing segments. When you designate a self-balancing segment in Self-Balancing Segment Maintenance, you cause the balancing journals within a segment to automatically balance. This makes sure the book to which the journals post maintains a balanced set of records within the account segment.

Application Location and Modifiers

The following section details the location(s) where you can access the Books functionality from the Main Menu. It also describes the values you can change for this item.

Use Book Maintenance to create new books or modify existing books.

Navigate to this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > Book

Modifiers you define in this application:

- **Account Mask**-- A Retained Earnings modifier, this value creates an account mask so the account's balances can transfer to multiple retained earnings accounts. Kinetic substitutes the segment in the income statement account for the corresponding segment in the retained earnings account.
- **Action**-- A validation rules modifier, this value defines how Kinetic handles invalid journals that post to the book. Available options:
 - **Error**-- Blocks posting of the journal. You can view the transaction in the Review Journal.
 - **Warning**-- Causes the journal to post, but a warning message appears in the error log.
 - **Ignore**-- Causes the journal to post, but no entry appears in the error log. This option is the default setting for most posting errors.
 - **Autocorrect**-- Select this option to cause Kinetic to use a pre-defined process to correct the error. For example, if a journal has an Apply Date which occurs in a closed period, Kinetic changes the Apply Date to the current period. A warning message displays in the Review Journal detailing the automatic change.
- **Book Currency**-- Select the currency you wish to use with the book from this drop-down list. The book currency can be used on financial reports and in consolidations. All journal amounts post in the currency you select on the book. For multi-currency reporting, books can also store journals using transaction currencies as needed for multi-currency reporting.
- **Calendar**-- Select the fiscal calendar you wish to use with the current book. These calendars define the fiscal periods used by Kinetic to record transactions. You create fiscal calendars within Fiscal Period Maintenance.

- **Chart of Account**-- Defines the chart of account (COA) you wish to use with the book. Each book can have a different COA or several books can share the same COA. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for segments other than the natural account. You create chart of accounts within Chart of Account Maintenance.
- **Main Book**-- Indicates whether the book is the default book for the current company. This book automatically display on all reports and trackers for the current company.
- **Retained Earnings Account**-- A retained earnings option, this value creates an account mask for a retained earnings account so it can display balances from a split COA segment. Kinetic substitutes the segment in the retained earnings account for the corresponding segment in the income statement account.
- **Standard Account**-- Designates a balance card account as the standard account used for retained earnings for the book. Kinetic updates the retained earnings account balance with postings to the COA's revenue and expense accounts.
- **Type**-- Determines the primary function of the book. You can use books to either record financial transactions or consolidate other books.

Logic/Algorithms

The Books functionality uses this logic to calculate its results.

Books contain a fiscal calender, a chart of accounts, and a book currency. GL transaction types use these items to calculate the financial results for each book.

Example(s)

The following example(s) illustrate how you use the Books functionality.

A book uses a COA with a second mandatory segment that defines two divisions, LA and MP. The third segment is optional and defines cost centers. You use segment substitution to split the balance in the standard retained earnings account 3070. At year-end close, the following balances exist in COA revenue and expense accounts.

Account	Amount
4010-MP-100	240
4010-MP-200	500
4020-MP-100	100
4020-LA-100	300
3010-LA-100	-500

Account	Amount
3010-MP-100	-1200

Kinetic updates the retained earnings account when transferring opening balances to the new fiscal year.

Account	Retained Earnings Account	Amount
4010-MP	3070-MP	740
4020-MP	3070-MP	100
3010-MP	3070-MP	-1200
Total to 3070-MP		-360
4020-LA	3070-LA	300
3010-LA	3070-LA	-500
Total to 3070-LA		-200

Chart of Accounts

Kinetic uses a chart of accounts structure (COA) to control the entry of accounts. Each book must have a COA selected on it so that journals can post to the book.

The account structure and segment values used for the book is then defined by its selected chart of accounts. Each book can either have its own COA, or multiple books can also share the same COA through COA mapping.

A chart of accounts consists of controlled and dynamic segments. A controlled segment does not change as transactions are applied against it, so controlled segments record the primary financial history of the company. You use dynamic segments to record temporary, unique business activity.

You create and modify COAs within Chart of Accounts Structure Maintenance. Be sure before you modify or create a COA that you carefully consider the purpose each book and chart of accounts has for the financial management within the current company. Once a COA is used for a transaction, you can no longer add a controlled segment to it. You can, however, always add dynamic segments to a COA, as these segments do not affect the validity of the account.

Segment Characteristics

Use Chart of Accounts Structure Maintenance to define the segments and their overall characteristics which will be used on the COA. The characteristics you define here indicate how a segment interacts with other segments. COA accounts can contain as many as 20 segments, each

of which contains as many as 50 characters. Then each account code can contain up to 240 characters maximum, including their separator characters. Options you define for each segment:

- **Where they get their values-** Kinetic validates controlled segments posted to the COA against values defined as valid in general ledger applications. Values defined for controlled segments are available in fields used for entry of general ledger accounts. Dynamic segments set segment values based on values in posted transactions or on user input. Kinetic uses entity references, posting rules, and user input to set dynamic segment values.
- **Whether they are required in COA accounts-** When you indicate that a controlled segment is required or optional, this value applies to all accounts which use this controlled segment.
- **Account Length--** You indicate how long each account will be within this application.
- **Alpha or Alphanumeric--** You indicate whether the accounts can contain letters or both letters and numbers.
- **Balance Options--** You indicate how each segment maintains balances on this card. These balances then appear on financial reports.



To define more specific characteristics for each segment, use Account Segment Values Maintenance, Self-Balancing Segment Maintenance, or General Ledger Account Maintenance. These applications are also described in this section of the guide. For example, Kinetic always designates the first segment in the COA as the natural account segment. You must define natural account values in Account Segment Values Maintenance. In that application, you define revaluation settings and segment requirements for each account segment.

Dynamic Segments - Setting Values

Kinetic sets values for dynamic segments through the following methods:

- **Accounting Rules--** Dynamic segments without a business entity use lookup tables and posting rules to set the value of a segment based on values in a posted transaction. Account Segment Values define the segment values, which are selected applicationmatically when a transaction posts.
- **Record Identifiers--** By using the identifier for a Customer, Supplier, Part, or other system business entity, the dynamic segment can define subsidiary ledgers for accounts receivable and accounts payable control accounts. Account segments can reference the same entities used with GL control types. A GL control based on a type can expose the dynamic segment to the posting process for the entity. Because of this, the posting rules for the process can set the value of the segment.
- **Reference-Type Identifiers --** Use a reference-type segment to classify campaigns, projects, and other items with a fixed life span. You use GL COA Reference Types to define reference

types and the accounts with which they are used. Account Segment Values define the type values. You determine the value of a reference-type segment when a transaction posts.

Business Entities

Business entities define the overall primary items within each company database, like customer, supplier, part, and part class. Kinetic installs with primary business entities; each business entity is essentially a static table which contains the overall database structure used to record transactions against the specific item.

When a transaction is placed against a record contained by a specific business entity (for example, customer), it populates the fields contained within the business entity table. You can configure how the existing entities can be used to match your business needs.

Business entities are at the top of the hierarchy which generates accounts during the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type is linked to a specific business entity, and so the business entity defines what areas of the database the GL control type updates through its account and journal contexts. GL control types are templates used by the third and final level of this hierarchy -- GL controls. A GL control uses the account contexts specified through the GL control type to define the specific accounts which update for each transaction.

To reflect any changes to the database, Kinetic will automatically update the primary business entities through each service pack and release. These business entities are required by Kinetic, so you cannot change them.

The **Use Business Entity** check box defines whether a business entity can be used for a dynamic segment. When this check box is selected, it indicates you can associate the business entity with a dynamic segment within Chart of Accounts Maintenance.

Master Chart of Accounts

The Master COA for a company defines the general ledger accounts available for manual entry of general ledger accounts. You define the Master COA for a company within Company Configuration. Kinetic uses the Master COA to do the following:

- Define available values in fields used for general ledger account entry. For example, Kinetic limits entries in the GL Account field in AP Adjustment to only Master COA accounts. Because of this, the Master COA must define all accounts needed to post from these fields.
- Define default accounts available for manual journal entry in multi-book mode. This mode applies to a journal group defined in Journal Entry and results in the Master COA being used with all the journals in the group.
- Provide a means of specifying the COA to which other types of transactions post. Optionally, you can limit posting from AR Invoice, AP Voucher, and other applications to Master COA accounts. The general ledger control associated with Kinetic sets the limitation.

- Define available accounts when upgrading to Kinetic. The COA used prior to the upgrade supplies the general ledger accounts used by the Master COA. The upgrade creates a Main Book associated with the Master COA in order to maintain default posting processes.
- Determine which COA displays when general ledger maintenance applications open. These applications open with the Master COA displayed by default.

Typically, the Master COA maintains a complete set of accounts used to post journals from all applications to the Master Book for the company. Other books use amounts posted to the Master COA. You can map book segments and define posting rules to enable the transfer of amounts between books.

Alternatively, you can use the Master COA to capture journals for other books. For example, you define two books with different COAs, neither of which have enough details to derive accounts from each other. The master COA combines the COAs in the two books so all accounts are available to both books.

Balance Settings

Options in the Balance Options area of Chart of Accounts Maintenance affect balance processing for the selected segment. Available options:

- Store balances for segments for use in reports and trackers. The natural account segment always maintains balances, but Kinetic can store balances for other segments. Use the Include in Detail Balances and Include in Summary Balances check boxes to determine how Kinetic maintains segment balances for use on reports and trackers. In addition, consolidation processes create journals for source COA segments that maintain balances.
- Carry balances forward for revenue and expense accounts. By default, Kinetic zeros balances in temporary accounts at year end. When you select the Opening Balance on P/L option, the income statement balances independently from the fiscal year. For example, you apply the option to a segment used to post project revenue. As a result, Kinetic maintains period-to-date revenue data by project for use in multi-year analysis and reporting.

Application Location and Modifiers

The following section details the location(s) where you can access the Chart of Accounts functionality from the Main Menu. It also describes the values you can change for this item.

Use Chart of Accounts Structure Maintenance to create new COAs or modify existing COAs. To launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > Chart of Accounts

Modifiers you define in this application:

- **Master**-- Indicates whether this COA is the Master Chart of Accounts for the current company.
- **Chart Length**-- Defines the length of the chart.

- **Separator Character**-- Defines the character used to separate the various segments within the chart.
- **Display Order**-- Use this card to modify the order in which controlled segments and dynamic segments display.
- **Dynamic**-- Select this check box to indicate the segment is dynamic. Kinetic then defines the value of the dynamic segment based on entity references and posting rules. If this check box is clear, the segment is controlled and cannot be automatically changed by Kinetic.
- **Maximum Length**-- Defines the largest number of characters which can be used for the segment. Each segment can contain as many as 50 characters
- **Minimum Length**-- Defines the smallest number of characters which can be used for the segment. Each segment must have a minimum of 1 character.
- **Name**-- Use this field to enter the name you wish to use for the segment. Typically Segment 1 is often named Natural. Examples of other segment names: Department, Product, Customer, and so on.
- **Use Business Entity**-- Select this check box to indicate the current segment uses a business entity to define the segment value. If this check box is clear, it indicates Kinetic uses posting rules and lookup tables to define the segment value.
- **Business Entity** - Defines the business entity referenced by a dynamic segment. This segment type can define subsidiary ledgers for accounts receivable and accounts payable control accounts. All primary business entities are available for selection on this drop-down list when you select the **Use Business Entity** check box.

When you select a customer, supplier, part or other business entity, you indicate the segment uses the values recorded within the business entity's table and fields to calculate the segment values. The posting rules which reference the business entity set the segment values during the posting process.

- **Segment Value Field** - Defines the database table used for the business entity. You can select tables which contain a single-value primary key.
- **Description Field Name** - Defines the database field for the business entity. All the fields available in the table you selected for the Segment Value Field display on this list.
- **Create Segment Values**-- Select this check box to indicate that dynamic segment values are created automatically. This causes segment values to be automatically added when a system business entity record is created. If this check box is clear, you must manually update the business entity values for this segment.
- **Balance Options**-- A number of options are available in this section:

- **Include in Detail Balance**-- Indicates that Kinetic maintains segment balances for display on reports and trackers.
- **Include in Summary Balance**-- Indicates that Kinetic summarizes segment balances for display on reports and trackers.
- **Opening Balances on P/L**-- Indicates that Kinetic maintains year-end segment balances for expense and revenue accounts. By default, Kinetic zeros balances in temporary accounts at year end. If you select this option, you can maintain an income statement independent of the fiscal year.
- **Alphanumeric**-- Select this check box to indicate the account segment can include both letters and numbers.
- **Entry Control**-- Use this drop-down list to indicate whether the current segment must appear within general ledger account codes. Available options:
 - **Mandatory**-- This segment must be included in general ledger accounts.
 - **Natural Account**-- The segment can be either optional or mandatory for each natural account value. You define this option within Account Segment Values Maintenance.
 - **Optional**-- If you wish, you may post general ledger accounts using this segment.
 - **Reference Account Mask**-- The segment can be either optional or mandatory, depending on the account mask defined in GL COA Reference Type Maintenance.

Logic/Algorithms

The Chart of Accounts functionality uses this logic to calculate its results.

A chart of accounts contains the account structure used to generate accounts for a specific book.

Business entities define various items, like customers and projects, which are required for system GL control types.

Example(s)

The following example(s) illustrate how you use the Chart of Accounts functionality, including business entities.

Example One

Government regulations require reports that use an account structure different than the one used for corporate reporting. In this case, company D can define two books. One book uses a COA for government reporting; the other uses a COA for corporate reporting.

Example Two

COAs used by the subsidiaries within a company can supply values to a management COA that contains a limited number of accounts.

Example Three

You use a required controlled segment to define the departments within the current company. Values for each department are defined within Account Segment Values Maintenance. Then you define the valid combinations of the department segment and other controlled segments within General Ledger Account Maintenance.

Example Four

Customer is a business entity, and so the static table it contains is the CustID table. Its Description Field Name value is Name. When a GL control type is linked to the Customer business entity, the GL control type's account and journal contexts only evaluate data contained in the CustID table. The account and journal contexts defined on the GL control type then filter the accounts and journal codes generated for each of its child GL controls.

Chart of Account Categories

Categories link natural accounts to specific values you define with Account Segment Values Maintenance.

Use this application to determine how balances are maintained for associated accounts and the structure and form of financial statements generated for a specific chart of accounts. You modify and create these categories within COA Category Maintenance.

You set up these categories to determine how balances are maintained for associated accounts. Kinetic zeros balances in income statement accounts and maintains balances for balance card accounts.

You also use this application to define the structure and formatting of financial statements. The GL Report Wizard uses entries in this application to automatically create the company's balance card and income statement. Entries in this application define descriptions that appear in the reports and also indicates whether an entry displays as a debit or credit.

You can create sub-categories which are the children of parent categories, and you can create as many sub-categories as you need. Typically you will do this by running the Copy COA Categories command from the Overflow menu. Use this functionality to copy a set of categories from one COA to create another set of COA categories. The previous categories are then used as a template, and will often save you work. You can modify the categories copied from the template to create a set of categories appropriate to the COA.



This process is one method you can use to define financial statements. You can set up financial statements without the use of categories or the GL Report Wizard.

Through COA Category Maintenance, you also designate the balance card category used to report net income from the income statement. Corporate balance cards typically use Retained Earnings to describe this category. When you select the Net Income check box for a category, it defines it as the retained earnings entry on reports.

Predefined Categories

Predefined categories added to new COAs can help you create financial statements and define natural accounts. When you create a COA, Kinetic automatically creates the following default balance card and income statement categories:

Balance card Categories	Income Statement Categories
Assets	Sales/Revenue
Current Assets	Cost of Sales
Property and Equipment	Gross Profit
Liabilities	Expenses
Current Liabilities	Operating Income
Long Term Liabilities	Other Income/Expenses
Profit, Liabilities	Net Income before Taxes
Equity	Tax Provisions and Net Income

If you need, you can edit and delete all of the predefined categories.

Consolidation Types

Consolidation types and consolidation rate types determine the exchange rates and balance amounts used during consolidations. Typically, consolidations involve posting consolidation journals from a subsidiary book to an intermediate book or from a target book of the source book. These settings apply when the currency of the source book differs from the currency of the book to which the journals post.

Consolidation rate types determine the exchange rate used during consolidations. You can use the period-end method to apply a specific exchange rate or the daily-average method to apply an average exchange rate for a consolidation period. Exchange rate groups supply values and effective dates used in the calculation of consolidation exchange rates.

Consolidation types determine the method used to calculate account balances and the consolidated rate type applied to them. Calculation methods are used to generate balances or period movements.

The balance method uses year-to-date balances to determine period balances for an account. Period movements use period balances to calculate account amounts.

Consolidation rate types apply to consolidation types and to consolidation definitions. Consolidation types apply to account categories which you define in COA Category Maintenance. The consolidation definition supplies default exchange rates applied to consolidation journals posted from the source book.

The following table lists typical applications of consolidation rate types and consolidation types:

Typically applies to...	Consolidation Rate Type	Consolidation Type
COA categories for income statement accounts	Daily Average	Period Movement
The default consolidation rate type for income statement accounts. This value applies to the source book in a consolidation definition.	Daily Average	N/A
COA categories used with monetary balance card accounts	Period End	Balance
COA categories used with non-monetary balance card accounts. This includes fixed assets, inventory, and equity accounts, including retained earnings.	Either Period End or Daily Average	Period Movement
The default consolidation rate type for balance card accounts. This value applies to the source book in a consolidation definition.	Period End	N/A

Application Location and Modifiers

The following section details the location(s) where you can access the Chart of Account Categories functionality from the Main Menu. It also describes the values you can change for this item.

Use Chart of Accounts Structure Maintenance to create new COAs or modify existing COAs. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/COA Category

Modifiers you define in this application:

- **Chart of Account--** Use this drop-down list to select the COA for which you want to add or update a category.
- **Consolidation Type--** Use this drop-down list to define the exchange rate settings used when consolidation journals generate from the selected COA.

- **Net Income**-- Indicates whether the category reports net income values. Typically corporate balance cards use Retained Earnings to describe this category.
- **Normal Balance**-- Use these options to define whether this category carries either a Debit or a Credit balance.
- **Parent Category**-- Use this drop-down list to define the main category under which this child category displays. The GL Report Writer uses this field to structure statements. You can define as many subcategory levels as you need.
- **Sequence**-- Determines the position of the current category in relation to the other child categories on financial statements.
- **Type**-- Determines whether accounts associated with the category are temporary or permanent. You have two options -- Balance card and Income Statement. At year end, Kinetic zeros balances in income statement accounts and maintains balances in balance card accounts. The GL Report Wizard uses the type to determine the financial statement where the category appears.

Logic/Algorithms

The Chart of Account Categories functionality uses this logic to calculate its results.

COA categories define the natural accounts used for account segment values.

Example(s)

The following example(s) illustrate how you use the Chart of Account Categories functionality.

You use this application and the GL Report Wizard to create a corporate balance card. First, you define Assets, Liabilities, and Equity categories. The Assets category has a normal balance of debit while Liabilities and Equity have credit balances. These settings ensure the correct placement of the categories on the report. These categories have no parent. On the balance card, they group other categories and display a total of their sub-accounts.

You define a category named Accounts Payable, select Liabilities as its parent, and set it as the first entry in the Liabilities category. As a result, the balance of the account associated with the Accounts Payable category is used to calculate the total for the Liabilities category. Typically, you would define sub-categories for Accounts Payable.

Chart of Accounts Maps

You use COA maps (or account segment maps) to automatically transform one chart of accounts to another chart of accounts during the posting engine process. Leverage this functionality when the differences between books are minor.

For example, if two books share accounting methods but use different currencies, you can map the COA from one source book for use within the other target book. You create these maps within the

Chart of Accounts Mapping application and then reference this map within the posting rules for the GL transaction type.

Epicor recommends you use COA maps as much as possible. Maps are easier to maintain than user-defined posting rules. If you have a situation where you can reflect the function of a new book by mapping an existing COA to it, you should always create the map. Mapping transforms a portion of one COA to a portion of another COA and eliminates the need to redefine posting rules that create journals. You can use COA maps to:

- Create consolidation journals. The consolidation process uses the maps to link accounts from a source book to a target book. Consolidation Definition Maintenance specifies the map used in a consolidation.
- Automatically transfer posted journals between books. You associate maps with a book and its rules in GL Transaction Type Maintenance.

Each logical map links two books by defining which COA is the original, or source, and which COA is the receiving, or target. This functionality transforms an account from the COA in one book to the COA in another book. You can then easily transfer accounting transactions between both books, as their COAs have similar structures.

You do this by associating each value of an account segment from the source COA with a single account segment from the target COA. This functionality automatically transfers an accounting transaction line from one book to another by replacing each segment in the accounting string with a corresponding segment from the COA in the target book. Each set of associations between segment values of two particular COA is treated as a single logical map.

During the posting process, the posting engine evaluates posting rules first, followed by any COA maps available within Kinetic.

Application Location and Modifiers

The following section details the location(s) where you can access the Chart of Accounts Maps functionality from the Main Menu. It also describes the values you can change for this item.

Use Chart of Accounts Mapping to create maps that transfer one COA to another COA. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/Account Segment Mapping

Modifiers you define in this application:

- **Map Type**-- Defines how the map links the two COAs. Available options:
 - **Account Segment Map**-- Links the source and target COAs through their account segments.
 - **GL Account Map**-- Links the source and target COAs using entire GL accounts.

- **Source Chart of Account**-- Designates the source COA for the map. Transactions posted to accounts in this COA also posts to the target COA.
- **SourceGLAccount**-- Specifies a general ledger account in the source COA. Transactions posted to this account post to the corresponding target account.
- **Source Segment**-- Specifies a segment in the source COA. Values defined for this segment map to values in the target segment.
- **Source Segment Value**-- Specifies a value in the source segment. Transactions posted to this segment post to the corresponding target segment.
- **Target Chart of Account**-- Designates the receiving, or target, COA for the map. Transactions posted to accounts in the source COA also post to the target COA.
- **Target Company**-- Defines the company to which the target COA is used. A source COA can transfer transactions to target COAs in multiple companies.
- **TargetGLAccount**-- Specifies a general ledger account in the target COA. Transactions posted to the corresponding source account post to this account.
- **Target Segment**-- Specifies a segment in the target COA. Values defined for this segment map to values in the source segment.
- **Target Segment Value**-- Specifies a value in the target segment. Transactions booked to the corresponding source segment book to this segment.

Logic/Algorithms

The Chart of Accounts Maps functionality uses this logic to calculate its results.

COA maps are used by GL transaction types to move values from one COA in a source book to another COA in a target book.

Example(s)

The following example(s) illustrate how you use the Chart of Accounts Maps functionality.

The company has a financial and a legal book that use different COAs. You want to post the same accounts payable journals to both COAs. To do this, you create a map with the financial book's COA as the source COA. The map links natural account segment values for AP accounts in the two COAs.

You access the GL transaction type used to post accounts payable journals. This transaction type contains rules used to create the journals for the financial book. You associate the COA map with the financial book. As a result, journals booked to AP accounts in the financial book also post to the COA in the legal book.

Multi-Currency

You use the multi-currency functionality to enter and maintain the currencies through which each company in your database does business.

The multi-currency functionality affects transactions throughout the entire application. As exchange rates between currencies change (as often as daily), your transactions can be automatically revalued using the current, active exchange rates, ensuring that your monetary amounts on all your transactions are up to date.

You can also lock in the exchange rates on specific records. These records then ignore exchange rate fluctuations and maintain the original conversion amounts for all transactions linked to them.

Currency Types

Kinetic organizes currencies through different types. Available types:

- **Transactional**- A currency used on a specific document, or record, in order to conduct business on that record. Transactional currencies are used for records created for external transactions with customers and suppliers, and internal transactions with sites and companies within your organization. A transactional currency is also called a Document currency; you can have as many document currencies as you need for the localities in which you conduct business.
- **Reporting**- A currency your company uses to store, or report, amounts for financial reports. These currencies are used to calculate the final income and expense amounts generated by the business of a specific company. These amounts are officially expressed through a reporting currency. You can have up to three reporting currencies for each company.
- **Base**- The primary currency used by a company. Technically this currency is also considered a reporting currency by Kinetic as well (you may see documentation which refers to each company having four currencies). The base currency is unique, however, as it is the default currency used on all transactions generated within a specific company. When Kinetic cannot find another currency to use for a transaction, it calculates the amounts using the base currency defined for the company.

You can enter as many transactional currencies as you need. Each company, however, can only have four reporting currencies (including the base currency). Business transactions are recorded in all four reporting currencies. Use these currencies in published reports and financial documents. If your organization conducts business in other countries, you run quarterly and annual reports in the base and reporting currencies, displaying financial results with the correct currency values.

Reporting currency conversion is available in all modules except Fixed Assets, Payroll, and Inventory. For these modules, however, a currency conversion may happen if the book currency is different from the base currency for the company. In this case, a conversion does run using the current exchange rate for the currency and its defined rounding tolerances. As a result, a rounding difference may occur in this situation, and a balancing amount is generated within the rounding difference account.



Currency conversions do not happen in the posting engine if the business transaction is recorded in all of the reporting currencies.

Currency Selection

Kinetic locates the specific currency to use on a transaction through a hierarchical structure. It selects the currency to use depending on the position of the record within the hierarchy. Records lower within the hierarchy override records in a higher position. Think of the currency hierarchy as a tree, with a primary default currency at the top and overriding currencies defined on each large branch and then subsequently smaller branch on this tree.

The primary currency used as the default by Kinetic is the base currency. If another currency is selected on a maintenance record, like a book or country, this currency is used instead of the base currency. Likewise, if another currency is selected on a specific record, like a sales order, this currency overrides the currency defined on the maintenance record.

The currency hierarchy:

1. The base currency defined on the company record (Company Configuration).
2. The currency selected on higher level maintenance records overrides the base currency. If a currency is selected on a book or a country record, this currency is used for all records linked to the book or country.
3. If a currency is selected on lower level maintenance records, however, it overrides the currency defined on the higher level maintenance record. Any currencies selected on customer, supplier, or bank account records are used instead to calculate amounts.
4. Lastly, if a currency or rate type is selected on a specific transactional record, like a sales order or an AP invoice, this currency or rate type is used to calculate the amounts on the transactional record.

You can leverage this hierarchy to manage currencies through a method that best fits how your company conducts business. Use the currency hierarchy to select the currencies you need overall, but then modify these default currencies for any unique business situation that may occur.

Manage Exchange Rates

Exchange rates are used by Kinetic to calculate converted amounts from the source currency to the target currency. If you need, you can update exchange rates on a daily basis.

You set up the multi-currency functionality by creating currencies and rate types and then defining where these records are used on customers, books, and other maintenance records. From this point on, you can enter the active exchange rates for these currencies and Kinetic automatically converts your international transactions using these rates. You enter these rates through Exchange Rate Entry.

You can also temporarily revalue currencies through the Currency Revaluation Process application. Use this application to adjust, or revalue, the exchange rate a specific currency pair has within all your open transactions.

All open sales orders, purchase orders, AP invoices, AR invoices, and bank balances that use the selected currency update with the revised exchange rate. Any gains and losses that occur automatically post to the GL accounts assigned to the currency.



The rate changes you enter in the Currency Revaluation Process application do not update the active exchange rates defined within Exchange Rate Entry. This application only temporarily changes the exchange rate.

If you need, you can also temporarily revalue currencies within general ledger accounts through the GL Currency Revaluation process. This process can be run for each book set up within your company; it updates the Chart of Account values defined for the book. Any accounts which contain actual values are evaluated through this process, and any account which contains amounts in a different currency are selected by this process for revaluation.

Override Rates

You have control over the exchange rate used on specific records. You can override an exchange rate on an entry record and lock this rate for all other transactions created against this record. The primary financial entry applications, Sales Order Entry, Purchase Order Entry, AR Invoice Entry, and AP Invoice Entry, all contain fields you can use to override the multi-currency amounts calculated automatically by Kinetic. These fields are located on the header cards found within each entry application.

You do this by first selecting the Lock check box on the record header. The Exchange Rate field becomes active, and you can enter the exchange rate value you need for this specific record. The converted amounts are calculated using the conversion rule defined for the currency pair and the updated exchange rate.

Now this record is ignored by the multi-currency functionality. As long as the Lock check box is selected, its exchange rate never updates. Its exchange rate is frozen and all transactions created with this record use the locked exchange rate. You can then enter any exchange rate that you need on a specific record and maintain this rate throughout all the transactions calculated against the specific record.

Currency Accounts

Any amounts generated through currency conversion or revaluation are tracked by Kinetic. Each reporting currency has its own set of accounts that display these revalued amounts. These accounts are defined as Gain and Loss accounts. The amounts are further divided into Realized and Unrealized categories.

Usually gains and losses are recognized as Realized when the transaction is either fully or partially complete (in this case, the partial amount is considered settled). In some cases, however, a transaction is only considered Realized when a transaction is fully complete.

When gains and losses are considered unrealized, the transaction either is not started or is partially complete (not settled). These transactions typically need to be reversed at some point. When these amounts are reversed, they are changed immediately and both the direct and the reversal revaluation are created at the same time. The appropriate audit records are also created; balances, however, are not affected by the reversed amounts.

When the positive amount is booked as debit, a positive revaluation amount is described as gain, while a negative revaluation amount is described as loss (for example, an AR invoice). In the opposite case, when a positive amount is booked as credit, it is described as loss, while a negative revaluation is described as gain (for example, an AP invoice). Gain amounts are always recorded as credits, while loss amounts are always recorded as debits.

The accounts defined for each currency are:

- Realized Gain
- Realized Loss
- Unrealized Gain
- Unrealized Loss

Rounding

Each currency can additionally be set up to use a series of rounding rules. A rounding rule is available for a specific value type, like Unit Price, Extended Price, Total, Total Tax, and so on. The rounding rule you define for each value type indicates the value direction in which the amount will be rounded. Available rounding rules:

- Round Up
- Round Down
- Round Nearest
- No Round

The rounding rule you select for a value type is then used to calculate the final value of a transaction. For example, if you indicate the Unit Price for a currency will be rounded up, a Unit Price value will automatically go to the next highest decimal value. The number of decimals each currency uses is defined on the currency record. If three decimals are defined for the currency, this rounding rule calculates the next highest amount on the third decimal value.

You define rounding rules and decimals within **Currency Master Maintenance**. You enter the decimals allowed for the currency on the **Detail** card, and set up the rounding rules for each value type on the **Rounding** card.

Rounding rules are mainly used with sales documents, such as invoices where specific requirements exist for determining how to round values. The multiplier and rules for the rounding total can also be used in **AP Invoice Entry**.



For more information on leveraging multiple currencies, review the Currency Management module documentation.

Application Location and Modifiers

The following section details the location(s) where you can access the Multi-Currency functionality from the Main Menu. It also describes the values you can change for this item.

You launch the following applications to create and manage multiple currencies within Kinetic:

Currency Master Maintenance

Use Currency Master Maintenance to enter and update the currencies available within a company. You define the currency symbols, number of decimal places, and the rounding rules for each currency. To launch this application from the Main Menu:

- Financial Management/Currency Management/Setup/Currency Master

Modifiers you define in this application:

- **Base Currency**-- Indicates that the currency is the primary currency used by the company. This currency is the default used for all transactions within the company. Only one currency can be defined as the base currency for a company.
- **Currency Symbol**-- Indicates the special character used for this currency. This value appears on reports and applications near the currency amounts.
- **Global Currency**-- Indicates whether this currency can be used by other companies within your organization. Select this check box if you want to make this currency available across your entire organization.
- **Inactive**-- Select this check box to indicate the current company can no longer use this currency. Users cannot create new transactions against this currency, but any previous records that use this currency are maintained by Kinetic.
- **Maintain Rate**-- Select this check box to indicate the exchange rate values for this currency can be updated. Selected by default, this check box activates the exchange rate fields for this currency within Exchange Rate Entry.

- **Number of Decimals**-- Defines how many decimals this currency can display for unit cost amounts. You can have between 0-5 decimals for Cost and Price amounts and 0-3 decimals for General amounts like extended prices, tax amounts, and any amounts posted through inventory, general ledger, assets, and banks.
- **Reporting Currency**-- Select this check box to indicate the currency can be used to display amounts on invoices, purchase orders, sales orders, and other records. You must select at least one currency as a reporting currency for each company. This currency then becomes available on Currency lists throughout Kinetic.
- **Scale Factor**-- Defines the value used to modify the actual exchange rate in order to display amounts for a currency in a more readable format. The actual rates within the database are not changed by this value, but all display rates are entered by users and are shown using this factor value.

Rate Type Maintenance

Use Rate Type Maintenance to apply conversion rules to currency pairs. A currency pair consists of an original, or source currency and a resulting, or target currency. Each currency you add through Currency Maintenance is automatically paired with another currency. This relationship displays in Rate Type Maintenance as undefined; use this application to then define the conversion rule which applies to the currency pair. You can have multiple rate types available to reflect different business needs.

To launch this application from the Main Menu:

- Financial Management/Currency Management/Setup/Rate Type

Modifiers you define in this application:

- **Alternative Cross Rate Currency**-- Use this section to define the interim currency for the Alternate Cross-Rate conversion rule or the Secondary Interim currency for the Double-Cross Rate and Reverse Double-Cross Rate conversion rules. If you can round values for the Alternative Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the Decimals field.
- **Conversion Rule**-- Use this drop-down list to define the rule used for a selected currency pair. Available rules:
 - **Direct**-- Multiplies an amount in the source currency against the exchange rate for the target currency.
 - **Inverse**-- Divides an amount in the source currency against the exchange rate for the target currency.
 - **Cross-Rate** -- Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies.

- **Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Direct calculation to convert the amounts generated between each currency.
- **Alternate Cross-Rate** -- Users an alternate Interim currency to convert amounts between the source and target currencies.
- **Reverse Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Inverse calculation to convert the amounts generated between each currency.
- **Cross Rate Currency**-- Use this section to define the interim currency used for the Cross-Rate conversion rule or the primary interim currency for the Double-Cross Rate and Reverse Double-Cross Rate conversion rules. If you can round values for the Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the Decimals field.
- **Decimals**-- Determines how many decimals calculate and display for amounts converted through the current rate type. You can enter between 0-6 decimal places in this field.
- **Fixed Rate**-- Indicates whether the rate defined for this currency pair can update the Effective Rate value. If you select this check box, the rate is locked, or fixed, and the Effective Rate cannot be updated by this conversion rule. If the check box is clear, however, Kinetic considers that the conversion rule uses a variable, or float, exchange rate and it can be updated daily.
- **Global**-- Indicates whether this rate type can be used by other companies within your organization.
- **User Base Rate**-- Select this check box to indicate if the conversion rules from the parent rate type (if one is selected) should be used for the currency pair. If you select this check box, all other fields on the Conversion Rules - Detail card become inactive.

Exchange Rate Maintenance

Use Exchange Rate Maintenance to define exchange rates for currency pairs and an effective date for the rate type to which they belong. Kinetic uses these rates to convert amounts on multi-currency transactions.

To launch this application from the Main Menu:

- Financial Management/Currency Management/General Operations/Exchange Rate Entry

Modifiers you define in this application:

- **Effective Date**-- Defines the date on which the exchange rates begin.
- **Rate Type**-- Indicates the Rate Type against which these exchange rates apply. You create rate types within Rate Type Maintenance.
- **Rate Value**-- Defines the specific exchange rate value you need for each currency pair.

Logic/Algorithms

The Multi-Currency functionality uses this logic to calculate its results.

- **Direct Conversion** = Source Currency Amount x Target Currency Exchange Rate
- **Inverse Conversion** = Source Currency Amount/Target Currency Exchange Rate
- **Cross Rate Conversion** = (Source Currency Amount x Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Alternate Cross-Rate Conversion** = (Source Currency Amount x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Double Cross-Rate Conversion** = ((Source Currency Amount x Interim Currency Exchange Rate) x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Reverse Double Cross-Rate Conversion** = ((Source Currency Amount/Interim Currency Exchange Rate)/Alternate Interim Currency Exchange Rate)/Target Currency Exchange Rate

Example(s)

The following example(s) illustrate how you use the Multi-Currency functionality.

You are converting a transaction from Singapore Dollars (SGD) to Japanese Yen (JPY). If you do not use a scale factor, the conversion values are the following:

- Source Currency: SGD
- Target Currency: JPY
- Actual Rate: 0.007716 (1 JPY = 0.007716 SGD)
- Actual Rate: 129.59 (1 SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverse Conversion: SGD Amount = JPY Amount * 129.59

If you use scale factors, however, the conversion values are the following:

- Source Currency: SGD
- Source Scale Factor: 1
- Target Currency: JPY
- Target Scale Factor: 100
- Display Rate: 0.7716 (100JPY = 0.7716 SGD)
- Display Rate: 1.2959 (1SGD = 129.59 JPY)
- Actual Rate: 0.007716 (1JPY = 0.007716)
- Actual Rate: 129.59 (1SGD = 129.59 JPY)
- Direct Conversion: $\text{JPY Amount} = \text{SGD Amount} * 0.007716$
- Inverted Conversion: $\text{SGD Amount} = \text{JPY Amount} * 129.59$

Fiscal Calendars

Fiscal Calendars define the company calendar used for financial reporting. You can create multiple calendars and designate one calendar as the primary company fiscal calendar.

If you use the Asset Management module, a fiscal calendar must be assigned to this functionality. You must also assign a fiscal calendar to each book. Calendars can start on any date, have any number of periods, and be whatever length in days is required.

Each fiscal calendar contains a sequence of fiscal years. The fiscal years in one Fiscal Calendar record cannot overlap; likewise, no gaps between years can occur.

Because periods close for posting independently in different locations, business transactions may occur in one period in one book and a different period in another book. Each closing period lasts for one day, and if that day is the final date of the fiscal year, the posting engine can post the transaction to this closing period date.

Application Location and Modifiers

The following section details the location(s) where you can access the Fiscal Calendars functionality from the Main Menu. It also describes the values you can change for this item.

Fiscal Calendar Maintenance

Use Fiscal Calendar Maintenance to determine the periods during which journals post.

Launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > Fiscal Calendar Modifiers you define in this application:

- **Description**-- Displays the concise explanation for the fiscal calendar. Use this text field to help explain the purpose of the fiscal calendar.
- **End Date**-- Indicates the last date on which the fiscal calendar is active.
- **Start Date**-- Indicates the first date on which the fiscal calendar is active.

Logic/Algorithms

The Fiscal Calendars functionality uses this logic to calculate its results.

EachThe book must have one fiscal calendar selected for it.

Example(s)

The following example(s) illustrate how you use the Fiscal Calendars functionality.

A business may want to have a calendar that represents their fiscal year according to their operations which runs from October 1st through September 30th, while their taxes may need to be calculated based on a calendar year.

General Ledger Accounts

Each COA must contain a valid series of general ledger accounts so that financial information posts correctly. You create and modify these accounts within General Ledger Account Maintenance.

General ledger accounts contain the natural account segment and other controlled segments. You cannot, however, include dynamic segments in general ledger accounts, as the posting rules set the value of most dynamic segments.

You must set up these accounts so that they generate valid entries for a specific COA. Kinetic validates the general ledger transactions that post to the COA against the accounts you define within General Ledger Account Maintenance.

You also define which accounts display on GL Account drop-down lists throughout Kinetic. For example, you can select a GL account within AP Adjustment Entry, but this drop-down list only displays Master COA accounts. Any GL account you define as a master account within General Ledger Account Maintenance displays on this list.

Optionally, each account can be limited for use during a time period you specify. Use the Effective From Date and To Date values to indicate when a specific GL account is active; this causes the COA to reflect changes in the company's account structure or business needs.

For each account, you also must determine if the account description and active status are preserved during automatic account updates. Lastly, you also define whether the account is used for inter-company processing. Inter-company processing updates multi-company accounts defined in the COAs of a parent company and its subsidiaries.



Chart of Accounts Structure Maintenance designates whether a segment is dynamic or controlled. You use the Account Segment Values application to define the values used for the account segments in General Ledger Account Maintenance.

Application Location and Modifiers

The following section details the location(s) where you can access the General Ledger Accounts functionality from the Main Menu. It also describes the values you can change for this item.

General Ledger Account Maintenance

Use General Ledger Account Maintenance to define valid general ledger accounts for a selected COA.

Launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Modifiers you define in this application:

- **Active**-- Indicates whether this GL account is currently used by Kinetic.
- **Chart of Accounts**-- Use this drop-down list to select the COA for which you want to create general ledger accounts.
- **Description**-- Defines the text used for the GL account. This value prints on reports and displays in applications which use this account. Enter the text you need in this field. By default, this value includes the name of the natural account and the abbreviated descriptions of the other segments.
- **Effective From Date and Effective To Date**-- This date range defines the time period during which this GL account can be used for posting. The From Date defines the first day on which this GL account can be used. If the To Date field is blank, the current GL account can be used for posting indefinitely (or end when its Active check box is clear).
- **GL Account**-- Use this field to either create a new GL account or select an existing GL account. To create a new account, click the drop-down list and select the chart, division, and department options as you need. To search for an existing GL account, click the GL Account button to find and select it.
- **Multi-Company** -- Indicates whether this account is used for inter-company processing. During this process, all multi-company accounts update within the book COAs of a parent company and its subsidiaries. If you select this check box, the current GL account is included in this process.
- **Preserve Activation**-- Indicates whether the current GL account should remain active during automatic account updates. These updates occur while accounts generate within Chart of

Accounts Structure Maintenance.

- **Preserve Description**-- Indicates whether the Description text cannot be deleted during automatic account updates. These updates occur while accounts are generated within Chart of Accounts Structure Maintenance.

Logic/Algorithms

The General Ledger Accounts functionality uses this logic to calculate its results.

General ledger accounts define the accounts used for posting to the general ledger.

Example(s)

The following example(s) illustrate how you use the General Ledger Accounts functionality.

Effective Dates Example

An account is defined to record financial transactions for a product line. This product line will be discontinued at the end of the year. When you create the account, you set the To Date field to the last day of the year. As a result, an error occurs if a journal that uses the account is posted to the COA after the end of the year.

Segment Properties Example

The following example illustrates how segment properties affect general ledger account codes. You define the segments and enter the settings shown in the following table.

Segment	COA Settings	Valid Values
1	Segment type: Controlled Entry control: Natural Account	1000, 2000, 3000 (Segment values defined in the Account Segment Values application)
2	Segment type: Controlled Entry control: Optional	10, 20 (Segment values defined in the Account Segment Values application for these Departments)
3	Segment type: Dynamic Entry control: Optional	Dalton, Addison (Segment values created for these Customer IDs)

You designate 1000-10 and 2000-20 as valid general ledger accounts in General Ledger Account Maintenance. The following table shows how Kinetic validates journal account codes when posted to the general ledger.

Account Code	Valid or invalid?
1000-10	Valid combination of defined segment values.

Account Code	Valid or invalid?
1000-20	Invalid combination of defined segment values.
1000-10-Dalton	Valid combination of defined segment values and customer ID.
1000-Dalton	Valid combination of a defined segment value and customer ID. The second segment is optional.

GL Control Types

GL control types and GL controls work together to define the accounts used for all business transactions entered in Kinetic.

First, GL Control Types work as a template of default values common to all GL controls assigned to each GL control type. Each type contains a list of account contexts, journal contexts, and business entities available for all of its child GL controls. Each GL control defines the account strings and journal codes available to a specific record during the posting process.

Business entities are at the top of the hierarchy which generates the accounts during the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type is linked to a specific business entity, and so the business entity defines from which database tables the GL control type pulls information through its account and journal contexts. The items in the third and final level of this hierarchy are GL controls. A GL control uses the account contexts specified through the GL control type to define the specific accounts and journal codes to update for each business transaction.

GL control types define:

- **Account Contexts**-- GL controls use the account contexts defined for the type to specify the books and accounts to which journals post. Posting rules also use the account information to define journal details.
- **Account Entry Defaults for GL Controls**-- The defaults can limit how an account maps to a book; they can also require using a specific account for all GL controls linked to the GL control type.
- **Journal Contexts**-- Use journal contexts to associate journal codes with GL controls. During the posting process, journal codes can group journals to which a GL control applies.
- **Entities**-- The business entities limit the records accessible by the GL controls. Specific applications can only use a GL control if its type references the business entity managed by the entry application. For example, if a GL control is linked to a type that includes the Customer business entity, this GL control can only be selected within Customer Maintenance.

You can modify GL control types to extend the posting rules functionality. Before you do this, however, make sure the new contexts are appropriate for the business entities to which the GL control type applies. Once you create new GL control types, you need to modify and create posting rules which then reference the GL control type and its child GL controls.

Kinetic installs with a default set of GL control types; these GL control types correspond to the applications that post business transactions. You might, however, need to create a GL control type which supports either a new accounting process or integration with another financial application.

Application Location and Modifiers

The following section details the location(s) where you can access the GL Control Types functionality from the Main Menu. It also describes the values you can change for this item.

GL Control Type Maintenance

Use GL Control Type Maintenance to create and modify GL control types to reflect the account contexts, journal contexts, and business entities you need for all GL controls. To launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Control Type

Modifiers you define in this application:

- **All Books--** Indicates whether the account context can map to multiple books.
- **Book--** Optionally, use this drop-down list to select a specific book. This account context can then only be mapped within the selected book.
- **Business Entity--** An Entity modifier, use this drop-down list to define the business entity for which the GL control type uses. All the available business entities display on this list.
- **Context--** Describes the purpose for the account context. Enter the context you need in this field; for example, bank fee.
- **Journal--** A Journal Context modifier, use this drop-down list to define the journal to which the GL control type uses. All the journal codes available within your application display on this list; you create these codes within Journal Code Maintenance.
- **Required--** Indicates whether an account must be defined for this account context. If you select this check box, you must define the account for GL codes which use this GL control type.
- **User Master Chart--** Indicates whether the current account context requires a master COA. If you select this check box, you can only use this account context for accounts defined as part of the Master COA. When you select this check box, the Master COA displays in the accompanying field.

Logic/Algorithms

The GL Control Types functionality uses this logic to calculate its results.

GL control types determine whether a GL control is a system GL control or a reference GL control.

Example(s)

The following example(s) illustrate how you use the GL Control Types functionality.

The AR Account and AP Account control types reference the Company business entity. You define GL controls which use both types and apply them to Company A within Company Configuration .

Now a transaction which belongs to Company A is posted. The posting rules use the GL control type and GL control's account references to generate the accounts for the company journals.

GL Controls

GL controls define all the account strings and journal codes used during the posting process. Each GL control contains the accounts and journal codes available to a specific record; as part of the posting process, these accounts generate as needed based on the business transaction which occurred.

Every account or journal code within the GL control has a string identifier that defines the business transaction, likes Sales or Payable.

To generate accounts and journal entries, each GL control uses the account contexts, journal contexts, and business entities (for a reusable GL control, instance and reference GL controls do not use business entities) defined on the GL control type to which it is assigned. The GL controls reflect the COA structure required for a specific book or multiple books. When a business transaction generates, Kinetic reviews the group of accounts specified in the GL control and selects the specific account which applies to the business transaction.

You create GL controls within GL Control Maintenance. All posting accounts used in Kinetic are defined within this application. You can select as many accounts as you need for each GL control. Based on the GL control type, the journals each business transaction creates is automatically included with the GL control. You can use GL controls to define an account hierarchy through the posting rules. For example, you can assign a GL control to a customer and a part class record. You can then set up the posting rules so that if a business transaction is not valid against a customer record, it will then use the GL control linked to the part class record. Instead of the GL controls on the customer, the GL controls defined on the part class are used by Kinetic to determine the accounts.

After you set up the GL controls, you can then select one or more GL controls to a specific record within a maintenance (setup) application. Although you can select multiple GL controls for each record, each GL control you select must be linked to a different GL control type. Within Customer Maintenance, for example, you can select multiple GL controls, each with different GL control types, for a specific customer record. The accounts and journal codes defined for each GL control then calculate when a business transaction is placed against this customer record.



You do not use GL controls on applications where you select posting accounts while entering transactions. Examples of this type of application include AP Adjustment and Cash Receipts . You instead select a GL account defined as part of the Master COA; these accounts display on the GL Account drop-down lists within these applications.

Instance, Reference, and Reusable GL Controls

As briefly described previously, Kinetic uses GL controls in three ways:

- **Reusable GL Controls**-- These GL controls can be modified by users and generate unique results for display on financial reports. They provide multiple contexts for accounts and journal codes, and they can be assigned to various maintenance records (for example, customer, supplier, and part records). Only reusable GL controls use business entities, so the posting results for these GL controls always populate the business entity tables linked to their parent GL control types.
- **Instance GL Controls**-- These GL controls define a specific account used for a particular item. Any transactions which cause accounts to generate master data, operational data, or general settings require instance GL controls. Typically, instance GL controls generate pre-posting data. They are also used when a posting rule provides the specific account for a transaction. An example is the instance GL control which generates account values for a POREl (purchase order release) record.
- **Reference GL Controls**-- These GL controls generate system level transactions required for Kinetic. They create automatically by the posting engine during the posting process; they create a link between the GL transaction and the source business transaction. Hidden from users, reference GL controls populate the TranGLC table with GL transactions. For example, the source business transaction can be a PartTran (part transaction) record and reference GL control generates when the Capture COS/WIP GL transaction type posts.

Posting Process

During posting, various posting rules, defined in GL Transaction Type Maintenance , use control values to create journal details. The rules generate account values through their account contexts. Often, control accounts lack values for one or more segments. The posting rules use data in posted transactions to define these segment values. Likewise, the journal contexts associated with the GL control type generate the specific journals codes defined on the child GL control during the posting process. As a result, you can track and report on journals by code.

You can create and modify GL controls to extend posting functionality. For example, you add a Landed Cost account context to the AP Account GL control type so that you can then add a landed cost account to the AP GL control. You select this GL control to a company record within Company Configuration . The Landed Cost accounts now automatically generate for this company when landed cost financial transactions calculate.



Be sure the new account contexts are appropriate for the business entities to which a reusable GL control applies. If you modify or delete an account you need within the GL control, it can cause invalid journals to generate. Before you go live with your GL control changes, verify that the posting processes which use the modified reusable GL control create valid accounts after you make account context changes on a GL control type.

Application Location and Modifiers

The following section details the location(s) where you can access the GL Controls functionality from the Main Menu. It also describes the values you can change for this item.

GL Control Maintenance

Use GL Control Maintenance to create and modify GL controls. You then assign these controls to specific records within maintenance applications. To launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Control Code

Modifiers you define in this application:

- **Account--** Specifies an account referenced by the posting processes to which the control applies. Posting process rules use this reference to define journal accounts. You can link as many accounts as you need to the GL control.
- **Type--** Use this drop-down list to define the GL control type to which you need to assign the current GL control.

Logic/Algorithms

The GL Controls functionality uses this logic to calculate its results.

GL controls determine the account strings and journal codes used to record financial transactions for a specific record.

Example(s)

The following example(s) illustrate how you use the GL Controls functionality.

The AR Account and AP Account control types reference the Company business entity. You define GL controls which use both types. You then select them as GL controls for the Company A record within Company Configuration. A transaction for Company A posts to the general ledger. The posting rules use the account strings selected on the GL controls to record both the AP and AR transactions and generate the appropriate journal codes.

GL Reference Type

GL reference types contain values which classify specific campaigns, projects, and other temporary items within the current company that have a fixed life span. Reference types define the specific

temporary item you need in an account segment.

Reference type masks determine the general ledger accounts which include the reference type segment. They also indicate if the specific segment is either required, optional, or blocked from the account generation.

When the posting process runs, the GL reference types automatically generate GL controls which contain the accounts and corresponding journals required to record the transactions. As a result, posting rules are also not needed to generate the values for these accounts.

You use GL COA Reference Type Maintenance to first define the reference types and reference type masks you want to apply to a COA segment. You can then select a specific reference type within the Account Segment Values application, and, in turn, you can select this account segment within Chart of Accounts Structure Maintenance.

You can create a reference-type account segment which contains multiple reference types or create a reference type account segment linked to a single GL reference type which contains multiple masks. Account masks determine the general ledger accounts that include the reference-type segment and whether inclusion of the segment is required or optional.

In some cases, two references types can have masks that match the same account. In this case, Kinetic uses the type with the mask that most closely matches the account for the transaction. For example, a type that includes a mask for the account 2008-22-738 takes priority over a type with a mask of 2008-2_-738.



You can define a different set of reference types and masks for each COA, but if you use a standard set of reference types across multiple COAs, you will have a broader analysis of company data.

When a transaction posts, users determine the value of a reference-type account segment. Because these values are entered manually, you can use classifications which cannot be set by values within posted journals. For example, you define a reference type to classify businesses as corporations or sole proprietorships, because this information is unavailable from customer or supplier records.

Application Location and Modifiers

The following section details the location(s) where you can access the GL Reference Type functionality from the Main Menu. It also describes the values you can change for this item.

GL COA Reference Type Maintenance

Use GL Control Maintenance to create and modify GL COA reference types. To launch this application from the Main Menu:

Financial Management/General Ledger/Setup/GL COA Reference Type

Modifiers you define in this application:

- **Chart of Account**-- Use this drop-down list to select the COA you want to contain with the reference type segment.
- **Account Mask**-- Determines the general ledger accounts that use the current reference type. You can select the specific accounts or use the underscore (_) as a wildcard to reference multiple accounts.
- **Reference Status**-- Use this drop-down list to define whether accounts that match the mask include values defined for the selected type. Available options:
 - **Exclude**-- Blocks using reference type values with accounts that match the mask.
 - **Optional**-- Can use reference type values with accounts that match the mask.
 - **Required**-- Must user reference type values with accounts that match the mask.

Logic/Algorithms

The GL Reference Type functionality uses this logic to calculate its results.

GL reference types are used by account segment values to define short term items like marketing campaigns and projects.

Example(s)

The following example(s) illustrate how you use the GL Reference Type functionality.

You want to create a reference type to classify travel expenses incurred by employees. In Chart of Accounts Maintenance, you define a reference-type segment for the Master COA.

In this application, you select the COA and segment and create a Travel type. You define the mask 2008-____-____. This mask includes the natural segment account you use for employee vouchers, and the division and department segments are masked. You indicate the mask status is required.

In Account Segment Values, you select the segment mask and define segment values for the options Lodging, Air Fare, and Per Diem. Since the mask is required, users must designate their expenses as either Lodging, Air Fare, or Per Diem when they post them.

GL Transaction Type

GL Transaction Types define the posting rules which run during the posting process for a specific business activity. Examples of GL transaction types include AP Invoice, AR Invoice, Bank Reconciliation, PO Release, and so on.

Each GL transaction type has a set of posting codes and amounts specific to the posting process; these values pull in the data needed by the posting rules to build journal details. You modify and create GL transaction types within GL Transaction Type Maintenance. You can also import and export GL transaction types as .xml files; use this feature to use modified GL transaction types in different companies within your organization.

The GL multi-book transaction type (MultiGLJrn) includes the standard default set of posting rules for a single book. The single book is required to be linked to the master chart of accounts (COA) in order for the rules to work correctly. You can then use this default set of posting rules as a starting point to build on the rules for your book or for the COA mapping of other books.

You modify a GL transaction type by creating revisions. You can add, edit, and delete the posting elements (posting codes, amounts) and posting rules (functions, pre-posting rules, posting rules, and reference rules) on each revision. By modifying posting codes and rules, a revision can extend how a specific transaction type posts its results to financial reports and the general ledger. Posting rules can create a single detail or a pair of balancing entries; these rules, except for the reference rule, determine the line amount, the account to which it posts, and whether the amount debits or credits the account. The reference rule is used to set up and populate a reference GL control with no direct relation to posting any amounts or selecting debit and credit accounts. In some cases, rules create a GL control used to store accounts and contexts for subsequent processing. Pre-posting rules define defaults used during manual entry of general ledger accounts.

Each GL transaction type revision can be modified for each book, so a book's chart of accounts, fiscal calendar, and currency all affect the posting process. The COA mapping you select for the book in the GL transaction type determines how the accounts are structured. The GL controls used by each book also affect posting results, as they determine the specific account strings and journal codes used to record each transaction. You can modify the posting rules as you need within each book and these specific rules are processed independently. And if you add a book, you will either need to select a COA map or copy posting rules to it before the new book can post transactions to the general ledger through the GL transaction type.

You can create a revision which summarizes the journals posted by the transaction type to the book. This limits the number of financial transactions saved to the general ledger tables, as posting invoices, vouchers, and other transactions can result in too many detail records being added to the database. Revisions can also define the posting codes and rules used to post journals. The posting codes determine the attributes used with the journals, while the posting rules define the journal details.

You can also create revisions which integrate Kinetic with other financial applications. The posting rules can prepare the financial data for import into these other applications.



Creating, modifying, or deleting posting rules can create invalid journals. Be sure to verify you are creating valid accounts after you make changes. You should always review the financial results of a new or modified transaction type on a test server to avoid posting invalid journals to your live data.

Posting Rules Versioning

The virtual business document (VBD) and posting rules are upgraded only if there is an actual change, improving performance of the conversion application when a new service pack is released.



The incoming data structure of a transaction type, was previously referred to as an abstract business transaction (ABT) and is now identified as a virtual business document (VBD).

Customized revisions also receive updates from the service packs for out-of-the-box rule sets and individual rules/functions. Users can import individual rule sets into existing revisions, making a manual upgrade. This greatly simplifies setting up multi-book configurations.

Business Transactions and GL Transactions

When the posting engine runs, it uses the GL transaction types to generate business transactions (sometimes called business documents). These business transactions hold the actual financial data which will post to the general ledger.

Each business transaction reflects a specific financial activity within your company. GL Transaction Type Maintenance provides a single interface where you can modify the settings for posting each business transaction. The posting rules process a business transaction for each book in the company, and the validation rules defined on each book verify the results of the posting process. When posting completes, the business transactions are recorded as one or more GL transactions within the general ledger.

When you are modify a GL transaction type you should review all of the financial information it generates before actively using the revision. To do this, you select the Manually review all transactions check box on the Revisions > Revisions Detail card; you can then review all the valid and invalid GL transactions in the Review Journal.



GL Transaction Types are only discussed briefly in this section. For details on how to create and modify transaction types, review the GL Transaction Type Environment section later in this guide.

Application Location and Modifiers

The following section details the location(s) where you can access the GL Transaction Type functionality from the Main Menu. It also describes the values you can change for this item.

GL Transaction Type Maintenance

Use GL Transaction Type Maintenance to create and update the posting rules for transaction types. To launch this application from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type



This application is not available in Classic Web Access.

- Financial Management/General Ledger/Setup/GL Transaction Type Maintenance

Modifiers you define in this application:

- **Always a single Active Revision**-- Select this radio option to indicate that only one active revision can be used with this transaction type at a time. You cannot activate other revisions while you are in this mode.
- **Detailed Description**-- Displays the purpose of the transaction type. For example, Posting AP Logged Invoice.
- **Manually review all transactions**-- Indicates that all of the GL transactions generated by the current transaction type will display within the Review Journal. Activate this mode after you have modified or created a transaction type; you can then use the Review Journal to verify you are generating the results you want.
- **Select an Active Revision by Date**-- Select this radio option to indicate you can use different active revisions for the current transaction type. Kinetic uses the Apply Date value on a journal to calculate which active transaction type to use.
- **Transaction Type**-- Defines the specific transaction type you are creating or modifying.

Logic/Algorithms

The GL Transaction Type functionality uses this logic to calculate its results.

GL transaction types contain the posting rules logic for a specific business activity within your database.

Example(s)

The following example(s) illustrate how you use the GL Transaction Type functionality.

You define a rule for a journal generated when an AR invoice posts. The rule pulls in the warehouse ID for the inventory amount which was sold; this value is pulled from the sales order linked to AR invoice. The posting rule sets the value of a dynamic segment based on the warehouse ID.

Journal Codes

Journal codes define the codes used to group journals. These codes help you track and report on journals.

The journal codes are applied to journals by GL controls. The journals each GL control generates is defined by the GL control type linked to the GL control; the GL control type defines the journal contexts which each GL control then uses to define a specific journal code for each transaction. In some cases, posting rules automatically use default journal codes when a GL control does not contain the needed code.

Consolidation definitions also apply codes to journals posted from source books to intermediate books and target books. You can then use journal groups to validate and track consolidation journals.

You create journal codes to group:

- **Month-End Journals** - These journal codes record month end activity.
- **Consolidation Journals**- These journal codes group journals used with the Consolidate to Parent and Import Consolidation from Subsidiary applications.
- **New Transactions**- These transactions are created by new GL transaction types which you create within GL Transaction Type Maintenance.

Pre-Defined Codes

When you create a new company within Company Configuration, a series of journal codes are automatically created by default. The following table details these codes:

Code	Description	Process
AJ	Adjustments Journal	Adjustment entry in AP or AR
CD	Cash Disbursements Journal	Check entry in AP
CR	Cash Receipts Journal	Cash receipt entry in AR
FA	Fixed Assets Journal	Asset posting process in fixed assets
GJ	General Journal	Journals entered in Journal Entry
IJ	Inventory Journal	Capture COS/WIP activity in Job Management
IN	Internal Transfer Journal	Multi-site consolidation
PJ	Purchase Journal	Invoice entry in AP
PR	Payroll Journal	Payroll check entry in Payroll
SJ	Sales Journal	Invoice entry in AR

Default Journal Codes

Some posting processes use default codes when there is no journal code is supplied by a GL control. The following table lists applications where default journal codes are defined:

Journal Code	Entry of default settings occur in...
Adjustments Journal	• The Accounts Receivable- General card in Company Configuration • The AR Account Detail card in AR Account Maintenance • The Detail card in Accounts Payable GL Accounts Maintenance
General Journal	The General Ledger card in Company Configuration
Inventory Journal	The Inventory - General card in Company Configuration
Purchase Journal	The Detail card in Accounts Payable GL Accounts Maintenance
Sales Journal	• The Accounts Receivable- General card in Company Configuration • The AR Account Detail card in AR Account Maintenance

Application Location and Modifiers

The following section details the location(s) where you can access the Journal Codes functionality from the Main Menu. It also describes the values you can change for this item.

Journal Code Maintenance

Use GL Transaction Type Maintenance to create and update the posting rules for GL transaction types. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/Journal Code Maintenance

Modifiers you define in this application:

- **Description**-- Indicates the purpose for the journal code. This text value displays on various reports and applications.
- **Journal Code**-- Defines the code you use to identify this journal. When you use a journal code with a GL control, it applies the journal code to all the journals created through the GL control.
- **System Journal**-- Select this check box to indicate that this code is applied to default journals generated by Kinetic.

Logic/Algorithms

The Journal Codes functionality uses this logic to calculate its results.

Journal codes determine the journal contexts on GL control types.

Example(s)

The following example(s) illustrate how you use the Journal Codes functionality.

The pre-defined journal code SJ (Sales Journal) applies to journals that post AR invoices. The code SJ is linked to the GL control which posts journals from AR Invoice Entry. Kinetic applies the code to journals posted from the AR Invoice Entry application. Reports and trackers then group sales transactions by the SJ (Sales Journal) code.

Lookup Tables

Lookup tables map database field values to both segment and account values. You can then modify or create posting rules which use lookup tables.

The tables define segment and account values for journal details based on values which generate in a business transaction, which provides the transformation of the source business transaction data into target GL transaction data.

Posting rules use lookup tables to obtain values for any COA segment. Typically, the tables set values which define dynamic segments. You can leverage lookup tables to define multiple target values from a source value. The parameters you define on a posting rule indicate the lookup table columns it uses during the posting process.

Use this functionality to link any source (sometimes called key) value to one or multiple target values. This functionality:

- Creates and maintains groups of fields with the names and descriptions you assign to them.
- Accesses data from posting rules as a separate logical named lookup table.



If you modify or delete a lookup table, invalid journals may generate. After you change a pre-posting rule, verify that functions which use a lookup table still create valid accounts.

Using lookup tables reduce how many changes you need to make to a posting rule for it to define segment and account values. You create look up tables within the Lookup Tables Setup application.

Application Location and Modifiers

The following section details the location(s) where you can access the Lookup Tables functionality from the Main Menu. It also describes the values you can change for this item.

Use Lookup Tables Setup to create and update lookup tables used during the posting process. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/Lookup Tables Setup

Modifiers you define in this application:

- **COA Code**-- Designates the COA used in the lookup table map.
- **DB Field**-- Designates the database field that supplies data for the lookup. Entries include fields in the selected database table.
- **DB Table**-- Designates the database table that supplies data for the lookup.
- **Name**-- Defines the lookup table type. Available options:
 - **Segment**-- Create a lookup table which defines the selected segment values.
 - **Use Full Account**-- Creates a lookup table that sets account values.
- **Search Name**-- Defines the table. Posting rules you modify and create in GL Transaction Types Maintenance use this name as a parameter in lookup functions.
- **Source Field Name**-- Defines a field used to supply the values in the lookup table. The name appears in the source column header on the Detail card.
- **Source Value Fields**-- Designates the database table and fields that provide the data which populates a dynamic segment.
- **Target Field Name**-- Defines the target lookup field. The name appears in the target column header on the Detail card.
- **Validate**-- Indicates whether Kinetic validates field details entered in this application. If you select this check box, a warning displays if target value fields on the Detail card contain invalid values.
- **Value Type**-- Describes the type of information contained in the field. This field provides information to users of this application.

Logic/Algorithms

The Lookup Tables functionality uses this logic to calculate its results.

Lookup tables pull in database values required by a GL transaction type.

Example(s)

The following example(s) illustrate how you use the Lookup Tables functionality.

Example One

You define a rule for a GL transaction which generates when a sales order posts. You want to modify the rule that obtains the ID of the warehouse from which the inventory came and sets the value of a dynamic segment based on the ID.

You use the Source Value Fields card in Lookup Tables Setup to define the database table and field that store the ID. You use the Target Value Fields card to select the COA. In the Details card, you define rows that link warehouse IDs with the values defined for the dynamic segment.

In GL Transaction Type Maintenance, you add a posting code to return the ID from the posted transaction. The rule uses the ID and the lookup table to set the segment value.

Example Two

A user assigns a user-defined property color to parts and needs to account for parts differently depending on their color. A lookup table can associate color codes with accounting segments or accounts. A GL transaction type revision (and an underlying posting rule) receives a color code as a posting code and uses it to retrieve a corresponding accounting segment directly from the lookup table. This saves the work of defining the association in the posting rules.

The table links each particular field of the source value to a field in one of the existing database tables. Posting rules populate the field with the values from the linked database field. In a similar way, the table links each particular field of the target value to an accounting segment in a chart of accounts. If such link is created, the rules can use the values of a linked segment or a whole accounting string as a target value.

Review Journal

The Review Journal is a key tool you leverage while you develop new or modify existing posting rules. When you first create a new revision within your test environment, you can indicate that all transactions generated by the revision display within the Review Journal.

To do this, you select the Manually review all transactions check box on a GL transaction type revision; this check box is located within GL Transaction Type Maintenance on the Revision-Detail card. You can then evaluate the GL transactions generated by the revision and correct any errors the revision may cause. After you finish your corrections, you can then re-post them from the Review Journal and review the data results.

During normal operation of Kinetic, the Review Journal captures any posting errors which occur. So after you go live with your new GL transaction type revision, the Review Journal is still an important tool for troubleshooting issues and monitoring results. You can display error transactions by module, date, and user. You can then identify the source of the GL transaction, make a change to the record, and re-post. The Review Journal shows you the results of your change.

You can also directly adjust the account numbers for an entry line. After you complete the adjustments, you can re-validate the journal and directly post it from the Review Journal. Typically you adjust and post new account numbers when invalid journals originate from an external application. You can also both cancel and confirm GL transaction entries. Both actions remove the journal entries from Kinetic. The confirmation process updates the GL transactions within the books to which they post. If the updated transactions are invalid, the Review Journal displays the posting errors.

The Review Journal divides the posting results by book. You can then print edit lists to review the results within each book, so you can generate lists for source business transactions which have generated both internally through Kinetic and externally through third party applications.

When you post a single transaction, it can create different journal details in multiple books. A single journal entry groups all journals posted to all the books by a single GL transaction. The validation settings defined on each book determine the errors and warnings which display in the Review Journal, so the validation process can produce different results when you post to different books. One book may ignore a GL transaction that generates an error or a warning in another book.

If a revision within a specific book is designed to summarize transactions, it affects the adjustments available within the Review Journal. Summary lines post to both natural accounts and accounting processes. The Review Journal displays source details for summarized lines.

Application Location and Modifiers

The following section details the location(s) where you can access the Review Journal functionality from the Main Menu. It also describes the values you can change for this item.

Use the Review Journal to verify the results of a posting process. You also use this application to review and correct posting errors. To launch this application from the Main Menu:

- Financial Management/General Ledger/General Operations/Review Journal

Modifiers you define in this application:

- **GL Account--** Defines the account to which the amount posted. If you need, you can change this account and re-post the transaction through the Review Journal.

Logic/Algorithms

The Review Journal functionality uses this logic to calculate its results. The Review Journal has two modes:

- Capture all GL transactions for a modified revision for later review and validation.
- Capture GL transactions for which a warning or an error occurred during the posting process.

Example(s)

The following example(s) illustrate how you use the Review Journal functionality.

Posting an AR invoice can post a journal with one set of details to the company's financial book and a journal with completely different lines to the company's legal book. Journal entries displayed in Review Journal group these separate GL transactions. You can then review these GL transactions to make sure they process correctly.

Rounding Engine

Use the Rounding Engine to define location-specific rounding requirements and rounding-related settings for specific business areas. This functionality includes currency tolerances, company tolerances, and rounding accounts.

The Rounding Engine controls rounding for currencies, sales documents, customers, payments, and cash receipts.

All rounding calculations, both the original amount and the rounding difference values, are captured by Kinetic before the posting process runs. Then during the posting process, the functionality updates both the rounded amount and the difference amount per each detail line (for example, on a sales order). The difference amount, for example, may generate by rounding the maximum difference between the debits and the credits. These values then map to a total account which sums the amounts on each detail line -- causing the rounding values to balance.

You activate rounding by defining rounding tolerances for both AR and AP within the Company Configuration application. You can also define tax amount tolerances on customer records within Customer Maintenance. This tolerance criteria defines when Kinetic recognizes when amounts are considered a currency difference and then posts these amounts to the specified account.

Application Location and Modifiers

The following section details the location(s) where you can access the Rounding Engine functionality from the Main Menu. It also describes the values you can change for this item.

Currency Master Maintenance

Use Currency Master Maintenance to define rounding settings for a currency. You define the rounding tolerances for a specific currency on the Rounding card. To launch this application from the Main Menu:

- Financial Management/Currency Management/Setup/Currency Master

Modifiers you define in this application:

- **Multiplier**-- Defines the value used when rounding amounts for the value type. This value must be a positive number. A zero value indicates no rounding calculation occurs. The number of decimals used when entering multipliers is the same number of decimals defined for the currency on the Currency-Detail card.
- **Rule**-- Use this drop-down list to select the rule you need for each value type. Available options:
 - No rounding
 - Round up to multiplier
 - Round down to multiplier

- **Round to nearest multiplier**-- For example, round up if the remainder value of dividing the number by the multiplier is greater or equal to half the value of the multiplier; otherwise, round down.
- **Value Type**-- Indicates the field values affected by the rounding tolerance. You can define rounding tolerances for Unit Prices, Unit Taxes, Extended Price, Extended Tax, Total, and Total Tax.

Company Maintenance

You can define rounding tolerances in both AR and AP configuration. Company settings determine whether customer-specific rounding applies. Rounding rules apply to the net unit price when the company calculates discounts on unit price in sales applications.

To launch this application from the Main Menu:

- System Management / Company Maintenance / Company

Customer Maintenance

You can also define rounding parameters on specific customer records. Use Customer Maintenance to define a tax rounding rule and indicate whether the rule applies to invoice lines or totals. Customer settings override the rounding defaults defined for the company.

To launch this application from the Main Menu:

- Financial Management/Accounts Receivable/Setup/Customer
- Financial Management/Multi-Site/Setup/Customer
- Production Management/Field Service/Setup/Customer
- Production Management/Material Requirements Planning/Setup/Customer
- Sales Management/Customer Relationship Management/Setup/Customer
- Sales Management/Demand Management/Setup/Customer
- Sales Management/EDI/Setup/Customer
- Sales Management/Order Management/Setup/Customer
- Sales Management/Quote Management/Setup/Customer

Logic/Algorithms

The Rounding Engine functionality uses this logic to calculate its results.

Provides the logic used to round amounts on specific transactions for a currency.

Example(s)

The following example(s) illustrate how you use the Rounding Engine functionality.

You map all GL transactions, line by line, so they move from Book A to Book B. Book B is in a different currency, so this book needs to round the incoming amounts and record the change in a difference account. When the posting engine updates Book A and Book B, the credit and debit amounts will not balance, and Book B records the difference.

Self-Balancing Segments

A self-balancing segment is one which automatically posts a balancing journal when a GL transaction occurs between two values defined for the segment; the sum of these two values must equal a zero balance. This makes sure that the book linked with the COA maintains a balanced set of records within the segment. Self-balancing segments use balancing and offset accounts to create the balancing journal. You define which existing segments are self-balancing within Self-Balancing Segment Maintenance.

All self-balancing segments must have a balancing account. You can also define an offset account for optional segments in the chart of accounts (COA). When you define an offset account for an optional segment, you can balance the accounts for mandatory segments.

Segments that define divisions, organizations, departments, and projects are often used as self-balancing segments. You must first create the segment within Chart of Accounts Structure Maintenance and then select the segment within this application.

Application Location and Modifiers

The following section details the location(s) where you can access the Self-Balancing Segments functionality from the Main Menu. It also describes the values you can change for this item.

Use the Self-Balancing Segment Maintenance application to define segments used for self-balancing journals. To launch this application from the Main Menu:

- Financial Management/General Ledger/Setup/Self-Balancing Segment

Modifiers you define in this application:

- **Balancing Account**-- Defines the natural account used to process balancing journal amounts. Either enter this account directly or click the Balancing Account button to find and select it.
- **Level**-- Determines the processing order when a COA has multiple self-balancing segments. The process begins with a segment which has a "1" value and continues in numeric order.
- **Offset Natural Account**-- Defines the account which can receive offsetting balances when an optional segment is self-balancing.
- **Self-Balancing** -- Indicates whether you want the current segment to self-balance.

Logic/Algorithms

The Self-Balancing Segments functionality uses this logic to calculate its results.

- When a balancing account is present, record the balancing amounts in this account.
- When an offsetting account is present, place the starting value within the balancing account and the opposite value in the offsetting account.

Example(s)

The following example(s) illustrate how you use the Self-Balancing Segments functionality.

The COA has two controlled segments: a mandatory division segment and an optional project segment. You define both as self-balancing and use the following accounts.

- A balancing account of 8000 for the division segment.
- A balancing account of 7000 and an offset account of 7001 for the project segment.

A journal credits the revenue accounts for a project owned by Division A and shared with Division B. The journal contains the following lines:

Account	Division	Project	Amount
2100	A		-2500
4010	A	10	1200
4010	B	10	500
4010	A	11	500
4010	A		500

The 500 amount applies to Project 10, which is the project shared by the two divisions, and must transfer from Division B to Division A to balance the division segment. The balancing process first uses the project segment accounts to offset balancing account entries.

Account	Division	Project	Amount
7000	A	10	-1200
7000	A	11	-500
7001	A		1700
7000	B	10	-500
7001	B		500

The process can then create the balancing entries for the division segment.

Account	Division	Project	Amount
8000	A		500
8000	B		-500

The GL Transaction Type Environment

This section describes GL transaction types in more detail. It explores the various items like posting codes, functions, pre-posting rules, posting rules, and reference rules which make up a transaction type.

The section concludes with a section on posting rule tips.

GL Transaction Types in Detail

Kinetic contains a unique set of GL transaction types which post financial results to reports, trackers, and the general ledger. GL transaction types control the posting processes used by each book, and a posting process uses one or more GL transaction types to generate its financial results.

A GL transaction type uses an incoming document template to pull in a specific business transaction, and then generates one or multiple GL transactions for it using a set of posting rules to determine how journals and accounts record the business transaction.

Each book also has settings that affect the posting process. These settings include the chart of accounts, fiscal calendar, and currency for the book. The GL controls used by the posting process define the accounts used by the posting rules.

The posting rules can contain default and user modified algorithms to generate GL transactions. You can select an amount to post and determine which accounts record the selected amount. You can then determine whether the account can be a debit or a credit and you can also include any transaction text you may need to identify the results. In the case of reference rules, they are detached from storing account codes for future reference from the posting rules themselves. This type of rule creates a GL control and links it to a posting entity independently from creating a actual GL journal detail. In other words, the reference rule sets up and populates a reference GL control with no direct relation to posting any amounts or selecting debit and credit accounts.

Kinetic installs with a series of GL transaction types which record the business transactions created by financial activity in the database. For example, GL transaction types define the posting process for inventory movements, invoices, and bank reconciliation. You can display and review GL transaction types within GL Transaction Type Maintenance, a application located on the Main Menu within the General Ledger > Setup folder.

In order to update a GL transaction type to match your posting needs, you create a revision for it. Within the revision, you can add, modify, and delete posting elements (posting codes, amounts,

BAQs, and so on) and posting rules (functions, pre-posting rules, posting rules, and reference rules) as you need. You typically create revisions for the following purposes:

- Use COA maps from one source book for use in a new target book.
- Copy posting rules from one source book into a new target book.
- Define the revision used to post GL transactions. This revision applies the posting elements and posting rules you define for the revision.
- Summarize the journals posted to a book. Posting invoices, vouchers, and other transactions can cause a large number of detail records to generate in the database. Summary journals reduce the number of financial transactions saved to general ledger tables.
- Define the posting codes and rules used to post journals. Posting codes determine the attributes used with the journals, and posting rules define journal details.
- Change and add posting codes to extend the functionality available when journals post.
- Define the posting rules you use to post journals. Pre-posting rules define defaults used in the manual entry of general ledger accounts. These rules pull in the data needed for the business transaction to post to the general ledger. Posting rules can create a single detail or a pair of balancing entries; these rules determine the line amount, the account to which it posts, and whether the amount debits or credits the account. In some cases, rules create a GL control used to store journal and account contexts for subsequent processing.
- Create revisions which integrate posting processes from Kinetic to posting processes within a third-party financial application.



If you change a posting rule, it can create invalid journals. Before you use a modified rule on your live data, make sure that the posting rule creates valid accounts. Always modify and verify rules on a test server to avoid the risk of posting invalid journals to the live general ledger.

Virtual Business Document Version

The virtual business document (VBD) and posting rules are upgraded only if there is an actual change, improving performance of the conversion application when a new service pack is released.



The incoming data structure of a transaction type, was previously referred to as an abstract business transaction (ABT) and is now identified as a virtual business document (VBD).

The VBD Version field specifies the version of the virtual business document (VBD) and consists of a major and minor sequence (for example 504.1).

The major sequence increments every time a change is made in the server code that generates the document and is used to verify the structure of the document is compatible with the server code.

The minor sequence increments every time a change is made to the document structure and is reset to zero each time the major version increments. It is used to track changes.

The Patch VBD Version specifies the patch version of the virtual business document (VBD) and has the same structure as the main version. The patch version increments each time a change is released in a patch to a client between service packs and resets to zero each time a service pack is released.

Rules Set Version

In GL Transaction Type Maintenance, use the **Book > Detail** card to determine how transactions post to a book.

When you select a book on this card, you can define its rules. All posting rules, functions, and variables defined for a single book are a rule set which generates a complete journal for the book.

The Ruleset Version field increments each time a change is made in any underlying rule or function. The Package field specifies the identifier of a rules package (for example, Standard or Extended).

Kinetic comes with two packages of posting rules, in addition to several Country Specific Functionality (CSF) packages. The Standard package is available for users upgrading from Vantage 8.03. The Standard package contains all of the account segments used in this previous version, ensuring that previous GL transactions update into Kinetic. The Extended package is available for new users and existing users who wish to modify their posting processes. The Extended rules package is derived from the Standard rules package, but all segments are removed so that they do not contain any division or department specific logic. Because of these changes, this rules package is a better base for modifying the posting process.



You should only import CSF posting rules if you have activated the corresponding CSF license for your company. Refer to the CSF Guides for details on using CSF Posting Rules.

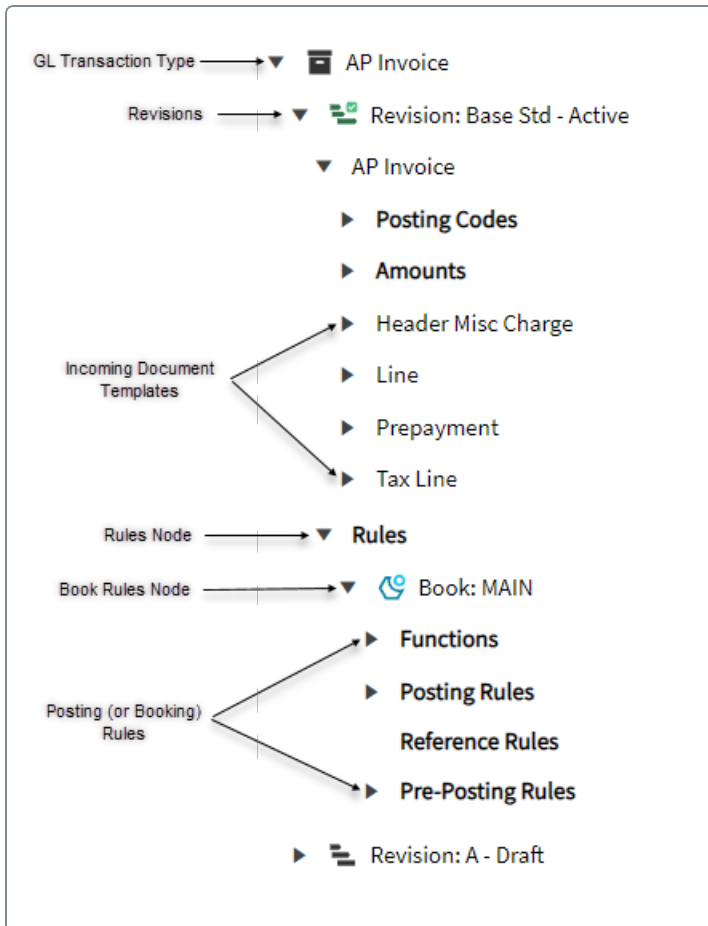
Individual Rule and Function Version

The version control on the rule and function level is used when comparing two rule sets, one of which is about to be imported and the other already in the system. This provides a way to distinguish between posting rules and functions that have changed and therefore need to be pulled in. Those that have not changed do not need to be imported, saving time on the import and conversion.

The Version field specifies the individual rule or function version. The Version field uses a single numeric sequence and increments every time a rule or function is changed in a corresponding rule.

The Patch Version field specifies the rule or function patch version. A single numeric sequence is used and it increments each time a change is released in a patch to a client between service packs. The patch version resets to zero every time a service pack is released.

GL Transaction Type Components



- **Transaction Type**-- Displays the transaction type as registered in Kinetic -- for example, AP Invoice and AR invoice.
- **Revisions**-- Displays the current revisions for the transaction type. Each node also indicates the current status of the revision - active, draft, or blocked.
- **Incoming Document Templates**-- Displays the various business transaction structures available within the GL transaction type. For example, the AP Invoice transaction type contains the Header Misc. Charge, Line, and Tax Line document templates.
- **Posting Codes**-- Displays the specific data values the revision pulls in to process a business transaction. For example, on the AP Invoice GL transaction type, the default revision pulls in the Central Payment Company, Company Parameters, Currency Master, Details, EuroFinance, and Supplier database information.
- **Amounts**-- This node displays the specific amount values pulled in by the revision. For example, on the AP Invoice GL transaction type, the default revision tracks the Balance, Expense, Invoice, Rounding Difference, and Tax amounts.

- **Rules**-- Indicates where all the rules for the GL transaction type revision are contained.
- **Book Rules Node**-- Displays the rules node for a specific book. The functions, posting rules, and pre-posting rules for the book display under this node. You can add multiple books to each revision.
- **Functions**-- Expand this node to display the default functions available within the book. Functions are global rules which generate default data across all the posting rules within the current book.
- **Posting Rules**-- Expand this node to display the rules used to post GL transactions for the current book.
- **Reference Rules** - Expand this node to display the rules used only to post GL transactions with no direct relation to populating any amounts or selecting debit and credit accounts. This rule type does not create any GL details.
- **Pre-Posting Rules** -- Expand this node to display all of the pre-posting rules used to gather data in order for the posting rules to run correctly within the current book. Pre-posting rules use lookup tables to pull in required data.

Revisions

To modify transaction types, you create revisions. Only one revision can be active at a time within the book. You can either create a new revision by copying the existing posting rules, or you can create an entirely new revision which contains no posting rules and create the posting rules you need.

You can add or update many items within each revision; you can modify posting codes, pre-posting rules, posting rules, reference rules, functions, book variables, rules variables, operations, and so on.

You can assign one of three **status levels** to each revision. Each status defines the current state of the revision. Assign the status on the **Revisions > Revision Detail** card. The **Status** field has the following options:

- **Active** - The revision Kinetic currently uses to post GL transactions for the GL transaction type. The revision is in use, processing GL transactions for all books assigned to it. Only one revision can be active at a time for each GL transaction type and you cannot modify an active revision.
- **Draft** - A revision you are currently modifying; this status is the default when you create a new revision. For as long as the revision stays in the draft status, you can edit it. Once you change its status to Active or Blocked, it can no longer be updated.
- **Blocked** - A previous or alternate revision which is no longer in use. Kinetic does not use this revision to generate GL transactions for the current GL transaction type. Although you cannot modify a blocked revision, you can change its status back to active and use it to post again.

Blocked revisions are also used as a reference to compare against the active and draft revision(s).

Use different revisions to model and test changes in the accounting logic for each transaction type. For example, your company uses posting rules to set values for a dynamic segment that defines a product line. The product line expires at the end of the year. You create a revision that includes new posting rules which record this change at the same time.



You can delete blocked revisions by archiving them into a specified folder from the **Actions > Delete Revisions** menu.

Option to Manually Review Transactions

In addition to creating a new revision and assigning it a status, you can activate the manual review option when you select the **Manually review all transactions** check box. This causes Kinetic to capture all GL transactions generated by the process and log them in the Review Journal. Epicor recommends you select this option while you are creating and testing a revision; after you are satisfied with the results, clear this check box option so the Review Journal only captures errors and warnings.

Upgrades and Revisions

Transaction Type Maintenance has a separate and independent version control for different parts of the transaction type. These include:

- VBD level
- Version and Package ID on the rule set level
- Version on the posting rule/function level

This extended versioning allows limiting imports and updates to the parts of transaction types where actual changes are present during manual imports and patch upgrades. You can choose to import new revisions in replace mode or apply updates to already existing revisions.

When you upgrade Kinetic through a service pack or patch, you can configure the upgrade in **Update** or **Replace** mode. Refer to the installation guide for detailed instructions.

In the **Replace mode**, the current active Revision remains **Active** if there were no changes in the Business Document Structure. The revision becomes **Blocked** and a new Active Revision is generated if changes in VBD were successfully merged. Custom rules of the current revisions are not upgraded. The new out-of-the-box Revision is installed as blocked. You can then review the blocked version to see if any updates are needed to your modified revision. If you wish, you can then add your modifications to the new default revision and set its status to Active.

In the **Update mode**, the current **Active** Revision is updated to reflect changes in the Incoming Document Template. Only out-of-the-box Posting Rules and Functions which have changes are updated. Customized posting rules/functions are not updated.

Updates are always automatically installed for both the Standard and Expanded packages of rules.

Compare Revisions

Before you make changes to a revision, you can compare revisions to see the different posting elements and rules between the two versions. To do this, click on the Overflow menu and select Compare Revisions. Use this window to review the differences between the revisions.

Incoming Document Templates

An incoming document template specifies the elements used to gather business transaction data for the posting rules. Each GL transaction type uses one or more templates, and each template has a set of elements unique to the posting process for that GL transaction type.

All templates gather both general and specific data about posted business transactions. General information includes the date the business transaction posts, the business entity involved in the transaction, and the journal code for the transaction. Each template also contains a set of elements specific to a posting process. For example, the template used to post invoices defines elements that contain data from the invoice header, invoice lines, and tax lines.

Templates can combine predefined and custom elements. Predefined elements ensure support for the transaction type's posting processes. You cannot change or delete predefined elements. You can add custom elements to provide attributes needed by any new or modified posting rules. You can also modify and delete your custom elements.

The posting rules for a revision use information from the template elements to define journal details. These rules, except for the reference rule, determine the detail amount, the account to which the detail posts, and whether the amount debits or credits the account. The reference rule is used to set up and populate a reference GL control with no direct relation to posting any amounts or selecting debit and credit accounts.

Each incoming document template contains the following elements:

- **Document Lines** - Document lines group elements obtained from a portion of the posted transaction. For example, an accounts receivable invoice template contains document lines for the invoice header, invoice line, tax line, and miscellaneous charge line.
- **Posting Entities** - Entities group related posting codes together. An entity holds a posting code collection and provides default settings used to populate fields.
- **Posting Codes** - Posting codes define the parameters used with posting rule operations and functions. Posting rules use posting code values to create journal details. You can add posting codes and modify and delete the codes you create. Posting codes are grouped under a parent

posting entity.

- **Amounts** - Amount elements hold the transaction amounts used by calculated fields.

Selection Criteria

In GL Transaction Type Maintenance, selection criteria are statements which return specific data from the posting codes on the revision. The posting rules then use the data to create accounts used in journal details.

The incoming document template contains posting codes unique to its process. The posting codes are grouped by posting entities and the entities are then grouped by the document lines from the business transaction (incoming document template).

You can create or update selection criteria to return the posting code data required by a rule. For example, you want to define a rule which posts an invoice amount to an account segment based on the Warehouse ID. The incoming document template contains an invoice line element which has the warehouse posting entity which contains the posting code required for each warehouse. You select Invoice Line in the For Each field and use the other field in the card to create a statement that selects the correct posting code. The result resembles a WHERE clause in a SQL statement. You then click Add to include the statement in the Selection Criteria field. You use the And, Or, and Not buttons to insert logical operators into the statement.

Selection criteria can only pull in data from parent tables. Information stored in child tables cannot be pulled in by using selection criteria from the parent. You must create or modify a posting rule which pulls in data directly from the child table.

Posting Codes

To add posting codes, you define settings that control how the revision retrieves data used for its posting rules. These rules includes defining the data source for the posting codes. Kinetic obtains data for posting code fields by using:

- **Entity Fields**-- Business entities (do not confuse these items with posting entities) are static database tables like Part, Customer, and Supplier which contain data a business transaction requires. Because of this, you can specify a field in the same table to access data in the business entity field.
- **Business Activity Queries (BAQs)**-- You can pull in more detail into the revision by linking a business activity query (BAQ) to an incoming document template. The revision then uses selection criteria defined for a posting rule to obtain data pulled in by the BAQ. The interface can return a value from a single field or a calculated sum of fields.

Functions

Functions are standard packages of posting rules which contain functionality common across the posting rules within a revision. They include the rules required to populate account segments for natural accounts, divisions and departments.

When you install or update Kinetic, functions are included as part of each GL transaction type revision. Typically each function contains a series of account and journal contexts. When the posting engine processes the function, it pulls in a complex piece of data and makes this data available to the pre-posting, posting, and reference rules for the revision. For example, when the AR Invoice transaction type is run, its functions pull AR account information out of the database to make this information available to the AR invoice posting rules.

Each function is an algorithm that gathers the specific data and the function code which processes the information into a format usable by the pre-posting, posting, and reference rules. The other rules and functions share the gathered data. You can create, modify, and delete functions as necessary. When you add or modify a function, you extend the operations list available to the posting rules.

Functions are very useful when you create or update posting rules. You can use functions to avoid writing complex rules to pull in common financial data. They also help you avoid constantly repeating the GL hierarchy while you develop posting rules.

Posting Booking Rules

Use the Book Detail card to determine how transactions post to a book. You first select a book from either the tree view or the Booking Rules - List card; you can then create, edit, or delete posting rules for the current book.

Use the Book Detail card to determine how transactions post to a book. You first select a book from either the tree view or the Booking Rules - List card; you can then create, edit, or delete posting rules for the current book. All the rules defined for the book create a rule set. When the posting engine runs, it generates a complete journal for all books contained within the revision -- using the default or modified rule set defined for each book.

Most posting rules create journal details from business transactions. These rules can create one transaction line, a single journal detail, or a pair of balancing entries. Rules determine the detail amount, the account to which it posts, and whether the amount debits or credits the account.

As described previously, rules use functions to generate global data across all of its pre-posting and posting rules. These algorithms provide the data required to populate pre-posting and posting rules with the data required to generate GL transactions.

Another type of rule, called a pre-posting rule, creates an instance GL control and calculates the default account which displays and the GL transaction. For example, a pre-posting rule creates the default expense account for the miscellaneous line on a purchase invoice. Pre-posting rules do not process data from posted transactions, instead they process the incoming data from the business transaction and places it in the appropriate accounts required for the posting process.

To generate a GL transaction, a posting rule populates detail fields with appropriate values. The posting rule builds the detail field-by-field. Posting rules can also create output GL controls. These optional GL controls store an association between source data, account contexts, and specific accounts. By storing this data through the output GL control, Kinetic can then use it during later processing.

You can do the following actions with posting rules:

- Determine whether journals are summarized by account when posted. When you summarize the posted details, it reduces the number of records stored in the database.
- Designate whether mapped segments populate book accounts. The Chart of Accounts Mapping application defines the maps between COA segments. A map transfers journal details in another book to this book. Segment maps reduce the need to define the same posting rule in multiple maps. You typically use this functionality when you only need to make minor changes in the posting process in different books.
- Define the functions referenced by the posting rules. Reusable functions reduce the time needed to application the rules. For example, the book might use a COA with a mandatory division segment. You define a reusable function that pulls a posting code value by using a lookup table; the function then returns the segment value.
- Define variables that provide values to the posting rules. The rules use variables to populate fields in a GL transaction.



Creating, modifying, or deleting posting rules can create invalid journals. Be sure to verify that valid accounts generate after you make your changes. You should always first generate the results on a test server to avoid posting invalid journals to live data.

Operations

Operations define the processing sequence used by a posting rule to move the data gathered by pre-posting rules and functions into financial data which displays on financial reports and the general ledger. The posting engine uses the values generated by operations to create GL transaction detail lines.

Operations define the processing sequence used by a posting rule to move the data gathered by pre-posting rules and functions into financial data which displays on financial reports and the general ledger. The posting engine uses the values generated by operations to create GL transaction detail lines.

You create and update operations within the Booking Rules - Operations cards. This interface displays all of the operations which make up the current rule and provides you with a way to edit an existing operation or add a new one. There are two cards under the Operations card that feature the identical interface for configuring posting rules. This logic allows you to divide your operations-related activities. You can use either of these cards to create and update operations considering the following:

- Use the Operations - Base card to configure the base part of the posting rule. During Kinetic updates, only the base part of the posting rule which was not modified is replaced with the one that comes in an update regardless of whatever changes you made in the customized part. The possibility to configure rules on this card is kept mostly for the purposes of backward compatibility. Usually posting rules are customized on the Customization card.

- Use the Operations - Customization card to configure the customized part of the posting rule. It is recommended to configure the customization, not base, part of the rule as this is the only way to keep receiving changes from updates. The customization part of the rules is executed right after the base part.

The order in which the operation nodes display represents the order through which these operations run. Each operation sets a value in a container for the rule. Containers define the line amount, the account to which it posts, and whether the amount debits or credits the account.

Typically the operation logic runs sequentially, although in some cases they can use conditional branching. Each operation in the posting rule returns a single value or tests a condition. You can add, update, or delete various items on operations:

- Variables used by the rules. You might use a variable to store an intermediate value used in calculation of a field in a rule.
- Functions referenced by the rules. For example, the book might use a COA with a mandatory division segment. A function pulls in a posting code value used to look up and return the segment value.
- Containers that make fields available to the rules. Use containers to access the GL transaction's journal code, apply date, and closing period. Containers for a detail include credit account, debit account, book amount, transaction amount, text, and other transaction-specific containers.
- Selection Criteria that select the posting code to which the rules apply. Use the Selection Criteria card to define the process used to select a posting code from one of the doc lines in the incoming document template.
- Operations that include functions used to set container values. Operations include lookup functions that set segment values based on attributes in a posted transaction.

Each specific operation can be either a formula, a procedure, or a conditional operator (If/Then/Else). A formula populates a field of a GL journal detail (Header and Posting Rule) or an account only (Pre-Posting Rule). The syntax typically used with each operation is the following:

- <Field/Variable> = Formula <Operands>
- Call<system function>
- Comment< Text>
- Conditions
- If <logical expression>
- Else <logical expression>
- Else If<logical expression>

To define accounts, the operations set segment values based on values within an incoming business transaction. For example, a posting rule could set the value of a dynamic segment which classifies customers by country. The operation uses the customer's country, data included in the incoming business transaction, to pull in the country value needed for the segment.

Operations use the following functions to pull in segment values:

- **Lookup Tables**-- These tables define relationships between database fields and account segments. These relationships define the key-value pairs used by the posting rules.
- **BAQs**-- A business activity query (BAQ) obtains data related to the posted GL transaction to use in defining account codes. To do this, you must define the BAQ within the incoming document template.



Modifying and creating operations is powerful functionality. Although you can create the rules you need to post a GL transaction type, using this functionality can often be complex and unnecessary. You should always try COA mapping or lookup tables first to see if you can receive the financial results you want. The COA mapping defines the maps between segments; the map transfers journal details from one book to another book. Lookup tables locate a segment value based on a value in a posted transaction. If using this functionality does not provide you with the results you need, you should next modify or create posting rules.

Color Key

The editing environment on the Operations card of GL Transaction Type Maintenance uses colors to designate various elements. Colors highlight the various logical elements in the text of an operation. The color legend is the following.

Element	Color	Example
Comment	Green	Comment: Define Transaction and Book amounts
Standard Container	Bold Violet	Debit Account.Chart
User-def. Container	Violet	TestAccount.Chart
Named Constant	Maroon	Today; Journal Code
Literals & expressions	Dark Red	"Expense", Today + 3
Posting Element reference	Bold Blue	Amount Record, Supplier, AccountingCode
Function Keywords, Control Flow Operators	Bold Black	IF Debit Account Is Valid Then

Element	Color	Example
Function Parameter (not initialized)	Blue Underlined	Convert Amount To Currency Using Rate Type
Function Parameter (initialized)	Same color as the actual argument	Convert Debit Amount To "USD" Using Amount Record Invoice Rate Type

Variables

Variables are temporary fields intended to store the intermediate data results from operations. Several pre-defined variables are available for each GL transaction type revision, and they can be defined at different locations within the revision structure.

Variables are temporary fields intended to store the intermediate data results from operations. Several pre-defined variables are available for each GL transaction type revision, and they can be defined at different locations within the revision structure. To extend posting functionality, you define variables. Available variable types:

- **Book Variable**-- A variable usable by all the rules within the current book. These variables are set by the book when it is initialized and they cannot be modified within a posting rule.
- **Function Variable**-- A variable only available within the function which contains it. You cannot use a function variable outside of its parent function.
- **Rule Variable**-- A variable only available within the posting rule which contains it. You cannot use a rule variable outside of its parent rule. Rule variables are available for you to use on all operations in the rule which contains them.

Custom variables can use any of the data types available during the posting process. For example, you might use a custom variable to store an intermediate value used for calculating a field in a custom posting rule.

The incoming document template for the GL transaction type revision can hold both predefined and custom variables. The posting process controlled by the GL transaction type uses the pre-defined variables. You can neither delete nor modify these variables. You can, however, add, modify, and delete custom variables on any revision you create.

Viewing Posting Engine Log Information

The **Posting Engine (PE) Log Viewer** tracks the results of your posting rules. You can evaluate how effective the posting rules are processing transactions.

When a posting engine process runs, the data which the posting log generates writes to this log. Each time you run the posting engine process, it adds processing information to the log results. This feature helps you review the history of the posting process. Be aware, however, that this log contains a lot of business call detail. Only use this log if you understand how to trace the posting results.

You can access the **Posting Engine (PE) Log Viewer** from the main menu, GL Transaction Type Maintenance and Review Journal apps.

To access the PE Log Viewer from the GL Transaction Type Maintenance or the Review Journal app, select the **PE Log Viewer** option from the context menu in the **Display Name** field or the **Journal Entry** field correspondingly.

Use the landing page of Kinetic to view existing PE logs.

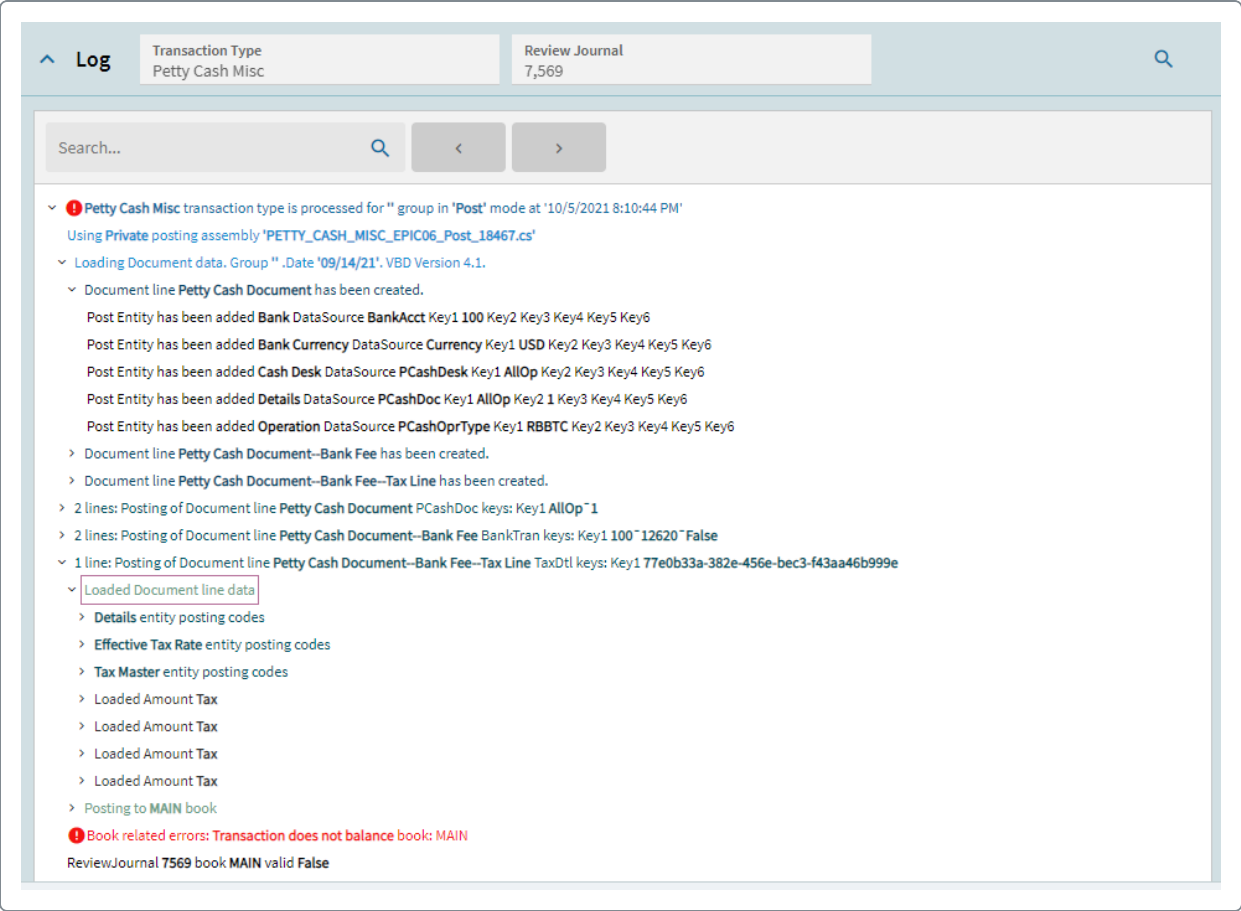
Viewing Log Information

1. From the main menu, go to **Financial Management > General Ledger > General Operations > PE Log Viewer**.
2. Select the record for which you want to review log information on a transaction type or a journal entry.
3. Review the posting log information and any warning or error messages that display.

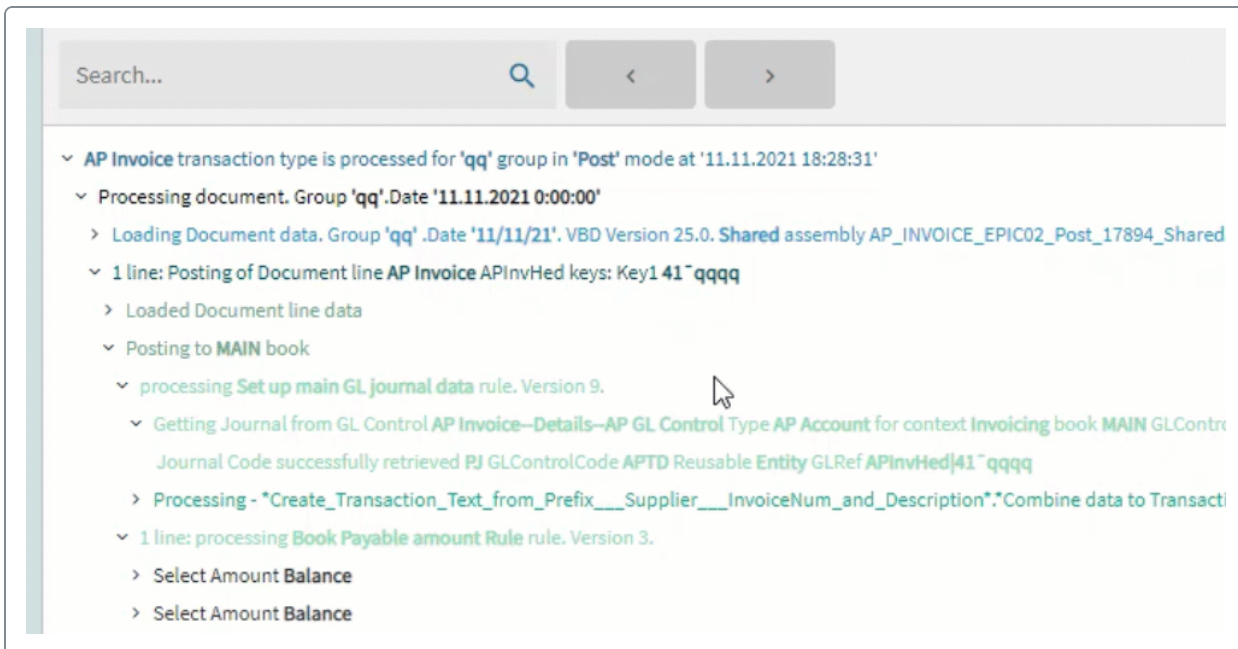
Each posting log has 2 main levels:

Incoming data - The document data and the related information that is used in booking rules.

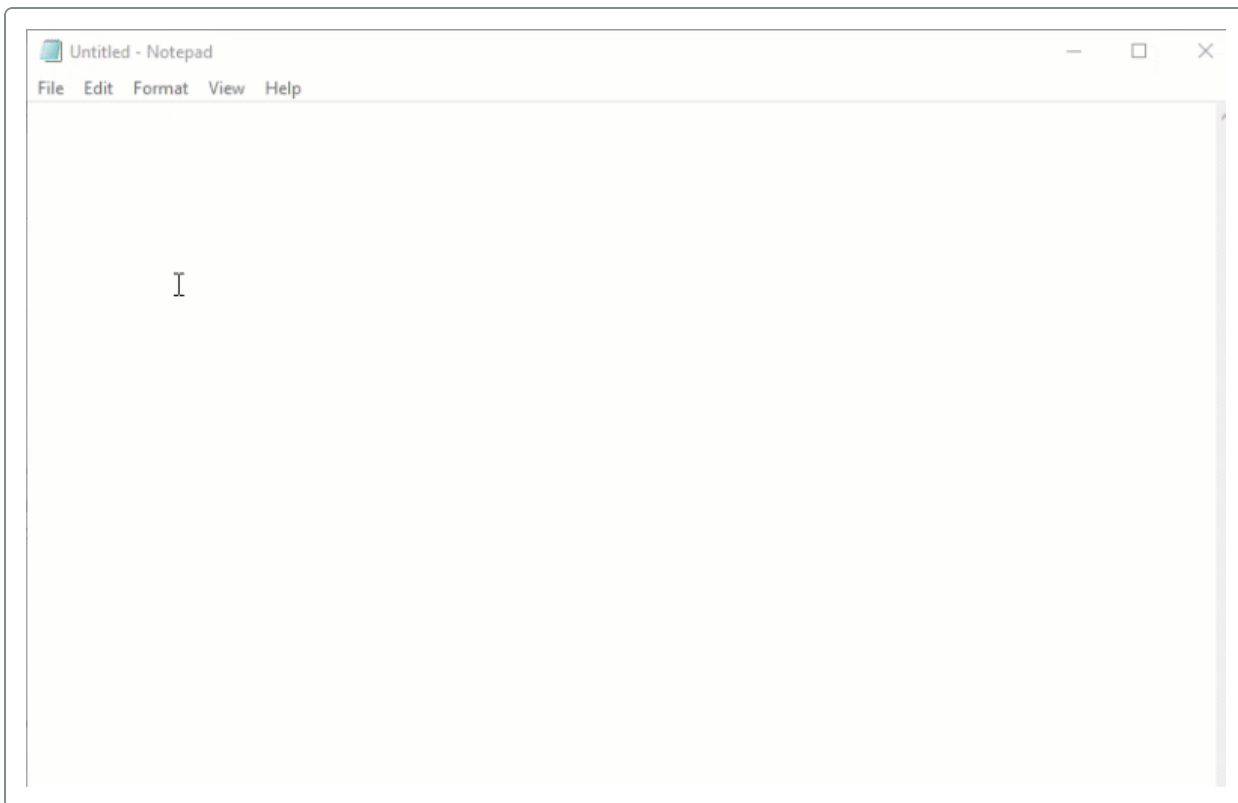
Produced data - The data the posting engine created from the booking rules.



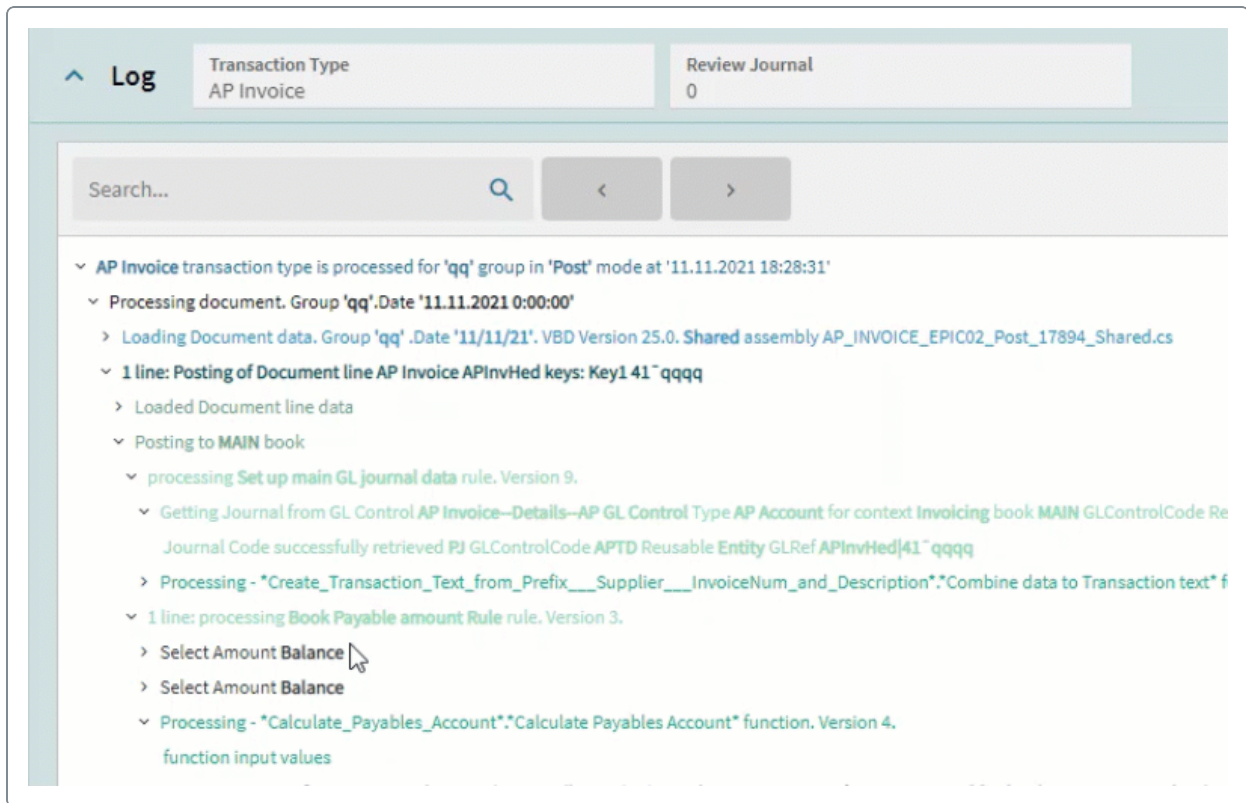
4. Copy the text of the current line or the current line and its sub items. To do this, right-click the line and select a copy option from the context menu.



5. Now paste the text into a text editor.

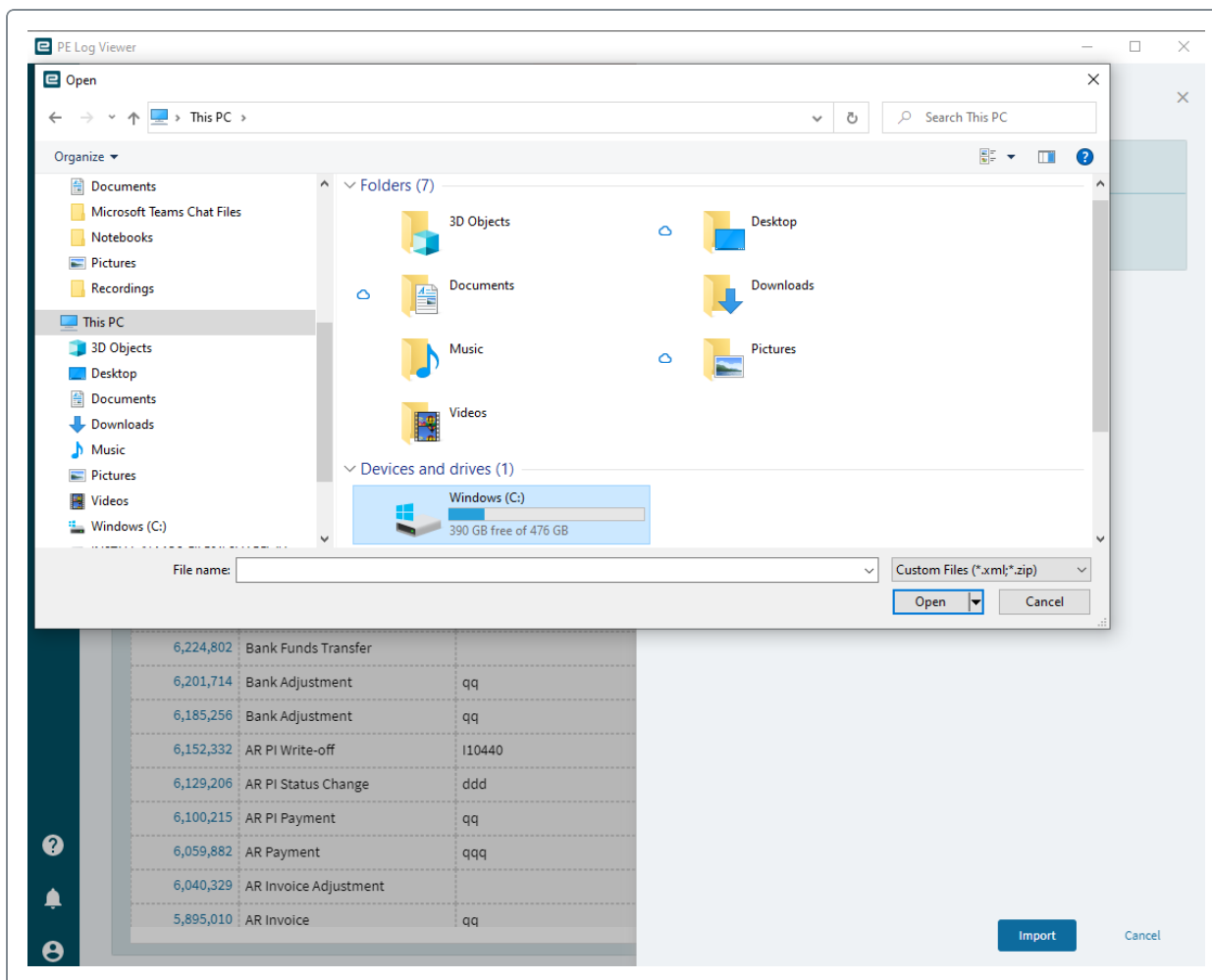


- You can also search for a value and then move through the log to find this value. Enter the value in the search field, then select the **Next** and **Back** buttons.



Importing a Log File

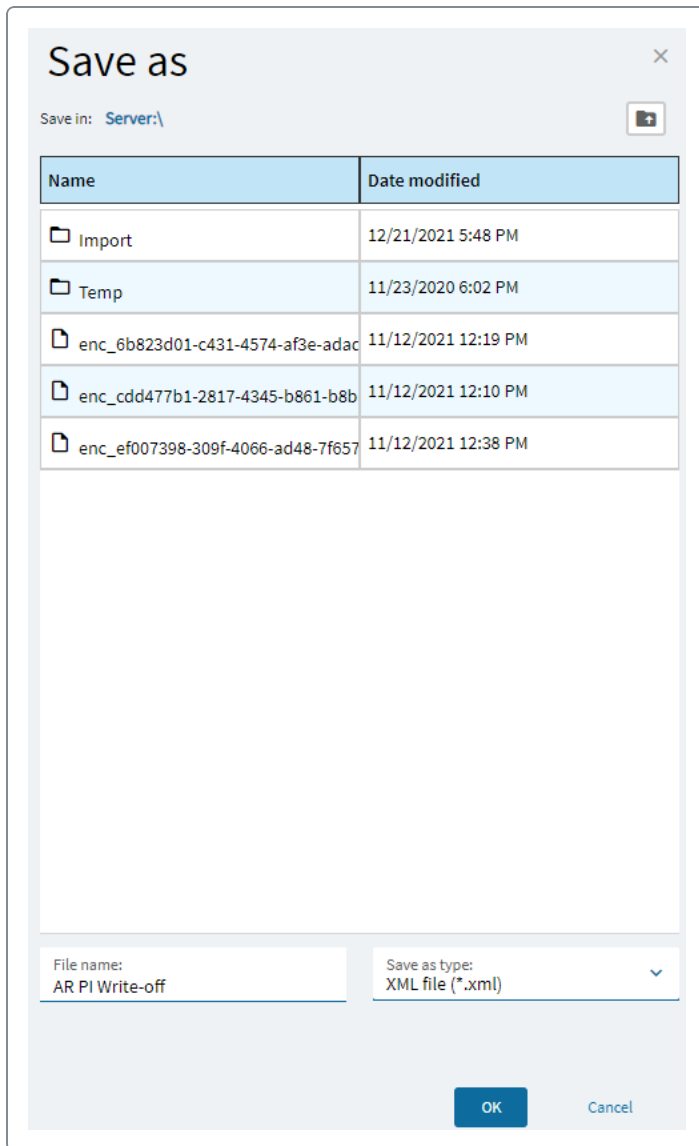
- From the Overflow menu , select **Import Log**.
- In the **Import Log Configuration** group box, select  to specify the file directory.



3. Select **Import**.

Exporting a Log File

1. Select the posting log you want to export.
2. From the Overflow menu , select **Export Log**.
3. In the **Export Log Configuration** group box, select  to specify the export file name and location.
4. In the **Save as** panel that displays, select the folder where you want to located the file.
5. Enter the **File name** and select its **Save as type**.



6. Select **OK**.

The XML file is created in the specified directory on your system.

Turning Logging On and Off

1. From the Overflow menu , select **Settings**.
2. The **Log Transaction Types** panel displays.
3. Select required lines from the list in the grid if you want these transaction types to be logged.
Note that you can filter all transaction types by **Company** or **Transaction type**.

Log Transaction Types

Transaction Types

Com...
Epic Corp

Transactio...
All

☐	Company	Transaction Type
☒	Epic Corporation	AP Adjustment
☒	Epic Corporation	AP Apply Debit Memo
☒	Epic Corporation	AP Invoice
☒	Epic Corporation	AP Invoice Tax Adjustment
☒	Epic Corporation	AP Logged Invoice
☒	Epic Corporation	AP Payment
☒	Epic Corporation	AP PI Payment
☒	Epic Corporation	AP PI Status Change
☒	Epic Corporation	AP PI Voiding
☒	Epic Corporation	AP PI Write-off
☐	Epic Corporation	AP Void Logged Invoice
☐	Epic Corporation	AP Void Payment
☐	Epic Corporation	Apply Credit Memo
☐	Epic Corporation	AR Invoice
☐	Epic Corporation	AR Invoice Adjustment
☒	Epic Corporation	AR Payment
☒	Epic Corporation	AR PI Payment
☐	Epic Corporation	AR PI Status Change
☐	Epic Corporation	AR PI Voiding
☐	Epic Corporation	AR PI Write-off
☐	Epic Corporation	Bank Adjustment
☐	Epic Corporation	Bank Funds Transfer

Save

Cancel

4. Select **Save**.



The Posting engine works faster if logging is disabled.

Posting Rule Reference

This section of the guide contains information on the specific items you can modify within each posting rule operation. Use these sections as a reference guide to help you understand the items you can modify on posting rules so that they configure to your business needs.

Posting Rule Data Types

The data type defines which arguments pull in basic data for the posting rule container (items which holds data generated for the operation) and which arguments calculate more complex data for each container.

Basic Data Types

The following table lists and describes basic data types.

Data Type	Description
String	This type defines character data. Any value assigned to the string container is trimmed to remove leading and trailing spaces. You can use posting rules to populate predefined string fields like GLJrnDtl.Description and user-defined string fields like GLJrnDtl.Character01. The default value for string field/-container is an empty string.
Date	This type defines calendar date values. You can use posting rules to populate predefined date fields like GLJrnDtl.CreateDate and user-defined date fields like GLJrnDtl.Date01. The default value for the field/container is the unknown (not selected) value.
Numeric	This type defines number (including decimal) values. You can use posting rules to populate predefined numeric fields like GLJrnDtl.FiscalPeriod and user-defined numeric fields like GLJrnDtl.Number01. The default value for the field/container is the unknown (empty) value.

Complex Data Types

The following table lists and describes complex data types.

Data Type	Description
Account	The container of an Account data type is defined as a unique structure which stores an account as a collection of segments; it provides access to the account as a whole as well as to an individual accounting segment. Each container of an Account data type requires that a book be selected for it. The COA of that book is then used as a source for the account segments list. A special option indicates whether this COA is a Master Chart. The segments and accounts are synchronized. When an account is assigned, all segments refresh with new values which derive from the new account value. When a segment is assigned, the value of the whole account is modified using the new segment value. The default value is an empty string.
GL Control	A GL control is used as a simple string in all operations, but the metadata attached to the GL control make it a complex type. The metadata stores the GL control type ID, and you use it while you modify a rule to determine the appropriate list of account and journal contexts which apply to the GL control. The default value is an empty string.
Amount	A value of type Amount which is retrieved through a function; you select an amount value through its attributes. An amount is a complex type treated as a structure with the following elements: • Name- the business name of the amount (Sales, Discount, and so on) • Value- the numeric value of the amount • Currency- the currency of the amount (its three-letter ISO currency code) • Currency Type- which its transactional or reporting currency • Calculation Method- a free-form string identifier that distinguishes amounts calculated by different methods (for example, a method can be for different depreciation models or different inventory costing models) • Conversion Date- a fixed date for currency conversions (for example, a conversion date can be used for a currency contract or forward cover)

Containers

Containers are fields which contain the target data which results from a posting rule operation. You create target data by populating containers with specific values.

You can set up modified containers for the types described in the following sections.

Transaction Header Containers

The following containers are always the same for the entire GL transaction and are considered part of a transaction header.

The data type for each container is in square brackets:

- Comment [string]
- Call
- Journal Code [string]
- Apply Date [date]
- Closing Period Num [string]
- Red Storno

Transaction Lines Containers

An accounting transaction line can have one of following containers. The data type for each container is in square brackets:

- Credit Account [account]
- Debit Account [account]
- Book Amount [amount]
- Transaction Amount [amount]
- Transaction Text [string]
- AR Invoice Num Ref [string]
- AP Invoice Num Ref [string]
- Bank Account [account]
- Bank Slip Ref [string]
- Bank Transaction Num [string]
- Check Num Ref [string]
- Cash Receipt Ref [string]

- Vendor Ref [string]
- Temp Account [account]
- External Account [account]
- Multi Company [string]
- External Company [string]
- Reference Account [account]
- Credit Context [string]
- Debit Context [string]
- Reference Context [string]

Constants

Constants are named values run by Kinetic which are then available for a posting rule. Each constant must have a fixed value throughout as it executes within the posting rule.

The only exception is the constant Today; this constant is fixed throughout the entire posting process for a single business transaction.

Within a rule, each constant is treated in the same way as any other value. The following table lists available constants.

Name	Description	Type
Today	The current system date	Date
Book Currency	The currency code of the current book	String
Default Rate Type	Default rate type	String
Space	A space character	String
Empty String	A blank string	String
Current Book	The current book for which GL transactions generate	String

Conditional Operators

The following table details the conditional operators available for each operation. These operators define how operations for each rule interact with each other.

Keyword	Description
If	Logical branching operator
Else	Logical branching operator, must be preceded by If
Else If	Logical branching operator, must be preceded by If
Comment	Adds a line into a rule's code which contains text you enter.
Log Error	Writes a line into the Review Journal which displays as an Error; you can enter a text description for the error.
Raise Error	Writes an error into Review Journal and stops the rule from running. The transaction lines which create or do not create depend on the status of the Debit Account and Credit Account containers.
Log Warning	Writes a line into the Review Journal which displays as a Warning; you can enter a text description for the warning.
End Rule	Stops the rule from running. The transaction lines which create or do not create depend on the status of the Debit Account and Credit Account containers.
Log Debug Message	Writes a line into the Review Journal which displays as a Debug message; you can enter a text description for this message.

System Functions

A list of the system functions is below.

These algorithms define operations common across the GL Transaction Types. Items you can modify are in bold text.

- **A = B**
- **Value**
- Lookup **Map name** For **Field** Using **arg1**, **arg2**
- Lookup **COA map name** For **Segment** Using **Segment value**
- Lookup Business Data Using **Query Field**
- Convert **Amount** To **Currency** Using **Rate Type**
- End of Period which includes **Date**

- **Account** is Valid
- **Account** is not Valid
- **Value** is Available
- **Value** is not Available
- Get Account From **GLControl** For **Current Book** AND **Context** Context
- Get **Segment** From **GLControl** For **Current Book** AND **Context** Context
- Select Amount From **Doc Line** Where **Add Condition**
- **Comment Text**
- Log Error: **Log Error Text**
- Raise error: **Error Description**
- Log warning: **Warning Description**
- End Rule
- Log Debug Message: **Log Debug Message**
- **Argument1** and **Argument2** is Available
- Lookup **COA map name** Using Account Account
- Get **Book Amount** From **GLControl** For **Current Book** AND **Context** Context
- Get External Account From **GLControl** For **Context** Context
- Concatenate **String** + **String** ...

Modifiable Items

While you modify posting rule operations, you can change the items defined in this section.

Expression

Use these items to enter an arithmetic or string expression; this expression may contain several operators.

Syntax

Expression

Links Functionality

Link	Action
Expression	Click this link to display a pop-up box with a field for text entry. You can then select a field (VBD) or a container from a list and insert it into current cursor position.

Return Value Type

Either string, numeric, or a date value. These values are determined by the field or container you select. These values can be used within any container.

Value

Use these items to enter a single value (a numeric one or a literal or field or container).

Syntax

Value

Links Functionality

Link	Action
Value	Clicking this link displays a pop-up box you can use to enter a single value. This value can be one of the following: field (VBD), container, constant, literal

Return Value Type

As the selected value. These values can be used within any container.

Lookup (variant 1)

An item with accesses a user-defined COA map.

Syntax

Lookup map name For field Using argument1, ..., argumentN

Links Functionality

Link	Action
map name	Display a list of all user maps registered within the company.
field	Display a list of field names which make up the target value of the selected map. This feature only works when the map name is defined.
argument1, ..., argumentN	Each link opens a pop-up form for you to enter an argument (a part of the source value for the selected map).

Return Value Type

Can be either any simple type or Account type (cannot be controlled at design-time). You can use this value for any container of a basic data type or of an Account (complex) data type.

Lookup (variant 2)

An item with accesses a user-defined COA map linked to the current book.

Syntax

Lookup COA map name Using Account or Segment Account

Links Functionality

Link	Action
COA map name	Display a list of all those COA maps registered in the company where one of the charts is the chart of the current book.
Account	Link only works if COA map name is specified. Open a pop-up form for entry of a key value for the lookup, which may be either an account or a segment (string), defined by the selected map's type.

Return Value Type

Can be either a simple string or Account type (depending on the map type). You can use this value for any container of types String or Account.

Lookup (variant 3)

An item with accesses a business activity query (BAQ).

Syntax

Lookup Business Data Using Query Field

Links Functionality

Link	Action
Query	Display a list of all BAQ queries linked to this particular GL transaction type.
Field	Display a list of all fields of the selected BAQ. Only works if a business activity query (BAQ) is specified.

Return Value Type

Any simple type Applicable to any container.

Convert

Currency conversion using a default rate.

Syntax

Convert Amount To Currency Using Rate Type

Links Functionality

Link	Action
Amount	Opens a pop-up form which you use to enter or select a reference to one of the modified or standard containers of type Amount.
Currency	Displays a list of currency codes. The list includes the Book Currency.
Rate Type	Display a list of currency rate types. The list includes the Default Rate Type.

Return Value Type

The function returns value of type Amount. The elements of this complex type update with the new numeric value of the amount and the new currency code. The rest of the data is pulled from the Amount value. You can use this value for any container of type Amount.

End of Period

Returns the end of the fiscal period which contains the date on the business transaction.

Syntax

End of Period which includes Date

Links Functionality

Link	Action
Date	Opens a pop-up form where you can select either a field (VBD), a container, or the constant Today.

Return Value Type

The function returns value of type Date. Applicable to containers of type Date.

Validation

Validates an account against the current COA. Available validation operations:

- **Is Valid** and **Is Not Valid** operations are used to validate accounts. An account is considered valid when it satisfies the following conditions:
 1. The account is defined as **Active**.
 2. The transaction date occurs on or between the **Effective From Date** and the **Effective To Date** range.
 3. The account's static segments match the structure defined within **Chart of Accounts Maintenance**.

If the account does not satisfy these conditions, it is not considered valid and an error message displays within the **Review Journal**.

Note that the validation function accepts any dynamic segments added to the end of the account structure. Because of this, dynamic segments are included in the validation process and do not return errors.

- **Is Available** and **Is Not Available** operations are used to determine if a supplied value is defined. A value is considered defined if it is a non-empty string for a string data type or a non-undefined value for a date and numeric data type.

These operations are used in the conditional operators. The "Is Not" operations are basically the same as "Is" operations. Because the Not operator is used, however, the opposite validation occurs.

Syntax

Account Is Valid

Account Is Not Valid

Value Is Available

Value Is Not Available

Links Functionality

Link	Action
Account	Display a list of fields (VBD) or containers of type Account.
Value	Same as the Value function

Return Value Type

Treated as True or False

Get Account

Pulls in an account from a GL control for a given context and the current book.

Syntax

Get Account From GL Control For Context

Links Functionality

Link	Action
GL Control	Display a list of VBD fields or containers for the GL control.
Context	Opens a pop-up form for you to either manually enter a string context identifier or select one of the VBD fields. When the GL control is defined, you can select a context identifier from the list of default account contexts available on the GL control type.

Return Value Type

The function returns value of type Account Applicable to containers of type Account.



The default account is retrieved when you supply the special context <default context>.

Book-Specific Account

Pulls an account from a GL control for a defined context and the selected book ID.

Syntax

Get Account From GL Control For Book And Context

Links Functionality

Link	Action
GL Control	Displays a list of VBD fields or containers for the GL control.
Book	Lists all books registered in Kinetic with a special additional item for Master Chart.
Context	Opens a pop-up form for you to enter a string context identifier manually or to select one of the VBD fields. When the GL control is defined, you can select a context identifier from the list of default account contexts available on the GL control type.

Return Value Type

The function returns value of type Account Applicable to containers of type Account



The default account is retrieved by entering the special context <default context>.

Get Segment

Gets a single segment from an account from GL Control.

Syntax

Get Segment From GL Control For Context

Links Functionality

Link	Action
Segment	Opens a pop-up form for you to enter segment name manually or to select one of the VBD fields or one of containers (both of String type).
GL Control	Displays a list of VBD fields or containers for the GL Control.
Context	Opens a pop-up form where you can enter a string context identifier manually or select one of the VBD fields. When the GL control is defined, you can select a context identifier from the list of default account contexts available on the GL control type.

Return Value Type

The function returns value of type String Applicable to containers of type String



The default account is retrieved by entering the special context <default context>.

Select Amount

Selects one of amounts from an Amount record by its parameters.

Syntax

Select Amount From Doc Line Type Where Condition

Links Functionality

Link	Action
Doc Line Type	The VBD document line type from which you want to select an amount. Each posting rule evaluates only one VBD line of a specific Doc Line Type, so type is enough to point to a line.

Link	Action
Condition	Displays a popup window you can use to construct a condition based on Currency, Currency Type, and Calculation Method. All individual conditions combine by using the AND logical operator. You can define a condition based on just some (not all) of the fields.

Return Value Type

The function returns value of type Amount Applicable to containers of type Amount.

Concatenate Strings

Constructs text from multiple strings using single formula.

Syntax

Concatenate String + String ...

Links Functionality

Link	Action
String	Opens a pop-up form for entering string text manually or selecting a VBD field or a container in case they are of type String.
String	Opens a pop-up form for entering string text manually or selecting a VBD field or a container in case they are of type String.
...	Adds the next string for concatenation when you click on ... in the formula: Concatenate String + String + String ...

Return Value Type

The function returns value of type String applicable to containers of type String.

User-Defined Fields in GL Transactions

Follow these steps to store data in user-defined fields linked to GL tables.

Add User-Defined Tables and Fields

Leverage User Defined Column Maintenance to create user-defined tables and add columns to this table extension. This application is available if your user account has Security Manager or Global Security Manager rights.

The Kinetic tables do not contain UD fields. You use this application to add UD columns (_c) to tables and make them available for use in your customizations. Through this utility, you select any

existing table and create a user defined table (_UD) that contains columns you define. These UD tables begin as empty tables with columns **SysRowID** and **ForeignSysRowID**, and these default columns link the record back to the associated record in the main table. You next add the user-defined columns required for your customization.



In **Epicor Cloud ERP - Multi Tenant** or **Epicor Cloud ERP - Dedicated Tenancy**, this application or feature may not be available or may operate under certain restrictions.

1. Launch **User Defined Column Maintenance**.

Menu Path: System Setup > System Maintenance > UD Column Maintenance



This application is not available in Classic Web Access.

This application may not be available, or operate under certain restrictions in cloud-based Kinetic deployments.

2. Click **New Table**. The **Table Search** window displays.
3. Click **Search** and select the **GLJrnDtl** table to customize it. Click **OK**.



The **Table Name** field automatically displays the name of the database table you selected, adding a "_UD" suffix to the end of this table.

4. Enter a short description for the table in the **Description** field.
5. The **System Code** field displays the name of Kinetic which contains the UD table. Typically ERP will appear in this field.
6. Click **Save**.
7. Click **New Column**. The **Column > Detail** card displays.
8. From the tree view, select the new column.
9. In the **Column > Detail** card, enter a name for the new column in the Column name field.



The system assigns a _c suffix to the column name.

10. Enter column description in the **Description** field.
11. Accept the defaults for Data type and Format and click **Save**.



After you set up **GLJrnDtl** UD table, repeat the steps 1-10 to make the same setup for the **RvJrnTrDtl** table.

Regenerate Data Model

After you add user-defined columns, you need to update the database. These columns will then be available to select on custom components on Application Studio layers.

Do this by regenerating the data model. You do this in two ways:

Cloud Environments - Contact Epicor Cloud Support stating that you need to regenerate the data model for your database. They will notify you after they regenerate the data model.

On-Premise Environments - You or your system administrator accesses the server that contains the database, launches the Epicor Administration Console, and then runs the Regenerate Data Model process.

To regenerate the data model in your On-Premise environment:

1. On your server machine, press **<Windows> + F** to display the **Search** bar.
2. Use one of these options to launch your search:
 - a. From the **Search** drop-down list, select the **Everywhere** option. In the search field, enter **Epicor Administration Console**.
 - b. Click on the **Apps** button.

The Apps screen displays.

3. Locate the **Epicor Software** section on this screen and click the **Epicor Administration Console** icon.
4. From the tree view, expand the **Database Server Management** node and the node for the database server that contains the database you wish to regenerate.
5. Select the database.

The properties for the database displays in the center pane.

6. From either the **Action** menu or the **Actions** pane, select **Regenerate Data Model**.

The **Generate Data Model** dialog box opens.

7. Adjust or verify the settings in the dialog box:

- **Server name** - SQL Server **server\Instance** name where the database is located. Initially populated with the database server for the selected database.
- **Database name** - The database for which you are regenerating the database model. Initially populated with the selected database.
- **Authentication** - If you select Windows Authentication, the **User name** and **Password** default to your current login values. If you select SQL Server Authentication, enter the user account and password you use to log into SQL Server.

8. Click **Generate**.



If you receive an error that the .dll file for the data model generation is in use by another process, end the task. Launch the Internet Information Services Manager by clicking **Start > applications > Administrative Tools > Internet Information Services (IIS) Manager**. Select **Kinetic Pools** node; the center pane displays Kinetic pools available on your system. Right-click your application server node; from the context menu, select **Recycle**. You should be able to regenerate the data model.

Likewise if you receive an error that states some tables did not synchronize, you can review the log file to see more details about these table errors. The location of this log file displays in the error message.

When you successfully regenerate the data model, a dialog box displays. Click **OK**.

9. Now to complete this process, you must pull the latest data model from the database and copy it to the local application server by recycling Kineticpool. Recycling the Kinetic pool is a mandatory task after the data model successfully regenerates. To do this, click **Start > applications > Administrative Tools > Internet Information Services (IIS) Manager**.
10. Expand the tree view and select the **Kinetic Pools** node.

The center pane displays the Kinetic pools available on your system.
11. Right-click on the Kinetic pool for your application server; from the context menu, select **Recycle**.



Optionally you can also recycle the Kinetic pool within the Epicor Administration Console. To do this, expand the **Server Management** node and select your application server. From the **Actions** pane, select the **Recycle IIS Application Pool** option.

The regenerate process stages the data model in the database. When the server restarts, Kinetic checks the data model on both the disk and the database. If a new data model version is available,

this version is retrieved from staging and the database is updated to include the user-defined table. Kinetic users can now view and enter data in the user-defined columns.



When you reference these user-defined columns through either application or a customization, the columns appear to be part of the base (primary) table because the data model merges the two tables into one logical entity. To identify the UD columns, their identifiers all use the "_c" suffix.

If you need to regenerate the data model more often, consider running this process through a command line, a desktop icon, or a recurring task. These launch options are explained in the Epicor Administration Console help, Command Line Tools Guide and the System Administration Guide.

The new columns are now available to add through the **Customization Tools Dialog**. You link custom text boxes, check boxes, and other controls to these UD columns by using the **EpiBinding** property. Users can now enter data in these extended user defined columns through the customized application.

Posting Rules in Action

This section gives you some examples which show how the posting engine arrives at its results. If you compare these examples against your own posting engine results, you will better understand the logic behind the calculations.

GL Transaction Type Conversions

This topic uses three typical scenarios to describe how the conversion application updates GL transaction types after an upgrade to a new service pack, or a new installation of Kinetic.

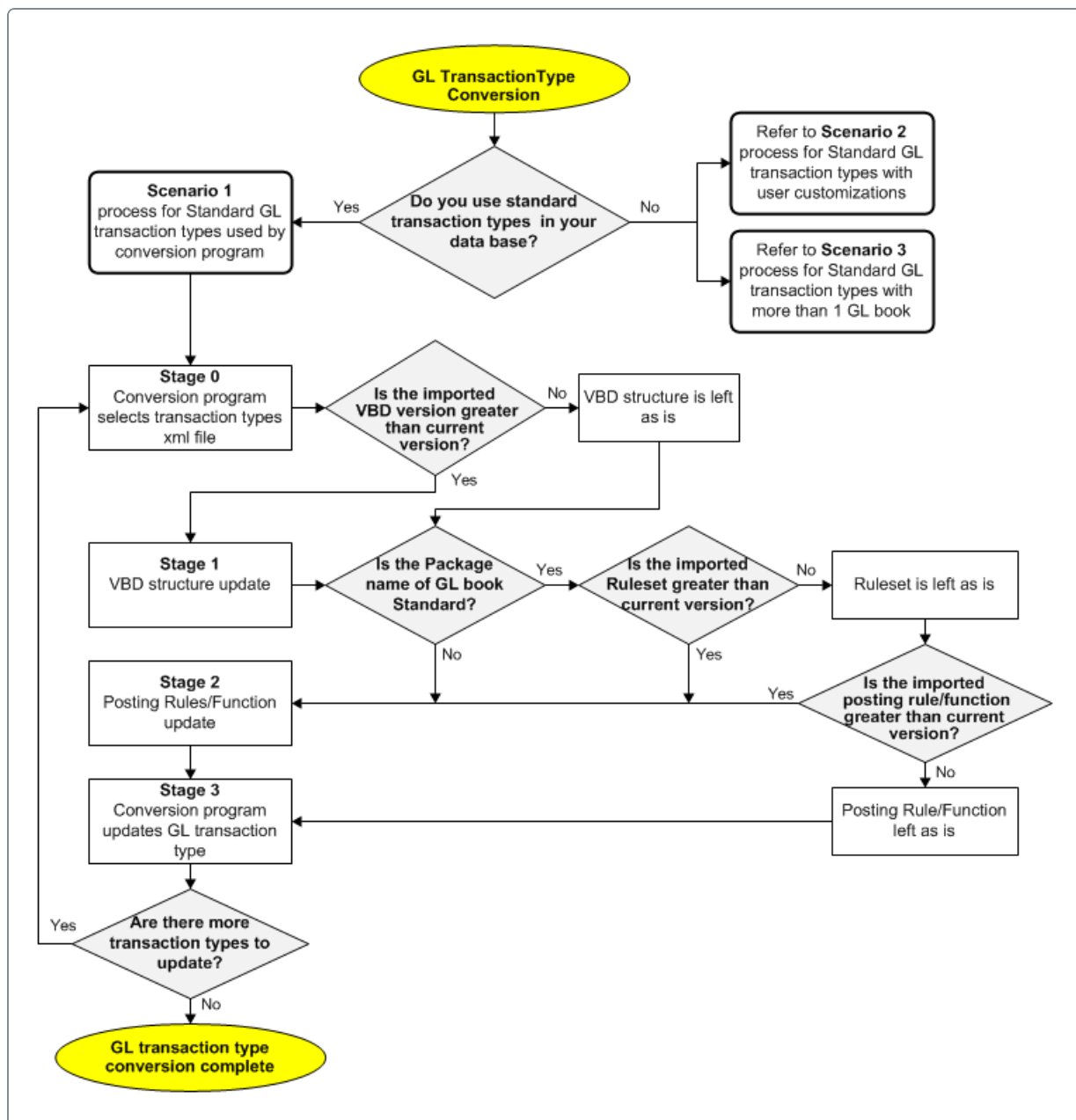
Three scenarios describe how the conversion application updates your GL transaction types, depending on how they are used in your data base.

- Standard GL transaction types with no customizations
- Standard GL transaction types with user customization in posting rules (or VBD)
- Standard GL transaction type with two or more GL books; optional user customization in posting rules (or VBD)

These scenarios are also valid for manual import of GL transaction types. If you are using manual import, you must select an xml document for the import.

Standard GL Transaction Types

The following diagram shows how the conversion application works with standard GL transaction types with a single GL book and no user customizations (**Scenario 1**).



The following stages take place when running the conversion application with Scenario 1 conditions:

Stage 0: The conversion application selects the transaction type xml from the Standard package that comes as a part of the installation upgrade pack.

Stage 1: VBD structure update (VBD, or Virtual Business Document, is the data structure of a transaction type).

1. The conversion application compares the version of the VBD in the imported transaction type xml to the version of the VBD in the currently installed transaction type.
 - a. IF the VBD version in the imported xml is **greater** than the VBD version in the installed transaction type, the conversion application updates the VBD structure as follows:
 - a. The conversion application adds new VBD elements to the installed transaction type.
 - b. The conversion application renames the existing VBD elements that should be renamed. If there are any renamed VBD elements, the conversion application updates **all** posting rules (both standard and customized) so the posting code will be correctly referenced by its new name.
 - c. The conversion application deletes the existing VBD elements that should be deleted. If there are any deleted VBD elements, the conversion application searches for **customized** posting rules that use the deleted element. If such rules are found, Kinetic renames the deleted element in the posting rules, using the prefix "DEL_". These rules must be corrected manually to use a different VBD element.
- Result:** The VBD version in the installed transaction type is set equal to the VBD version in the imported xml to signify the fact that the VBD structure was updated.
- b. If the VBD version is not greater in the imported xml, the VBD structure is left as is.

Stage 2: Posting Rules update

1. The conversion application selects the single GL book that exists in the installed transaction type and checks the Package name on it.
 - a. If the package name is Standard, the conversion application proceeds to the next step using the current xml.
 - b. If the package name of the installed transaction type is different from Standard, (which is the case when the installation uses the Extended rules package or one of country-specific rules packages, e.g. Peru or China), the conversion application finds a folder with a corresponding package name and selects a corresponding transaction type xml from there and proceeds to the next step.
2. The conversion application compares the version of the Ruleset in the imported transaction type xml to the version of the Ruleset of the selected book in the currently installed transaction type.
 - a. If the Ruleset version in the imported xml is **greater** than the Ruleset version in the installed transaction type, the conversion application proceeds to the step 3 of Stage 2 (individual posting rules and functions update). The Ruleset version in the installed

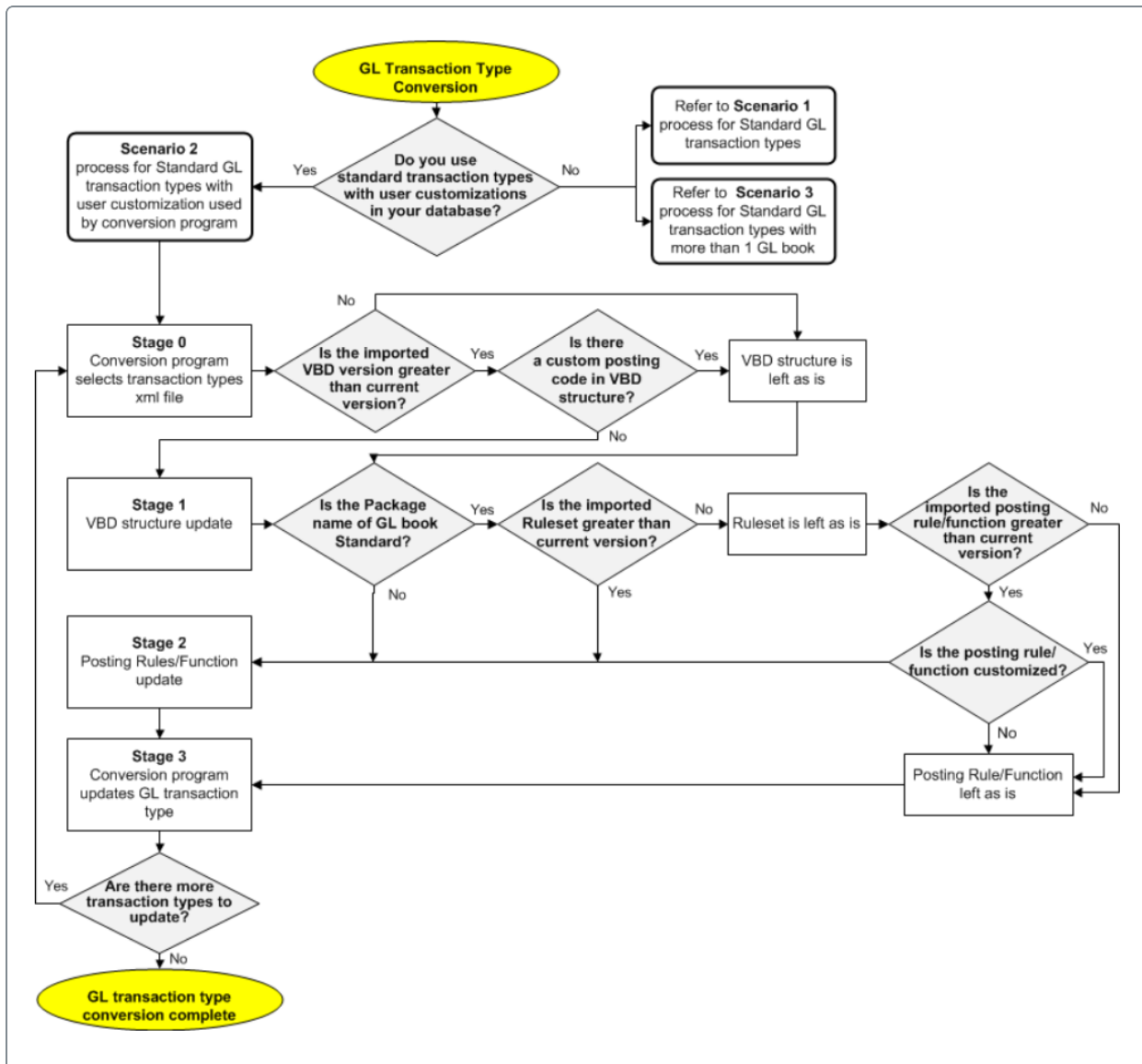
transaction type is set equal to the Ruleset version in the imported xml to signify the fact that the Ruleset was updated.

- b. If the Ruleset version in the xml is not greater, the conversion application leaves the Ruleset as is and proceeds to Stage 3.
3. For **each** posting rule/function in the imported xml, the conversion application compares the version of that rule/function in the imported transaction type xml to the version of the corresponding rule/function in the currently installed transaction type.
 - a. If the rule/function version in the imported xml is **greater** than the rule/function version in the installed transaction type, the conversion application replaces the installed rule/function with the newer one from the imported xml. The rule/function version in the installed transaction type is set equal to the rule/function version in the imported xml to signify the fact that the rule was updated.
 - b. If the rule/function version in the xml is not greater, the rule/function is left as-is.

Stage 3: The conversion application finishes the update and moves to the next GL transaction type.

Standard GL Transaction Types with Customizations

The following diagram shows how the conversion application works with standard GL transaction types with a single GL book and customizations in the posting rules or the virtual business document (VBD) (**Scenario 2**).



The following stages take place when running the conversion application with Scenario 2 conditions:

Stage 0: The conversion application selects the transaction type xml from the Standard package that comes as a part of the installation upgrade pack.

Stage 1: VBD structure update

1. The conversion application compares the version of the VBD in the imported transaction type xml to the version of the VBD in the currently installed transaction type.
 - a. If the VBD version in the imported xml is **greater** than the VBD version in the installed transaction type, the conversion application updates the VBD structure of the installed transaction type, adding new elements, replacing the elements that have changed, and

removing the elements that have been deleted.

- a. The conversion application adds new VBD elements to the installed transaction type.
- b. The conversion application renames the existing VBD elements that should be renamed. If there are any renamed VBD elements, the conversion application updates **all** posting rules (both standard and customized) so the posting code will be correctly referenced by its new name.
- c. The conversion application deletes the existing VBD elements that should be deleted. If there are any deleted VBD elements, the conversion application searches for **customized** posting rules that use the deleted element. If such rules are found, Kinetic renames the deleted element in the posting rules using the prefix "DEL_". These rules must be corrected manually to use a different VBD element.
- d. If the conversion application finds a custom user-defined posting code in the VBD structure, it leaves it as is **unless** it has the same name as a new **standard** posting code present in the imported xml and needs to be added to the VBD structure of the installed transaction type. In this case the conversion application marks the custom posting code as Standard, and it is used as standard from this point on.

Result: The VBD version in the installed transaction type is set equal to the VBD version in the imported xml to signify the fact that the VBD structure was updated.

- b. If the VBD version is not greater in the imported xml, the VDB structure is left as is.

Stage 2: Posting Rules update

1. The conversion application selects the single GL book that exists in the installed transaction type and checks the Package name on it.
 - a. If the package name is Standard, the conversion application proceeds to the next step using the current xml.
 - b. If the Package name of the installed transaction type is different from Standard, (which is the case when the installation uses the Extended rules package or one of country-specific rules packages, e.g. Peru or China), the conversion application finds a folder with a corresponding package name and selects a corresponding transaction type xml from there and proceeds to the next step.
2. The conversion application compares the version of the Ruleset in the imported transaction type xml to the version of the Ruleset in the currently installed transaction type.
 - a. IF the Ruleset version in the imported xml is **greater** than the Ruleset version in the installed transaction type, the conversion application proceeds to step 3 of Stage 2 (individual posting rules and functions update). The Ruleset version in the installed transaction type is set equal to the Ruleset version in the imported xml to signify the fact

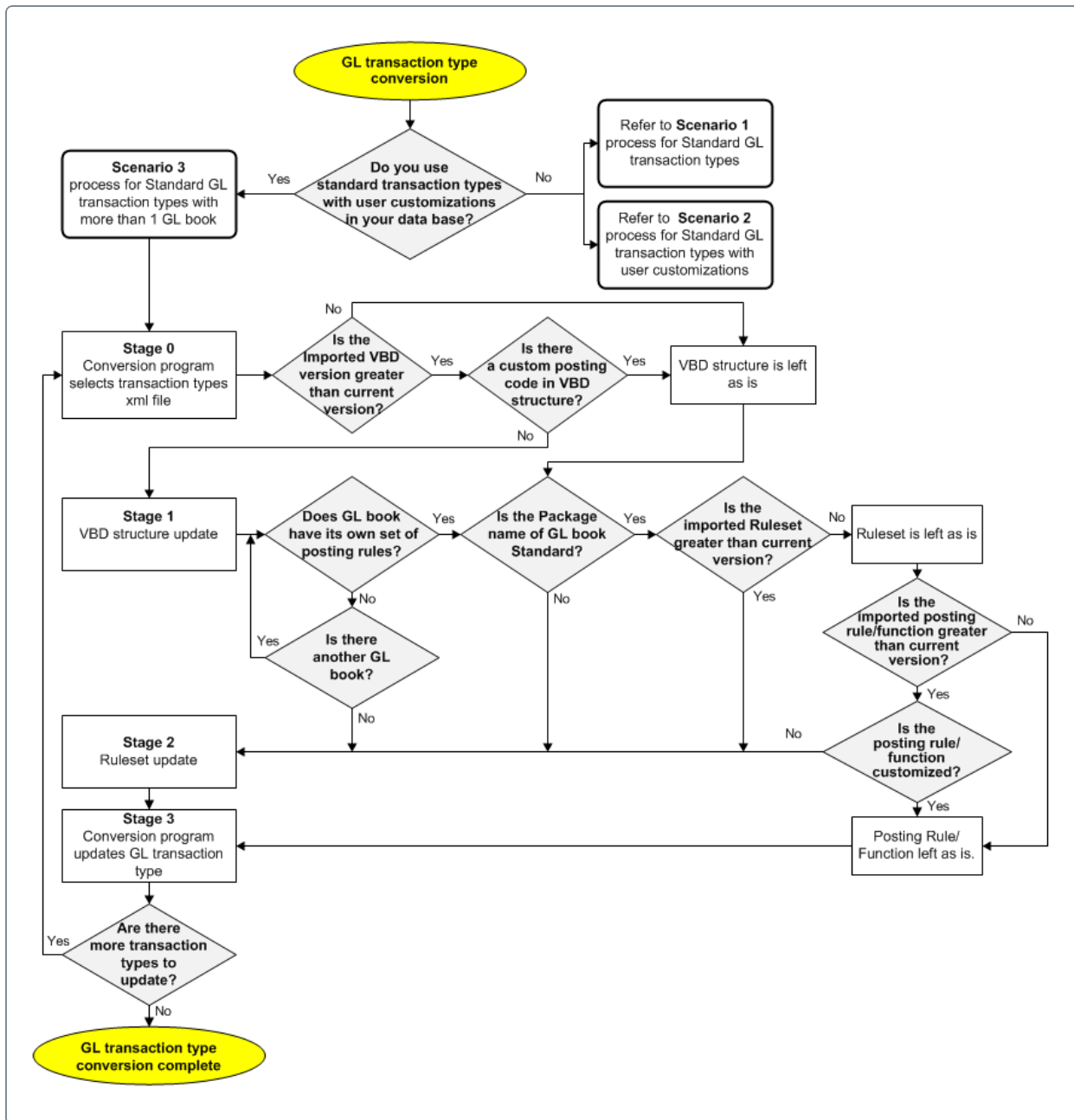
that the Ruleset was updated.

- b. If the Ruleset version in the xml is not greater, the conversion application leaves the Ruleset as is and proceeds to Stage 3.
3. For **each** posting rule/function in the imported xml, the conversion application compares the version of that rule/function in the imported transaction type xml to the version of the corresponding rule/function in the currently installed transaction type.
 - a. If the rule/function version in the imported xml is **greater** than the rule/function version in the installed transaction type, the conversion application checks whether the rule/function in the installed transaction type is standard or customized.
 - a. IF the rule/function is standard (with no changes made by the user), the conversion application replaces the installed rule/function with the newer one from the imported xml. The rule/function version in the installed Transaction Type is set equal to the rule/function version in the imported xml to signify the fact that the rule was updated.
 - b. If the rule/function is customized, the conversion application leaves it as is.
 - b. If the rule/function version in the imported xml is not greater, the rule/function is left as is.

Stage 3: The conversion application finishes the update and moves to the next GL transaction type.

Standard GL Transaction Types with Two or More GL Books

The following diagram shows how the conversion application works with GL Transaction types with two or more GL books. The GL books may have their own individual rulesets or use COA mapping. Some user customizations may be present in posting rules or VBD (**Scenario 3**).



The following stages take place when running the conversion application with Scenario 3 conditions:

Stage 0: The conversion application selects the transaction type xml from the Standard package that comes as a part of the installation upgrade pack.

Stage 1: VBD structure update

1. The conversion application compares the version of the VBD in the imported transaction type xml to the version of the VBD in the currently installed transaction type.

- a. If the VBD version in the imported xml is **greater** than the VBD version in the installed transaction type, the conversion application updates the VBD structure of the installed transaction type, adding new elements, replacing the elements that have changed, and removing the elements that have been deleted.
 - a. The conversion application adds new VBD elements to the installed transaction type.
 - b. The conversion application renames the existing VBD elements that should be renamed. If there are any renamed VBD elements, the conversion application updates **all** posting rules (both standard and customized) so the posting code will be correctly referenced by its new name.
 - c. The conversion application deletes the existing VBD elements that should be deleted. If there are any deleted VBD elements, the conversion application searches for **customized** posting rules that use the deleted element. If such rules are found, Kinetic renames the deleted element in the posting rules using the prefix "DEL_". These rules must be corrected manually to use a different VBD element.
 - d. If the conversion application finds a custom user-defined posting code in the VBD structure, it leaves it as is **unless** it has the same name as a new **standard** posting code that is present in the imported xml and needs to be added to the VBD structure of the installed transaction type. In this case the conversion application marks the custom posting code as Standard, and it is used as standard from this point on.

Result: The VBD version in the installed transaction type is set equal to the VBD version in the imported xml to signify the fact that the VBD structure was updated

- b. If the VBD version is not greater in the imported xml, the VBD structure is left as is.

Stage 2: Rulesets update

The conversion application performs the following steps for **each** GL book in the installed transaction type.

1. The conversion application checks the selected GL book to identify whether the book has its own set of posting rules or uses Chart of Accounts mapping to generate GL transactions.
 - a. If the book uses COA mapping, the conversion application skips it and moves to the next GL book in the transaction type.
 - b. If the book has its own posting rules, the conversion application proceeds to step 2 (check Package name).

2. The conversion application checks the Package name on the GL book of the installed transaction type.
 - a. If the package name is Standard, the conversion application proceeds to the step 3 using the current xml.
 - b. If the Package name of the installed transaction type is different from Standard, (which will be the case when the installation uses the Extended rules package or one of country-specific rules packages, e.g. Peru or China) the conversion application finds a folder with a corresponding package name and selects the corresponding transaction type xml from there and proceeds to the next step.
3. The conversion application compares the version of the Ruleset in the imported transaction type xml to the version of the Ruleset in the currently installed transaction type.
 - a. If the Ruleset version in the imported xml is **greater** than the Ruleset version in the installed transaction type, the conversion application proceeds to the step 4 (individual posting rules and functions update). The Ruleset version in the installed transaction type is set equal to the Ruleset version in the imported xml to signify the fact that the Ruleset was updated.
 - b. If the Ruleset version in the imported xml is not greater than the conversion application the Ruleset is left as is and proceeds to Stage 3.
4. For **each** posting rule/function in the imported xml, the conversion application compares the version of that rule/function in the imported transaction type xml to the version of the corresponding rule/function in the currently installed transaction type.
 - a. If the rule/function version in the imported xml is **greater** than the rule/function version in the installed transaction type, the conversion application checks whether the rule/function in the installed transaction type is standard or customized.
 - a. If the rule/function is standard (with no changes made by the user), the conversion application replaces the installed rule/function with the newer one from the imported xml.

The rule/function version in the installed transaction type is set equal to the rule/function version in the imported xml to signify the fact that the rule was updated.
 - b. If the rule/function is customized, the conversion application leaves it as is.
 - b. If the rule/function version is not greater in the imported xml, the rule/function is left as is.

Stage 3: The conversion application finishes the update and moves to the next GL transaction type.

Modifying Posting Rules

The posting process is a unified, multi-stage process that collects business transaction data and processes the data using user-defined rules to create appropriate general ledger (GL) transactions. **GL Transaction Type Maintenance** defines the processes you use to post accounts and journals.

Each GL transaction type has a set of elements - posting codes, functions, and amounts - specific to its posting process. These elements contain data the posting rules need to build account and journal details. It also contains a set of rules each book uses; each rule set can contain the functions, pre-posting rules, reference rules, and posting rules needed to post business transactions which match the GL transaction type. These rules are flexible and can be modified to meet the needs of a specific book.

Amend Posting Rules and View the Results

The following example shows the major steps in how to amend the posting rules to add an AP Invoice Line Description to the general ledger (GL). First you modify the customization part of the posting rules for the AP Invoice transaction type in **GL Transaction Type Maintenance**, then you enter an AP Invoice in **AP Invoice Entry** and view the results in **Journal Tracker**.

For this example, the supplier is AB Electronics and the amount of the invoice is \$100.00.

1. From **GL Transaction Type**, select the **AP Invoice** transaction type and the **Add a New Revision** command.
2. From the Tree View add a **Description** node under **AP Invoice > Line > Posting Codes > Details**.
3. In the Posting Code pane of the screen, add **Description** in the **Name** and **Description** fields.
4. In the Get Posting Codes Value From pane, enter **APInvDtl** in the **Entity's Data Source** field, add **Description** to **Field**, and enter **String** in the **Value Type** field.

AP Invoice

Revision: Base Std - Active

Revision: A - Draft

AP Invoice

Posting Codes

Amounts

Header Misc Charge

Line

Posting Codes

Amortization Code

Customer

DIR Details

Details

Amortization DL Control

Description

Deferred Expense

Less Advanced Payment

Number

Of Advanced Type

Of DIR Type

Of Job Type

Of Miscellaneous Type

Of Reheat Type

Of Reheat Type

Of Type Asset

Of Unrecalled Type

PO Release

Part

Part Class

Plant

Product Group

Purchase Type

Reason Master

Rebate Details

Rebate Header

Rebate Transaction

Receipt Details

Ref Rebate Invoice Line

Supplier

Warehouse

Amounts

Expense

Job Charge

Misc Charge Tax

Tax

Prepayment

Tax Line

Rules

Post Code Detail

Name

Description

Description

Get Posting Code Value From

Data Source

DB Schema Name

Erp

BAQ

Value Type

String

BAQ

Entity's Data Source

APInvDET

Field

Field

Description

5. Highlight **Book Line Expense Amount** from **Rules > Posting Rules** in the Tree View and select the **New Rule Variable** command. Enter **Description** in the **Variable Name** field.

AP Invoice

Revision: Base Std - Active

Revision: A - Draft

AP Invoice

Rules

Basic Main

Functions

Posting Rules

Book Gain/Loss Amount to Advanced Payment Account

Book Gain/Loss Amount to Currency Accounts

Book Job Miscellaneous Charge Amount

Book Line Deferred Expense Amount

Book Line Expense Amount

Book Payable Amount Rule

Book Prepayment Gain/Loss Amount

Book Unrecalled Line Expense Amount

Clear Logged Invoice Expense Suspense Amount

Clear Logged Invoice Non-Deductible Tax Amount

Clear Logged Invoice Payable Suspense Amount

Clear Logged Invoice Suspense Tax Amount

Post Header Charge to Header Expense Account

Post Line Tax Amount to AP/AR Tax Accrual Account

Post Misc Charge Header Tax Amount to AP/AR Tax Accrual Account

Post Misc Charge Line Tax Amount to AP/AR Tax Accrual Account

Post Non-Deductible Header Charge Tax Amount to Expense Account

Post Non-Deductible Line Tax Amount to Expense Account

Post Prepayment Amount to Reduce Prepayment

Post Reverse of Prepayment Tax

Post Reverse of Prepayment Tax Non-Deductible Amount

Post Rounding Difference to Rounding Difference Account

Post Tax Amount to AP/AR Tax Accrual Account

Post Withholding Tax Amount AP to Tax Accrual Account

Post Withholding Tax Amount AP to Tax Interim Account

Set up main DL Journal data

Statutory Accounting

Reference Rules

Pre-Posting Rules

Rule Variable Detail

Variable Name

Description

Variable Type

String

Variable Owner

Book Line Expense Amount

Owner ID

Book Line Expense Amount

- Navigate to **Revisions > Rules > Book: MAIN > Operations Customization**, right click on the **Customization of Book Line Expense Amount** and select the **Add**.

A new line is added to the screen that says **Please select variable and value or function**. This is where you add your formula.

- Select the **Operation** button and in the **Container** field select **Debit Transaction Text**. Select **Concatenate String + String_..._** from the **Formula** field. Click the underlined parameters and select the correct values to display. For example:
 - String1 - Select **ABT Field > AP Invoice > Line > Posting Codes > Details > Description**
 - String2 - Select **Value**; Delete any characters or spaces from the Enter Value screen that displays
 - String3 - Select **Value**; Delete any characters or spaces from the Enter Value screen that displays
 - String4 - Select **Value**; Delete any characters or spaces from the Enter Value screen that displays

The final phrase should look like: Debit Transaction Text = Combine String from AP Invoice-Line-Details-Description + " + " + ").

Rule Detail

Name: Book Line Expense Amount

Description: Book Line expense Amount

Version: 5

Patch Version: 0

☒ Is Active

☒ Customization Enabled

☐ Is Header

References

Reference Entity: AP Invoice-Line-Expense-Details

Reference Context: [Dropdown]

Debit Context: Expense

Credit Context: Expense

Selection Criteria

Operations Base

Operations Customization

Customization of Book Line Expense Amount

Debit Transaction Text: Concatenate AP Invoice-Line-Details-Description + " + " + ')'

☒ Operation

Container: Debit Transaction Text

Formula: Concatenate AP Invoice-Line-Details-Description + " + " + ')'

☐ Logical Condition

Validations

Variables

- From **GL Transaction Type**, disable the old rule for posting AP invoices and activate the revision you created.
- From **AP Invoice Entry**, create a new invoice for AB Electronics.

10. Create a new invoice line with an **Ext Amount** of **\$100.00** and enter **testing** in the **Description** field of the **Line > Detail** card. You can verify the technical details of the Description field by clicking on the field and viewing the **Field Help**.

The screenshot displays the 'Invoice' screen in Kinetic Financials. The 'Invoice Header' section includes fields for 'Ref PO' (0), 'Supplier' (ABE), 'Name' (AB Electronics), 'Address' (Preston House, 1000 Preston Road, Eden Prairie MN 55348, USA), 'Invoice' (AB Electronics), 'Amount' (100.00), 'Ref Invoice' (12002), and 'Description' (testing). The 'Dates' section shows 'Invoice Date' (7/15/2024), 'Apply Date' (8/15/2023), and 'Confirm Date' (month/day/year). The 'Options' section includes checkboxes for 'Central Payment', 'Hold Payments', 'Hold Invoice', and 'Allow Override', along with 'Payment' (Employee) and 'Letter of Credit' (LOD description) options. The 'Invoice Summary' section shows 'Matched' status, 'Ready To Calculate' checkbox, and various amounts: Line Amounts (\$ 0.00), Header Misc Charges (\$ 0.00), Tax (\$ 0.00), Rounding (\$ 0.00), Less Pre-Payment (\$ 0.00), Total (\$ 0.00), and Variance (\$ -100.00). The 'Lines' section at the bottom shows a table with columns: Line Type Description, Part, Description, Tax Category, Supplier Part, Supplier Qty, UOM, Unit Cost, Cost Per, Extended..., and Revision. The table contains one line item: 'Miscellaneous Billing', 'testing', with an extended amount of 0.00.

11. Post the invoice.
12. From **Journal Tracker**, review the results.

The screenshot displays the 'Transaction Detail' screen in Kinetic Financials. The table shows journal transactions with columns: Journal Code, Journal Num, Line, Date, Journal Transaction, GL Account, Bank Debit Amt..., Bank Credit Amt..., Debit Amount, Credit Amount, Currency Code, Plant Period, A/R Invoice, A/P Invoice, Check, Bank Name, Post Date, Group, and User ID. The table contains two rows of data:

Journal Code	Journal Num	Line	Date	Journal Transaction	GL Account	Bank Debit Amt...	Bank Credit Amt...	Debit Amount	Credit Amount	Currency Code	Plant Period	A/R Invoice	A/P Invoice	Check	Bank Name	Post Date	Group	User ID
01	88	1	07/16/2024	11/100124B Electronics	2000-01-00	0.00	7,000.00	0.00	7,000.00	USD	7	0	1000	0		6/12/2024 12:05 AM	new	MANAGER
01	88	2	07/16/2024	11/100124B Electronics	8000-01-00	7,000.00	0.00	7,000.00	0.00	USD	7	0	1000	0		6/12/2024 12:05 AM	new	MANAGER

Posting Engine Troubleshooting

Use this **Posting Engine Troubleshooting** section as an aid for easier understanding and troubleshooting of errors you may receive when creating posting rules.

The following troubleshooting tools will be discussed and how to use them to find and correct errors:

- System Monitor
- Review Journal
- PE Log Viewer

A table of common errors encountered and solutions is included to aid in the troubleshooting process.

The most effective way to prevent errors from occurring is to use best practices when creating new posting rules. This section will include tips and a checklist for working with posting rules.

Error Handling

During the posting process, various issues may occur during the different stages of the posting process. This section describes these errors, how Kinetic logs them, and what you can do to correct these issues.

The posting engine can report two types of issues that may occur during the posting process:

1. **Errors-** Transactions which have errors reported against it are evaluated as invalid and moved to the Review Journal. Typical errors occur because a GL control is not set up correctly. To resolve these errors, use **GL Control Maintenance** to verify the correct accounts and journal codes are set up for the posting process.
2. **Warnings-** A warning does not prevent the GL transaction from being evaluated as valid, but each warning does notify you about a GL transaction which is considered by Kinetic as correct but which may need to be reviewed later.

When errors and warnings raise, they happen when the posting engine applies validation rules. Validation rules are defined at the book level and are applied for all generated GL transactions. Since the validation rules are both defined and applied at the book level, each book has its own validation routine.

If you modify posting rules, you can also introduce new errors and warnings into the posting engine process. Just like default rules, errors and warnings generate when the modified rule runs against an incoming GL transaction.



Fatal errors can also occur, and when they do, they terminate the posting engine process. These fatal errors can appear as a specific message while an application runs or display as an error within the System Monitor. The System Monitor is an application which automatically runs when you launch Kinetic; it is available within the Windows system tray. It displays all of the processes and reports launched within your client installation for processing at the server. When you launch the posting process from an application like AR Invoice Entry, the process displays on a card within the System Monitor.

A number of system issues generate due to invalid, inconsistent data or improper configuration. These issues are fairly predictable and Kinetic contains a list of these common issues. Each issue is classified as either an error handled through a standard method or as a special issue which can be resolved through a predefined method.

Typically the predefined methods handle the issue as an error, a warning, an automatic correction, or an ignored issue. You can define how the posting process handles these issues through parameters you define on a specific book or the book parameters within a GL transaction type revision. The following Book Validations and Posting Rule Validations sections describe this functionality.

You can also create user-defined issues through modified posting rules. To do this, you create operations which check for the error condition, which then display in the Review Journal as an error or a warning. Use this functionality to validate the financial data processed by your modified posting rules.

An error does not stop the process immediately unless for some reason it is technically impossible for the process to continue. Issues which are not ignored or automatically corrected produce either warning or errors. If a system or user-defined error occurs, the error is logged for the appropriate GL transaction -- indicating this transaction is invalid. Warnings, however, do not make a GL transaction invalid. The warning displays for your review, but the GL transaction posts to the general ledger. Both the warnings and errors log within the Review Journal.

Fatal errors can also be generated. These unexpected errors occur because of hardware failure, a bad server connection, power outage, and so on. Fatal errors are not classified by the posting engine and so are outside of the error handling functionality. You review these errors on the System Monitor. You access this application on the Windows system tray; it automatically runs each time you launch Kinetic. Use this application to see a task was started but not completed. In this case, the process can be stopped using the System Monitor tools.

Book Validations

The Validations card within **Book Maintenance** defines the overall error handling options for journals posted to a specific book. By default, books ignore most posting errors. You can change the defaults, however, so the book blocks and logs the errors.

Kinetic handles invalid journals posted to the book in one of the following ways:

- **Error-** Blocks posting of the journal. You can view the journal error within the Review Journal.
- **Warning-** Allows the journal to post. An entry appears within the Review Journal detailing the potential condition which occurred.
- **Ignore-** The default option for most posting errors, selecting this option allows the journal to post. No entry appears in the Review Journal.
- **Autocorrect-** Causes Kinetic to use a pre-defined process to correct the error. For example, Kinetic can change the Apply Date for a journal posted to a closed period to the current period.
- **Warning and Autocorrect-** Combines two actions. It first logs the warning message within the Review Journal and then runs the autocorrect process to fix the error condition within the journal.

The following table lists posting errors for which the autocorrect functionality handles. It also describes how Kinetic resolves the error.

Error	Autocorrection...
Segment is defined as 'not used,' but segment value is specified (depends on natural account)	Removes the unused segment. This occurs when the Account Segment Values application blocks the use of the segment with a specific natural account.
Closing Period is specified, but does not exist	Finds the open period for the book and posts the journal to that period instead.
Apply Date is earlier than Earliest Apply Date	Changes the apply date of the journal to the first day of the first open period.
Fiscal Period is closed.	Changes the apply date of the journal to the first day of the first open period.
Self balancing segment does not balance.	Autocorrection is applying auto-balancing algorithm.

Posting Rule Validations

The Validations card in **GL Transaction Type Maintenance** defines how Kinetic handles rules that create invalid journal details for a book included in a revision. If a journal generated by the revision is not valid, it displays as an entry within the Review Journal.

Available posting rule validations:

- **Error** - Blocks posting of the journal. You can view the journal in Review Journal.
- **Warning** - The journal posts, but a warning message displays within the Review Journal.
- **Ignore** - The journal posts, but no entry displays within the Review Journal. This action is the default for most posting errors.
- **Autocorrect** - Automatically corrects the journal using a pre-defined process. For example, the Autocorrect process changes the apply date for a journal posted to a closed period to the current period.
- **Autocorrect with Warning** - Logs a warning in the Review Journal and automatically corrects the journal using a pre-defined process.



You can use the Business Process Management functionality to define additional validations. You can create a BPM method directive which reviews the data before, during, or after a business method runs. You can then validate additional items not reviewed by the default validation rules.

Tracing

In most situations, you can trace the progress of the posting engine.

You can monitor whether posting is running or complete and whether it was successful or not. As described previously, you typically leverage the System Monitor to view the posting engine process. The System Monitor displays the transaction as a task first on the Active Tasks card, and then when it completes, on the History Tasks card. Once the posting is complete, the results are available to review within GL reports and trackers.

A Posting Engine log can also be checked using PE Log Viewer. This log is a development tool you can use to evaluate the results of your posting rules.

When the posting engine process runs, data which the posting log generates writes to this log. Each time you run the posting engine process, it adds processing information to this log. Because of this feature, you can review the history of the posting process. Be aware, however, that this log contains a lot of business call detail. Only use this log if you understand how to trace the posting results.

Posting Engine Log

The Posting Engine Log tracks the results of your posting rules. You can then evaluate how effective the posting rules are processing transactions.

When the posting engine process runs, the data generated by the posting engine is traced by this log. Each time you run the posting engine process, it adds processing information to the log results. Because of this feature, you can review the history of the posting process. However this log contains a lot of business call details, so only use this log if you understand how to trace the posting results.

Log Options

The following log options are on the **PE Log Viewer**. You access them on the **Settings** card:

- **Clear PE File** - Click this button to clear the log results.
- **Show Details** - Select this check box to display all the posting transaction information recorded by the log.
- **Show Warning on Parent** - Select this check box to display posting warnings on parent records.
- **Use Bold Font for Details** - Activate this check box to display the transaction details using a bold font.

Log Location

You launch the PE Log View from these applications:

- **GL Transaction Type** - Right click the **Transaction Type** field; from the context menu, select **Open With > PE Log Viewer**.

- **Review Journal** - Right click the **Journal Entry** field; from the context menu, select **Open With > PE Log Viewer**.

Error Message Log

If an issue causes an error message to display, you have several features for viewing the log details.

Error messages display in a dialog box. This dialog box has options for reviewing the logged details for the message. To display, print, email and/or save the error message log:

1. Click the **Detail** button to display the error message log.

The dialog box expands, showing you the following information:

- **Application Error** - Displays Kinetic error generated by the system.
- **Error Detail** - Contains the primary information about the error, including the **Message** that displays, Kinetic which initiated the error, and the **Method** that generated it.
- **Client Stack Trace** - Displays the call trace that generated from your client installation.
- **Inner Exception** - Contains the server stack trace and the exception thrown by the system.

2. Click the **Summary** button to restore the original error message view.
3. Click the **Print** button to make a hard copy of the error message log.

The **Print** window displays.

4. Now print the error message log.
 - a. From the **Name** drop-down list, select printer to which you will send Kinetic error log.
 - b. Click **OK**.

The error message log is printed on the selected printer.

5. Click the **Email** button to send the error details in an email.

The **Email Message** window displays.

- a. Type in the recipient's email address in the **To** field.
- b. If you want to send a copy of this email to other recipients, add their email addresses into the **Cc** field.
- c. In the Toolbar, click **Send**.

6. You can also copy and save the error message log to a file. To do this, in the error message dialog, click **Copy**.

The error log is added to the clipboard.



This action also adds some system information to the error log. This system information includes:

- **AppServer Connection** - specifies Kinetic server address and its instance - for example, `\\ServerName\Epicor\ERP11\11.2.300.0.0`.
- **Form Name** - specifies the name of Kinetic the error occurred in - for example, **Sales Order Entry**.
- **Customization Name** - specifies the name of the Application Studio layer applied to the current application, if any.
- **Menu ID** - specifies the menu ID of Kinetic- for example, **OMMT3001**.
- **Software Version** - specifies Kinetic version - for example, **11.2.300.0.0**.

7. Open a text editor like **Notepad** or a similar text editor.

8. **Paste** the error message log.

The error message and related system information now display in the text editor.

9. **Save** the error message log.

You now have an error message file you can send to your Epicor consultant or Epicor Technical Support.

Common Error Messages

The following table displays the most commonly reported posting rules-related errors to Support, along with solution ideas. Shown in the table is the error message, application used when receiving the error, the tool used for troubleshooting, and the most common resolution.

Error Message	Error when running...	Troubleshooting Tool	Resolution
The COSAndWIP is locked by 'userID' on ,<date> [status: Posting]	CaptureCOS/WIP Activity process	System Monitor The task is showing in the system monitor under the History tab, but is still displaying as Active.	Verify if there is anything in the General Ledger > General Operations > Review Journal related to COSAndWIP. If not, then run conversion 680 found in System Management > Upgrade/Mass Regeneration > Conversion Workbench > User Run Conversions. Scroll down to 680 and click Exec box. Go to Actions and Run Pending Conversions. This will unlock any transactions with no Review Journal error. Once ProgressPercent is 100%, complete exit and log back into Kinetic. You can then run another Capture COS/WIP Activity process.
"Header Rule: Can not set up Journal Code"	Posting Process	Review Journal	From System Setup > Company Maintenance > Company: Navigate to Modules > All Modules > GL Control > List. GL Control type Inventory COS And WIP is not listed. File > New > New GL Control Type: search and select Inventory COS And WIP Control, search and select company defaults and Save.

Error Message	Error when running...	Troubleshooting Tool	Resolution
Segment value is wrong or inactive [Line 3] COACode CDD. SegmentNumber 2. SegmentValue 00 Combination of controlled segments is invalid [Line 3] Company EPIC03. COACode CDD. Account 5100 00 AAA	- General Ledger Account Maintenance - GL Account Segment Values	Review Journal	Check to be sure that the full GL account exists and is active in General Ledger Account Maintenance. Check that each account segment exists and is active in GL Account Segment Values.
Transaction Out of Balance	- COS/WIP Capture Process - Posting Process	PE Log Viewer	Use the PE Log Viewer to troubleshoot any posting with the out of balance issue. If the Out Of Balance is from the COS/WIP Capture process, there can be a large amount of data. Recommendation is to find the specific transaction type to see if the issue is a setup problem in the GL Controls. Run the Inventory/WIP report for the specific day out of balance and save to Excel. Sort the spreadcard by the Tran Type, Job, and then PartNumber fields. Subtotal each of the transaction types to verify the debit and credits match. For the transaction type that is not in balance, you can verify the GL controls required using the Inventory Hierarchy or use the PE Log Viewer.

Error Message	Error when running...	Troubleshooting Tool	Resolution
Conversion application is stopped. GL Transaction Type is locked by another process (company:<Company>, user: <UserID>).	Any Posting	System Monitor	Make sure you complete all processes that post to GL and any GL Transaction Type import before you run the conversion application. If any posting is running, wait till it is completed, then run pending conversions.

Tools

The Posting Rules functionality contains several troubleshooting tools you can use to find and correct errors.

The error messages that display in these various tools in many cases provide you with the details necessary to correct an error. Use these tools as an aid to troubleshooting and to ensure posting rules are created correctly:

- System Monitor
- Review Journal
- Posting Engine (PE) Log Viewer
- Check Syntax Functionality

System Monitor

Use the System Monitor to verify that the posting rules-related processes, reports, and other scheduled tasks started and completed successfully.

Use the cards of the System Monitor to review the status of a task and any error messages that occur. If there is an error, the review journal number also displays.

The System Monitor is an application which automatically runs when you launch Kinetic. It displays all of the processes and reports launched within your client installation for processing at the server. When you launch the posting process from a application like AR Invoice Entry, the process displays on a card within the System Monitor.

For example, from the History Tasks > Task Detail card you can see information in the Task Log. A process can be stopped using the System Monitor tools.

Menu Path

Navigate to this application from the Main Menu:

- System Setup > System Maintenance > System Monitor

Review Journal

Use the Review Journal to adjust, re-validate, cancel, and post accounting transactions. You use the Review Journal to locate posting errors and to debug custom posting rules.

This application logs invalid GL transactions. You can display errors by module, date, and by user. You use the Review Journal error log to locate and adjust source business transactions. You can then re-run the posting process to verify the errors no longer occur.

Additionally, the Review Journal is an important tool for reviewing GL transactions which generate while you are testing a custom posting process. Use this feature to review all GL transactions created by your modified posting rules. This review makes sure the changes to the posting process generate valid, desired results.



In order for all transactions generated by the revision to display in the Review Journal, select the **Manually review all transactions** check box on the Revision Detail card of the GL transaction type revision. You can then evaluate the generated GL transactions and correct any errors the revision may cause.

You can also adjust the description and line account numbers for a transaction within the Review Journal. Leverage this feature to correct common posting errors. After you make these adjustments, you can both re-validate and post the journal. Typically you use this functionality when invalid journals generate from an external application.



You can access the **PE Log Viewer** from the Review Journal by right-clicking and selecting **Open with > PE Log Viewer** from the Journal Entry field. Or, you can access the PE Log Viewer from a right-click in the Transaction Type field in GL Transaction Type Maintenance.

The Review Journal contains a report which you can run to review the posting results. Run Print Review Journal from the Overflow menu.

Lastly, you can use the Review Journal to both cancel and confirm entries. Both actions remove the journal entries. When you confirm a journal entry, it updates the GL transaction in the book to which it posts. If the updated GL transactions are still invalid, the Review Journal displays the GL transaction again with its posting errors.

The Review Journal displays the journal entries by book. It does this because:

- Posting a single GL transaction can create different journal details in multiple books. A single journal entry groups together all journals posted to all the books by a single GL transaction. For example, posting an AR invoice can post a journal with one set of details to the company's financial book while a journal with completely different lines to the company's legal book.

- Validation settings for the books and the book node in the revision determine the errors and warnings logged in the Review Journal. The same business transaction can produce different validation results when posted to a different book. For example, one book might ignore a GL transaction that generates an error or a warning in another book.

Summarization can be applied to both natural accounts and accounting processes, so the summary lines become transactions in the Review Journal. Kinetic displays the source details for each summarized line, but no adjustments can be made.

Menu Path

Navigate to this application from the Main Menu:

- Financial Management > General Ledger > General Operations > Review Journal

PE Log Viewer

Use **PE Log Viewer** to open log information on the client. You can access the Posting Engine (PE) Log Viewer from the Main Menu or from the Review Journal or GL Transaction Type applications.

To access the PE Log Viewer from GL Transaction Type Maintenance, use a right mouse click on the Transaction Type field. To access from the Review Journal, use a right mouse click on the Journal Entry field.

With the PE Log Viewer, you can:

- Turn logging on and off
- Set detailed logging
- Clear the log file
- Export or import the log file
- Read logging

Examples of what to look for when reading the logging:

- Is account and journal code in the GL Control?
- What amounts are in the VBD?
- What amounts were selected in each rule?
- What input and output parameters were selected for the function?
- Versions of the rules and functions used?

Menu Path

Navigate to this application from the Main Menu:

- Financial Management > General Ledger > General Operations > PE Log Viewer

Check Syntax Functionality

Use the **Check Syntax** button on GL Transaction Type Maintenance > Revisions > Detail card, GL Transaction Type Maintenance > Revisions > Book > Functions Detail card, GL Transaction Type Maintenance > Revisions > Book > Booking Rules > Operations Base and Customization cards to validate check of the selected revision/rule/function for compilation errors.

If Kinetic detects an error, the revision/rule/function will be marked in the navigation tree, and the operation causing this error will be highlighted. You can hover your mouse over the highlighted operation to view the tip for the error.

Best Practices

Using best practices when creating or customizing posting rules results in saving time by creating valid and effective posting rules without having to troubleshoot error messages.

Creating a New Posting Rule

A posting rule is a constructor of the GL Journal Detail. If the posting rule Operations populate all the mandatory fields, the Journal Detail will be created. The mandatory fields are:

- Book Amount
- Credit Accounts and/or Debit Account
- Journal Code
- Apply Date

To design your new rule:

- Determine which amount shall be posted.
- Select the document line based on the amount to be posted.
- Decide which table (posting entity) will be linked to the GL and as a result will drive the logic for posting.
- Decide where to take the account from and if necessary, create or adjust the GL Controls.

When creating a new posting rule:

- Create the Selection Criteria first.
- Give the posting rule a Name.

- Enter Operations for the posting rule.
- Use the Reference GL Control to set up parameters for establishing a link.

Checklist for Creating Posting Rules

Make sure the following tasks have been completed when creating a new posting rule in **GL Transaction Type Maintenance**:

- Specify the **Selection Criteria**.
- Select the **Transactional Amounts** and **Book Amounts**.
- Make sure the Transactional Amounts and Book Amounts are positive.
- Determine the **Debit Accounts** and/or **Credit Accounts**.
- Select the **Reference GL Control** along with the contexts.

Tips for Creating Posting Rules

- You can resize both the Tree View and the Operations card. Do this as you need so that you can get a better view of various items and leverage the interface easier.
- If you need to copy a posting rule or a set of posting rules, first highlight a node on the Tree View. Then click on the Overflow menu and select either Copy Rule or Copy Ruleset. The rule or rules then appear under the selected Tree View node.
- If you enter something in error, always click the Undo button.
- You can make data available for future rules.
- All rules are based on the GL controls.
- To help you locate the GL control you may need for a posting rule, navigate to a application where you think the control is being used. When you find the GL control, right-click this field and select GL Control Maintenance from the context menu. You can then review the complete GL control record.
- Use the logical condition drop-down list to see more of an operation's context.
- The Temp Account is a user-defined variable.
- Reference accounts used within pre-posting rules and the resulting journals are different. If a reference account is used within a posting rule, the reference account is either a debit or credit account.
- When you create an If-Else condition, make sure this condition displays on the node below the operation you need, and not on the same node level. If you do not, the If-Else condition will not

receive the data generated by its parent operation.

- Only parent-child relationships are available for a GL transaction type. For example, you can use a GL control from the header for use within a line rule. You cannot, however, use GL controls across child to child or from child up to parent.
- Each rule should first select the amount value then determine the account to which the amount belongs. You can also set up transaction text within the rule which automatically displays on trackers and reports.
- Any variables you create display within the topmost level on the context menu within the Booking Rules > Operations cards.
- The base part of the posting rules is executed in the first place. Then the customized part is executed.
- Do not use a single quote (`) in any context. It generates an error.
- Each selection criterion is case sensitive, so be sure to enter items using the correct case.
- If you will populate something within a posting rule, always use an operation expression to automatically pull in the data you need.
- Once a revision is defined as Active, you can no longer change it. Instead, you will need to create a new revision based on the active revision. Only one revision for each transaction type can be active at a time.
- Blocking a revision does not affect application performance, as a blocked revision is inactive and uses no system resources. It is ignored by Kinetic.
- You can add alert messages in the code to trace what happens when a new or modified rule runs. You can then use the Review Journal to check out the alert text.
- When you are satisfied with the test results of your posting rule, be sure to clear the Manually review all transactions check box on the revision. This function is a verification step you can use to make sure the posting results are correct, but you do not want this option running when the posting rule works properly. When the check box is clear, only transactions which generate an error display within the Review Journal.

Further Steps

If you are not able to solve your issue after reviewing the Troubleshooting topics above, before you contact Epicor Support, review the Gather Information for Support topic, to ensure you can provide as much data as possible to the Epicor Support representative.

You can find current contact details for Epicor Worldwide Support on EpicWeb

<https://epicweb.epicor.com/resources/Lists/Worldwide%20Support%20Contacts/Allitems.aspx>.

Gather Information for Support

This section lists some of the data you should prepare if you have to refer your issue to Epicor Support. The data you collect during troubleshooting may help your support representative to solve the issue more quickly.

- PE Logs (.xml)
- The full text of any error messages that displayed
- The steps in the process that lead up to the issue
- GL Transaction Type Active Revision if rules are Customized (.xml)

Cash Management

Use the **Cash Management** module to create and manage both bank and cash accounts. These records affect how payments generate and how cash receipts are received.

Setup

Creating a Transaction Document Type

Create AP and AR transaction document types in **Transaction Document Type Maintenance**. These document types are government mandated. You need to set them up so they follow with the statutory document types and represent a document type assigned to a legal number. For example, you can create document types for AR invoices, promissory notes, withholding tax certificates, shipments, tax receipts, and other transactions.

All AR and AP general ledger transactions must have a document type. The system uses them to drive the correct legal numbering for the transaction as each document type has its own numbering set.

You must link each document type to the applicable legal number format and number sequence. Use **Serial Number Maintenance** to create serial numbers with the appropriate conditions.



If the same document type applies to both Accounts Receivable and Accounts Payable, you must manually set up a document type for each module.

Use the landing page of the application to view the existing transaction document types or create a new one.

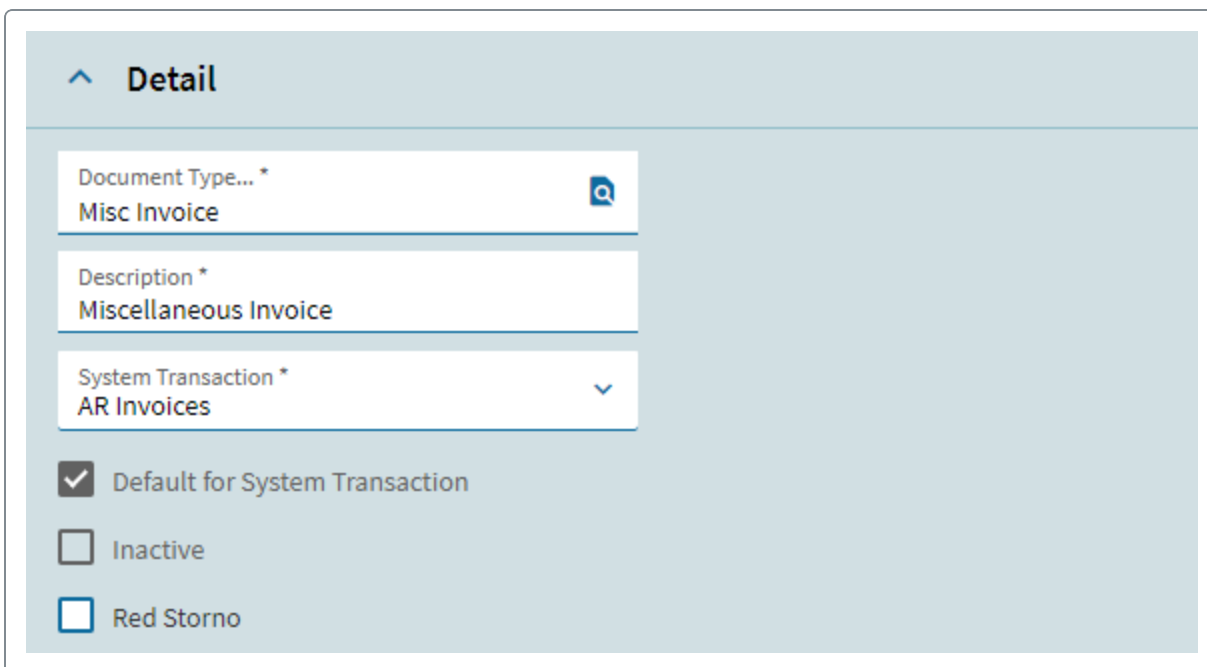
In this article, we will cover:

- [Creating a transaction document type](#)
- [Adding authorized users to a transaction document type](#)

Creating a Transaction Document Type

1. From the main menu, go to **Financial Management > Cash Management > Setup > Transaction Document Type**.
2. Select **New**  to create a new transaction document type.
3. Enter the name of the new document type in the **Document Type** field and add its description.

- From the **System Transaction** drop-down, select the system transaction type that the system assigns to this document type.



Detail

Document Type... *
Misc Invoice

Description *
Miscellaneous Invoice

System Transaction *
AR Invoices

☒ Default for System Transaction

☐ Inactive

☐ Red Storno

- Select the **Default for System Transaction** check box if you want to make this document type the default one for all system transactions of this type you enter.



You must mark a document type as a system transaction default if it is the only entry of the selected transaction.

- Select **Save**. 

Adding Authorized Users to a Transaction Document Type

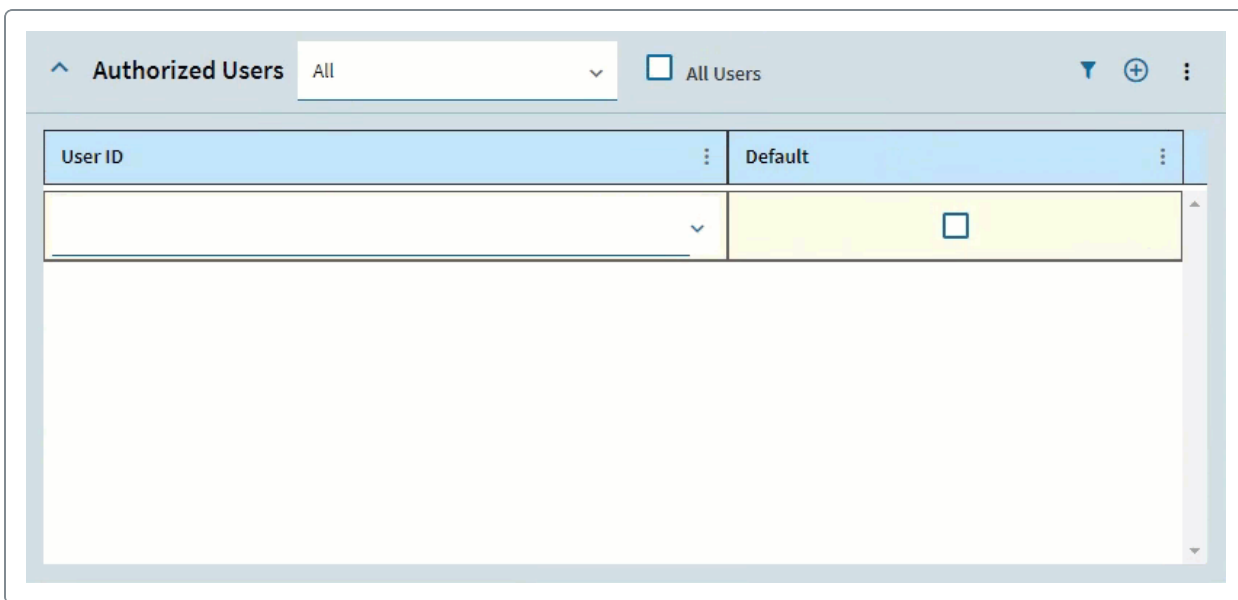
In some territories, such as Romania, you need to assign authorized users to transaction document types - specifically to the **AR Invoices** and **Credit Memos** types. These users will be authorized issuers of legal numbers the system uses for the selected document type. You can then track who created these transactions in the database. To add an authorized user:

- Expand the **Authorized Users** card.
- Clear the **All Users** check box.



You can't clear this check box for a transaction type you defined as **Default for System Transaction**.

3. Select **New**  to add a new authorized user.
4. In the **User ID** column, select the blank space in the line and enter the user's name or select it from the drop-down.



User ID	Default
	☐

If you need to delete an authorized user, select their line in the grid and select **Delete Authorized User** from the grid Overflow menu .

5. If necessary, select the **Default** check box for the user to make this document type the default one for when the user creates the relevant system transaction.
6. Continue to add the authorized users you need. When you finish, select **Save** .

If you want to go on and set up a transaction document type for e-invoicing, refer to the **Adding a Document Type for E-Invoice Transactions** article.

Defining Bank Transaction Codes

Bank Statement Transaction Codes Maintenance allows you to define bank transaction codes assigned to the bank statement lines. The imported statements may include a transaction code to enable recognition of specific transaction types. Usually a bank provides the list of such codes.

You need to create a template for a set of transaction codes and enter codes to be included into this template. It is possible to assign this template to a bank account used during bank statement processing.

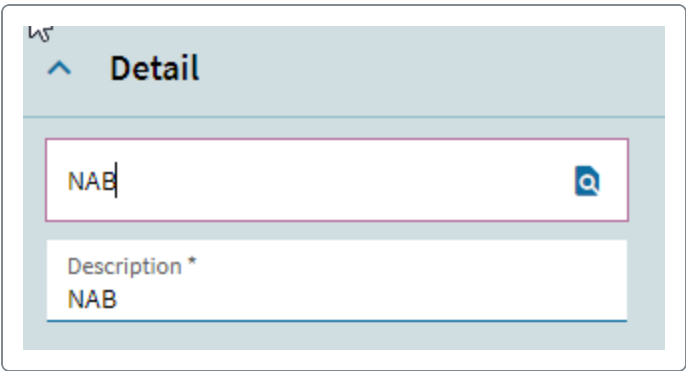
Use the landing page of the application to view existing codes or to enter a new one.

In this article, we will cover:

- [Creating Templates](#)
- [Adding Codes to Templates](#)

Creating Templates

1. From the main menu, go to **Financial Management > Cash Management > Setup > Bank Statement Transaction Codes**.
2. Select **New**  to add a new template.
3. Specify the template ID and its description.



Detail

NAB

Description *

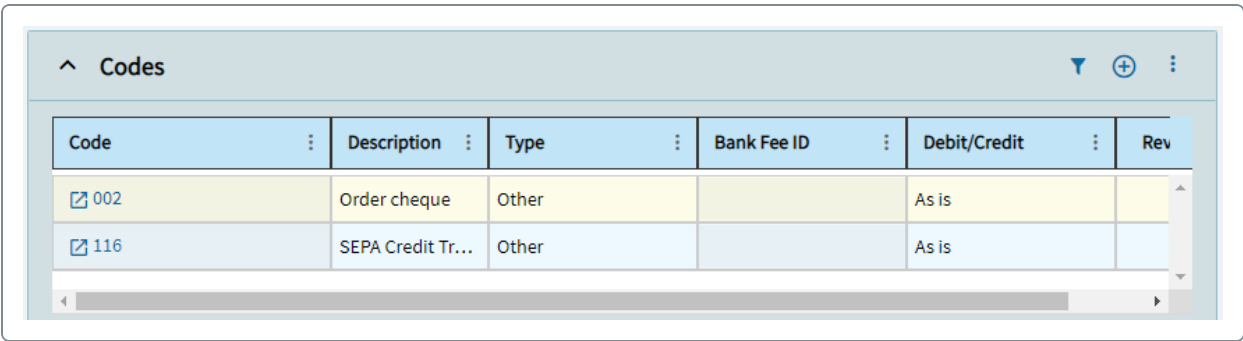
NAB

4. Select **Save**. 

Adding Codes to Templates

To add a code:

1. Specify a code name and its description.



Codes					
Code	Description	Type	Bank Fee ID	Debit/Credit	Rev
 002	Order cheque	Other		As is	
 116	SEPA Credit Tr...	Other		As is	

2. To dive into the details select the code number in the **Code** column.

Here you can review how to dive into the details of the card.

Code	Description	Type	Bank Fee ID	Debit/Credit	Rev
002	Order cheque	Other		As is	
116	SEPA Credit Tr...	Other		As is	
		Other		As is	

- From the **Type** list, select a code type.
- If you selected the **Bank Fee** code type in the previous step, from the **Bank Fee** list, select a bank fee ID.
- In the **Debit/Credit** field, select which sign will be used for the imported amount - positive or negative.

Options include:

- As is** - The amount will have the same sign as in the import file. Select this value for bank statement formats that send signed amounts or provide information about amount signs in the file.
- Credit** - the amount will have a positive sign (+)
- Debit** - the amount will have a negative sign (-)

Examples of formats containing signed amounts in the file as the following:

- CSV**: all amounts are positive or negative, for example 7,09/29/2015,CHECK 43118,-445.14,,597566.33.
- MT940**: an amount sign (and the Reverse option) is identified by the value in positions 11-12 of tag :61:, for example C - Credit, D -Debit.
:61:1402010201C6000,00NTRF140201-01//999999
- Camt.053**: an amount sign is defined in the <CdtDbtInd> element: CRDT - Credit, DBIT - Debit.

```
<Amt Ccy="EUR">000000000185773.02</Amt>
```

```
<CdtDbtInd>CRDT</CdtDbtInd>
```

```
<Amt Ccy="EUR">000000000000125.63</Amt>
```

```
<CdtDbtInd>DBIT</CdtDbtInd>
```

6. Use the **Reverse** check box to indicate if this is a reversal transaction.



Do not select this check box if an import file includes information that the transaction is a reversal.

Examples of such formats are the following:

- An *.csv file can contain the R value in the position defined in a bank-provided format to identify a reverse transaction.
- MT940: the value in positions 11-12 of tag :61: also identifies a reversal, for example, RC - Reverse Credit, RD - Reverse Debit.
- Camt.053: if <Ntry>/<RvslInd> is True, that means a reverse transaction.

7. Select **Save**. 

Creating Payment Methods

Use the **Payment Method** app to create payment methods that represent how you pay various transactions. You can select specific payment methods as the default for bank accounts, customers, suppliers, and banks linked to a supplier or a customer.

You can link each payment method to a specific electronic bank interface to pay or receive payments against transactions using the internet. You can also set up payment methods for manual payments (cash or check), payments or receipts made in cash, payment instruments, or check printing.

Then, you select payment methods on bank accounts and indicate if they are for 'AR' or 'AP' transactions. Each bank account can have multiple methods for each module. However, you can set only one method per module as the default payment method. You can always override a default payment method by selecting a different one for a group in the **AP Payment Entry** or **Cash Receipts Entry** app.

In this article, we will cover:

- [Creating a payment method](#)
- [Reviewing electronic interface properties](#)
- [Entering additional AP or AR details](#)

Creating a Payment Method

- 1. Open the **Payment Method** app.

The Landing page displays. The page lists all the existing 'Payment Method' records.

- 2. To select an existing record, click on the payment method link inside the grid.

Payment Method Maintenance

Payment Method

All

Payment Method

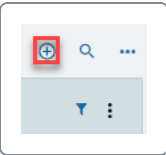
Payment Method	PMSourceModule	TypeDescription
AP Check Payment	AP	Check Printing
AP Electronic Payment	AP	Electronic Interface
AP Physical Check	AP	Manual
Check	AR	Manual
Company Paid Travel	AP	Manual
Credit Card	AR	Manual
Employee	AP	Manual
Future PI	AP	Future Payment Instrument Printing
Payment Instrument Payable	AP	Manual Payment Instrument
Payment Instrument Received	AR	Received Payment Instrument
Promissory Note	AR	Generated Payment Instrument



You can also use the 'Payment Method' field to search for and select an existing record.

- 3. To create a new Payment Method, select **New**.

The Details card displays.



- 4. Enter the method's name.

Payment

Payment Method

Scope

AP

Pay Method Type

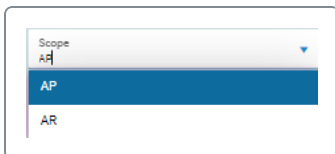
Manual

Electronic Interface

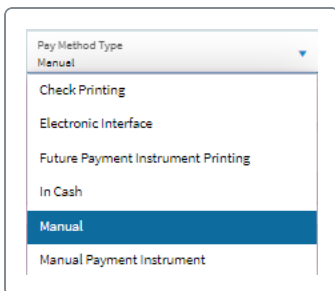
0

Output File Name

5. Select the scope of the payment method.



6. Define how the current method processes the payments.



Some of the available options are:

- **Check Printing** - Use for system generated checks.
- **Electronic Interface** - Use for electronic interface transfer (EFT) payments.
- **Future Payment Instrument Printing** - Use for system generated checks for payment instruments.
- **In Cash** - Use when planning to pay an invoice in cash (for example using Petty Cash). Not typically used as a form of bank transfer.
- **Manual** - Use when no specific payment method is defined in advance. You can use any method when you paid the invoice.
- **Manual Payment Instrument** - Use when no specific payment method is defined in advance for a payment instrument.
- **On-site** - Use for an AP payment on-site.
- **MICR Check Printing** - Use when printing checks with the magnetic ink printer. MICR stands for Magnetic Ink Character Recognition. It is a character recognition technology the banking industry uses to facilitate the processing and clearance of checks. The MICR encoding, called the MICR line, includes the check number, American Bankers Association (ABA) routing and transit number, and the bank account number at the bottom of the check.

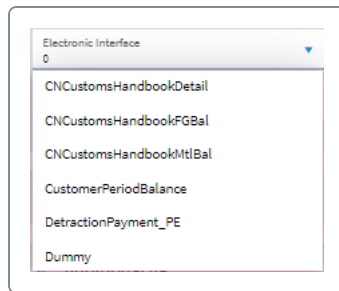


This pay method is AP only.

If you select the **Electronic Interface** pay method type, you also need to:

1. From the Electronic Interface drop-down, select a required electronic interface you want to use with the current payment method.

Only the electronic interfaces appropriate to the scope of this payment method are available in the drop-down.

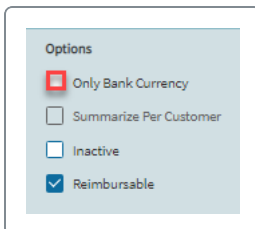


2. Enter or select **Output File Name**. You can either enter it manually or select the button and browse to the path and name of the output file folder you will create through the electronic bank interface.

You need to locate the output file on the server under a directory you define in the **System Agent > Server** file directory. You can create sub-folders for each payment method/company in this directory and grant users access rights by individual folder.

When you select an electronic interface for the payment method, the electronic interface properties display on the **Property** card. These values update each time you use the electronic interface.

7. If you want this payment method to use only the currency you selected for the bank that processes the transaction, select the **Only Bank Currency** check box.

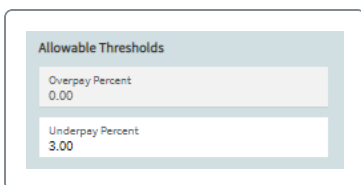


8. For AR payment methods, if you want to summarize invoices by customer and send them to the bank as a sum without specifying the individual invoices, select the **Summarize Per Customer** check box.

Kinetic will create a single bank transaction for the payment.

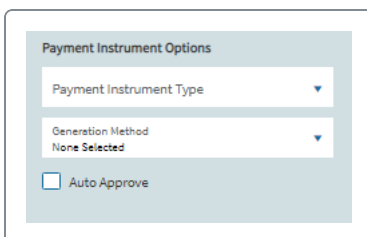
9. Select the **Reimbursable** check box to make the invoices you create with this payment method reimbursable.

10. If necessary, specify the allowable threshold for this payment method. Enter the required amounts in the **Overpay Percent** and **Underpay Percent** fields.



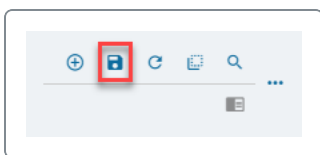
The screenshot shows a section titled "Allowable Thresholds" with two input fields. The first field, "Overpay Percent", contains the value "0.00". The second field, "Underpay Percent", contains the value "3.00".

- **Overpay Percent** - For an AR payment method, it specifies the overpayment percent the system applies automatically to an AR payment that is within the threshold of an open AR invoice amount. The overpayment is regarded as on account, or the un-applied cash receipt amount.
 - **Underpay Percent** - For an AR payment method, it specifies the underpayment percentage the system applies automatically to an AR payment that is within the threshold of an open AR invoice amount. The underpayment is regarded as an AR cash receipt discount.
11. If necessary, specify **Payment Instrument Options**. The fields in this section become active only when you select **Generated Promissory Note** (for AR) or **Future Payment Instrument Printing** (for AP) from the **Pay Method Type** drop-down.



The screenshot shows a section titled "Payment Instrument Options". It contains three elements: a "Payment Instrument Type" dropdown menu, a "Generation Method" dropdown menu with "None Selected" as the current value, and an "Auto Approve" checkbox which is currently unchecked.

- **Payment Instrument Type** - Specifies a payment instrument type for the current method.
 - **Generation Method** - Specifies the payment instrument generation method (**With Invoice**, **Batch**, or **Manual**).
 - **Auto Approve** - Indicates if you want to approve payment methods automatically.
12. Select **Save**.



The screenshot shows a horizontal toolbar with several icons. The "Save" icon, which is a red square with a white letter 'S', is highlighted with a red rectangular box.

Reviewing Electronic Interface Properties

If you select **Electronic Interface** for **Pay Method Type** of a payment method, you can review its properties on the **Property** card. You can't edit the values here. If you need to edit them, use the

Electronic Interface Maintenance app.

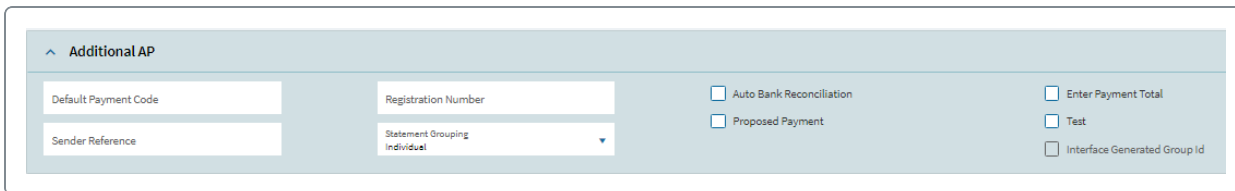
- **Name** - Name of the property. This value is also the name of the field that appears on the plug-in form created for the electronic bank interface.
- **String** - Indicates if this property requires a text string value for its information.
- **List** - Indicates if this property required a series of list values. If it is on, users must choose a list option to define this property on the electronic interface plug-in form. You create options for the list properties in **Electronic File Maintenance**.
- **Logical** - Indicates if this property requires a **Yes/No** selection on the electronic bank interface. This property displays as a check box on the electronic interface plug-in form.
- **Decimal** - Indicates if this property requires a decimal value for its information.
- **Date** - Date on which the property was last updated with payment information.

Setting Up Additional AP or AR Options

If you select **Electronic Interface** for **Pay Method Type** of a payment method, you need to set up its additional AP/AR options on the **Additional AP** or **Additional AR** card. The name and contents of the card depend on the scope you select for this payment method.

For the AP scope:

1. Expand the **Additional AP** card.



The screenshot shows the 'Additional AP' card expanded. It contains the following fields and checkboxes:

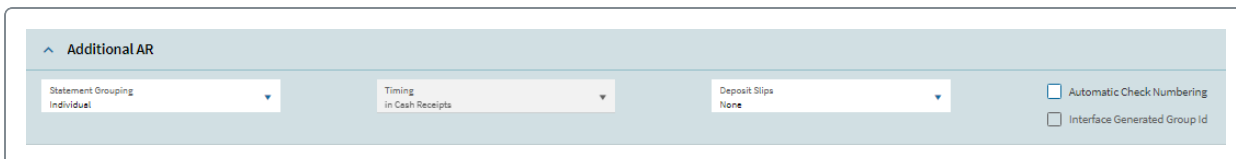
- Default Payment Code** (text input)
- Sender Reference** (text input)
- Registration Number** (text input)
- Statement Grouping** (dropdown menu, currently set to 'Individual')
- ☐ **Auto Bank Reconciliation**
- ☐ **Proposed Payment**
- ☐ **Enter Payment Total**
- ☐ **Test**
- ☐ **Interface Generated Group Id**

2. Enter the default payment code.
3. If you want Kinetic to create a bank reconciliation entry every time you create an electronic output file, select the **Auto Bank Reconciliation** check box.
4. Optionally, enter the registration number and the sender reference information.
5. If this is a proposed and not an actual payment, select the **Proposed Payment** check box. You can then match invoices to these bank payments in the 'AP Bank File Import Workbench' app.
6. If you want to be able to enter payment totals, select the **Enter Payment Total** check box.
7. To perform test transmission when electronic output files are created, select the **Test** check box.

8. Select how you want the bank to process the payments - individually or in a batch - in the **Statement Grouping** drop-down.
9. Select the **Interface Generated Group Id** check box if you want the application to use identifiers generated via an EI program during processing payments as batch Ids.
10. Select **Save**. 

For the AR scope:

1. Expand the **Additional AR** card.



2. If you want Kinetic to generate check numbers for newly created AR checks, select the **Automatic Check Numbering** check box.

For each check, Kinetic assigns a check number prefaced by the current system date and a unique number sequence for that payment method.

3. Select how you want the bank to process the payments - individually or in a batch - in the **Statement Grouping** drop-down.
4. Select the **Interface Generated Group Id** check box if you want the application to use identifiers generated via an EI program during processing payments as batch Ids.
5. In the **Timing** field, specify at what moment the application groups AR receipts in batches - when you enter a cash receipt or print a deposit slip.
6. From the **Deposit Slips** drop-down, specify whether and how the application displays cash receipts in the **Deposit Slips Report**.
7. Select **Save**. 

Setting Up Lockbox Layout

Configure Lockbox settings and define the file layouts required for Lockbox banking service in **Lockbox Layout Entry**.



Lockbox Layout Entry is only available with the AR Lockbox license.

Lockbox banking service simplifies collection and processing of account receivables. The bank processes cash receipts and transmits this information to your company as a specific file in an agreed format. In **Lockbox Layout Entry** you can customize the file layout you will use to load the bank file, parse it, and post validated cash receipts in [Lockbox Processing](#).

Use the landing page of the application to view existing lockbox layouts or to enter a new one.

In this article, we will cover:

- [Entering the Common Information in the Layout](#)
- [Entering the Record Type Information in the Layout](#)

[Entering the Common Details in the Layout](#)

On the **Common** card, determine how Lockbox operates before using it in the Kinetic environment.

1. From the main menu, go to **Financial Management > Cash Management > Setup > Lockbox Layout**.
2. Select **New**  to add a new lockbox layout.
3. Enter a unique identifier for the layout in the **Layout ID** field.
4. Enter the additional information in the **Description** field.
5. Enter the number of decimal points you want the system to take into consideration when mapping the currency fields in the **Number of decimals in amount fields** field. If you enter **2**, for example, the application considers the last two digits on the mapped layout decimal digits.
6. Specify the date format to apply to the layout in the **Date Fields Format** field.

^ Common

Layout

Layout ID *
1

☐ Ready to Use

Description

Number of decimals in amount fields
2

Date Fields Format *
YYMMDD

Customize the format considering the following:

- **DD** - Day of the month as digits with leading zeros for single-digit days.
- **MM** - Month as digits with leading zeros for single-digit months.
- **YY** or **YYYY** - either a two-digit year or a four-digit year.

You can change the order of elements in the string and delimiters if you need.

7. Select the necessary lockbox processing options check boxes.

Processing Options

- ☐ Automatic Posting
- ☒ Validate Totals/Counts
- ☒ On Batch Totals/Counts Error Discard and Continue
- ☐ Allow Customer On Account
- ☐ Company Allow Overpayment
- ☐ Allow Invoice Overpayment
- ☒ Allow Customer On Account on Overpayment

- **Automatic Posting** - Specifies if Lockbox automatically posts generated cash receipt groups in case matching requirements between the invoice due payment and the Lockbox invoice payment were met in full. The application generates one single group per Lockbox entry group for all invoices that are eligible for automatic posting.
- **Validate Totals/Counts** - Specifies the application behavior in case file total amount/record count and the batch total amount/check count failed. If the totals or counts calculation fails at a file level, the entire file is discarded. If you selected this check box, the application creates the file total and the batch total items on the Lockbox layout.
- **On Batch Totals/Counts Error Discard and Continue** - Specifies the application behavior in case batch total/count failed. If you selected this check box, the application continues validation and loads the next batch.
- **Allow Customer On Account** - Determines whether Lockbox will accept check payments without references to invoices that may have been settled. The application places the full amount of the check unallocated on the customer's account. If you don't select this check box, the application creates the cash receipt in the non-postable group, ready for the user to decide how to allocate the amount.
- **Allow Customer On Account on Overpayment** - Determines how to handle overpayments, and whether the extra amount overpaid toward an invoice will be marked as **On Account** for the customer. If selected, allows for the creation of cash receipts into a valid postable group and any overpayments are left unallocated on the customer's account. If not selected, cash receipts are created into the non-postable group with the overpayment left unallocated on the account. This allows you to manually make adjustments and determine the allocation.
- **Company Allow Overpayment** - Displays the value of the **Allow Invoices** to be overpaid setting in **Company Configuration**. This field is read-only.

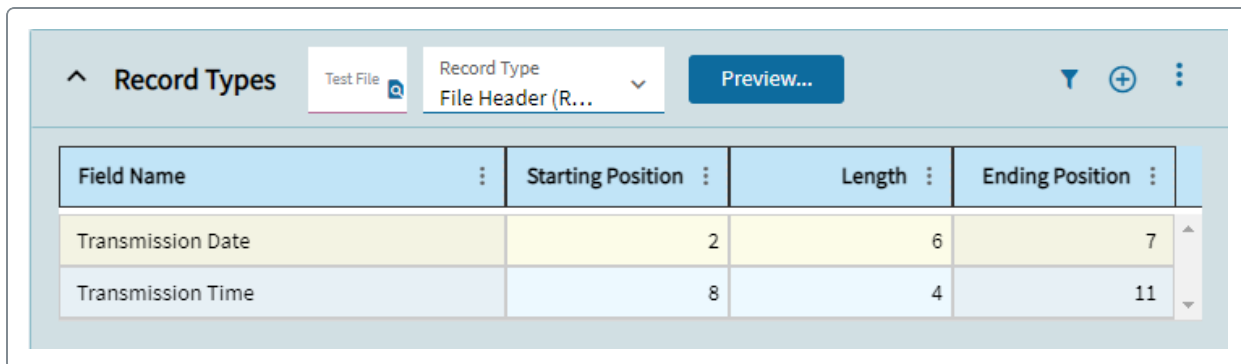
- **Allow Invoice Overpayment** - Indicates whether overpayments for invoices are allowed, based on a setting in **Company Configuration**. When selected, this check box permits the overallocation of cash receipt values to the referenced invoices, and the application creates the cash receipts in a valid postable group. If not selected, the **Allow Customer On Account Overpayment** parameter determines how to handle the transaction.

8. Select **Save** .

Entering the Record Type Information in the Layout

On the **Record Types** card, define and modify the Lockbox file layouts.

1. Expand the **Record Type** card.
2. Select **New**  to add a new record type.
3. Search for a test file you need in the **Test File** field.
4. Select the required type in the **Record Type** drop-down.
5. Use this grid to enter starting and ending positions and lengths for each field in this record type. Refer to the [Using Lockbox Layout Template](#) article for information required to create a layout for Kinetic.



Field Name	Starting Position	Length	Ending Position
Transmission Date	2	6	7
Transmission Time	8	4	11

6. Repeat these steps for all record types in this layout.
7. Select **Preview...** to verify how the system applied the changes for the test file you loaded in the **Common** card.
8. Modify the record types in the grid if you need.
9. Go back to the **Common** card and select **Ready to Use** to make the layout available for use in **Lockbox Processing**. If you want to validate all mandatory fields you configured and verify that none of them overlap, select the **Ready to Use** check box.
10. Select **Save** .

Using Lockbox Layout Templates

Use this template to create Lockbox layout files you want to import into [Lockbox Layout Entry](#).

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Transmission Date	2	6	6	YYMMDD
2	Transmission Date	58	4	4	HHMM

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Batch Number	2	3	4	
2	Item Number	5	3	7	
3	Invoice Amount	8	10	17	
4	Invoice Number	18	7	24	

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Processing Date	5	6	10	YYMMDD
2	Lockbox ID	11	6	16	
3	Batch Number	2	3	4	

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Check Amount	8	15	22	
2	Batch Number	2	3	4	
3	Customer ID	38	10	47	
4	Check Date	48	6	53	YYMMDD
5	Item Number	5	3	7	
6	Check Number	23	15	37	

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Batch Total Amt	11	12	22	
2	Batch Count	5	6	10	

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	File Count	4	2	5	
2	File Dollar Total	10	6	15	

Field	Field Name	Start Pos.	Length	End Pos.	Constant or Description
1	Number of Records	2	6	7	

Creating a Petty Cash Desk Record

Use the **Petty Cash Desk** app to maintain daily balances, provide cash day open and close procedures, and define cash limits. The petty cash desk is the main app to handle petty cash operations.



To use this app, you must install the Petty Cash license.

In this article, we will cover:

- [Create Petty Cash Desk](#)
- [Specify Authorized Users](#)
- [Specify Operations](#)
- [Specify GL Control](#)

[Create Petty Cash Desk](#)

To create a new petty cash desk record:

1. From the main menu, navigate to **Financial Management > Cash Management > Setup > Petty Cash Desk Entry**.
2. Select **New Cash Desk**. 

The **Detail** card displays.



To use an existing record, you can select the Cash Desk ID on the Landing Page.

3. In the **Cash Desk** field, enter a unique identifier for the cash desk.
4. Enter a name for the petty cash desk using the **Name** field.
5. Select the **Day Close Mode** drop-down list to select either the **Soft** or **Strict** option.
 - If you select the Soft option then more than one cash day can be active at one time.
 - If you select the Strict option then only one cash day can be active.
6. Enter a cashier name using the **Cashier** field.

7. If necessary, enter an **Entrusted Cashier** name.

This person is then responsible for handling cash desk entries.

8. When you enter an Entrusted Cashier, use the **Entrusted From** and **Entrusted To** date fields to select the time period during which this person is responsible for cash desk transactions.
9. The **Allow Negative Balance** check box is selected by default. This parameter only affects the petty cash entry routine.



You cannot close a petty cash day with a negative balance.

10. If you want to set a cash limit for the petty cash desk, enter an amount in the **Cash Limit Total** field.



If you enter zero, the cash limit for the petty cash desk is not checked.

11. The **Except Payroll** value defines an exception to the cash limit total, reserved for employee salaries and social payments. This is required in some countries.
12. If the cash desk has an initial balance, enter the total in the appropriate **Initial Balance** or **Initial Payroll Balance** field.



These balances apply from the **In Operation From** date.

Specify Authorized Users

You can add users to the list of people who can access the petty cash desk.



The user who creates a petty cash desk is automatically added to this list.

1. In the Nav Tree, select the **Authorized Users** node.

The **Authorized Users** card displays.

2. If you need to modify an existing user record, on the Authorized Users card, in the grid, select the user link located in the **User ID** column.

The **Detail** card displays.

3. If you need to enter a new user record, in the Nav Tree, select the **Authorized Users > Authorized User Detail** node.

The **Detail** card displays.

4. Select **New Authorized User**. 

5. In the **Authorized User** field, select the required user.



Only users created in User Account Security display in this field. For more information how to enter a new user record, refer to the Adding New Users in User Account Security Maintenance article.

6. Once you select a new user, define what the added user can or cannot do.

For example, if you want the user to close cash days, select the **Close Cash Days** check box.

7. Select **Save**. 

Specify Operations

Add the required operation type available for a specific petty cash desk.



To activate a petty cash desk, you must specify at least one operation.

You add operation types to further specify a standard operation such as a payment to a supplier or wages paid to an employee.

To add an operation type:

1. In the Nav Tree, select the **Available Operations > Operation Detail** node.

The **Detail** card displays.

2. Select **New Operation**. 

3. In the **Operation Type** field, select the required type.



This is the type you define in the **Petty Cash Operation Type** app. For more information on how to set these types up, refer to the [Setting Up Petty Cash Operation Types](#) article.

4. Because you added the operation type that was already defined, the rest of information on this card defaults.
5. Select **Save**. 

Specify GL Control

You must add a GL control that determines the accounts affected by the petty cash desk.

To add a GL control:

1. In the Nav Tree, select the **GL Control** node.

The **GL Control** card displays.

2. Select **New GL Control**. 
3. In the **GL Control Type** field, enter the type and press **Tab**.



You can also use **Search**. 

4. In the **GL Control Code** field, enter the code and press **Tab**.



You can also use **Search**. 

5. Select **Save**. 

Banks

Setting Up Bank Accounts

Set up bank accounts in the **Bank Account** app. Bank accounts record transactions such as writing checks and submitting electronic payments. Here you can specify the routing information of the bank, its payment methods, and posting accounts, set up the account currencies, the general ledger accounts transfers and adjustments affect, and the payment method the system uses to post

balances. You can associate an account with either a supplier or a customer, as well as with payments, checks, and invoices.

You must set up at least one bank account. If your company has more than one bank account, you can specify multiple account records to help in the bank reconciliation process.



To maintain bank accounts, your user account must have the Security Manager settings. Users that are not security managers cannot maintain these accounts and the system restricts them from accessing the setup option.

Use the landing page of the application to view existing bank accounts or to enter a new one.

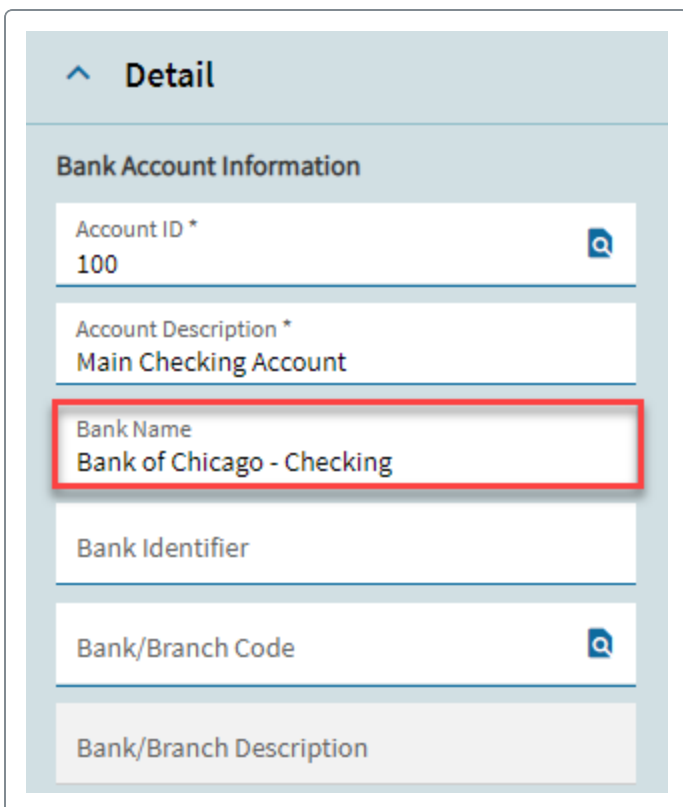
In this article, we will cover:

- [Creating a bank account](#)
- [Adding GL controls](#)
- [Defining payment methods](#)
- [Setting up bank reconciliation options](#)
- [Specifying additional bank account settings](#)

Creating a Bank Account

1. Open the **Bank Account** app.
2. Select **New**  to add a bank account.
3. Enter the bank account ID and its description. This description will help you select the correct account during transaction entry so you can include the bank account's name in the description.

- US Bank - Main Account
 - US Bank - Payroll
 - Fidelity Trust - Money Market
4. Enter the full name of the bank in the **Bank Name** field.



Detail

Bank Account Information

Account ID *
100

Account Description *
Main Checking Account

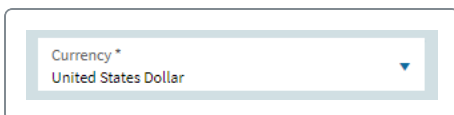
Bank Name
Bank of Chicago - Checking

Bank Identifier

Bank/Branch Code

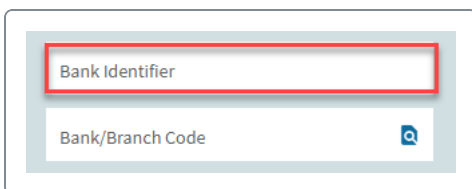
Bank/Branch Description

5. Select the required currency from the **Currency** drop-down.



Currency *
United States Dollar

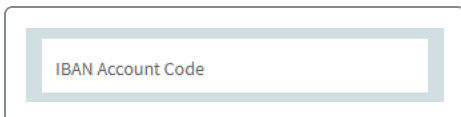
6. In the **Bank Identifier** field, enter the identifier provided to the bank by a regulatory body. This values help you select the account in application programs. For example, you can enter the identifier assigned to a US financial institution by the American Bankers Association (ABA).



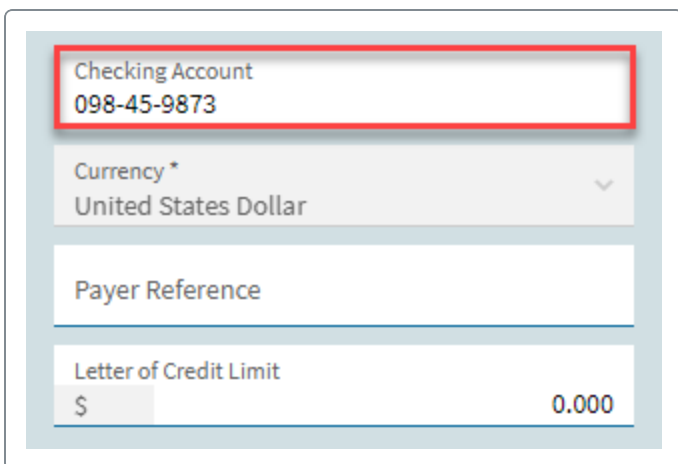
Bank Identifier

Bank/Branch Code

7. If necessary, select/enter the branch the account belongs to in the **Bank/Branch Code** field.
8. Optionally, enter the international identifier for the bank in the **IBAN Account Code** field. The IBAN standard helps facilitate payment routing within the European Union (EU) and among banks in other non-EU countries.


 A rectangular input field with a light blue border and a white background. Inside the field, the text "IBAN Account Code" is displayed in a small, grey font.

9. If you use this account for checking, enter its **Checking Account** number.


 A screenshot of a bank account detail form. The "Checking Account" field is highlighted with a red border and contains the number "098-45-9873". Below it, the "Currency *" dropdown menu is set to "United States Dollar". The "Payer Reference" field is empty. At the bottom, the "Letter of Credit Limit" is set to "\$ 0.000".

10. Select the check boxes on the right side of the **Detail** card as necessary to:

- **Closed** - Close this bank account so you can no longer use it. After you close a bank account, you can't select it when you make payments.
- **Debit Notes Only** - Limit the account to deposits that result from debit notes. You use debit notes to recoup undercharges, additional service charges, and other deductions applied to a customer's payment or invoice. You can only select a cash receipts journal on these special bank accounts. Likewise, any group that you assign in **Cash Receipts Entry** to this special account will only be able to process debit notes. Use this feature to more efficiently enter your debit notes.
- **Use Bank Average for Payment** - Use the bank average value as the rate for payments from this account. The application excludes such bank accounts from revaluation selection when you run the Currency Revaluation Process by default. However, you can override the default and include bank accounts that use this option by selecting the **Including Banks with Average Rate** check box in the **Currency Revaluation Process** application.
- **Revalue Reconciled Balances** -Base currency gain/loss calculation in the revaluation process/report on reconciled balances. If this check box is clear (default), the application bases the calculation on ongoing balances.

11. Select **Save**. 

Adding GL Controls

Scroll down and expand **GL Control** card. Select controls that define the GL accounts the bank account's activities affect.

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

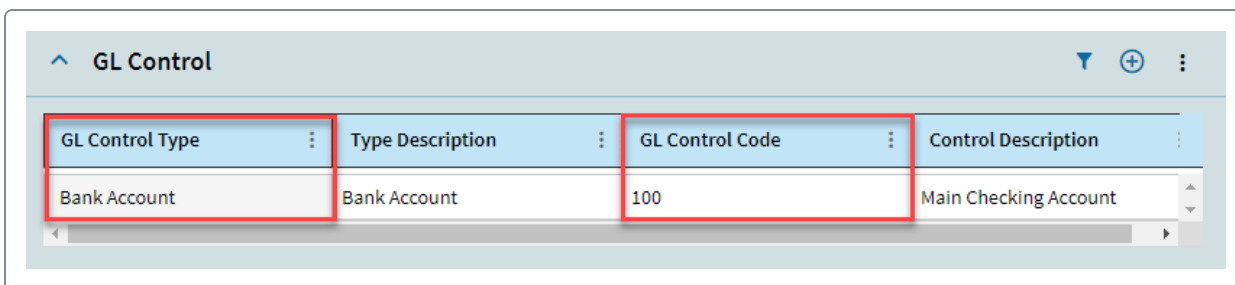
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add a GL control:

1. On the **GL Control** card, select **New**. 
2. Select the **GL Control Type** that contains the account contexts you need.
3. Next use the **GL Control Code** field to enter a GL control contained by the selected GL control type.



GL Control Type	Type Description	GL Control Code	Control Description
Bank Account	Bank Account	100	Main Checking Account

4. Continue to add the GL control types you need for the current company. When you finish, select **Save**. 

Defining Payment Methods

Expand the **Payment Methods** card and associate payment methods you will use for the bank account deposits and withdrawals. You can set up both AR and AP payment methods for the account. To review or set up which methods can apply when you select an account in AP and AR entry applications, refer to the [Creating Payment Methods](#) article.

If you want, you can define multiple AR and AP payment methods, including an electronic interface payment method for Electronic Funds Transfer (EFT) processing. When you specify multiple methods, users can select the method they use when they enter transactions.

To associate a payment method with the account:

- 1. Expand the **Payment Methods** card and select **New**  to add a payment method.

Payment Methods

All

Source	Payment Method	Default	Type	Summarize Per Customer
AR	Check	☒	0	☐
AP	AP Check Payment	☐	2	☐
AP	AP Physical Check	☐	0	☐
AR	Credit Card	☐	0	☒
AP	AP Electronic Payment	☐	1	☐

Full Screen

- 2. Select the source from the drop-down: **AP** or **AR**.
- 3. Select the corresponding payment method to associate with from the **Payment Method** drop-down.
- 4. If you want this payment method to be the default one for the current bank account, select the **Default** check box. Only one payment method can default. If you select the check box, the system displays this payment method at the top of the **Payment Method** drop-down list for the bank account.
- 5. If you want to summarize invoices for the customer and send them as a sum to the bank without specifying the individual invoices, select the **Summarize Per Customer** check box.
- 6. Select **Save**. 

The **Pay Method Type** field fills in automatically.

If you added a MICR Printing payment method, you can also configure its printing options using the **MICR Printer** card.

On the **MICR Printer** card, configure options for the MICR check printing pay method you use on a bank account. You can specify the type, font, text, and select images for the logo and signature in MICR checks. If you don't set up these options on the bank account level, the application uses settings from MICR Printer Maintenance.



The fields on this card are only available with the **AP MICR Checks** license.

Fill in the fields as required. For more details on the fields on the **MICR Printer** card, use the field help available in the **Help and Support** panel  of the application.

Setting Up Bank Reconciliation Options

On the **Bank Reconciliation** card, define bank reconciliation settings for AR, AP, and other transactions. You can also enable automatic reconciliation via automated recognition and matching of transactions.

Bank Reconciliation

Modules

- ☐ Reconciled AR Balance
- ☐ Reconciled AP Balance
- ☐ Reconciled Other Balances

Automated Recognition AR

- ☐ Reference Number
- ☐ Customer
- ☐ Transaction Date

Automated Recognition AP

- ☐ Reference Number
- ☐ Supplier
- ☐ Transaction Date

Tolerance %
0.00

Bank Exchange Rate When Clearing
Use original payment/receipt exch...

Automatic Reconciliation

Electronic Interface
None Selected

Parsing Parameters

Transaction Codes

- ☐ Retrieve unmatched transactions automatically
- Number of periods to Retrieve before ...
000
- ☐ Filter unmatched transactions by statement line type
- ☐ Auto-match Statement Details
- ☐ Recognize unknown transactions
- ☐ Auto create Invoice Cash Receipts
- ☐ Auto create Cash Receipts based on Customer Balance
- ☐ Apply All
- ☐ Auto create On Account Cash Receipts
- ☐ Auto create Bank Transfers - same currency
- ☐ Auto create Bank Transfers - cross currency
- ☐ Auto create Bank Adjustments
- ☐ Auto reverse
- ☐ Payroll Checking Account

Refer to the **Specifying Bank Reconciliation Settings for a Bank Account** article for the details.

Specifying Additional Bank Account Settings

Expand the sections below to learn how to define additional bank account settings. For more details on the fields on the cards, use the field help available in the Help and Support panel  of the application.

Setting Up the Routing Information

To set up the bank code the application uses to process direct deposits and other automated transfers:

1. On the **Detail** card, in the **Routing Information** section, enter the Federal Reserve Routing Symbol in the in the **Routing** field.

The federal reserve routing symbol is a part of the routing number for the checks for this bank account number. You can usually find this routing number at the bottom of the check. It consists of the ABA Institution Identifier, the Federal Reserve Routing Symbol, and the check digit.

For example, **1222 2607 6**. Each fraction of this number breaks up into these parts:

- **1222** - ABA Institution Identifier
- **2607** - Federal Reserve Routing Symbol
- **6** - Check Digit

This field is mandatory for the banks that take part in ACH payment processing. It must contain the bank's nine-digit transit routing number.

Routing Information	
Routing 1222	Entry Class Code CCD
ID 2607	Service Class Code 200
Check Digit 6	

2. Enter the ABA Institution Identifier in the **ID** field. The bank uses this ID to define your company account records.

This field is mandatory for the banks that take part in ACH payment processing. It must contain an eight-digit routing/transit number (RTN) for international transactions.

3. Enter a check digit in the **Check Digit** field. Usually this is the final digit of a routing number. A bank uses this number to test the validity of the routing number.
4. Specify the **Entry Class Code** that defines the nature of entries connected with the account. The options include:

- **WEB** - Web Initiated-Entry, you can enter it for an account you use for transactions from a credit card authorization service
- **PPD** - Prearranged Payments and Deposits for consumer items.
- **CCD** - Cash concentration and disbursements for non-consumer items.
- **REV** - Reversal items.

5. In the **Service Class Code** field, enter the Automated Clearing House (ACH) number that defines the type of entries processed through the account. The system currently supports only the **200** code which means that the account is used for both debit and credit.

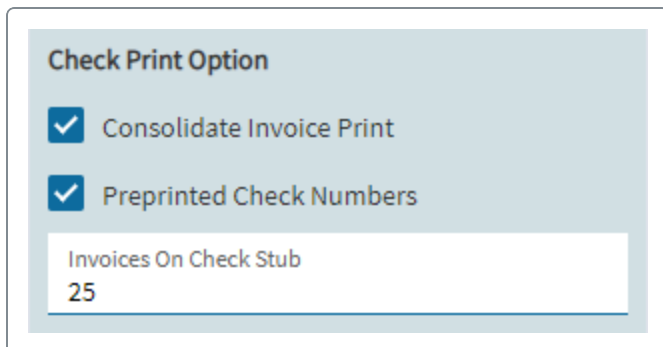
6. Select **Save**. 

Setting Up Check Print Options

On the **Detail** card, in the **Check Print Option** section, select the **Consolidate Invoice Print** check box to indicate that multiple invoices can be applied against the same check remittance when using the specified bank account.

When you select this check box, the **Preprinted Check Numbers** check box and **Invoices on Check Stub** field are enabled.

Select the **Preprinted Check Numbers** check box to print the number of invoices indicated in the **Invoices On Check Stub** field on each check stub, and to generate a new check number for each check stub printed.



Check Print Option

☒ Consolidate Invoice Print

☒ Preprinted Check Numbers

Invoices On Check Stub
25



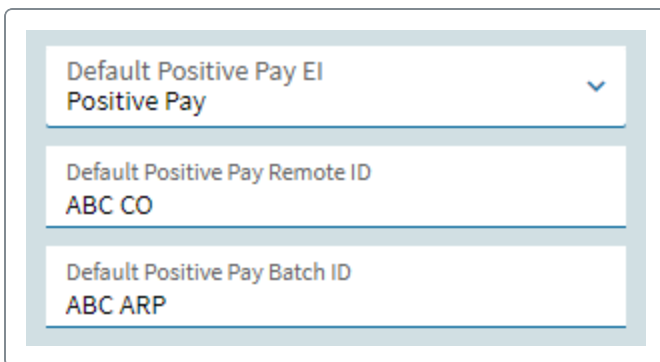
If the Consolidate Invoice Print check box is clear, you can apply a maximum of 36 invoices against each check remittance.

Select **Save**. 

Specifying the AP Positive Pay Settings

If you have the **AP Positive Pay** license, you can also:

1. Select the default electronic interface which generates Positive Pay export files from the **Default Positive Pay EI** drop-down. The electronic interface you select will default in the **Electronic Interface** field in the **Positive Pay** application.



Default Positive Pay EI
Positive Pay

Default Positive Pay Remote ID
ABC CO

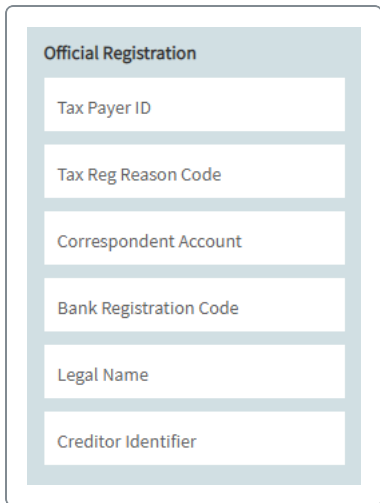
Default Positive Pay Batch ID
ABC ARP

2. Enter the default Remote ID for Positive Pay export files in the **Default Positive Pay Remote ID**.
3. Enter a default batch ID for Positive Pay export files in the **Default Positive Pay Batch ID** field.

4. You use the batch ID for Positive Pay export files if your bank requires you to specify this value. You can provide this information either in this field (then it'll be the default when you process positive pay) or directly in the **Positive Pay** application.
 - If you enter the default Positive Pay batch ID, it will display in the **Batch ID** field in the **Positive Pay** application by default for the selected bank account and you will be able to adjust it manually, if necessary.
 - If you leave this field blank, no default value will display in the Batch ID field in the **Positive Pay** application for this bank account.
5. Select **Save**. 

Defining the Official Registration Details

If necessary, you can also specify the bank account's official registration details on the **Details** card.



The screenshot shows a card titled "Official Registration" with the following input fields:

- Tax Payer ID
- Tax Reg Reason Code
- Correspondent Account
- Bank Registration Code
- Legal Name
- Creditor Identifier

Fill in the following fields:

- **Tax Payer ID** - Tax payer unique identifier.
- **Tax Reg Reason Code** - Tax payer registration reason code.
- **Correspondent Account** - Correspondent bank account.
- **Bank Registration Code** - Local bank identification code.
- **Legal Name** - Legal name of the bank which is consistent with the **Legal Names** field for trading partners.
- **Creditor Identifier** - SEPA Creditor Identifier associated with the bank account.

Setting Up the Bank's Address

On the **Address** card, specify the bank's address.

Setting Up the Payment Counter

On the **Payment Counter** card, link a SEPA message ID counter to a bank account.

1. Expand the **Payment Counter** card.

2. Search  for the payment counter you need in the **Message ID Counter** field. You set them up in Payment Message ID Counter Maintenance.
3. If necessary, review its description and counting sequence.
4. Select **Save**. 

Setting Up the Payroll Options

On the **Payroll** card, specify parameters for where data prints on payroll checks if you use pre-printed check numbers. If you do, the setup on this card must match the physical check stub page size, margins, and report layout.

When printing a payroll check with activated pre-printed check numbers, the system calculates the number of lines and forces the printing to switch to the next page when the number of payroll data lines per stub exceeds the specified number. When the number of printed lines reaches the number of payroll data lines per check stub, the system switches to the next page and utilizes the next check number (as voided). It stores the number of additional (voided) checks and reflects it in the **Payroll Check Register** report.

- 1. Expand the **Payroll** card.
- 2. If you want the bank account to uses pre-printed check numbers for payroll checks, select the **Preprinted Check Numbers**. Other fields on the **Payroll** card enable only when you select this check box.

Payroll

Payroll Check Print Option

☒ Preprinted Check Numbers

Number of data lines per Payroll Check ...
0

☒ Align Tax lines with Pay lines

Electronic Deposits Option

Electronic Interface
None Selected

Payroll Entry Class Code

- 3. Select the **Align Tax Lines with Pay Lines** check box if pay lines and tax lines in your report layout are designed to print side by side sharing common vertical space, like on the template below:

Pay Type	Hours	Pay Amt	Pay YTD	Tax Type	Tax Amt	Tax YTD
Totals						

Clear the **Align Tax Lines with Pay Lines** check box if pay lines and tax lines in your report layout are designed to print in separate sections, one after the other, like on below template:

Pay Type	Hours	Pay Amt	Pay YTD
Totals			
Tax Type	Tax Amt	Tax YTD	
Totals			

4. If necessary, select from the **Electronic Interface** dropdown which interface to use when processing a payroll group.
5. In the **Number of data lines per Payroll Check** field, specify the number of lines that the system can actually print per check stub, depending on report layout definition, paper format and print margins. If possible, apply recommended values for a standard form.
6. Enter the **Payroll Entry Class Code** to use when processing the electronic interface for direct deposit check deductions. If this field is empty, it defaults from the bank account's **Entry Class Code**.



If you use a NACHA export file, enter **PPD** (Prearranged Payments and Deposits).

7. Select **Save**. 

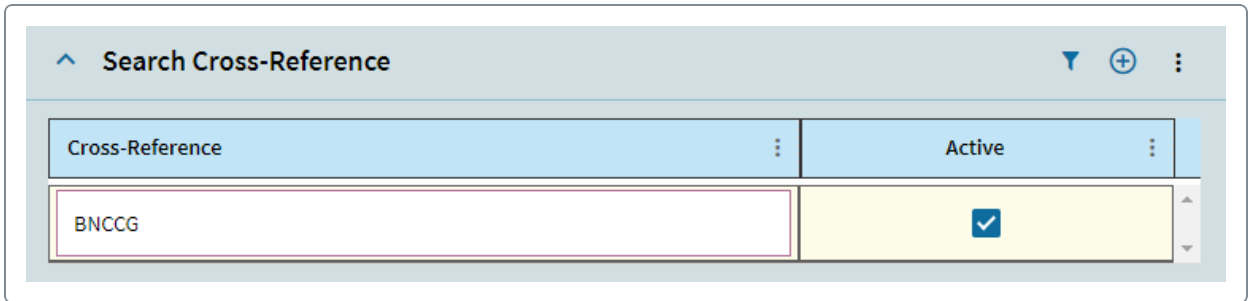
Setting Up Cross-References

On the **Search Cross-References** card, add and specify any bank account cross-references you want to use. As you can use bank statements to report bank transfers, you can store the description of the bank as it is given on a statement in the cross-reference. It helps you to easily identify the bank from that description. Cross-reference in **Bank Account** is a pair of a bank ID and any other bank identifier you can use to identify this bank in statements.

You can review existing cross-references for the bank and specify which cross-references will be active on the **Search Cross-References** card. The application uses active cross-references during bank reconciliation.

For more details, refer to the respective articles in the **Bank Statement Processing** section of the online help.

1. Expand the **Search Cross-References** card and select **New**  to add a cross-reference.
2. Enter the cross-reference. Leave the **Active** check box on.



Cross-Reference	Active
BNCCG	☒

3. Select **Save**. 

Adjusting Bank Account Amounts

Bank Adjustment Entry lets you update bank account amounts and enter bank fees. You can use Print Group Edit List on the Overflow menu to review entries before posting.

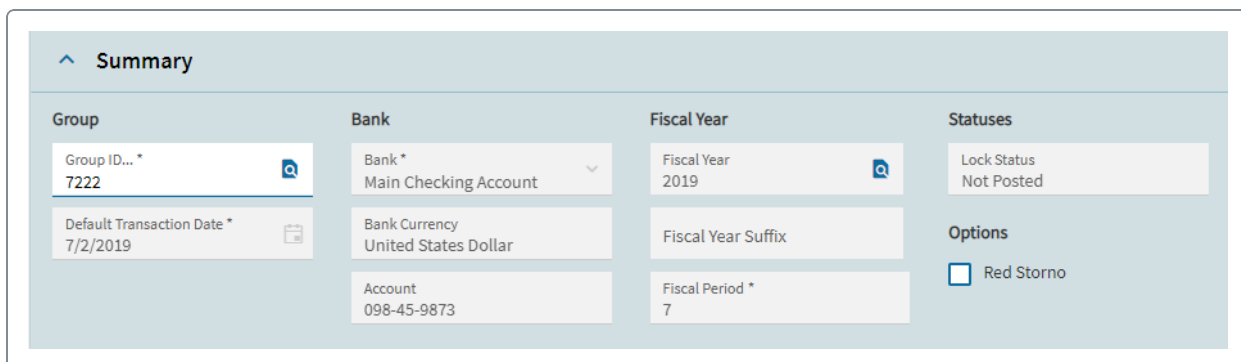
In this article, we will cover:

- [Creating adjustment groups](#)
- [Entering adjustment amounts](#)

[Creating Adjustment Groups](#)

Open the **Bank Adjustment Entry** app.

On the **Summary** card, select **New**  to add a new adjustment group. Type in the identifier for the entry group. Entry group names can use a combination of letters or numbers. You can also search for existing entry groups.



Group	Bank	Fiscal Year	Statuses
Group ID... * 7222	Bank * Main Checking Account	Fiscal Year 2019	Lock Status Not Posted
Default Transaction Date * 7/2/2019	Bank Currency United States Dollar	Fiscal Year Suffix	Options ☐ Red Storno
	Account 098-45-9873	Fiscal Period * 7	

Select the default transaction date for adjustments in the group. The Transaction Apply Date entry and the company’s default fiscal calendar determine the entries displayed in the Fiscal Year and Fiscal Period fields.

You then select the bank where the account is located. The card displays the bank currency and the account number.

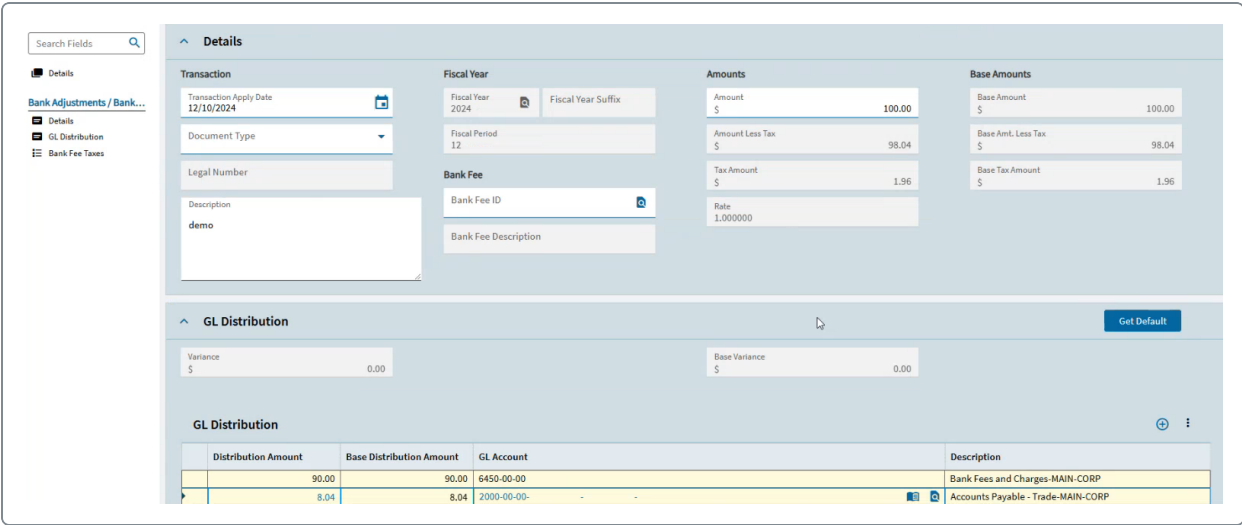


Red Storno transactions are only used in certain countries. For information on how to enable or disable red storno, refer to the Company Configuration article.

When finished , select **Save**. 

Entering Adjustment Amounts

Use the **Bank Adjustments / Bank Adjustment** page in the Nav Tree to either create entries for an adjustment group or enter lines on a bank reconciliation statement.



The screenshot displays the 'Bank Adjustments / Bank Adjustment' page. It features several sections for data entry:

- Transaction:** Includes fields for Transaction Apply Date (12/10/2024), Document Type, Legal Number, and Description (demo).
- Fiscal Year:** Includes Fiscal Year (2024), Fiscal Year Suffix, and Fiscal Period (12).
- Bank Fee:** Includes Bank Fee ID and Bank Fee Description.
- Amounts:** Includes Amount (\$ 100.00), Amount Less Tax (\$ 98.04), Tax Amount (\$ 1.96), and Rate (1.000000).
- Base Amounts:** Includes Base Amount (\$ 100.00), Base Amt, Less Tax (\$ 98.04), and Base Tax Amount (\$ 1.96).
- GL Distribution:** Includes a table with columns for Distribution Amount, Base Distribution Amount, GL Account, and Description. The table shows two rows: one for 'Bank Fees and Charges-MAIN-CORP' with a distribution amount of 90.00 and a base distribution amount of 90.00, and another for 'Accounts Payable - Trade-MAIN-CORP' with a distribution amount of 8.04 and a base distribution amount of 8.04.

1. If you need, change the default in the **Transaction Apply Date** field. The period to which an adjustment applies is determined by this date and the book selected on the Adjustment sheet.
2. For reference, you can enter additional information about this adjustment.
3. In the **Amount** field, enter the adjustment amount. A positive amount represents a deposit and a bank balance increase. A negative amount represents a cash withdrawal and a bank balance decrease.
4. If required, select the bank fee that applies to the adjustment.
5. **Save**.  the adjustment.

The **GL Distribution** card populates with a line including the default GL Account and distribution amount.

To change the GL account, use the GL Account field to select the book and the account to which the adjustment posts, then save the changes. The fiscal calendar for the selected book determines the apply date for the transaction and the COA for the book determines the available accounts.

If you have changed the GL account, you can select the **Get Default** button to revert to the default account.

You can distribute an adjustment to multiple GL Accounts using the GL Distribution grid:

- 1. Select **New** on the GL Distribution grid and enter a **Distribution Amount** and your chosen **GL Account** in the line.
- 2. If the distribution amounts in the grid do not equal the **Amount** entered on the adjustment's Details card, the **Variance** field displays the difference.
- 3. Edit the **Distribution Amount** values of the lines in the GL Distribution grid. The Distribution Amounts of all lines in the grid need to add up to the value in the **Amount** field on the Details card.
- 4. Select **Save**. 

The **Bank Adjustment - Edit List** displays all distribution amounts and GL accounts to which you post the adjustment.

Group ID: Demo

Book: MAIN - Main Book

Currency: USD - United States Dollar

Epicor Education

Page: 1

Date: 12/11/2024

Time: 11:41:48 am

User: MANAGER

BANK ADJUSTMENT EDIT LIST

Date	Description	Legal Number	Curr.	Exch. Rate	Trans. Amount
12/10/2024	demo		USD		100.00
Account	Description		Curr.		Amount
1000-00-00	Cash- Regular Checking Account-MAIN-CORP		USD		100.00
2000-00-00	Accounts Payable - Trade-MAIN-CORP		USD		8.04
2400-00-00	Accrued Other Taxes-MAIN-CORP		USD		1.96
6450-00-00	Bank Fees and Charges-MAIN-CORP		USD		90.00

Book Totals:

Number of Adjustments: 1

Total Amount: 100.00

GL Account Recap

Account	Debit	Credit	Description
1000-00-00	100.00	0.00	Cash- Regular Checking Account-MAIN-CORP
2000-00-00	0.00	8.04	Accounts Payable - Trade-MAIN-CORP
2400-00-00	0.00	1.96	Accrued Other Taxes-MAIN-CORP
6450-00-00	0.00	90.00	Bank Fees and Charges-MAIN-CORP
	100.00	100.00	

You can distribute adjustments to multiple GL accounts also in the **Bank Statement Processing** app.

- To adjust tax amounts, select the **Manual** check box on the **Bank Fees Taxes** grid and use the **Percent**, **Fixed Tax**, **Taxable Amt**, and **Tax Amt** fields to adjust the calculated amounts. After you save your changes, the amount fields update to reflect the tax impact. You can now post the adjustment.

Tax ID	Rate Code	Collection Type	Manual	Percent	Fixed Tax	Taxable Amt
5% Invoicing	5%	Invoicing	☒	5.00000	0.00	0.00

- In the top right corner, select **Post**  and submit the adjustments using the **Bank Adjustment Post Process** panel.

Specifying Bank Reconciliation Settings for a Bank Account

On the **Bank Reconciliation** card in [Bank Account Maintenance](#), specify bank reconciliation settings for AR, AP, and other transactions. You can also enable automatic reconciliation via automated recognition and matching of transactions. You need these settings for the bank reconciliation routine you can run using [Bank Statement Processing](#).

In this article, we will cover:

- [Using pending accounts in different modules](#)
- [Setting up automatic reconciliation](#)
- [Setting up automated recognition for AR and AP](#)

[Using Pending Accounts in Different Modules](#)

In the **Modules** section, enable use of pending accounts for AR, AP, or other transactions until the bank statement is reconciled.

- In **Bank Account Maintenance**, select a bank account you want to set up the reconciliation options for and expand the **Bank Reconciliation** card.
- Select the check boxes as you need to:
 - Reconciled AR Balance** - Delay the posting of deposits and receipts to the cash account, using a pending account, until the bank statement is reconciled in **Bank Statement Processing**.

- **Reconciled AP Balance** - delay the posting of withdrawals on the cash account, using a pending account, until the bank statement is reconciled in **Bank Statement Processing**.
- **Reconciled Other Balances** - delay the posting of other transactions (such as fees, adjustments, and transfers), by using pending accounts until the bank statement is reconciled in **Bank Statement Processing**. You must use the Transfers Pending and Other Pending Cash account contexts to store these pending accounts.

3. Select **Save** . 

Setting Up Automatic Reconciliation

In the **Automatic Reconciliation** sections, set up automatic matching and reconciliation.

1. In the **Electronic Interface** field, select a default electronic interface for importing bank statements for this bank account.
2. Select the parsing parameter ID and transaction codes to use in automatic bank reconciliation.
3. If after importing a bank statement you want the application to automatically display all transactions that it can potentially match to a statement line you select, select the **Retrieve unmatched transactions automatically** check box. You can then view these transactions on the **Unmatched Transactions** card on the [Statement Workbench](#) page in **Bank Statement Processing**. If this check box is clear, you can retrieve the unmatched transactions only manually.
4. Enter the number of periods before the opening date which the system will retrieve during bank reconciliation. The default value is **000** which means the number of periods is unlimited.

Automatic Reconciliation

Electronic Interface
MT940

Parsing Parameters

Transaction Codes
MT940 transaction codes

☒ Retrieve unmatched transactions automatically

Number of periods to Retrieve before Openi...
000

☒ Filter unmatched transactions by statement line type

☐ Auto-match Statement Details

☒ Recognize unknown transactions

5. If you want the system to enable the filtering you specify using the [Set Transaction Type Filter](#) settings by default for the bank account, select the **Filter unmatched transactions by statement line type** check box. When you work with a statement, you can disable or enable the filtering settings in the **Retrieve Options** panel (available when you select the **Retrieve** button on the **Unmatched Transactions** card in **Bank Statement Processing**).
6. If you want to enable automatic matching statement lines to Kinetic transactions, select the **Auto-match Statement Details** check box.

Automatic matching allows you to apply unmatched transactions to the statement lines repeatedly during reconciliation. This may be useful, for example, after you have adjusted some data in the lines after the initial run.

7. Select the **Recognize Unknown Transactions** check box for when transactions do not contain information about reference number, partner name, or partner bank account. You can review the logic of this check box in the **Understanding the Logic of the Automatic Reconciliation Algorithm** section of the [Performing Automatic Matching of Statements](#) article.

If you select the check box, the application considers **BankAdj** (Bank Adjustment) as a default line type along with the line type you select, considering the amount sign in the statement line. This parameter is useful if the bank statement is imported in CSV format, which often does not include reference number and partner (but only transaction date and amount).

If the check box is clear, the application considers **BankAdj** only as a default line type and searches for transactions filtered by this default document type, transaction date, amount and currency.

8. Select the check boxes next to the types of the transactions you want the system to automatically create during the bank reconciliation process.

You can select the following check boxes:

- **Auto create Invoice Cash Receipts, Apply All**
- **Auto create Cash Receipts based on Customer Balance**
- **Auto create On Account Cash Receipts**
- **Auto create Bank Transfers - same currency**
- **Auto create Bank Transfers - cross currency**
- **Auto create Bank Adjustments**



These are suggested selections. Turn off various Auto Create Cash Receipts when a separation of duties is preferred.

To learn more on each of the check boxes and their logic, refer to the [Creating New Transactions](#) article in the **Bank Statement Processing** section.

9. Select the **Auto reverse** check box to enable the automatic creation of reverse cash receipts and voided AP payment transactions during automatic bank reconciliation. The application will search for documents with the following parameters:
 - Posted on the bank account where the statement was imported
 - Reconciled
 - Non-reversed
 - The same currency as on the statement line
10. Select the **Payroll Checking Account** check box if you want the application to set lines with negative amount to the **PRPay** type during statement import. You can use this option if most checks on the selected bank account are payroll checks.

The application behavior during auto-matching differs for **APPay** and **PRPay** line types:

- **APPay** - the application attempts to match both AP payments and payroll cheques to this line
- **PRPay** - the application attempts to match only payroll cheques to this line

11. In the **Tolerance** field, enter the maximum allowed percent difference between amounts of the unallocated statement line amount and all matched documents. The application compares the amounts and considers the line reconciled based on this value. If you enter **9999.99** in this field, the application won't apply any tolerance.

12. Select the required exchange rate when clearing: either original payment/receipt exchange rate or clear date bank currency exchange rate. For more details, refer to the [Selecting Exchange Rates for a Bank During Bank Reconciliation](#) article.
13. Select **Save**. 

Setting Up Automated Recognition for AR and AP

In the **Automated Recognition AR** and **Automated Recognition AP** sections, specify which parameters the system considers during automated recognition of AR and AP transactions that the application finds - reference number, customer/supplier, transaction date.

1. In the **Automated Recognition AR** or **Automated Recognition AP** sections, select the check boxes next to the parameters you want the system to apply the verification for during automatic reconciliation of AR/AP transactions.

Automated Recognition AR

Required for Reliable Match:

☐ Reference Number

☒ Customer

☒ Transaction Date

Automated Recognition AP

Required for Reliable Match:

☒ Supplier

☒ Transaction Date

☐ Reference Number

2. Select **Save**. 

Cash Receipts

Entering Cash Receipts

Suppose you are in charge of your company's financial operations, and you need to track its income. The **Cash Receipt Entry** app allows you to enter and post cash receipts. These are transactions you enter for customer payments, customer credits, or miscellaneous cash amounts. The app lets you create entry groups, enter cash receipts, and post these transactions to your 'General Ledger'. Here you can input receipts for a particular period, specific receipts for a single customer, or all receipts for a particular type.

You enter customer payments, customer credits, and miscellaneous cash amounts through the **Cash Receipt Entry** app. This process is similar to the 'AR Invoice Entry' process. You create entry groups, enter cash receipts, and post these transactions to your 'General Ledger'.



Before you can transact within the 'Cash Receipt Entry' app, you must set up your fiscal periods using the 'Fiscal Period Maintenance' app.

You can enter these cash receipt transaction types:

- **Invoice Payments** - These transactions are entered with basic check information. They include detail lines how the check is used against the customer's outstanding invoices.
- **Deposit Payments** - These transactions track down payments made against specific sales orders (allocated) or not linked to a sales order (unallocated). They debit the 'Cash' account and credit the account number you enter, which is normally a 'Prepayments' liability account.
- **Miscellaneous Payments** - These transactions track miscellaneous cash received from sources other than customers; they do not change customer 'AR' balances. They debit the 'Cash' account and credit the account number you select.
- **Debit Notes** - Enter these transactions when a customer requires a payment or invoice deduction. These transactions create open receivable amounts. Debit notes can be applied as unallocated amounts on a payment. They can also be linked directly to an invoice, reducing the invoice's total amount due.

You can also create **Unapplied Receipts**. By selecting the **On Account** check box, these transactions are automatically created when you enter a customer payment that is not applied to a specific open invoice or credit memo.

You can use **Apply Credit Memos** to assign this amount to another invoice. You can also use **AR Write Off** and Adjustment to adjust the balance. For more information, refer to the Apply Credit Memo and AR Write Off and Adjustment topics in the Application Help.

When cash receipts post, they update invoice balances, create GL entries, and update Bank Reconciliation deposit information.

Use the landing page of the application to view existing cash receipts or to enter a new one.

In this article, we will cover:

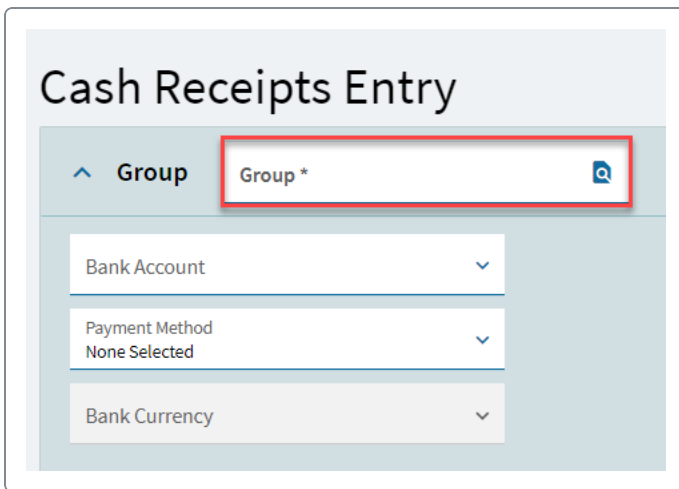
- [Entering Cash Receipts](#)
- [Entering Invoice Payments](#)
- [Selecting Invoices](#)
- [Placing Specific Payment Amounts](#)
- [Entering Bank Fees](#)
- [Posting Receipts](#)
- [Locking and Unlocking a Group](#)

Entering Cash Receipts

Begin with the **Cash Receipts Entry** app by creating entry groups. You can then enter the cash receipts that are processed through this entry group. Entry groups are also called batches.

To create a new entry group:

1. Open the **Cash Receipts Entry** app.
2. Select **New**  to add a new group.
3. Enter the identifier for the entry group in the **Group** field.



4. Select the **Bank Account** you need from the drop-down list. The cash receipts for the group are deposited within this bank account.
5. Enter the transaction apply date.

Cash Receipts Entry

Group
Group *
Dalton

Bank Account
Main Checking Account

Payment Method
Check

Bank Currency
United States Dollar

Batch Reference

Transaction Apply Date
6/30/2023

In Use By

6. Select **Save**. 



If you select Clear  and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

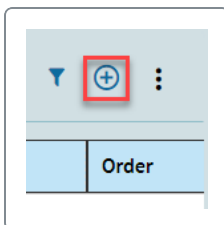
Entering Invoice Payments

Next, enter payment information and select the invoices against which this payment is made.

To enter payments:

1. Select **Invoice Payment** on the **Payments** card to add a new payment.

The **AR Invoice Payment Details** card displays.



2. Enter the number that identifies the check in the **Check** field. You can enter the number from the check or any other reference number.

^

AR Invoice Payment Details

Details

Check

Receipt Currency

United States Dollar

▼

Receipt Amount

\$

0.00

Receipt Withholding

\$

0.00

Customer ID *

🔍



You can enter the number from the check or any other reference number.

3. Enter the amount and currency of the payment using the **Receipt Amount** field.

^

AR Invoice Payment Details

Details

Check

Receipt Currency

United States Dollar

▼

Receipt Amount

\$

0.00

Receipt Withholding

\$

0.00

Customer ID *

🔍

4. Search for and select a customer.

Customer ID *	Ace Brown	
Customer Name	Ace Brown, Ltd	
Bill To Name		
Invoice Number	0	
Legal Number		

5. Use the **Settlement Currency** field to enter the currency of the invoice.

Totals	
Base Amount	
\$	1,000.00
Bank Amount	
\$	1,000.00
Settlement Currency *	
United States Dollar	
Receipt	
\$	0.00



The company you work in must be configured to use currency settlements in order for you to use this field.

6. Select the **On Account** check box, if you want the app to create a new unapplied entry against the customer for any remaining unapplied amount.



If this check box is cleared, you cannot enter other payments until you have allocated the entire 'Unapplied' amount.

Totals

Base Amount

\$1,000.00

Bank Amount

\$1,000.00

Settlement Currency *

United States Dollar

Receipt

\$0.00

Settlement Amount

\$1,000.00

Total AR

\$0.00

Discount

\$0.00

Withholding

\$0.00

Write Off

\$0.00

Unapplied

\$1,000.00

☐ On Account

7. Select **Save**. 

Selecting Invoices

Select the open invoices that the payment from the customer is to be applied against with the **Invoice Selection** button on the **Allocate** card.

Allocate

Check

445566

Currency *

United States Dollar

☐ On Account

Invoice Selection

Settlement Amount

\$1,000.00

Unapplied

\$1,000.00

After you select a customer on the **AR Invoice Payments Details** card, all invoices for the customer are displayed within the grid. The oldest invoice is displayed at the top of the grid, followed by invoices created on later dates.

If you add invoices with discounts, the 'Discount Percent' active on the date that this payment is received determines the percentage discount to multiply against the payment. This value is

determined by the terms assigned to this customer and the discount percentage period during which the payment was received.



Discounts cannot be calculated for a credit memo transaction.

When you select the invoices on inside the 'Invoice Selection' panel and select the **Apply** button, the invoice is removed from the grid. The invoice then displays on the **Allocate** card, where you can further define the specific amounts you will apply to the invoice.

To select an invoice:

1. Select the **Invoice Selection** button on the **Allocate** card.

The screenshot shows the 'Allocate' card in the software. At the top right, the 'Invoice Selection' button is highlighted with a red rectangular box. Below this, there are input fields for 'Check' (445566) and 'Currency *' (United States Dollar). To the right, there are checkboxes for 'On Account' and 'Settlement Amount' (\$ 1,000.00). At the bottom right, there is a field for 'Unapplied' (\$ 1,000.00).

The **Invoice Selection** panel opens.

The screenshot shows the 'Invoice Selection' panel. At the top, there is a header 'Invoice Selection'. Below it, there are input fields for 'Currency *' (United States Dollar), 'Amount to Apply' (0.00), and 'Unapplied' (0.00). To the right, there are checkboxes for 'Central Collection' and 'On Account', and two 'Quick Search' buttons. Below these, there is a table of invoices. The table has columns: Invoice, Legal Number, Invoice Date, Balance, Allocated..., Discount, Amount..., Cash App..., Discount A..., Disc. Date, and Action. The first row is selected, and the 'Apply' button is highlighted.

Invoice	Legal Number	Invoice Date	Balance	Allocated...	Discount	Amount ...	Cash App...	Discount A...	Disc. Date	Ap
☒	10258	10258	12/29/2021	4,202.00	0.00	0.00	4,202.00	0.00	☐	
☐	10263	10263	12/29/2021	8,100.00	0.00	0.00	8,100.00	0.00	☐	
☐	10264	10264	12/29/2021	4,202.00	0.00	0.00	4,202.00	0.00	☐	
☐	10265	10265	01/15/2022	1,250.00	0.00	0.00	1,250.00	0.00	☐	
☐	10266	10266	01/15/2022	2,250.00	0.00	0.00	2,250.00	0.00	☐	

2. In the panel's grid, select the invoice and select the **Apply** button to confirm that all invoices are applied to the check.

The app applies payment amounts to the selected invoice and moves the invoice to the **Allocate** card.

- For automatic alternatives, you can use the Automatic Selection button to automatically select the open invoices for a customer until the receipt amount is allocated, starting with the oldest invoice first.

- Use the **Select and Apply** button to perform automatic allocation of the payment amount, where the system selects the invoices for allocation using the existing sorting order and allocation is performed until the Unapplied field value is equal to zero.

3. Select **Save**. 

Placing Specific Payment Amounts

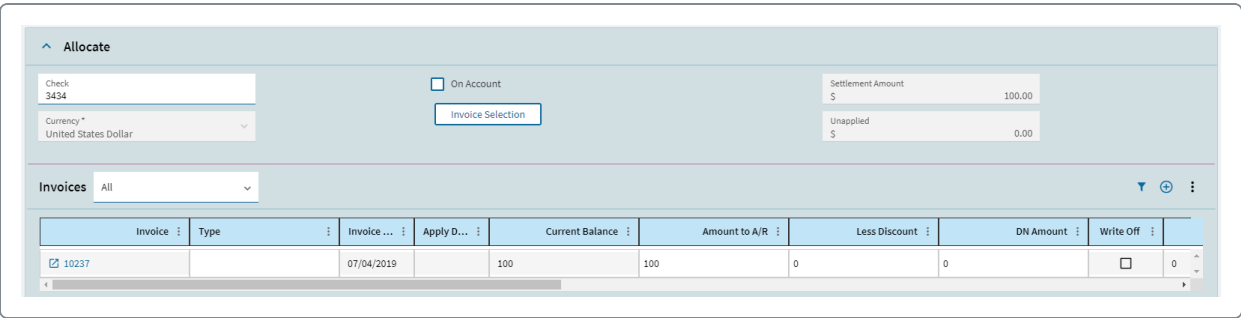
Using the **Allocate** card, modify the amounts paid on the invoices previously selected on the **Invoice Selection** panel. You can also use this card to link a payment to a new or existing AR invoice.

 For invoices that reflect discounts, a company setting determines how the allocation applies the credit. The allocation process can charge the credit back to the defined discount accounts or to the selected invoices.

1. Locate the **Allocate** card.
2. If you want the app to create a new unapplied entry against the customer for any remaining unapplied amount, select the **On Account** check box.

 If this check box is cleared, you cannot enter other payments until you have allocated the entire unapplied amount.

3. If you wish to update the payment placed against this invoice, enter a new amount within the **Amount to A/R** column.
4. Select  to if you want to add a new invoice.



The screenshot shows the 'Allocate' card with the following fields and controls:

- Check:** 3434
- Currency:** United States Dollar
- On Account:** ☐
- Invoice Selection:** Button
- Settlement Amount:** \$ 100.00
- Unapplied:** \$ 0.00
- Invoices:** All (dropdown)
- Table:**

Invoice	Type	Invoice ...	Apply D...	Current Balance	Amount to A/R	Less Discount	DN Amount	Write Off
10237		07/04/2019		100	100	0	0	☐ 0

5. Select **Save**. 

Entering Bank Fees

Enter bank fees and taxes for deposited checks on the **Bank Fee** card. There is a limit of one bank fee per cash receipt, but there can be multiple taxes added.

After you enter the bank fee code and the amount, the app calculates the taxes according to the tax information defined for the bank fee code. The calculated taxes are added to the tax grid where you can select a line to manually adjust the information. You can also add new tax lines.



If you selected Reconciled Balance from the Bank Account program, the payment amount is booked against the pending cash account and the bank fee and related taxes are not accounted for at the time of posting the cash receipt. You will need to create tax detail records so that the taxes you enter can be booked when the cash receipt is reconciled. If you did not select Reconciled Balance from the Bank Account program, the payment amount is booked against the bank account and the bank fee is accounted for directly together with its taxes.

To enter a bank fee:

1. Scroll down to locate the **Bank Fee** card and expand it.

Bank Fee	
Bank Fee	Base Bank Fee Amount 0.000
Description	Bank Fee Amount 0.000
GL Account	Base Tax Amount 0.000
	Tax Amount 0.000
	Base Amount Less Tax 0.000
	Amount Less Tax 0.000

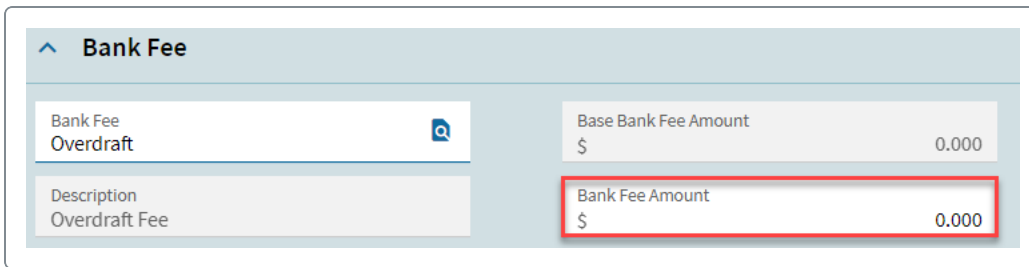
Get Default

2. Select **New Bank Fee**.
3. Search for and select a **Bank Fee** code.

Bank Fee

Description

4. Next, enter a bank fee amount.



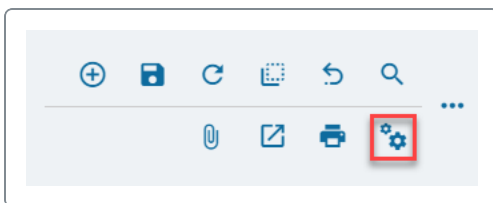
5. Select **Save**. 

Posting Receipts

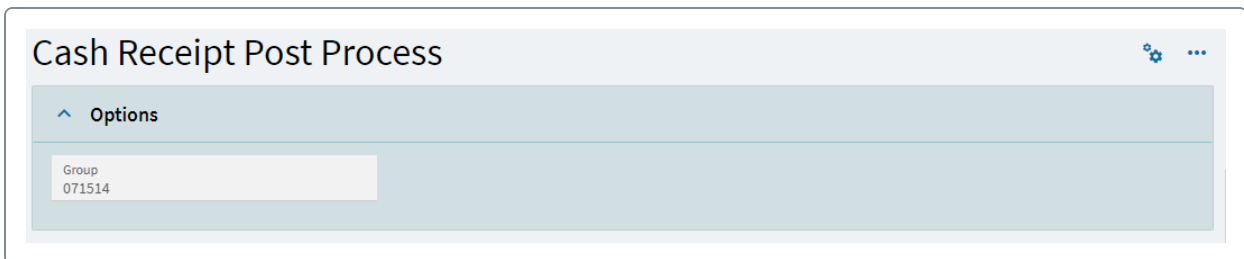
To complete the **Cash Receipt Entry** process, you post the group's receipts to the 'AR' accounts within your 'General Ledger'. When an entry group is posted, all of the transactions update your cash receipts information.

To post a cash receipts group:

1. Select **Post**.



The **Cash Receipt Post Process** window displays.



2. Select the  icon to post the group.



If posting errors occur, select the **Group > Posting Log** card to review an error log. Use this log to locate the errors. You can re-post the group after correcting them.

Locking and Unlocking a Group

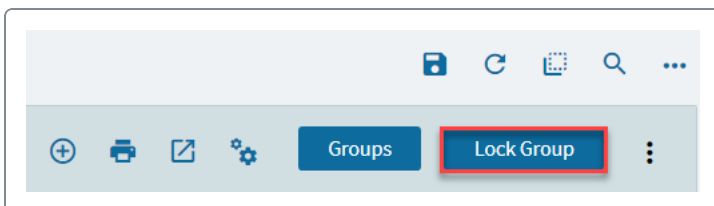
You can **lock** and **unlock** groups if necessary.



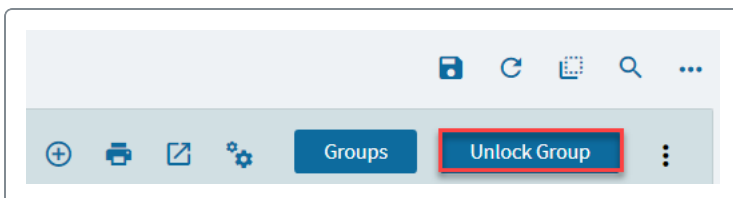
You cannot delete locked groups. The locked group can be unlocked only by a user who locked it.

To lock a group:

1. Select the **Lock Group** button.



The button changes to 'Unlock Group'.



Adjusting Cash Receipts

In **Adjust Cash Receipts**, you can make adjustments to a posted cash receipt. You can adjust information such as the invoices included in the cash receipt and the cash receipt customer.



Once a cash receipt has been adjusted, it cannot be adjusted a second time. To make additional changes, you must reverse the adjusted cash receipt and create a brand new cash receipt in the Cash Receipt Entry app.

When you adjust a cash receipt, you cannot adjust the amount, currency, bank account or any bank fees or taxes manually added to the cash receipt. If you need to change this information, you must reverse the cash receipt using Reverse Cash Receipt Entry and then enter a new cash receipt in Cash Receipt Entry.

You cannot adjust the following types of cash receipts in Adjust Cash Receipt:

- Cash receipts that include debit notes, write offs or credit card payments
- Cash receipts with a receipt withholding amount
- Miscellaneous cash receipts

- Deposit cash receipts
- Cash receipts cleared by the bank reconciliation process
- Cash receipts paid using Electronic Interface

Based on the posting rules defined for the Cash Receipt Adjustment GL transaction type, the Adjust Cash Receipt process first cancels the cash receipt and adds the previously paid invoice amount back into the invoice the cash receipt paid. A new record is then created for the adjusted cash receipt with the same check number. The new record indicates that it is an adjustment and contains the new apply date and the reason for the adjustment. Any invoices added to the adjusted payments or ones no longer paid by the adjusted payment have their balances appropriately updated.

When cash receipt adjustments post, they update invoice balances, create GL entries, and update Bank Reconciliation deposit information.

Use the landing page of the application to view existing cash receipts.

In this article, we will cover:

- [Updating general cash receipt information](#)
- [Updating the invoices and credit memos included in the cash receipt](#)
- [Viewing current taxes](#)
- [Applying the cash receipt adjustment](#)

Updating General Cash Receipt Information

Review information for the original cash receipt. You can set information such as the adjustment date, the adjustment reason and the document type. You can also update the customer when necessary.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Adjust Cash Receipt**.
2. From the landing page, select a cash receipt you want to adjust.
3. Select an adjustment date in the **Adjusted Receipt Date** field.



This is a required field. You must select an adjusted receipt date before you select an Update to Customer.

4. If you want to update the customer for the cash receipt to a different customer, select the new customer in Update To Customer field. When you select a customer, the Adjusted Receipt Date field disables.

5. Use the **Reason** field to enter a reason for the adjustment.
6. Select **Save**. 

Updating the Invoices and Credit Memos Included in the Cash Receipt

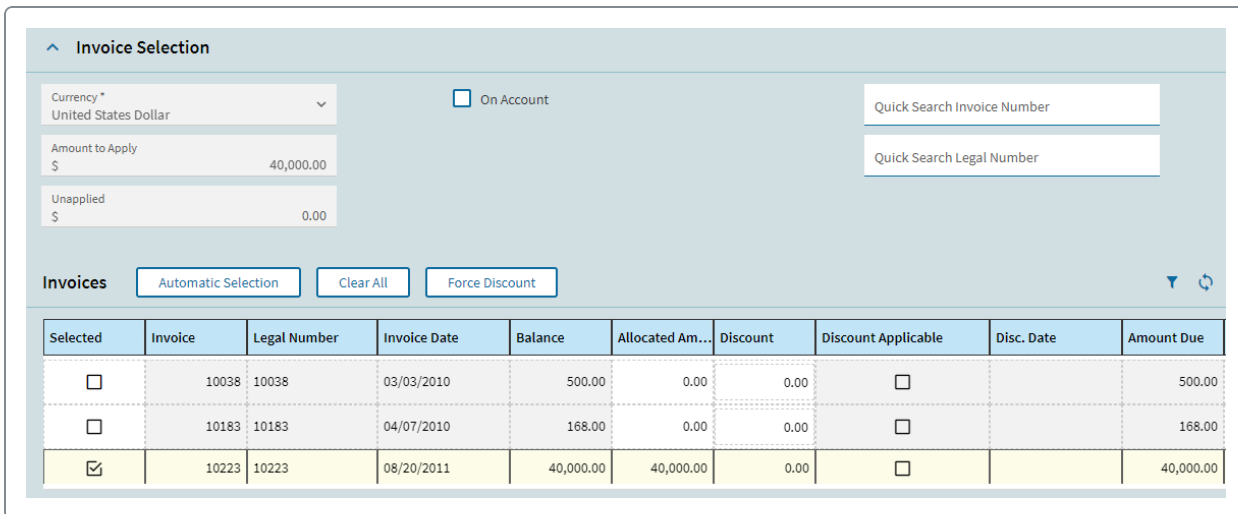
Use the **Invoice Selection** card to update the invoices and credit memos included in the cash receipt.

The invoices and credit memos included in the cash receipt are displayed within the **Current Cash Receipts** grid on this card. All invoices and credit memos included in the cash receipt and all invoices and credit memos for the customer display in the **Invoice Selection** panel you can access by selecting the **Invoice Selection** button.

You can remove invoices or credit memos from a cash receipt and choose new ones to include in the receipt. You can also update the allocated amounts of selected invoices and credit memos as well as their applied discount amounts. In addition, You can leave unapplied cash on the customer's account instead of applying the funds to a different invoice.

To adjust the invoice selection for the cash receipt:

1. The **Current Cash Receipts** grid displays all invoices and credit notes currently selected for the cash receipt. For each invoice or credit memo to remove from current cash receipt, clear the check box in the **Remove** column and edit any other available fields in the **Current Cash Receipts** grid as needed.
2. Select the **Invoice Selection** button on the **Adjusted Cash Receipts** grid to view all invoices and credit memos. The **Invoice Selection** panel displays.



Invoice Selection

Currency*
United States Dollar

☐ On Account

Quick Search Invoice Number

Quick Search Legal Number

Amount to Apply
\$ 40,000.00

Unapplied
\$ 0.00

Invoices Automatic Selection Clear All Force Discount

Selected	Invoice	Legal Number	Invoice Date	Balance	Allocated Am...	Discount	Discount Applicable	Disc. Date	Amount Due
☐	10038	10038	03/03/2010	500.00	0.00	0.00	☐		500.00
☐	10183	10183	04/07/2010	168.00	0.00	0.00	☐		168.00
☒	10223	10223	08/20/2011	40,000.00	40,000.00	0.00	☐		40,000.00

3. The **Amount to Apply** field displays the total amount that is to be paid on the selected invoices.

4. Select the **On Account** check box to create a new unapplied entry against the customer for any remaining unapplied amount. If this check box is not selected and the payment has an unapplied amount, you must allocate this amount before you can access other functionality.
5. The **Unapplied** field displays the current amount on the payment not yet placed against an invoice.
6. Select the **Selected** check box for each invoice and credit memo that should be included in the cash receipt.
7. Use the **Automatic Selection** button to have the system automatically select invoices for the customer within the Invoices grid until the receipt amount is all allocated. This updates the Allocated amount, Discount and Cash Applied amounts in the grid. This operation only selects invoices; it does not apply them.
8. If you want to undo your selections, use the **Clear All** button.
9. You can still force application of the nearest period's payment discount if the payment date is beyond discount periods of the terms that apply to the selected invoice. To do so, select the **Force Discount** button. The application calculates the payment discount amount and displays it in the Discount column of the grid.
10. You can manually update the **Discount** value field if necessary. If you do not want to apply any discount to the invoice, enter zero in this field.
11. If you want to undo all of your changes, select the **Undo** button on the Adjusted Cash Receipts grid.

Invoice Selection

Current Cash Receipts
All

Unapplied \$ 0.00

☐ On Account

Remove	Invoice	Legal Number	TermsCode	Invoice Date	Cust. Amount	Discount	Netting ID
☐	10223	10223		08/20/2011	40,000.00	0.00	0

Adjusted Cash Receipts
All

Unapplied \$ 0.00

☐ On Account

Invoice Selection

Undo

Selected	Invoice	Legal Number	Invoice Date	Balance	Allocated Am...	Discount	Amount Due	Cash Applied	New
☒	10223	10223	08/20/2011	40,000.00	40,000.00	0.00	40,000.00	40,000.00	

12. The grid clears and the selections in the Current Cash Receipts grid reset to the original values.

Viewing Current Taxes

View manually added taxes for the selected cash receipt invoice.



The system automatically calculates any applicable taxes based on the cash receipt. These are withholding taxes or self-assessed taxes. Invoice taxes that are deferred until the invoice is paid are not displayed. These taxes are handled automatically.

Select an invoice from the **Invoice Selection > Current Cash Receipts** grid list to display taxes applied to the invoice or adjusted during the cash receipt process.

Applying the Cash Receipt Adjustment

Use the **Adjust Cash Receipt** command from the Overflow menu to apply the cash receipt adjustment against the selected invoices and credit memos. When you post a cash receipt adjustment, any invoices added to the adjusted payments or ones no longer paid by the adjusted payment have their balances appropriately updated.



Adjustment amounts are also recorded within your GL accounts based on the posting rules defined for the Cash Receipt Adjustment GL transaction type.

Entering Debit Notes

Debit Notes are records you enter when a deduction is required on a customer's payment or invoice. For example, a customer receives a shipment of car seats and pays the AR invoice. Later however, the customer sends three defective car seats back to your company. To record that the customer's amount due on this invoice is reduced, you enter a debit note.

You create these notes on the **Debit Note** card. Each debit note can be placed against an open invoice, a closed invoice, or added to the current customer's payment. You can enter multiple debit notes against a single invoice.

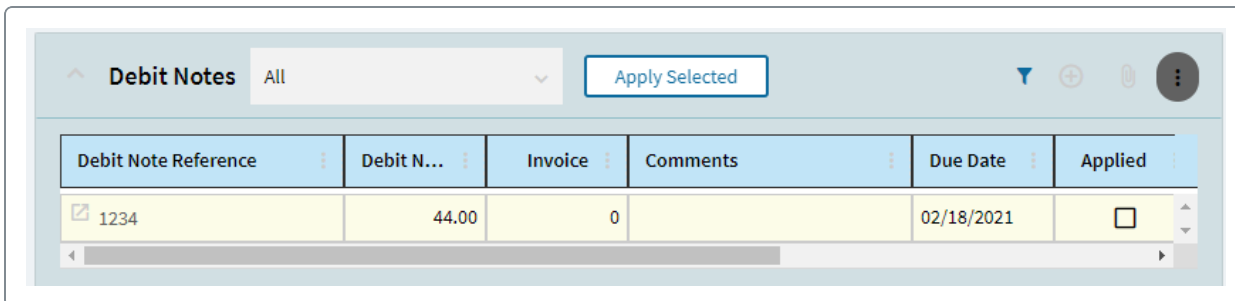
After you enter the debit note, you can then apply its amount. This applied amount is then either added as an unallocated amount on the payment or subtracted from a selected invoice's balance.

Note that you cannot enter negative debit note amounts. If you attempt to do this, the application will display an error message.

For example, Invoice 10123 is an open invoice that has a balance of \$100. A payment is made that has an amount of \$70. This payment also has two debit notes added to it -- debit note 101ABC for \$10 and debit note 101DEF for \$20. The Unapplied Amount on the payment will initially be \$70. If the debit notes are not linked to the invoice, the Unapplied Amount increases to \$100. If the debit notes, however, are entered against Invoice 10123, the \$30 total value is subtracted from the Balance field on the invoice. The Unapplied Amount on the payment then stays at the \$70 value.

To enter a debit note:

1. Select  on the **Debit Notes** card from the Overflow menu.
2. Enter a debit note reference, value, due date, and customer debit note amount.



Debit Note Reference	Debit N...	Invoice	Comments	Due Date	Applied
1234	44.00	0		02/18/2021	☐

3. Select **Apply Selected**.

Reversing Cash Receipt

Reverse Cash Receipt provides access to all posted cash receipts and allows you to reverse the total cash receipt amount.

For example, after sending a cash receipt batch to the bank you found out that one of checks was applied to the wrong customer. To correct the issue, you need to reverse the incorrect cash receipt. The process cancels the cash receipt and adds the previously paid invoice amount back into the invoice the cash receipt paid. If the invoice was paid in full, the invoice status changes from closed to open.

When searching for the cash receipt you want to reverse, you can search by legal number, check number, receipt number, bank account, or customer.

The reversal process:

- Creates a receipt that contains a reversing entry. This negative receipt updates the balances of allocated invoices. This process leaves an audit trail.



If there are write offs included in the original cash receipt, they are also reversed.

- Reverses journals in books affected by posting of the original receipt.



This process does not apply to deposit payments applied to an invoice.

For example, in some cases, a portion of the cash receipt might be unapplied. This can occur when a credit memo has been created for an invoice to which the receipt applies. In this case, the process:

- Creates a debit memo to reverse the unapplied portion of the receipt. The application uses the settings of the credit memo to create a debit memo marked as unapplied cash.
- Transfers the unapplied portion of the credit memo to the new debit memo.

In this article, we will cover reversing a cash receipt.

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Reverse Cash Receipt**.
2. From the cash receipts list, select a receipt you want to reverse.
3. The **Cash Receipt** details from the selected cash receipt display in the program.

Cash Receipt

Check
5202

Amount
\$ 600.00

Description

Invoice
0

Legal Number

Bank Account
Bank account 01

Not Posted

Document Type

Bank Amount \$	0.00
Base Amount \$	600.00
Currency *	USD
Exchange Rate	1
Total AR \$	0.00
Discount \$	0.00
Receipt \$	600.00
Unapplied \$	0.00
Write Off \$	0.00

☐ On Account

4. Select a reversal date in the **Reverse Date** field.

The screenshot shows a web interface for reversing a transaction. It features a light blue background with a white form area. On the left, there is a 'Reverse Date' field containing '2/13/2021' and a calendar icon. Below this is a large blue button labeled 'Reverse'. On the right side, there are two stacked text input fields: 'Reason' and 'GL Description', each with a double-slash icon at the bottom right corner.

5. Select **Reverse**.

Defining Settings for Electronic Payments

Define the default settings for electronic payments made through the Automated Clearing House (ACH) Network.

The fields on the **ACH Payments** card are active only if the payment method for the selected cash receipt group is of the Electronic Interface Payment type. Otherwise, the fields are disabled.

If you want to add or change payment methods settings, navigate to **Financial Management > Accounts Receivable > Setup > Payment Method**. If you want to add or change electronic interface settings, navigate to **Financial Management > Accounts Receivable > Setup > Electronic Interface**.

ACH Payment

Entry Class Code

Transaction Code
27 Checking account debit

Bank

Bank

Bank Account

Bank Identifier

IBAN Account Code

Name On Account

Address Line 1

Address Line 2

Address Line 3

City

State/Prov

Postal Code

Country
None Selected



The bank accounts used in ACH payment processing must have the Routing, ID, and Check Digits values defined. Navigate to **Financial Management > Accounts Receivable > Setup > Bank Account** to fill in the fields.

Performing Credit Card Operations

To define the processing of a credit card payment and review the credit card information displayed on cash receipts, use the **Credit Card** card in the **Cash Receipts** app.

1. On the **Details** page of a payment, scroll down and expand the the **Credit Card** card.
2. Select the **Credit Card** check box to process a credit card payment.

The **Credit Card Processor** field loads a default processor that you selected for your currency in the Currency Master Maintenance app. You can also select different processors, if you previously added them in the Credit Card Configuration app.

3. Select the **Credit Card Entry** button and fill in the credit card details.
4. Select **Sale**.



Once processed, the masked credit card information is retrieved in the future for the customer so it does not have to be reentered each time.

You can create credit card transactions for customer payments, customer credits, or miscellaneous cash amounts.



Refer to **Credit Card > Credit Transaction History** from the Overflow menu  to view the history of a credit card transaction.



You can review credit card transactions in the **Customer Entry** and **Customer Tracker** apps - on the **Activity** tab, expanding the **Credit Card Transactions** card. In the **Contact Tracker** app, you can find these transactions also on the **Activity** tab, expanding the **Financials Credit Card** card.

Entering Miscellaneous Payments

You can also enter miscellaneous payments through **Cash Receipt Entry**. These transactions track miscellaneous cash received from sources other than customers.

You can also enter sales taxes levied against the miscellaneous payment. Both functions are available on the Miscellaneous sheet.

To enter miscellaneous payments:

1. Select **New Misc Payment** from the Overflow menu . The **Misc Detail** card displays.
2. Enter the number that identifies the miscellaneous payment in the **Check** field.
3. Enter the amount you received in the **Amount** field.

^ Miscellaneous Payment Details

Check... 323	Group ID... 071514	Document Type ▼
Amount CAD 78,768.00		Legal Number
Currency * United States Dollar ▼		Bank Amount CAD 78,768.00
Rate Type Main Rate Type ▼		Base Amount \$ 78,768.00
Exchange Rate 1.000000		Amount less Tax \$ 78,768.00
Description		Apply Date 7/21/2020
Account Name		
Account/Card No		
Other Reference		
Batch Reference		

4. Select **Save**.

After saving, you can review the tax list for the invoice in the **Miscellaneous Payment Tax List** card.

^ Miscellaneous Payment Tax List

All ▼

Tax ID	Rate Code	Collection Type	Manual	Percent	Taxabl...
Local Sales Tax	Local Sales Tax Ra...	Invoicing	☐	10.00000	1,119.09
State Sales Tax	State Sales Tax Ra...	Invoicing	☐	0.00000	1,119.09

Editing and Creating Cash Receipt Batches

Edit existing cash receipt batches, create new batches and move cash receipts from one batch to another in **Cash Receipt Batch Maintenance**.

Note that if you add a cash receipt to a cash receipt batch and then adjust it in **Adjust Cash Receipt**, the adjusted cash receipt replaces the original one in the batch. Also, if a cash receipt batch you are working with is locked, you can unlock it in the [Unlock Batch](#) application.

Use the landing page of the application to view and select existing batch IDs or to enter a new one.

In this article, we will cover:

- [Editing an existing cash receipt batch](#)
- [Creating a new cash receipt batch](#)

Editing an Existing Cash Receipt Batch

In a batch, you can adjust the batch date, move receipts to another batch, and also add and delete receipts.



You can only edit the batch if it was not generated by an electronic interface. In that case, it is non-editable and the application acts as a tracker.

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Cash Receipt Batch Maintenance**.
2. In the grid, select a batch that you want to edit.
3. Adjust its **Batch Date**, if necessary.
4. If you need to move a receipt from this batch to another one, expand the **Receipts** card, select the receipt in the grid, and select **Move Receipts** from the grid Overflow menu . Then, in the **Search** panel that opens, search for and select the batch you want to move the receipts to and select **OK**.

Search

Search Type
Basic

Results
Clear Results

	Bank Batch ID	Bank Acct ID	Batch Date
☐	00002	BA01	03/10/2017
☐	00003	BA01	01/25/2017
☒	00007	BA01	02/27/2017

5. If you want to add a receipt to the batch, select **New**  and add as many receipts as you need. The application adds the receipts to the batch and you can see them in the grid.
1. Select the receipt you want to delete in the grid.
 2. From the grid Overflow menu , select **Delete**. To the confirmation message, select **Yes**.

Receipts
All

☐	Cust. ID	Date	Check/Ref	Cust. A...	Cust. Currency
☐	ADDISON	07/20/2020	4202	400.00	USD
☐	MillerFred	07/20/2020	5202	600.00	USD
☐	ADDISON	07/20/2020	4202	400.00	USD
☐	MillerFred	07/20/2020	5202	600.00	USD

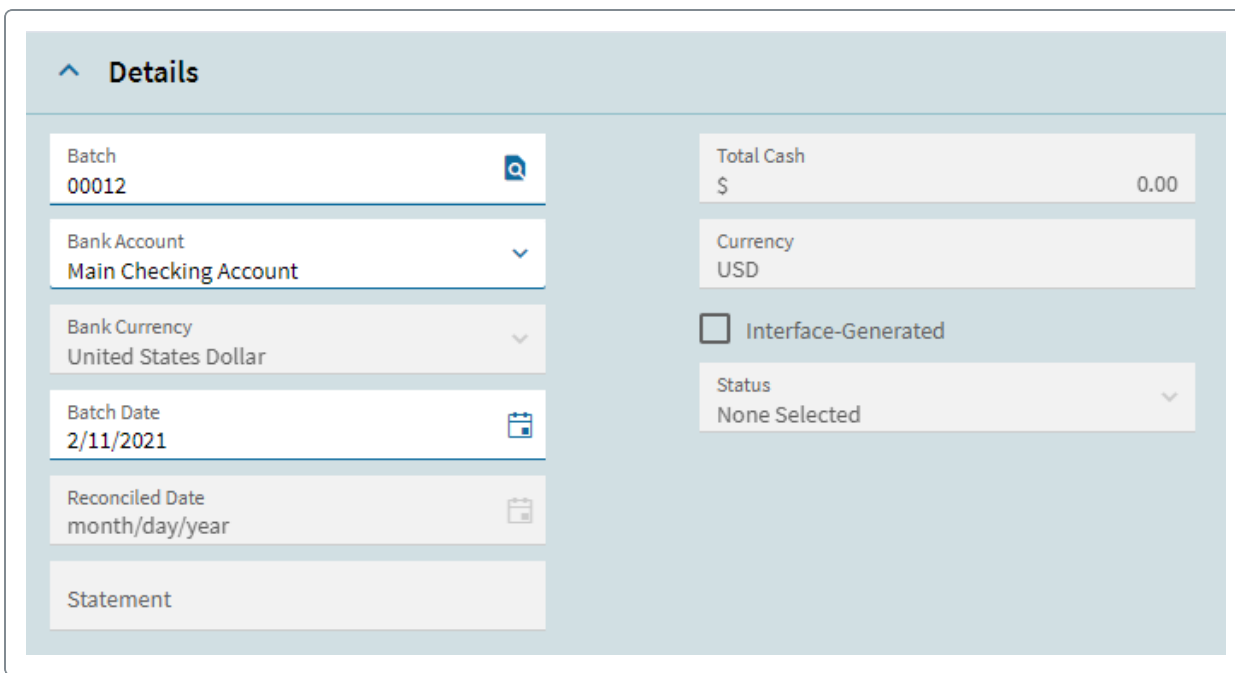


If you delete all receipts from the batch, they all become individual.

6. Once done editing the batch, select **Save** . 

Creating a New Cash Receipt Batch

1. On the landing page of **Cash Receipt Batch Maintenance**, select **New**  to add a new batch.
2. In the panel that opens, enter the **Batch Reference** number and select **OK**. You can also select **Next Reference** - then the system will automatically generate the next consecutive reference number.
3. Select the bank account where the data is reconciled.
4. If necessary, adjust the batch date.



Details

Batch 00012	Total Cash \$ 0.00
Bank Account Main Checking Account	Currency USD
Bank Currency United States Dollar	☐ Interface-Generated
Batch Date 2/11/2021	Status None Selected
Reconciled Date month/day/year	
Statement	

You can review the following fields on this card:

- **Bank Currency** - Batch bank currency.
- **Reconciled Date** - Date of reconciliation.
- **Statement** - Number of the bank statement this batch is matched to.
- **Total Cash** - Total amount of the batch.

- **Interface-Generated** - Indicates whether this batch was generated by an electronic interface.
- **Status** - Batch status. The following options are available:

Status	Description
Preliminary	You haven't posted at least one of the payments in the batch
Ready for reconciliation	You have posted all payments in the batch
Reconciled Pending	The batch is matched to the statement
Reconciled	The statement to which you matched the batch is posted

5. Select **Save**. 

6. Expand the **Receipts** card to add the required receipts to the batch. Once you select **New** , the panel opens and displays all receipts which you can potentially add to this batch. If necessary, you can filter the records for easier selection. All receipts in the list meet the following requirements:
- The receipt and the batch have the same bank account.
 - The receipt is individual (not a batch already).
 - The receipt is not matched, voided or reconciled.

Select Receipts

Receipts
All
⌵
⌵
⋮

☐	Cust. ID	Date	Check/Ref	Cust. A...
☐	dalton	03/30/2020	945300	20.80
☐	CLARKE	04/17/2020	4325	425.00
☐	CLARKE	04/17/2020	3462	1,435.00
☐	CLARKE	04/17/2020	09543	585.00
☒	VINEPRINT	04/17/2020	345677	5,880.00
☒	dalton	04/17/2020	8777654	42,140.00
☐	CLARKE	04/17/2020	74645454	2,195.00
☒	EMPIRE	04/18/2020	899000	61,200.00
☐	ADDISON	04/18/2020	87654	10.00

Next
Filter
OK
Cancel

1. On the **Select Receipts** panel, on the **Selection** card, select **Filter**.

Alternatively, you can use the **Funnel** icon .

2. Specify the period of the receipts in the **From** and **To** fields.
3. If necessary, enter what the check reference must start with.
4. On the **Filter** card, select **Customer** to search for the customers you want to include in the filter.

Selection

From
12/1/2020

To
2/11/2021

Check Reference Starts With

☐ Return All Rows

Maximum Rows Returned
100

Filter

Customer... Clear

Cust. ID	Name	Terms
VINEPRINT	Vineyard Printing Inc.	1/10

5. Select **OK**.

Select **OK** after you select all the receipts you want to add.

7. If necessary, review the receipts in the grid on the **Receipts** card.

8. Select **Save**. 

Entering Customer Deposits

You can use **Cash Receipts Entry** to enter customer deposits, or prepayments. You can create deposit payments as allocated deposits (linked to sales orders), or as unallocated deposits (not linked to sales orders). You can then convert deposit payments to deposit invoices. Deposit payments you convert to deposit invoices do not have to be linked to sales orders. Allocated deposits are processed and closed if the full amount has been allocated once you process a shipment invoice for the linked sales order.

To enter a deposit payment:

1. Select **New Deposit Payment** from the Overflow Menu on the **Details** page. The **Deposit Detail** card displays.
2. Enter the number that identifies the check.
3. Enter the value of the deposit payment in the Amount field.
4. Enter or find and select a customer in the **Cust ID** field.
5. Enter the **Account** number that is credited with this deposit amount.

Deposit Payment Details

Sales Order 0	Group ID... 071514	Order Value \$ 0.00
Check...		Bank Amount \$ 0.00
Amount CAD 0.00		Base Amount \$ 0.00
Currency * United States Dollar		Document Type
Rate Type Main Rate Type		Legal Number
Exchange Rate 1.000000		Description/Contract
Customer		Contract Date month/day/year
Customer Name		Batch Reference
Bill To Name		
Sold To Name		
Account Name		
Account/Card No		
Other Reference		

6. Select **Save**. 

Unlocking Batches

Run the **Unlock Batch** process to process cash receipts and payments batches that include errors.

When you work with batches in Cash Receipt Entry, Cash Receipt Batch Maintenance, AP Payment Entry, or Payment Batch Maintenance, some of the batches may be locked due to errors.

The **Selection** parameters include:

- **Log File Name** - The name of the audit log file the process creates. The default is **BankBatchUnlock.txt**.
- **Batch** - Batch ID that you need to unlock.
- **Schedule** - Indicates when and how you want to run the process.

To run the process:

1. From the main menu, navigate to **System Management > Rebuild Processes > Finance > Unlock Batch**.
2. Enter your log file name or accept the default.
3. Select the batch you want to unlock.
4. Select your schedule.
5. Select **Process**. 

Petty Cash

Setting Up Petty Cash Operation Types

Set up various petty cash operations your company uses (for example, payments to suppliers or receipts from customers) in **Petty Cash Operation Type Maintenance**. You base these operation types on the petty cash operation classes (cash issue or receipt) defined in the Kinetic application.



This application is only available with an additional license from Epicor.

Each operation type represents a standard operation such as a payment to a supplier or wages paid to an employee. The following petty cash operation classes are predefined for each category of recipient/payer selected for your operation type.

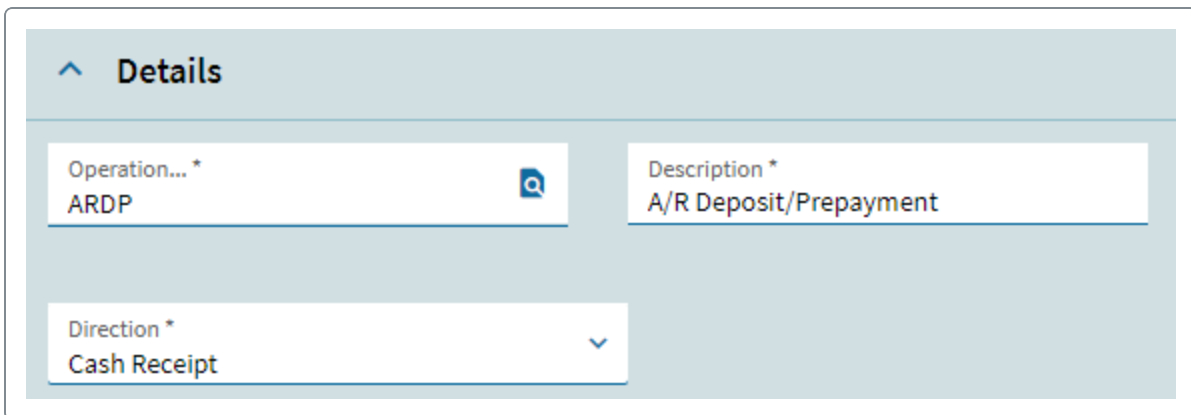
Use the landing page of the application to view existing petty cash operation type or to enter a new one.

In this article, we will cover:

- [Creating a petty cash operation type](#)
- [Adding GL controls](#)

Creating a Petty Cash Operation Type

1. From the main menu, navigate to **Financial Management > Cash Management > Setup > Petty Cash Operation Type**.
2. Select **New**  to add a petty cash operation type.
3. Enter the name of the operation type and its description.
4. Specify the direction of the operation: **Cash Issue** or **Cash Receipt**.



The screenshot shows a 'Details' form with the following fields:

- Operation... ***: ARDP
- Description ***: A/R Deposit/Prepayment
- Direction ***: Cash Receipt

5. Specify the reason for the transaction. The **Reason** field is mandatory.
6. From the **Recipient/Payer Type** drop-down, select an applicable option.
7. Select an operation class you want to link to this operation type from the **Operation Class** drop-down. The available options depend on what you selected in **Direction** and **Recipient/Payer Type**.

Each petty cash operation type represents a standard operation such as a payment to a supplier or wages paid to an employee. The following petty cash operation classes are predefined for each category of recipient/payer you select for your operation type.

- Employee:
 - Wages and Salaries
 - Misc Advances
 - Misc Receipts

- Supplier:
 - Invoice Payments
 - Prepayments
 - Misc Payments
- Customer:
 - Invoice Receipts
 - Deposits/Prepayments
- Bank/Cash Desk Transfers:
 - Bank To Cash
 - Cash to Bank
 - Cash to Cash
- Other:
 - Misc Issues
 - Misc Receipts



The availability of specific cash recipients/payers depends on your license.

8. If you selected **Customer** or **Supplier** in **Recipient/Payer Type**, you can also select the required **Default Role Code** option from the drop-down.

The screenshot shows a form with the following fields:

- Reason ***: R2
- Recipient/Payer Type ***: Employee (dropdown arrow)
- Operation Class ***: Employee Advance Return (dropdown arrow)
- Default Role Code**: (dropdown arrow)

At the bottom, there are two checkboxes:

- ☒ Payroll Balance
- ☐ Override Exchange Rate Date

9. Select the check boxes to:

- **Payroll Balance** - Indicate this operation type must balance payroll accounts.
- **Override Exchange Rate Date** - Enter a custom exchange rate during **Petty Cash Entry**.

10. Select **Save**. 

Adding GL Controls

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the GL control **Type** that contains the account contexts you need.
3. Next, use the **Control** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

Closing the Cash Day

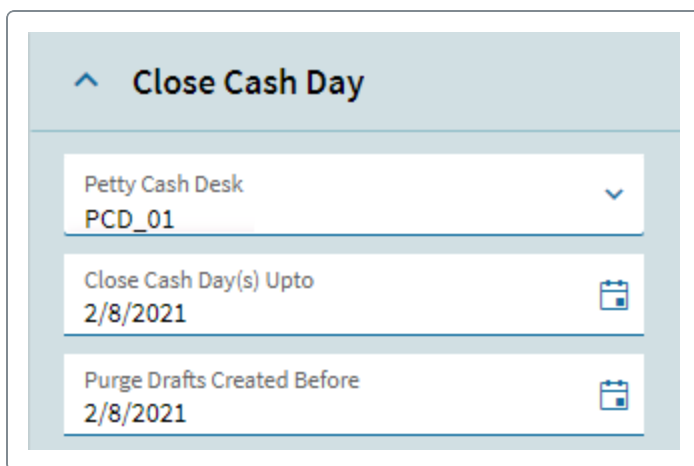
If you use the Petty Cash module to enter and post petty cash transactions, you'll need to close each cash day at the end of business using **Close Petty Cash Day**. This process finalizes the daily cash operations and freezes balances. It also prevents users from entering cash operations or making adjustments in a closed day or in previous days. Once the cash day is closed, you can create and print final day reports.

To close a cash day:

- All authorized cash receipt and cash issue documents must be printed and posted.
- The balance cannot be negative.

In this article, we will cover closing a cash day.

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Close Cash Day**.
2. In the **Petty Cash Desk** drop-down, select the cash desk you want to close.
3. Choose a closing date in the **Close Cash Day(s) Upto** field.
4. In **Purge Drafts Created Before**, select a date. Draft documents before that date will be purged when you post the batch.



5. Print the Edit List to review the petty cash documents for the day. From the Overflow menu , select **Print Edit List**.
6. To post the day batch, from the Overflow menu , select **Post Day Batch**.

Entering Petty Cash Transactions

You can enter, update, and post petty cash transactions in Petty Cash Entry. You can also create cash issue and receipt documents against sales and purchase invoices. You must assign a legal number to cash issue or cash receipt documents before you can post them.

Use the landing page of the application to view existing petty cash desk entries or to enter a new one.



Petty Cash Entry is only available if you have the Petty Cash module license.



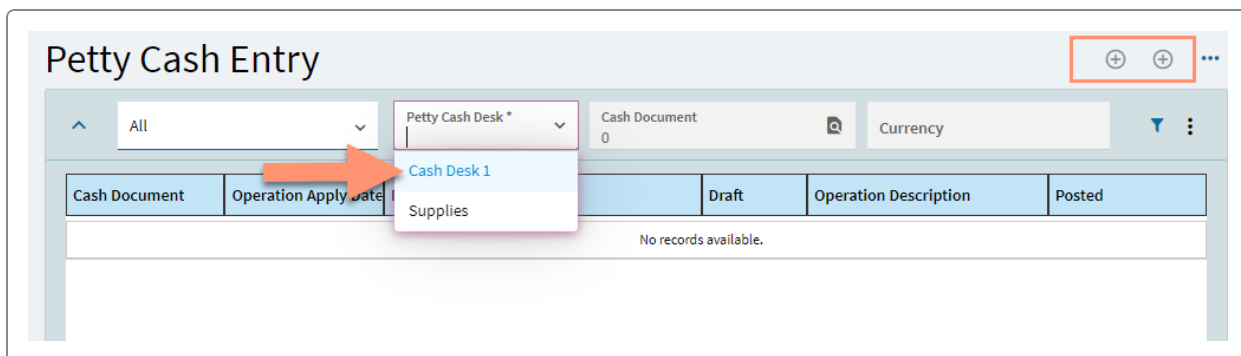
Before you can enter petty cash transactions, you must set up a petty cash desk and petty cash operation types.

In this article, we will cover:

- Entering a petty cash transaction
- Authorizing your petty cash entry
- Assigning a legal number
- Printing the petty cash document
- Posting a petty cash statement

Entering a Petty Cash Transaction

1. From the main menu, navigate to **Financial Management > Cash Management > General Operations > Petty Cash Entry**.
2. Select a petty cash desk from the Petty Cash Desk drop-down.
3. Select one of the available **New**  options to enter either a **New Cash Receipt Document** or **New Cash Issue Document**.



4. Select the **Operation Type**. The Cash Recipient/Payer type defined for the operation type displays.
5. The default reason for the operation type displays but you change it.
6. To save this transaction as a draft, select the **Draft** check box. This check box is only available if **Allow Drafts** is selected in Petty Cash Desk Maintenance > Available Operations.

Details

Document

Cash Document
2

Operation Type
AR Deposit Prepayment

Reason
Prepayment

Recipient Type
Customer

Day Sequence
0

Operation Class
A/R Deposit/Prepayme

Dates

Apply Date
2/23/2022

Creation Date
2/23/2022

Fiscal Period

Fiscal Year
2022

Suffix

Fiscal Period
2

Numbers

Legal Number

External Number

Review Journal

Statuses

Operational

Not Printed

Options

☐ Draft

☐ Payroll Balance

Comment

7. Navigate to the **Payment Info** card.
8. Select **Search** in the Cash Recipient/Payer field to find and select the recipient / payer for the petty cash transaction. This can be an employee, supplier, customer, bank, cash desk, or other recipient / payer based on the operation type.
9. Enter the remaining information required for the cash recipient/payer.
10. If you need to, enter a different date in the Exchange Rate Date field. This field is only active if the **Override Exchange Rate** check box is selected on the Petty Cash Operation Type.

^
Payment Info

Cash Recipient/Payer

Customer
ADDISON

Customer Name
Addison, INC

Contact
Lonnie Smith

Additional Personal Data

Amounts

Cash Amount
\$ 0.00

Gross Amount
\$ 0.00

Less Discount
\$ 0.00

Withholding
\$ 0.00

Bank Amount
\$ 0.00

Bank Fee
\$ 0.00

Exchange Rate Date
2/23/2022

Status

Options
☐ User Defined

11. Select **Save**. 

Authorizing Payment or Receipt Information

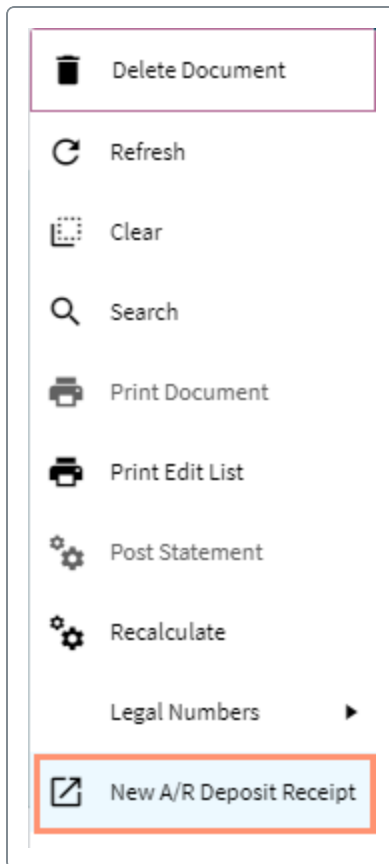
After you enter your petty cash transaction, you can create a payment, receipt, or fee document to link to your petty cash entry and authorize it.



The available document types are based on the selected Petty Cash Operation Type. For example, if the operation type is a bank fee, you can create a new bank fee. If it is an AR deposit prepayment, create an A/R Deposit Receipt and link it to a sales order. If a document type is not available, it does not appear in the menu.

1. From the Overflow menu , select one of these payment options.

- New Bank Fee
- New Bank Fee Tax
- New A/P Invoice Payment
- New A/P Debit Note Receipt
- New A/P Misc Payment/Prepayment
- New A/P Cash Return
- New A/R Invoice Receipt
- New A/R Deposit Receipt



The appropriate panel slides out depending on your transaction type. For example, if you add an A/R Deposit Receipt, a Deposit Payment panel slides out.

2. Enter the data required for the new document. In this example, it is the sales order you received the prepayment for and the payment amount.
3. Select **Save**. 

Deposit Payment 1

Details

Details

Deposit Payment Details

Sales Order
5364

Check...
2

Amount
\$ 25.00

Currency *
United States Dollar

Rate Type
Main Rate Type

Exchange Rate
1.000000

Customer
ADDISON

Customer Name
Addison, INC

Bill To Name
Addison, INC

Sold To Name
Addison, INC

Account Name

Account/Card No

Order Value
\$ 10.00

Bank Amount
\$ 25.00

Base Amount
\$ 25.00

Document Type

Legal Number

Description/Contract
888989

Contract Date
12/7/2021

Batch Reference

Close

The Book and Account fields display the default GL account set up for the petty cash operation type's GL control. You can change the account.

4. Your document is now authorized. Select **Close** to close the panel.

Assigning a Legal Number

After you enter your petty cash entry and authorize it, you assign a legal number to your authorized document. You cannot assign a legal number to a draft document.



A legal number must be assigned to a document with a transaction document type of Cash Receipt or Cash Issue, before you can post it and before the cash day is closed.

For more information on setting up and using legal numbers, refer to [Using Legal Numbers](#).

1. From the Overflow menu, select **Legal Numbers > Assign Legal Number**.
2. If legal numbers are set up to automatically generate, the assigned legal number now displays. You are ready to print the document.

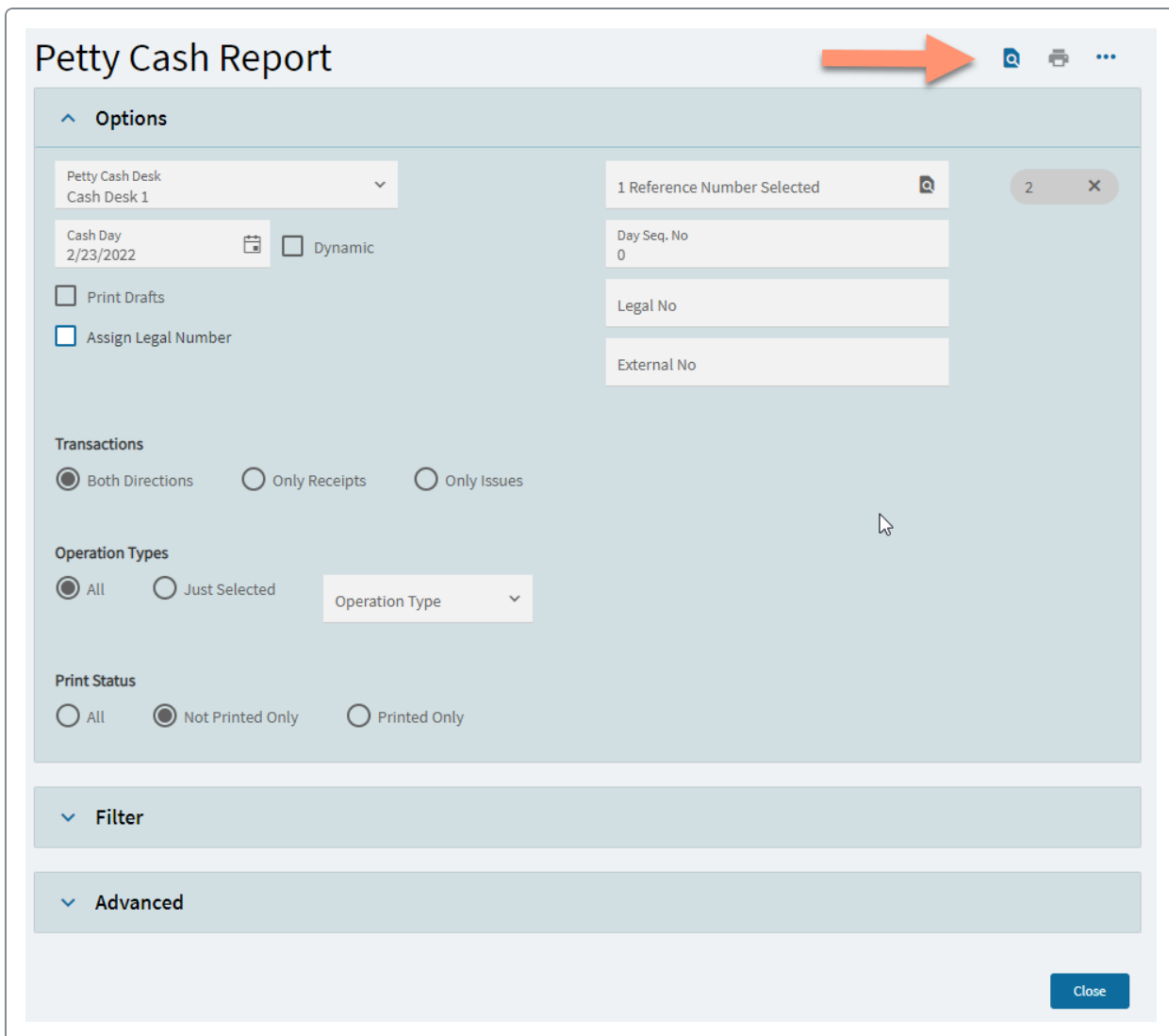


To learn more about legal number automatic and manual generation, refer to [Using Legal Numbers](#).

Printing the Petty Cash Report

Once the receipt or issue document is authorized and has an assigned legal number, you can print the petty cash document. You must print the document before you can post the petty cash statement.

1. From the Overflow menu,  select **Print Document**. The Petty Cash Report panel slides out.
2. Select the available options you want for your report.
3. Select **Print Preview**  or **Client Printer** .
4. When you have printed or generated the report, select **Close** to close the Petty Cash Report slide out panel.



Petty Cash Report

Options

Petty Cash Desk
Cash Desk 1

Cash Day
2/23/2022

☐ Dynamic

☐ Print Drafts

☐ Assign Legal Number

1 Reference Number Selected

Day Seq. No
0

Legal No

External No

Transactions

☒ Both Directions ☐ Only Receipts ☐ Only Issues

Operation Types

☒ All ☐ Just Selected

Operation Type

Print Status

☐ All ☒ Not Printed Only ☐ Printed Only

Filter

Advanced

Close

The petty cash entry should now have a status of **Authorized** and **Printed**.

Details

Document

Cash Document
2

Operation Type
AR Deposit Prepayment

Dates

Apply Date
2/23/2022

Creation Date
2/23/2022

Numbers

Legal Number
2022-GJ-00000001

External Number

Statuses

Authorized

Printed

To learn more about printing petty cash reports, refer to [Generating the Petty Cash Report](#).

Posting the Petty Cash Statement

After you have printed your authorized petty cash document, you can post your petty cash transactions for the selected cash desk. Depending on the cash desk record you are working on, the amount is posted to different accounts, since each petty cash desk record includes its own GL Control.

- 1. From the Overview menu,  select **Post Statement** . The Petty Cash Post Process panel slides out.
- 2. There are three fields in the **Petty Cash Post Process** window that displays. All three are disabled and hold values that default from Petty Cash Entry.
- 3. Select **Process**. 

Petty Cash Post Process

Options

Cash Desk
CASH1

Reference Number
2

Cash Day
month/day/year

Close

- 4. Select **Close**.

You have now successfully posted your petty cash statement. When you return to the landing page, the petty cash entry will now be grayed out.

^	All	Petty Cash Desk *	Cash Document	Currency	
		Cash Desk 1	0	USD	
Cash Document	Operation Apply Date	Direction	Draft	Operation Description	Posted
					☐
2	02/23/2022	Cash Receipt	☐	AR Deposit Prepayment	☐

Processes

Posting Cash Receipts

Run the **Cash Receipt Post** process to apply the group's cash receipt amounts against the selected invoices and sales order amounts. These amounts are also recorded within your GL accounts. The accounts default from your AR Configuration, but you can change them on individual invoices. Make sure you enter account numbers before you post otherwise you would not be able to execute posting.

The following rules and conditions apply:

- To save time generating data, you can define default options each time you run the process and each time launch the process, the default options automatically display.
- Default selections are saved within your user account. This allows each user at your company to create their own default selections for the same process.
- Using defaults speeds up data generation.
- You cannot change cash receipts after you post them.
- If you post a cash receipt with errors and you want to adjust the cash receipt, use Adjust Cash Receipt located in the Accounts Receivable > General Operations folder.
- If you post a cash receipt with errors and you want to reverse the transaction, use Reverse Cash Receipt located in the Accounts Receivable > General Operations folder.
- To have the process run automatically, select the required schedule and activate the Recurring check box. The process then becomes a task that will run based on the selected schedule.

To post a Cash Receipt group:

1. Select the required group or create one.
2. Enter the required **Invoice**, **Deposit**, or **Miscellaneous** payments, based on what you want to post.
3. Based on your selection in step two, define the **A/R Receipt**, **Deposit** or **Misc** information.

4. From the Overflow menu , select **Post**.
5. Select **Process**. 

Posting Petty Cash Statements

Run the **Petty Cash Posting** process to post petty cash transactions for the selected cash desk. Depending on the cash desk record you are working on, the amount is posted to different accounts, since each petty cash desk record includes its own GL Control.



You can retrieve cash transactions using the Customer Credit Manager.

To post a petty cash transaction:

1. In **Petty Cash Entry**, from the Overflow menu , select **Post Statement**.
2. There are three fields in the **Petty Cash Post Process** window that displays. All three are disabled and hold values that default from Petty Cash Entry.
3. Select **Process**. 

Reports

Generating the Cash Receipt Print Group Edit List Report

Run the **Print Group Edit List Report** launched using the **Cash Receipt Entry > Print Group Edit List** command from the Overflow menu  to print a list of all the cash receipt payments that are placed within the current entry group. You can review the report to verify cash receipt entries.



Entry groups are sometimes referred to as batches. Using an entry group, you can also assign a default transaction dates, fiscal periods, and account numbers for all the cash receipts that are included in that group.

The **Selection** parameters include:

- **Filter (Books)** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. Select the **Report Style** for the report run.



You create report styles in Report Style Maintenance where you can set up different styles that reflect different business needs.

2. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
3. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
4. Enter text in the **User Description** field.
5. Select the **Recurring** check box if needed.
6. Select **Print Preview**. 

Processing the Electronic Interface Receipts

Use the **Process Receipts** command to process customer payments for a selected group of invoices.



Kinetic creates an electronic bank export receipt file for all the customers set up for the EFT payment within the group.

Use the **Document currency** and **Base currency** radio buttons to specify the currency you want to use when calculating data and printing the AR Payment List report.



Refer to the Customer Maintenance topic for details how to enable customers for the EFT payment.

To process receipts:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Cash Receipt Entry**.

2. Create a new group or select an existing one.
3. Define the **Cash Receipts Entry** settings for the selected or created group.
4. From the Overflow menu , select **Electronic Interface > Process Receipts**.
5. Define the process parameters.
6. Select **Print Preview**. 

For EFT processing, it creates an electronic bank export receipt file for all customers set up for EFT payment within the group.

Use the **Document currency** and **Base currency** radio buttons to specify which currency is used when calculating data and printing the AR Payment List report.

Generating the Bank Statement Processing Print Edit List

Generate the **Print Edit List** to print all transactions for the current bank statement.

The **Selection** parameters include:

- **Options** - Select what you want the Edit List to show.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the Edit List:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Bank Statement Processing**.
2. Select the required **Bank ID**.

3. Create a new statement using the **New > New Statement** command or search for and select an existing Statement using the **Statement** button.
4. From the Overflow menu , select **Print Edit List**.
5. Select the **Edit List** parameters.
6. Select **Print Preview**. 

Generating the Payment Proposal Report

Generate the **Payment Proposal Report** to view all AP invoices that need to be paid up to a selected **Due Date** or display all AP invoices with discounts available that are not yet due.

The report displays invoice amounts in the company's base currency. One line prints for each invoice due on or before the selected Due Date. The current total due on the invoice displays on this line. If the invoice is not in the base currency, an extra line displays below the invoice line, to display the amount in the invoice currency. The report is sorted by the Due Date value on each AP invoice.

At the end of the report, the Report Totals section displays the total payment amount for each currency, followed by the total payment amount of all invoices, displayed in the company's base currency.

Each total provides the following information:

- Gross Payment
- Discount
- Net Payment
- Number of Payments

You can also use the report to display invoices with discounts available and display the value of discounts based on the proposed payment date.

The **Selection** parameters include:

- **Due Date** - Select the due date of payment proposals that you want to display on the report. The report will include any unpaid invoices due on or before this date .
- **Consider Discount Dates** - Select this check box if you want the report to calculate the discounts on all the invoices selected for this report. If an invoice falls within the discount period defined for the payment terms on an invoice, the amount to pay on this invoice is reduced to reflect the discount available for prompt payment.
If this check box is selected, **Discount Payment Date** displays in the report heading.
- **Payment Date** - If you select the **Consider Discount Dates** check box , you should also enter a date that determines the value of the discount. For all discounts where the discount settlement date is before or on the payment date, the full value of the discount displays in the report.

- **Exclude Invoices With Zero Discount** - Select this check box to exclude invoices with zero discount amounts or with an AP invoice Discount Date earlier than the **Payment Date** from displaying on the report.
- **Discount Horizon** - If you selected the **Consider Discount Dates** check box, use this field to determine the discount horizon date. The report displays all invoices where the settlement discount due date is prior to or on the selected discount horizon date.

The default discount horizon date is based on the entered Due Date. If the report is selected based on the discount horizon date, the discount date displays in the Due Date column and an asterisk (*) prints next to the Due Date. When the discount settlement date is before or on the selected payment date, the full value of the discount displays in the report.

- **Group by Payment Currency** - Select this check box to group items on the report by their payment currency.
- **Include Invoices On Hold** - Select this check box if you want to include invoices placed on payment hold in the report.
- **Consider Debit Memos** - Select this check box to activate the Filter option where you can select the debit memos you want to display in the report. If you keep this check box cleared, the report will include all the debit memos without validating the due and discount dates.
- **Filter** - Use these fields to select the Site, Currency, Payment Method, Supplier Group, and Supplier records for which you want to print the Payment Proposal Report.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Cash Management > Reports > Payment Proposal Report**.
2. Select the report parameters.
3. Scroll down and expand the **Filter** card.

You can filter by sites, currencies, payment methods, supplier groups, and suppliers.

4. Use  to select the filter option you need.
5. Select **Print Preview**. 
6. Review the report.
7. If you are happy with your report, select Print. 

Printing the Petty Cash Edit List

Print the **Edit List** to review and print all the petty cash authorized documents included in the petty cash day.

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Petty Cash Entry**.
2. Create a new record or search for and select an existing one.
3. Make sure the Petty Cash information is correct.
4. From the Overflow menu , select **Print Edit List**.
5. Select the printing parameters.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in

the System Monitor.

6. Select **Print Preview**. 

Generating the Petty Cash Day Book Report

Generate the **Petty Cash Day Book Report** to print a list of all operations within a specified cash day. You can print either a draft or an official report.

The **Selection** parameters include:

- **Petty Cash Desk** - Select the petty cash desk for which you want to run the report.
- **From Cash Date** - Specify the beginning date for data to include in the report. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **To Cash Date** - Specifies the ending date for data to include in the report. You can also set up this report to print following a regular schedule. To do this, select the **Dynamic** check box.
- **Dynamic** - Select this check box to run the report by a dynamic option rather than by a specific date. After you select this check box, the **From Cash Date/To Cash Date** field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the **From Cash Date** and/or **To Cash Date** field, and then select the **Recurring** check box next to the **Schedule** field.
- **Official Report** - Select this check box to use the official report print mode for this run.
- **Print Drafts** - Select this check box to the print the report in draft mode.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed. After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Cash Management > Reports > Petty Cash Day Book**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Petty Cash Report

Run the **Petty Cash Report** to print petty cash document details. It is often legally required to print petty cash documents and have a cashier, recipient or payer to sign them.

The **Selection** parameters include:

- **Petty Cash Desk** - The identifier of the petty cash desk for which to run the report.
- **Cash Date** - The day for which the report should run.
- **Print Drafts** - Select to include draft documents in the report.
- **Assign Legal Number** - Select if you want the report to assign the legal numbers.
- **Transactions** - Select if you want the report to include cash receipts or cash issues or both.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Cash Management > Reports > Print Petty Cash Documents** menu path.
2. Define the **Report Options**.
3. Select the report transaction you need.
4. Select the **Report Style** for the report run.

5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
7. Enter text in the **User Description** field.
8. Select the **Recurring** check box if needed.
9. Select **Print Preview**. 

Generating the Cash In Bank Report (Vietnam)

Generate the **Cash In Bank Report** to list bank transactions in/out for each bank account.

The **Selection** parameters include:

- **Amounts In Based Currency** - Select if you want to print the report in base currency.
- **Bank Account** - The bank account for which the report will be generated.
- **Fiscal Period** - The fiscal period used for the report.
- **Fiscal Year** - The fiscal year used for the report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Cash Management > Reports > Cash In Bank VN**.
2. Select the report parameters.
3. Select **Print Preview**. 

Trackers

Tracking Bank Accounts

The **Bank Account Tracker** allows you to monitor specific bank accounts you use for payments. Whether you need information about the balances for an account, bank details, payroll checks, or invoices, you can find it at your fingertips in this tracker.

To use the tracker:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Bank Account Tracker**.
2. In the **Account** field, select the search icon to search for the account. You can also choose the required account from the list.



You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

- [Viewing Bank Account Balance](#)
- [Reviewing Open Letters Of Credit](#)
- [Reviewing Closed Letters Of Credit](#)



To learn more about general cards and fields, refer to the **Bank Account Maintenance** section in the Application Help.

[Viewing Bank Account Balance](#)

If you want to check up the account balance, expand the **Details > Balance** card. Here you can view the balances for the beginning and the end of the fiscal year, as well as your reconciled credits.

^

Balance

All

▼

Fiscal Year

0.00000

Suffix

⌵

⋮

Fiscal Pe... ⌵	Opening ... ⌵	Debits ⌵	Credits ⌵	Closing ... ⌵	Reconcil... ⌵	Reconcil... ⌵	Reconcil... ⌵	Reconcil... ⌵	Non Rec... ⌵	Non Rec... ⌵	Non Rec... ⌵	Non Rec... ⌵
1	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	592,521.92	0.00	0.00	592,521.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reviewing Open Letters Of Credit

A letter of credit is a letter from a bank guaranteeing that a client's payment to a supplier is received on time and for the correct amount. If you need to track the open letters of credit, which you have not reconciled yet, refer to the **Activity > Open LC** card. Here you can review the Letter of Credit (LOC) ID, name of the suppliers, and the remaining value to be paid.

Open Letter of Credit

All

Letter of Credit ID	Description	Supplier ID	Supplier Name	Letter of ...	Cumulat...	Outstan...	Remaini...	Invoices ...	Ct
CLOSE	CLOSE	A-ZM	A-Z Metals	100.00	0.00	0.00	100.00	0.00	Dn
LCR11	LCR11	ABE	AB Electronics	1.00	0.00	0.00	1.00	0.00	Dn

Reviewing Closed Letters Of Credit

If you need to track the closed letters of credit, which you have already reconciled with a bank, refer to the **Activity > Closed LC** card. Here you can look up the LOC ID, name of the suppliers, and other information.

Closed Letter of Credit

All

Letter of Credit ID	Description	Supplier ID	Supplier Name	Letter of ...	Outstan...	Cumulat...	Remaini...	Invoices ...	Ct
123	123	AGELESS	Ageless Ovens	120.00	0.00	0.00	120.00	0.00	Dn
1234	1234	AGELESS	Ageless Ovens	120.00	0.00	0.00	120.00	0.00	Dn
LC1	LC1	SUP01	Supplier 01	200,000.00	0.00	0.00	200,000.00	0.00	Dn
LCR1	LCR1	ABE	AB Electronics	1.00	0.00	0.00	1.00	0.00	Dn

Tracking Cash Receipt Batches

Cash Receipt Batching is an optional feature used in some payment methods when the bank unites multiple cash receipts into a single line on the bank statement. It enables simple one-to-one matching in Bank Statement Processing. It enables simple one-to-one matching in Bank Statement Processing. Use the **Cash Receipts Batch Tracker** to view all the cash receipts in batches, trace the check dates, bank amounts, currencies, and payment transactions within the selected fiscal year.



You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > Cash Receipt Batch Tracker**.
2. In the **Bank Batch ID** column, select the batch ID. For an advanced search, select the search button.

Batch All Batch					
Bank Batch ID	Bank Acct ID	Batch Date	Bank Amount	Bank Currency	Reconciled Bank Amt
☒ 00004	100	08/15/2019	100.00	USD	0.00
☒ 00006	100	12/02/2019	10.00	USD	0.00
☒ 00007	100	12/02/2019	33.00	USD	0.00
☒ 00011	100	12/03/2019	130.00	USD	0.00
☒ 00013	100	12/11/2019	10.00	USD	0.00
☒ 00014	100	12/11/2019	5.00	USD	0.00
☒ 00015	100	12/12/2019	0.00	USD	0.00

3. On the **Details** card, review the batch details.

Detail

Batch

00011

Bank Account

Main Checking Account

Bank Currency

United States Dollar

Batch Date

12/3/2019

Reconciled Date

month/day/year

Statement

Total Cash

\$

130.00

Currency

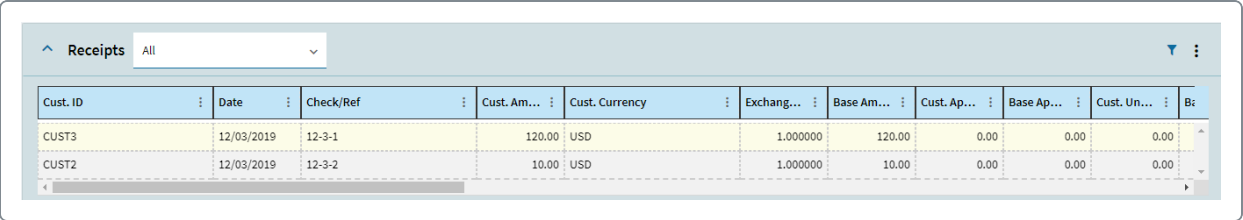
USD

☐ Interface-Generated

Status

Ready for Reconciliation

4. Expand the **Receipts** card to review the receipts.



The screenshot shows a 'Receipts' card with a dropdown menu set to 'All'. Below the header is a table with the following data:

Cust. ID	Date	Check/Ref	Cust. Am...	Cust. Currency	Exchang...	Base Am...	Cust. Ap...	Base Ap...	Cust. Un...	Bz
CUST3	12/03/2019	12-3-1	120.00	USD	1.000000	120.00	0.00	0.00	0.00	
CUST2	12/03/2019	12-3-2	10.00	USD	1.000000	10.00	0.00	0.00	0.00	



To create the cash receipt batches, use the **Cash Receipt Batch Maintenance**.

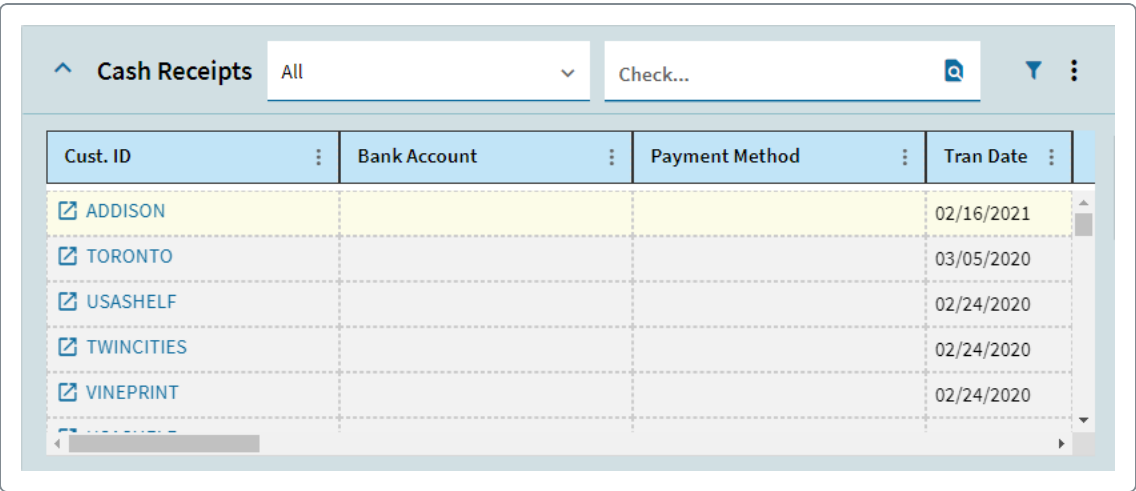
Tracking Cash Receipts

Track cash receipts your company receives in **Cash Receipt Tracker**.

If you are an accountant or an Accounts Receivable (AR) manager in a company, you need to track the company's income. You often make the financial reports based on the invoices and provide it to your management. To view, you can use the . You can look up all receipts for a particular period, specific receipts for a single customer, or all receipts for a particular type. It is a backbone for everything you need to know about the cash receipts, its debit, and credit data, currencies, and accounting transactions.

To use the tracker:

1. Open the **Cash Receipt Tracker** app.
2. On the landing page, select a customer. For advanced search, in the **Check** field, select the search button.



The screenshot shows a 'Cash Receipts' card with a dropdown menu set to 'All' and a search field labeled 'Check...'. Below the header is a table with the following data:

Cust. ID	Bank Account	Payment Method	Tran Date
☒ ADDISON			02/16/2021
☒ TORONTO			03/05/2020
☒ USASHELF			02/24/2020
☒ TWINCITIES			02/24/2020
☒ VINEPRINT			02/24/2020



You can find more information about the tracker interface in the [Trackers Help](#) article.

In this article, we will cover:

- Viewing Summary Information
- Displaying General Ledger Transactions



To learn more about general cards and fields, refer to **Cash Receipt Entry** section in the Application Help.

Viewing Summary Information

To check up the total summary of the payments during a specific fiscal period, go to the **Details > A/R Receipt Details** card. It is useful because you can review multiple receipts at once and sort them by the criteria you want.



For example, you can select three receipt types: Payment (PayInv), Deposit, and Miscellaneous (MisPay). After you choose the required cash receipt, you can access the necessary information for the invoice, such as currency, credit and debit data, bank details, and taxes on the other cards.

[illegible]

Displaying General Ledger Transactions

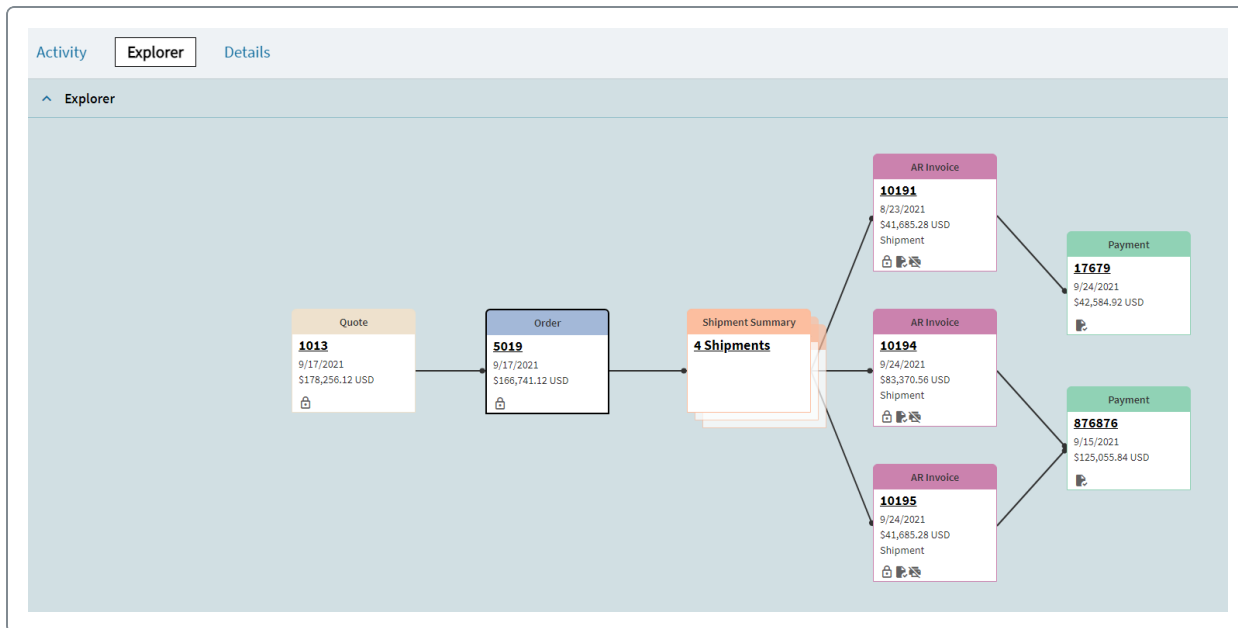
In the General Ledger (GL), you process and post all accounting transactions created throughout the system application, as well as entries made directly within the ledger.

On the **Activity > GL Transactions** card, track accounting journals and information on the credits. This card also lets you review all the journal entry transactions placed against the current invoice that you select.

GL Transactions										
Journal	Line	GL Account	Description	Book Debit...	Book Credit...	Date	Fiscal Year	Fiscal Period	Book	PaymentNumber
9	1	100000-CHIG-0000-000	Cash - Regular Checking Acco...	2,467.50	0.00	09/15/2021	2021	0	MAIN	
9	2	110000-CHIG-0000-000	Accounts Receivable-CHIC-CO...	0.00	2,467.50	09/15/2021	2021	0	MAIN	

Full Screen

Open the **Explorer** tab to see a graphical representation of relationships between related quotes, orders, shipments, AR invoices and payments - providing a detailed overview of the quote to cash cycle:



The record you are in is always outlined with black borders.

This relationship “map” consists of five card groups:

1. Quote
2. Order
3. Shipment
4. AR Invoice
5. Payment

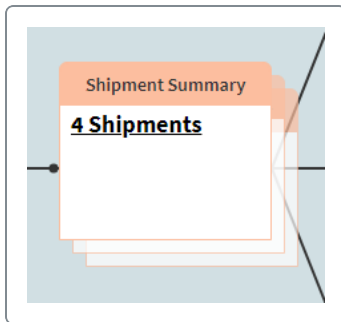
Each card contains a basic overview and an underlined link (the **Quote/Order/Shipment/Invoice/Payment Number** field), which opens a panel with detailed information:

Orders			
Orders			
Order	Open	Order Date	Customer Amount
5019	☐	09/17/2021	166,741.12



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:



You can select the underlined link on the collapsed cards to view a panel with all the records listed:

Shipments			
Shipments			
Pack ID	Ready to invoice	Status	Ship Date
256	☒	Shipped	09/24/2021
255	☒	Shipped	09/09/2021
254	☒	Shipped	08/31/2021
253	☒	Shipped	08/23/2021



More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

Tracking the Petty Cash Desk

Cashiers receive and issue petty cash amounts on a daily basis. A petty cash fund provides business units with sufficient cash to cover minor expenditures. It includes reimbursement of staff members

and visitors for small expenses.

The Petty Cash Desk in helps you to create and update petty cash desk properties and defaults. You can also set up authorized users and operations. The **Petty Cash Desk Tracker** allows you to view detailed petty cash desk information.

To use the tracker:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Petty Cash Desk Tracker**.
2. In the **Cash Desk ID** column, select an identifier. For advanced search, in the **Cash Desk** field, select the search button.

Petty Cash Desk Tracker

^

Petty Cash Desks

All

▼

Cash Desk *

Cash Desk ID	Name	Inactive	Location	Day Close Mode	Currency Code	Rate Type Code
4568	Petty Cash Desk 1	☒		Soft	United States Dollar	Main Rate Type

The **Petty Cash Desk Tracker** is divided into:

- Activity

Cash Desk 4568

Activity

Details

Currency USD (Doc)

Activity

Balances History

Documents - Cash Day

▼ Balances History

▼ Documents - Cash Day

- Details

Cash Desk 4568

Activity

Details

Currency USD (Doc)

Details

Authorized Users

Available Operations

GL Controls

▼ Detail

▼ Authorized Users

▼ Available Operations

▼ GL Controls

▼ Current Balances



You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

- [Petty Cash Details](#)
- [Authorized Users](#)
- [Available Operations](#)
- [GL Controls](#)
- [Current Balances](#)
- [Balances History](#)
- [Cash Day Documents](#)

Viewing Petty Cash Details

Expand the **Detail** panel card to select a petty cash desk and to view detailed information like:

- name of the cashier
- rate types defined in the application
- currency
- transaction document type for the daily cash report
- number of cash documents to be printed on one page of the daily cash report
- number of documents to be printed on the last page of the daily cash report
- cash limit with the exception of cash reserved for employee salaries and social payments (this is expressed in the cash desk currency and is required in some countries)
- date when the petty cash desk was put into operation or when the petty cash desk was established in the application (this date cannot be changed after at least one operation is entered for the petty cash desk. The Initial Balance and the Initial Payroll Balance are cash balances per this date)
- initial balance for this cash desk per the opening date (this value cannot be changed after at least one operation is entered for the petty cash desk)
- initial payroll balance for this cash desk per the opening date (this value cannot be changed after at least one operation is entered for the petty cash desk)
- legal number for the linked transaction document type
- day close mode to use for this cash desk. The selection in this field affects how new cash documents are dated. There are two options in this field:
 - Soft - More than one cash day can be active at one time. The physical sequence of document creation and numbering can differ from the logical sequence. Authorities can disable this mode, depending on regulations.

- **Strict** - Only one cash day can be active at a time. All entered operations belong to the same active day and operations for following days cannot be entered until the current active day is closed. Draft documents are not affected and can still be entered for future days, but only documents for the active day can be authorized.



With this mode, cash documents must be numbered in chronological order. This is a legal requirement in some countries. When you close a day, you can define the next active day. The next active day does not need to be the day physically following the day just closed.



The **Allow Negative Balance** check box indicates whether the cash desk balance can be negative. Select this check box if a negative balance is allowed. Clear this check box if a negative balance is not allowed. This parameter only affects the petty cash entry routine. It is not possible to close a petty cash day with a negative balance.



The **Entrusted From** and **Entrusted To** fields define the date from which the entrusted cashier is in effect and until what date the entrusted cashier is in effect, respectively. This field is unavailable until an entrusted cashier is entered. This field is required if an entrusted cashier has been entered.



The **Inactive** check box indicates whether the cash desk is active or inactive. Select this check box to make the cash desk inactive. Clear this check box to make the cash desk active, which is the default. Cash operations cannot be entered for inactive cash desks.

^ Detail

Cash Desk... * 4568	☒ Inactive
Name * Petty Cash Desk 1	Day Close Mode * Soft
Location	
Currency	
Currency * United States Dollar	Rate Type * Main Rate Type
Cashiers	
Cashier * Cory V. Snyder	
Entrusted Cashier Cory V. Snyder	
Entrusted From 8/1/2020	Entrusted To 4/1/2021

Limits

☒ Allow Negative Balance

Cash Limit Total

\$0.00000

Except Payroll

\$0.00000

Initial Balances

In Operation From

9/12/2020

Initial Balance

\$0.00

Initial Payroll Balance

\$0.00

Cash Day Official Report

Document Type

Legal Number

Documents Per Page

0

Documents on Last Page

0

Viewing Authorized Users

Expand the **Authorized Users** card to view the current permission details for an authorized user. The authorized users are available to select from the **Authorized Users** drop down list.



Refer to **Petty Cask Desk Maintenance** to add an authorized user in order to access and update a petty cash desk.

This card helps you review information like the authorized user's name and user ID. It also indicates whether you can change the Petty Cash Desk Definition, enter or modify cash receipts or cash issues, and perform day closing.

Authorized UsersAll

User ID	Change Setup	Cash Receipts	Cash Issues	Close Cash Days	Read-Only Access
Cory V. Snyder	☒	☒	☒	☒	☐
Epicor System Admin	☒	☒	☒	☒	☐

Full Screen

Viewing Available Operations

Expand the **Available Operations** card to view the operations assigned to a specific petty cash desk. This card helps you review details like legal number, operation class, operation type, role code, and transaction document type.

^ Available Operations All

Operation Type C...	Direction	Recipient/Payer Type	Operation Class	Enabled	Role Code
O Ring for DCD	Cash Receipt	Customer	A/R Invoice Receipt	☒	Buyer

Full Screen

Viewing GL Controls

Expand the **GL Controls** card to view GL controls linked to the petty cash desk. This card helps you review details like the GL control type, GL control code, business entity, bank fee, call type, charge ID, and others.

^ GL Controls All

GL Control Type	Description	GL Control Code	Description

Full Screen

Viewing Current Balances

Expand the **Current Balances** card to view the current balances of a selected petty cash desk. You can review details like total cash limit, closed day balance, current day balance, date of last draft document, and other details.

^ Current Balances

General

☒ Allow Negative Balance

Cash Limit Total

\$ 0.00000

Except Payroll

\$ 0.00000

Current Balances

Date Last Closed

month/day/year

Last Closed Day Balance (Total)

\$ 0.000

Last Closed Day Balance (Payroll)

\$ 0.000

Latest Authorized Document Date

month/day/year

Current Day Balance (Total)

\$ 0.000

Current Day Balance (Payroll)

\$ 0.000

Date of Last Draft Document

month/day/year

Current Draft Balance (Total)

\$ 0.000

Viewing Balances History

Expand the **Balances History** card to retrieve and view petty cash desk balances for specified dates. You can review the balance history dates, opening balance, closing balance, cash receipts number, and other details.

^ Balances History
All

From Date
9/16/2020

To Date
9/16/2020

☒ Payroll Only
☒ Include Draft Documents

Day is Closed	Opening Balance	Cash Receipts No	Cash Issues No	Revaluation Gain / Loss

Full Screen

Viewing Cash Day Documents

Expand the **Documents - Cash Day** card to retrieve and view documents for a specified cash day. You can review the cash direction type (cash issue or cash receipt), operation reason code, operation class which is dependent upon direction and recipient or payer type, payroll balance according to operation type, and other details.

^ Documents - Cash Day
All

Cash Day
9/16/2020

Direction
Both Dire...

Direction	Operation Reason	Operation Class	Payroll Balance	Create Date

Full Screen

Payroll

The **Payroll** module processes paychecks for all employees and provides necessary tools for company and governmental reporting. Comprehensive employee information and memo fields allow you to track employee personnel information (for example, performance reviews and outside training). Because payroll processing is tightly integrated with Job Management, typically you only have to review payroll entries, make adjustments, print checks, and post.

Creating Payroll Tax Records

Run **Payroll Tax Maintenance** to create and maintain the tax records your company requires to run payroll. Tax records include Federal and State income taxes withheld from employee checks, and employer taxes such as FUTA, SUTA, Medicare, and Social Security. The **Payroll Tax Maintenance** allows you to adjust tax rates and define taxes unique to your tax locality. Since you create all tax records, they can easily be changed.

Use the landing page of the application to view existing payroll tax records or to enter a new one.

In this article, we will cover:

- [Entering Payroll Tax Records](#)
- [Adding GL Control to Records](#)
- [Entering Filing Status Information for Taxes](#)
- [Using a Graduated Tax Table](#)
- [Entering an Exempt Table for Filing Statuses](#)
- [Entering Specific Credit Rates for Graduated Credit Levels](#)

Entering Payroll Tax Records

The application supports the tax types listed below. The identifiers (in parentheses) are the tax type ids the application automatically assigns to the specific tax type.

- **Federal Taxes (FIT)** - This defines federal income tax rates. The application only allows one Federal tax file.
- **Federal Unemployment Tax (FUTA)** - This defines federal unemployment insurance rates. The application only allows one FUTA tax file.

- **State Unemployment Tax (SUTA)** - This defines state unemployment insurance rates. The application allows an extensive number of state unemployment files, but you can only identify one record as SUTA.
- **Social Security Employee Tax (SSEE)** - This defines the employee social security tax rates. The application only allows one SSEE tax file.
- **Social Security Employer Tax (SSER)** - This defines the employer social security tax rates. The application only allows one SSER tax file.
- **Medicare Employee Tax (MDEE)** - This defines the employee medicare tax rates. The application only allows one MDEE tax file.
- **Medicare Employer Tax (MDER)** - This defines the employer medicare tax rates. The application only allows one MDER tax file.
- **State Tax (SIT)** - This defines state income tax rates. You can enter as many state tax files as you need. The application supports tax type, but it does not automatically assign an identifier to it.
- **Local Tax (Locl)** - This defines local tax rates. You can enter as many local tax files as you need. The application supports this tax type, but it does not automatically assign an identifier to it.

For example, the city in which your office is located passed a local tax bill for all employees who live and work in the city. Each pay period, all employees must pay 1% of their gross wages to the city of Chicago, up to \$1,000.00. In this article we will show you how to add the new tax.

The **Detail** card includes the identifier, description, tax type, tax ID, accrual account, and expense account for the selected tax. Here you can also inform the application if this tax is an employer expense or unemployment insurance.

To enter a tax record:

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Tax**.
2. From the Overflow menu  select **New Local** or any type of appropriate taxes, listed above.
3. Enter the tax ID and its description. For example, OR stands for ID and OR State is the description.

Detail

ID *	MEDEE	Description *	MedicareEE
State ID		State Tax ID	33-027799
Tax Type *	MDEE	Tax ID	
Tax ID Number	33-027799	☐ Employer Expense	
		☐ Unemployment Insurance	
		☐ Round Withholdings	

4. Select **Save**. 

Adding GL Control to Records

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

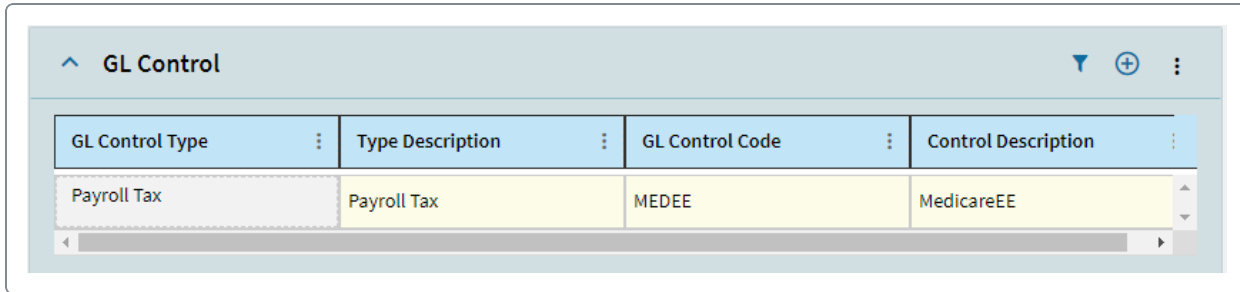
Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the GL control **Type** that contains the account contexts you need.
3. Next use the **Control** field to enter a GL control contained by the selected GL control type.

- Continue to add the GL control types you need for the current company. When you finish, save the changes.



GL Control Type	Type Description	GL Control Code	Control Description
Payroll Tax	Payroll Tax	MEDEE	MedicareEE

Entering Filing Status Information for Taxes

Use the **Filing Status** card to enter filing status information for the selected tax. You can enter as many filing status records as you need for each tax. **Payroll Tax Maintenance** handles all federal, state, and local withholding calculations. Because of this, many fields on this sheet do not apply to the current filing status. You should only use the fields you need to define tax calculations. You cannot change the filing status value on an existing tax record.

To enter a filling status:

- Select  on the **Filing Status** card.
- Enter the filling status and its description.

Examples of filing statuses include:

- S - Single
- H - Head of Household
- A - All Employees



Tip: You can copy filing statuses using the **Copy Filing Status** command of the Overflow menu. Use this function if there are no changes or very few changes to a payroll tax's filing status from a previous year. This saves you time as you set up a payroll tax for the current year.

- Define the **Taxable Wage Limit**, **Tax Basis**, **Flat Tax %** fields.

Filing Status All				
Tax Year	Filing Status	Status Desc	TaxBasis	Taxable ...
2008	A	All	% of Gross	0.00
2012	A	All	% of Gross	0.00

4. Select **Save**. 

Using a Graduated Tax Table

The federal government and many state governments calculate taxes using a graduated tax table. As wages for employees increase, the tax rates also increase. Use the Adjusted Gross Wages amount for an employee to levy the proper graduated rate from the tax table against the adjusted wages for that employee.

With the **Tax Table** card, you can create tax tables. You must manually maintain all tax information to ensure rates are entered and calculated accurately. Tax calculations are all annualized.

For example, in the USA, to implement the 2013 introduction of the Additional Medicare Tax, you have to create a tax table for each filing status on the Medicare Employee Tax (MDEE).

To create a table:

1. After creating a payroll tax and defining the filling status, select  on the **Tax Table** card.
2. Enter the values for the first graduated tax line in the **But Not Over**, **Base Tax**, and **Over Tax Percent** fields.
3. Define the **Taxable Wage Limit**, **Tax Basis**, **Flat Tax %** fields.
4. Select Tab to create a new line; repeat the above steps to enter the next graduated tax amount and percentage.

Line	Over	But Not...	Base Tax	OverTa...	WkTaxID1	Status Desc
0	0.00	99,999,999.!	0.00	0.00	0.00	

5. Select **Save**. 

Entering an Exempt Table for Filing Statuses

Use the **Exempt Table** card to enter an exempt table for each filing status created in **Payroll Tax Maintenance**.

Some state governments calculate exemptions based on a graduated exemption table. As the gross wages for an employee increase, the exemption rates change. Use the Adjusted Annual Gross amount for each employee to assign the proper graduated rate in the exemption table. If you do business with a state with this requirement, enter this table on the Exempt Table sheet.

Enter an exempt table for each filing status in **Payroll Tax Maintenance**. Similar to tax tables, exempt tables are annual. You can only have one exempt table for each filing status.



Before you can activate the **Exempt Table** table, the Exemption fields must be blank on the **Filing Status > Detail** card.

To create a table:

1. After creating a payroll tax and defining the filling status, select  on the **Exempt Table** card.
2. Enter the values for the first graduated exemption line in the **But Not Over** and **Exemption** fields.
3. Select Tab to create a new line; repeat the above steps to enter the next graduated tax amount and percentage.

Exempt Table All				
Line	Over	But Not Over	Exemption	Status Desc
0	0.00	99,999,999.99	0.00	

4. Select **Save**. 

Entering Specific Credit Rates for Graduated Credit Levels

With the **Credit Table** card, enter specific credit rates for each graduated credit level. Often, state governments also calculate credits based on a graduated table. As gross wages for employees increase, tax credits change. Use the Annual Adjusted Gross amount for each employee to assign the proper graduated rate in the credit table. If you do business with a state with this requirement, enter credit rates on the **Credit Table** card. You can only have one credit table for each filing status. Enter an credit table for each filing status in **Payroll Tax Maintenance**. Similar to tax tables, credit tables are annual. You can only have one credit table for each filing status.



Before you can activate the **Credit Table** card, the Credit fields must be blank on the **Filing Status > Detail** card.

To create a table:

1. After creating a payroll tax and defining the filling status, select  on the **Credit Table** card.
2. Enter the values for the first graduated exemption line in the **But Not Over** and **Credit Percent** fields.
3. Select Tab to create a new line; repeat the above steps to enter the next graduated tax amount and percentage.
4. Select Tab to create a new line; repeat the above steps to enter the next next graduated credit level.

Credit Table All				
Line	Over	But Not Over	Credit Pct	Status Desc
0	0.00	99,999,999.99	0.00	

5. Select **Save**. 

For more details on the fields, use the field help available in the Help & Support panel  of the application.

Creating Payroll Managers

Payroll managers are users who can set up payroll classes. They are the only users who can create these classifications, so they provide an additional level of security for the financial modules. Payroll classes determine who should be paid during each payroll run. Set up payroll manager records in **Payroll Manager Maintenance**.

Payroll managers also grant users authorization to view and process payroll data within each payroll class. With the exception of setting up the first payroll manager record, only payroll managers can assign other users as payroll managers.

Payroll manager status can be assigned at the level of individual companies, or for all companies within the database. Therefore, a user can perform the Payroll Manager role in a company via the following setup options:

- Payroll Manager rights are assigned to them in the current company OR
- Payroll Manager rights are assigned to them for all companies OR
- Both of the above.

To assign a user as a payroll manager, select a user.



You cannot add new users to the Kinetic application through Payroll Manager Maintenance. User records are created in User Account Security Maintenance.

^ User Names

All

User Name *

UserID	Name	Payroll Manager	Payroll Manager Current ...	Effective Rig...
AARON	Aaron Christiansen	☐	☐	☐
Adam	Adam Wright	☐	☐	☐
AEP1	AEP User 1	☐	☐	☐
AGENT	Task Agent user	☐	☐	☐



In the search window, select Current Company Only to display only users who have general access to the current company. This is useful because a user cannot be assigned payroll manager status in a company to which they do not have general access.

Select either the **Payroll Manager (All Companies)** or **Payroll Manager (Current Company)** check box, according to the requirement.

^ Detail

UserID *
AARON

Name *
Aaron Christiansen

☐ Payroll Manager (All Companies)

☒ Payroll Manager Current Company

☐ Effective Rights in Current Company

Effective Rights in Current Company indicates whether the selected user has payroll manager rights in the current company. This field is read-only.

Creating a Payroll Class

A payroll class groups together similar employees for payroll processing. These classes allow the application to determine who should be paid during each payroll run. You also use classes for security, as they give a specific user access to work within a given class of employee payroll data (for example, an executive, or a shop employee).

For security and selection purposes, only payroll managers have access to **Payroll Class Maintenance**. This is because each existing class identifies groups of employees, and allows access to those users' records and accounts.



After you create a new payroll class, you cannot view it within **Payroll Check Entry** until you exit and re-enter Kinetic. This is a security feature that prevents check errors, and allows your database refresh properly with the new payroll class.

Kinetic requires at least one payroll class created. Define classes in **Payroll Class Maintenance**, and then assign employees to each class.

In this article, we will cover:

- [Creating a payroll class](#)
- [Adding GL controls](#)

Creating a Payroll Class

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Payroll Class**.
2. Select **New**  to add a new payroll class.
3. Enter an identifier for the new payroll class in the **Class** field.
4. Enter the **Description** for the class.
5. Now add employees to the class. From the **Available Users**, select an employee to add to your class. The user now displays in the **Selected Users**.
6. If you need to remove an employee from the class, select the employee on the **Selected Users** list. You can also **Clear All**.

7. On the **Employer Deductions** card, select the deduction you want to assign to the payroll class.
8. Specify the tax that you want to associate with the payroll class on the **Employer Taxes** card.
9. Select **Save**. 

Adding GL Controls

The general ledger (GL) control or controls determine the accounts and journal codes used when posting the selected record.

You can associate one or more GL controls with a record. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction. For details on GL Control Types, see Setting Up GL Control Types.

1. Select the record to which the control will apply. It can be the Employer Deduction, or Employer Tax of the selected payroll class.
2. On the **GL Control** card, select **New**  to add a new GL Control.

3. Enter the **GL Control Type** to which the control belongs. Selection of the type limits selection of GL controls to those based on the type.
4. Enter the identifier of the control in the **GL Control Code**.

The screenshot shows the 'Employer Tax Detail' form. Under the 'GL Control' section, there is a table with four columns: 'GL Control Type', 'Type Description', 'GL Control Code', and 'Control Description'. The first row has 'Amortization' in the 'GL Control Type' column, which is highlighted with a red border. The other three columns in this row are empty and highlighted in yellow. Above the table, there are dropdown menus for 'Class *' (set to 'VIP') and 'Tax *' (set to 'SocSec-ER').

GL Control Type	Type Description	GL Control Code	Control Description
Amortization			

5. Select **Save**. 

Entering Payroll Payment Types

Pay types classify the gross wages you pay your employees by dividing payroll hours into different groups, such as regular, overtime, and vacation. Pay types play an essential role in payroll processing because they control general ledger (GL) account postings, premium pay, and tax calculations. Each pay type can be subject to or exempt from different payroll taxes depending on how they are set in **Pay Type Maintenance**.

The application has five default pay types:

- Regular
- Overtime
- Vacation
- Sick
- Holiday

You can also add additional pay types specific to your business in Pay Type Maintenance. Examples of non-default pay types include the following:

- Bonus
- Miscellaneous

Use the landing page of the application to view existing pay types or to enter a new one.

In this article, we will cover:

- [Entering payment types](#)
- [Adding GL controls](#)
- [Entering labor expense codes](#)

Entering Payment Types

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Pay Type**.
2. Select **New**  to add a new pay type.
3. Enter the **Pay Type** identifier and concise explanation of the pay type.
4. Define the percentage multiplied against the normal hourly pay rate in the **Premium Rate Factor** field.

Premium Pay is an additional amount paid above this type's base pay; for instance, if an employee works Overtime, an additional rate is added to this employee's base pay rate. For example:

- 1.5 (Overtime paid at 1-1/2 times the regular rate)
- 2.0 (Double-time paid at 2 times the regular rate)



Premium Pay is never paid to salaried employees.

This field's rates can be 0 or any rate greater than 1. A 0 rate indicates that no premium pay is calculated for this pay type.

Example: John's regular hourly rate is \$10.00. He works eight Regular hours and one hour of Overtime; the pay type has a Premium Factor of 1.5. Pay amounts calculated are \$80.00 Regular Pay, \$10.00 Premium Base Pay, and \$5.00 Premium Pay. His pay total for the day is \$95.00.



Premium Base Pay and Premium Pay are calculated separately. This lets you track overtime expense premiums separately in the General Ledger.

5. When selected, the **Shift Differentials** check box indicates that shift differential pay is calculated for this pay type. Shift Differential pay is additional pay employees receive when they work a different shift than normal. A typical instance of shift differential pay is when daytime employees are paid an extra 10% when they work a night shift.

To use shift differentials, you enter information in three files:

- **Shift** record - enter the differential rates, types, and GL account numbers.
- **Pay Type** record - Select the Shift Differentials check box.
- **Employee** record - Indicate the employee's normal shift.



Shift differential pay is never paid to Salaried employees.

6. Use **Supplemental %** indicates that taxes will be levied against supplemental pay (bonuses, commissions, overtime) that use this pay type. This is the supplemental percentage set up within the tax record.

California taxes on sales force person commissions are calculated at 6% when these commissions are paid separately. This is done because annualizing the pay amounts could result in extremely high or low tax calculations.

Arkansas state tax withholdings from supplemental wages is calculated at 7% (1995 rates).

7. Select the **Include in OT calculation** check box to indicate that hours assigned this pay type will be evaluated for additional overtime rates. The app compares total hours to daily or weekly overtime limits. If the hours worked surpass these limits, the Check Entry program's Calculate Overtime functionality is then used to calculate the final amount paid to the employee.

Except for sick time, your company pays overtime on all hours worked over 40 hours per week. The Sick pay type does not have this check box selected, but you select it for all other pay types.

8. Use **Apply Factor to Shift** to indicate that the Shift Rate is included in premium calculations for this pay type. Premium Pay is an additional amount paid above this type's base pay; for example, if an employee works overtime, an additional rate is added to this employee's base pay rate.

Logic:

If Apply Factor to Shift Pay is selected:

Shift Pay = (Base Hours * Shift Pay Rate) + Premium Hours * (Shift Pay Rate * Premium Rate factor).

If Apply Factor to Shift Pay is not selected:

Shift Pay = (Base Hours * Shift Pay Rate) + (Premium Hours * Shift Pay Rate)

9. Identify the taxes that are levied against this pay type. All current taxes set up in your Tax Master file are initially displayed in the **Subject to Taxes** column. These taxes will be included in all tax calculations for this pay type. If the pay type is exempt from a tax, move it to the Exempt from Taxes column.

In 1995, Federal guidelines state that token rewards for employee suggestions are not considered wages. Your company had a suggestion box and gave monetary rewards for accepted suggestions, so you set up a pay type for the award money. Within this pay type, move the Federal tax into the Exempt from Taxes column.

Pay Type Details

Pay Type *

BON

Description *

Bonus

☐ Shift Differentials

☒ Use Supplemental %

☐ Include in OT Calculation

☒ Apply Factor to Shift

Premium Calculation

Premium Rate Factor

0.00

Taxes

Subject to Taxes

☐ All

☐ AZ State

☐ CT State

☐ FUTA

Exempt from Taxes

Clear All

X FEDERAL

10. Select **Save**. 

Adding GL Controls

Before you can process payroll, you must link each default payroll type to specific GL controls.

In the Kinetic training database, the GL control already specified for the Regular pay type is **REG**, which is attached to account **8700-00-00**. (The Natural Account is 8700, the Division segment is 00, and the Department segment is 00.) In Payroll Employee Maintenance, on the Payroll > GL Control sheet, you can assign employee-specific GL controls for Division and Department. Base these GL controls on the work area location and the specific job the employee performs.

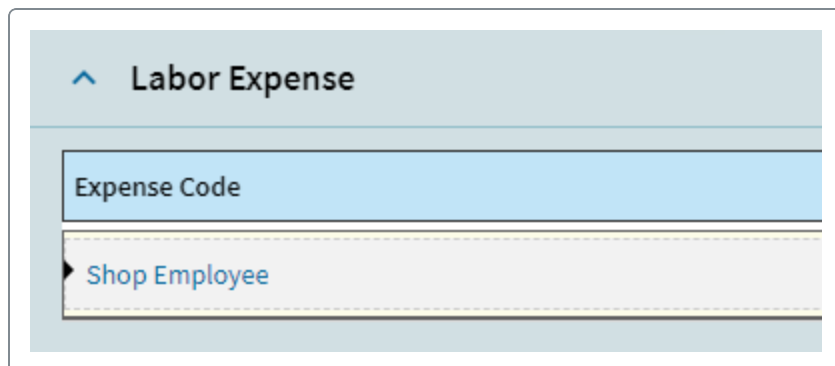
GL Control

GL Control Type	Type Description	GL Control Code	Control Description
Payment Type	Payment Type	REG	Regular Pay

Full Screen

Entering Labor Expense Codes

Create labor types. You can enter as many labor expense codes as you need; they are all linked to the current pay type.



Canceling Posted Payroll Checks

As a payroll manager, you may need to cancel a posted payroll check. You can do it in **Payroll Void Check Maintenance**. When you cancel a payroll check, the check becomes Void.

When you void a check in this app, Kinetic automatically creates reversing General Ledger transactions to reduce the year-to-date (YTD) amounts for the selected employee. **Payroll Void Check Maintenance** is especially valuable when you must remove a check from both the GL and an employee's record. Voiding payroll checks is the only way to reverse, delete, or cancel posted checks.



If the check you select to void is for an employee who has an unposted check in **Payroll Check Entry**, you cannot move forward with a void for any of this employee's checks. This prevents miscalculations of YTD totals. For more information on posting payroll checks, refer to the [Using Payroll Check Entry](#) article.

Use the landing page of the application to view existing payroll employees.

In this article, we will cover voiding a payroll check

1. From the main menu, go to **Financial Management > Payroll > General Operations > Void Check Entry**.
2. Select a payroll employee.

Employee Detail

ID *
105

Name / Address
Charles L. Johnson

USA

Supervisor
Charles L. Johnson

3. On the **Outstanding Checks** card, review the outstanding checks for this employee, if any.
4. Select the check to void in the **Check Num** field.
5. Enter the **Void Date**.
6. Select the **Void** button.

Outstanding Checks Checks 1 of 3 < Check Num 1 > Void

Check Number 1	Fiscal Year 2009	Base Hours 8.00	Total Taxes 9.92
Bank Norwest Bank - Payrc	Suffix	Premium Hours 0.00	Total Deductions 0.00
Check Apply Date 10/26/2009	Period * 10	Base Pay 160.00	Check Amount 150.08
Void Date 11/24/2021	Note	Premium Pay 0.00	
Posted		Shift Pay 0.00	

Kinetic voids the check and creates a reversing transaction in the General Ledger. The app also subtracts the **Check Amount** from the employee's year-to-date totals.

Defining Shift Times

Each employee in Kinetic belongs to a default shift. Data collection and shop warnings will use this information to report warnings about early 'clock ins' and late 'clock outs'.

In this article, we will cover:

- [Creating Shifts](#)
- [Defining Breaks](#)
- [Setting Up GL Controls](#)

Creating Shifts

1. Open the **Shift** app.

The Landing page displays. The page lists all the existing shift records.

2. To select an existing shift record, select the Shift ID link inside the grid line.

Shift Maintenance

Shift All

Shift *0

Shift ID	Description	Start Time	End Time
1	Early Morning	6:00 AM	2:30 PM
2	Morning	8:00 AM	4:30 PM
3	Swing	10:00 AM	6:30 PM
4	Afternoon	4:00 PM	12:30 AM
5	Overnight	12:00 AM	8:00 AM

3. To add a new shift code, select **New**.

The Details card displays.

4. Enter a code to identify the shift.

Details

Shift

Shift *0

Description *

Start12:00 AM

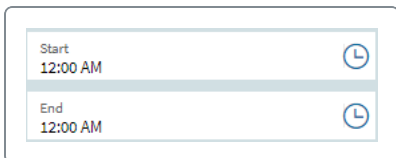
End12:00 AM

Length0

 This must be a number greater than zero.

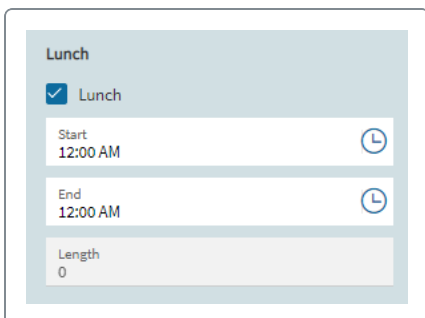
5. Enter a brief description of the shift using the Description field.

6. Specify the **Start** and **End** times of the shift.



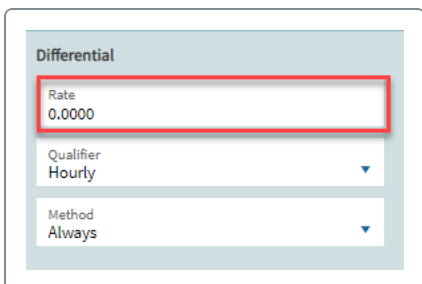

Once you enter the shift times, the **Length** field will show the overall length of the shift.

7. If necessary, select the **Lunch** check box and define the **Start** and **End** times for your lunch break.




Once you enter the lunch times, the **Length** field will show the overall length of your lunch break.

8. Enter the monetary amount you pay for shift differential in the **Rate** field.



The number you enter can be an hourly addition or a percentage. Make sure to select the appropriate 'Qualifier' option (Hourly/Percent) to indicate how will Kinetic calculate the differential.

- Hourly rates are added to the employee base rate when the shift differential is indicated. For example, an employee normally paid \$12 per hour working on a shift with a rate of \$1 would be paid \$13 per hour for shift hours worked.

- Percent rates are applied to the base hourly rate. For example, an employee normally paid \$12 per hour working on a shift with a rate of 5% would be paid \$12.60 per hour for shift hours worked.
9. Define a method used to calculate pay.
 - **Always** - All hours reported to this shift will use the rate indicated to generate additional shift pay for valid pay types. Select if shift differential pay should be calculated for all hours reported on this shift by all employees.
 - **Only when off shift** - Kinetic calculates shift pay for hours with a shift code that is different than the default shift for the employee. For example, you indicated that the shift differential for shift '03' should be calculated. Employee 'A' ordinarily works shift '03'. Employee 'B' ordinarily works shift '01'. If both employee 'A' and employee 'B' work shift '03' on a particular day, then only employee 'B' will receive the shift differential pay.
 10. Select **Save**. 

Defining Shift Breaks

Define breaks (other than lunch) for a shift.

1. Expand the **Shift Break** card.
2. To add a new shift break, select **New Break**. 
3. Enter a description for the added break.

Shift Break			
Description	Break Start	Break End	Length
Meditation	12:00 AM	12:00 AM	0.00000

4. Specify the **Break Start** and **Break End** times.
5. Select **Save**. 

Setting Up GL Controls

The general ledger (GL) controls you select on this card determine the accounts and journal codes used to post transactions to which the shift records apply.

1. Expand the **GL Control** card.
2. To add a new GL control, select **New**. 

3. Enter a **GL Control Type** and **GL Control Code**.
4. Select **Save**. 

Defining Payroll Deductions for Employee Paychecks

Define the payroll deductions you can take from employee paychecks using **Deduction Maintenance**.

The deduction records you create include employer expenses, employer 401K expenses, employee 401K contributions, employee and employer Roth 401K contributions, pre-401K Section 125 Cafeteria plans, health savings accounts, and any other user defined type.

Also use **Deduction Maintenance** to set up an electronic deposit to an employee's bank account. Once you have used a payroll deduction on a posted check, you cannot delete the deduction. If the check has not been posted and you need to delete the deduction, first delete it from the payroll check record and then from **Deduction Maintenance**.

Payroll deductions can be negative amounts. When applied, a negative deduction increases the net amount on an employee's check in the amount of the negative deduction. Use negative deductions in various situations (for example, to correct a previous check that withdrew too much from an employee's check for a particular deduction).



Payroll deductions do not include payroll taxes. You enter these taxes through the **Payroll Tax Maintenance** program.

Use the landing page of the application to view existing deductions or to enter a new one.

In this article, we will cover:

- [Entering Payroll Deductions](#)
- [Adding GL Controls](#)

Entering Payroll Deductions

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Deduction**.
2. Select **New**  to add a new deduction.
3. Enter the deduction ID and its description.

- Specify the rate qualifier, which is the default qualifier that will be used for all employees linked to this deduction.

There are three options:

- **Amount** - A flat dollar amount taken from the paycheck.
- **Percent of Gross** - A percentage amount taken from the employee's gross pay.
- **Percent of Net** - A percentage taken from the employee's net pay.

- Specify the **Carryover** check box to indicate that this deduction can be passed along to the next pay period.

Amounts are passed along to the next pay period when there is not enough pay to completely cover the deduction.

For example, employee JONES is paid every week. He has a weekly deduction for Health Insurance for \$100. You select the Carryover check box for this deduction record. If the deduction cannot be taken one week, the application will attempt to take a \$200 off the check during the next week.

- Select the **Declining Balance** check box indicates that this deduction will be gradually reduced; it remains active as long as amounts can be taken from the deduction's balance.

When that balance is at zero, the deduction can no longer be taken.

For example, your company gives an employee a loan of \$200.00; the employee will pay this back at the rate of \$50.00 per week. You set this up as a Declining Balance deduction that has a starting balance of \$200. Each paycheck reduces this amount by \$50; after four checks, the deduction is no longer pulled from the employee's paychecks.

- Select the **Electronic Deposit** check box indicates that this deduction will be electronically taken from the paycheck.

Use this option, for example, to set up a deduction for **Direct Deposit** into an employee's checking account.



If you select this check box, be sure to enter correct electronic deposit information for your bank within the **Bank Account Maintenance** program, and similar information for your employee within the **Employee Maintenance** program.

- Select the **Include in Net Earnings** check box to specify whether to include this deduction in the Net Earnings calculation:

Net Earnings = Earnings - Taxes - All Deductions + Deductions included in Net Earnings



This is reflected in the **Employee Earnings Report**. When this check box is selected, this deduction will be included in the Net Earnings column of the Employee Earnings Report. When the check box is clear (the default), this deduction will display in the Deduction column.

9. Specify the Special Type option. It indicates if this is a special deduction.

For example, your company offers a 401K plan that has both the employee and the company contributing to the plan. You set up two deductions, one that is an Employer Expense that tracks the employer contribution, and the other an Employee 401K Contribution which will be deducted from the employee paycheck. For each employee that participates in the plan, you identify both deductions. If the company matches 25% of the employee contribution, an employee with a 2% Contribution rate will have a 5% rate for the Employer Expense deduction.

Here are the options for the Special Type:

- **None** - A normal deduction subtracted from the paycheck.
 - **Employer Expense** - An employer expense associated with another deduction. This deduction is not subtracted from the check, but is calculated for General Ledger reporting. Employer Expense type deductions cannot be exempt from tax.
 - **Employer 401K Expense** - An employer's 401K expense plan deduction.
 - **Employee 401K Contribution** - The deduction for an employee's 401K plan.
 - **Employee Pre-401K Section 125** - A Medicare deduction. This amount is taken out of Gross Pay before the 401K contribution is calculated.
 - **Employer Roth 401(k) Contribution** - The amount an employer contributes to an employee's Roth 401K. You cannot add or subtract the taxes manually. Designated Roth contributions are subject to federal income tax withholding. Designated Roth contributions to 401(k) plans will be reported using code AA in box 12.
 - **Employee Roth 401(k) Contribution** - The deduction for the employee's Roth 401K plan. You cannot add or subtract the taxes manually. The amount of the deduction is taken after taxes. Designated Roth contributions are subject to federal income tax withholding. Designated Roth contributions to 401(k) plans will be reported using code AA in box 12.
 - **Employee HSA Contribution** - The deduction for an employee's Health Savings Account plan.
 - **Employer HSA Contribution** - The amount an employer contributes to an employee's Health Savings Account (Enter code W in box 12).
10. Enter the **Priority** field which is the importance of this deduction in relation to other payroll deductions.

The field's values can be from 0-99. 0 is the highest priority, while 99 is the lowest priority. The deductions are then subtracted from checks through this order of priority.

For example, you create two payroll deductions for employee Tom Smith (SMITH). One is for Union Dues of \$150 and the other is for Savings of \$200. You assign the Union Dues deduction a priority of 0 and then give the Savings deduction a priority of 10. Tom Smith's Gross Pay is \$250, so only the Union Dues deduction is taken, as there are not enough funds to cover the Savings deduction.

^ Details

Deduction ID *
401K

Description *
401K

Rate Qualifier *
Amount

☒ Carryover

☒ Declining Balance

☐ Electronic Deposit

☐ Include in Net Earnings

Special Type
Employee 401K Contribution

Priority
2

☐ Include in Employee's Gross Income

11. If you need, add the tax exemptions to the deductions, by making additions on the **Tax Exemptions** card.

^ Tax Exemptions

Subject to Taxes

☒ All

Exempt from Taxes

[Clear All](#)

X AZ State

X CT State

X FEDERAL

X FUTA

X IL State

X MD State

X MedicareEE

X MedicareER

X OR State

X SocSec-EE

X SocSec-ER

X SUTA-ER

12. Select **Save**. 

Adding GL Controls

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

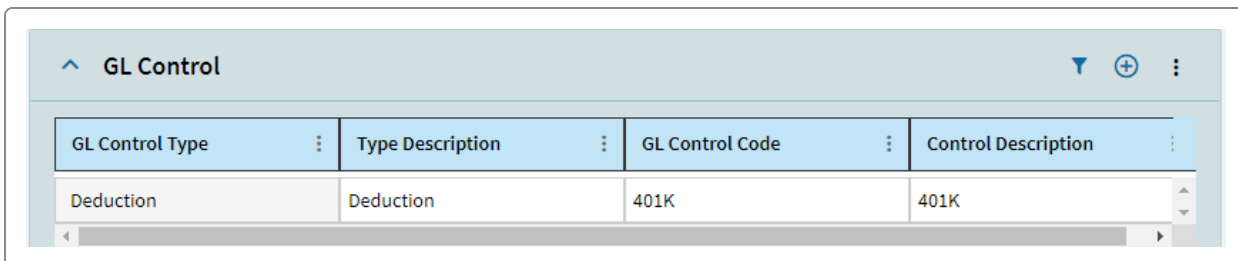
You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the **GL control Type** that contains the account contexts you need.
3. Next use the **GL Control Code** field to enter a code contained by the selected GL control type.



GL Control Type	Type Description	GL Control Code	Control Description
Deduction	Deduction	401K	401K

4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

Entering Payroll Holidays

Identify the dates and hours for all your payroll holidays in **Payroll Holiday Maintenance**.

Use the landing page of the application to view existing holiday dates or to enter a new one.

In this article, we will cover entering payroll holidays:

1. From the main menu, go to **Financial Management > Payroll > Setup > Holiday**.
2. Select **New** .
3. Enter or select the date of the payroll holiday in the **Holiday** field in the MM/DD/YYYY format. Enter the date directly, or select the calendar icon to the right of the field to access a calendar and select a date.
4. Enter the name of the holiday, such as Independence Day, in the **Description** field for additional reference.
5. Enter the number of hours employees will be paid for the holiday in the **Pay Hours** field.

Detail

Holiday *
7/4/2008

Description *
Independence Day

Pay Hours
8.00

6. Select **Save**. 

Defining Worker's Compensation Classifications

Enter worker's compensation records to define the pay types and rates in Worker's Compensation Maintenance. They also define whether insurance premiums are included in the classification's calculations. These compensation codes are then used in some of the Payroll applications. Note that insurance carriers can often help you assign classifications that apply to your company.

Use the landing page of the application to view existing worker's compensation classification or to enter a new one.

In this article, we will cover:

- [Entering a worker's compensation classification](#)
- [Entering or exempting pay types](#)

Entering a Worker's Compensation Classification

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Worker's Compensation**.
2. Select **New**  to add a new compensation classification.
3. Enter a classification code in the **Code** field, such as HOUR for hourly or SAL for salaried.
4. Enter a description to fully define the code in the **Description** field.

5. Enter the percentage used to calculate the insurance premium on the wages and the Pay Qualifier. Depending upon the qualifier selected, this can be an hourly rate or a percentage of gross wages.
6. If necessary, select the **Include Premiums** check box. When selected, this indicates that premium pay (an additional amount above base pay) will be included with the gross wages during the worker's comp calculation.

Details

Code... *
HOUR

Description *
Hourly Workers' Comp

Rate
0.0500

Rate Qualifier
Gross Wages

☐ Include Premiums

7. Select **Save**.

Entering or Exempting Pay Types

After you have set up the compensation code's identifier, description, and other options, you must exempt the pay types that do not apply to this compensation code.

1. To remove a pay type, select it within the **Pay Types Subject** column on the left. The pay type is added to the Pay Types Exempt column. To remove all of them, select **All**.

The screenshot shows a user interface for managing pay types. It is divided into two main sections: 'Pay Types Subject' on the left and 'Pay Types Exempt' on the right. The 'Pay Types Subject' section contains a single entry 'All' with a checked checkbox. The 'Pay Types Exempt' section has a 'Clear All' link at the top and a list of pay types below, each with an 'X' icon for removal: 'Holiday', 'Overtime', 'Regular', 'Sick', and 'Vacation'.

2. You can also add a pay type that applies to the compensation code. Select the pay type in the **Pay Types Exempt** column. The pay type is returned to the **Pay Types Subject** column. To clear the Exempt list, select **Clear All**.
3. Once you have the appropriate pay types, save the record.

Using Payroll Check Entry

Run Payroll Check Entry to generate and process your payroll check run. Besides automatically creating checks, use this program to manually create individual checks for specific employees. You can also manually add additional labor hours to each paycheck. Payroll checks are organized into payroll entry groups.

Before you enter or change any payroll check information, you must select a group on the **Group** card. An entry group contains payroll checks that occur during the same fiscal period. Entry groups define the check date, default fiscal year, period, payroll class being paid, and deduction period for all payroll checks in the group.

In this article, we will cover:

- [Creating Groups](#)
- [Adding Payroll Checks](#)
- [Adding Check Hours](#)
- [Updating Taxes](#)
- [Generating Checks](#)
- [Calculating Overtime](#)
- [Using Mass Delete Option](#)

Creating Groups

1. From the main menu, go to **Financial Management > Payroll > General Operations > Payroll Check Entry**.
2. Select **New**  on the **Group** card to add a new group.
3. Enter the bank account and the apply date.
4. Specify the payroll classes to be applied, if necessary.

Group Details

Group Detail

Lock Status
Not Posted

Group

Group *
1

Bank Account *
▼

☐ Include Outdated Labor

Dates

Check Apply Date
6/7/2021

Fiscal Year
2021

Suffix

Fiscal Period
6

Period Ending
month/day/year

Options

Deduction Period
0

☒ Accrue Vacation and Sick Hours

Pay Frequencies

☒ Weekly
☐ Biweekly
☐ Semimonthly
☐ Monthly

Group Totals

Checks In Group
0

Base Hours
0.00

Premium Hours
0.00

Gross
\$ 0.00000

Taxes
\$ 0.00000

Deductions
\$ 0.00000

Net Amount
\$ 0.00000

Payroll Classes

Not Being Paid

☐ All
☐ Any
☐ Hourly Employees
☐ Management
☐ Salaried Employees
☐ Shop Employees

Being Paid

[Clear All](#)

Save

Cancel

5. Select **Save**. 

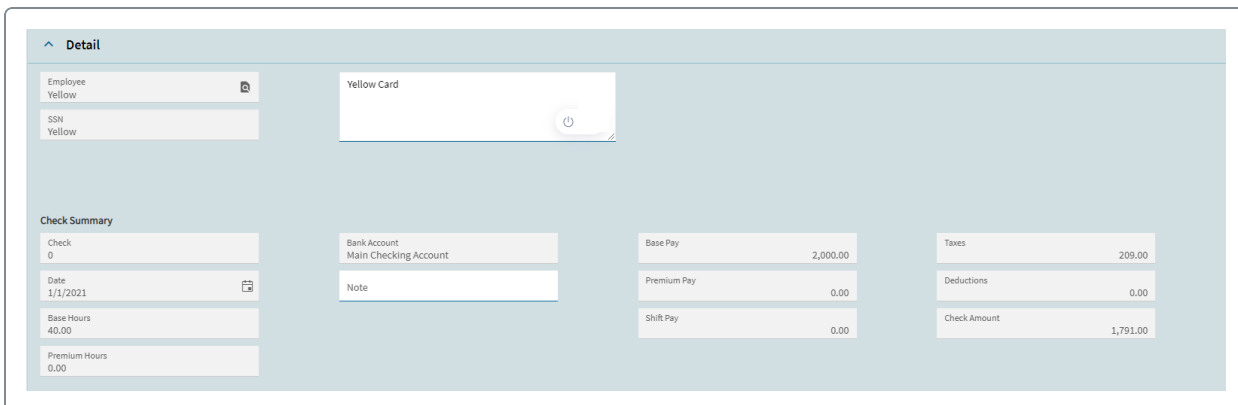
Adding Payroll Checks

Now you can add payroll checks to the system.

This **Check** card lets you create a manual check that will be processed through the current group. After you have generated or manually entered the payroll checks, you can also use this card to add or update the check's hours, deductions, and taxes.

To add a check:

1. Select **New**  on the **Checks** card.
2. Specify the employee for the record.
3. Enter the check summary data, including the date, base hours, bank account.



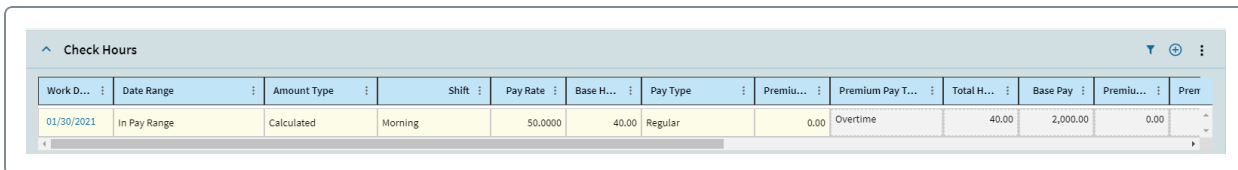
4. Select **Save**. 

Adding Check Hours

Use the **Check Hours** card to enter or edit hours and gross pay amounts for the current paycheck.

To add check hours:

1. Select **New**  on the **Check Hours** card.
2. Enter the amount type, shift, and other data.



Work D...	Date Range	Amount Type	Shift	Pay Rate	Base H...	Pay Type	Premium...	Premium Pay T...	Total H...	Base Pay	Premium...	Prent
01/30/2021	In Pay Range	Calculated	Morning	50.0000	40.00	Regular	0.00	Overtime	40.00	2,000.00	0.00	

3. Select **Save**. 

Updating Taxes

The **Taxes** card lets you edit payroll tax information on the current paycheck.

1. Select the **Calculate Taxes and Deduction** function.
2. Select **Ok**.

3. Select the **Taxes** card. All the payroll taxes levied against the current check appear.
4. Make the changes you need.

Taxes										
Tax Description	Filing Status	Credit ...	Taxable...	Manual...	PrintHe...	First Name	Last Name	Name	Tax Am...	ID
SocSec-ER	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	124.00	Yellow
MedicareEE	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	25.00	Yellow
FUTA	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	124.00	Yellow
IL State	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	60.00	Yellow
MedicareER	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	58.00	Yellow
SocSec-EE	All Year	0.00	2,000.00	☐	0	Yellow	Card	Yellow Card	124.00	Yellow

5. Select **Save**. 

Generating Checks

Run the **Generate Checks** function from the **Overflow menu** to automatically create checks for the current payroll entry group.

The function pulls current labor hours from labor entries in the **Job Management** module to generate the paychecks. It also creates checks for all salaried employees for the pay classes selected in the group. The pay rate used to generate a check from labor is based on the day the labor occurred, so the correct pay rate is used even if the rate has changed during the pay period.



Before you can run this function, you must create or select a payroll check group on the **Groups** card.

When you have generated your payroll checks, you can then run the **Generate Overtime** function. You can also add manual checks and edit any of the payroll check information. As long as the payroll checks are not posted, you can edit the checks as you need.



If an employee does not have an effective pay or labor rate, a message displays when you generate checks: Employee ID XXX does not have an effective pay or labor rate. A check was not generated. Checks are still generated for other employees.

To generate checks:

1. On the **Groups** card, either select the **Group** button to select a current group or enter a group identifier in the Group field.
2. Make sure the group is set up correctly.
3. Select the **Generate Checks** command from the Overflow menu.

4. A dialog box appears that explains the process. You are asked if you are ready to continue; select **Yes**.
5. The checks are created. A summary message appears that details how many checks were created. Select **OK**.

Calculating Overtime

Run the **Calculate Overtime** function to automatically calculate overtime pay. This program will use your defined overtime criteria to determine the overtime amounts that will be paid.



Before you run this process, be sure that you set up your payroll employee records correctly. Only employees that are paid weekly or biweekly can receive overtime pay. An employee that has hourly pay and is paid semi-monthly or monthly cannot receive overtime pay.

You can run this process multiple times. If you do, however, you will lose any manual changes you have made to the regular labor hours. As long as the payroll checks are not posted, you can make any changes to them that you need.

To calculate overtime:

1. On the **Groups** card, either select the **Group** button to select a current group or enter a group identifier in the Group field.
2. Make sure the group is set up correctly.
3. Select the **Calculate Overtime** command from the Overflow menu.
4. A dialog box appears that explains the process. You are asked if you are ready to continue; select **Yes**.
5. The checks are created. A summary message appears that details how many checks were created. Select **OK**.

Using Mass Delete Option

Use the **Mass Delete** function when you need to start over. This function lets you remove all the payroll checks within the current group.

You can then make the changes you need for labor entries and other information. When you finish making changes, generate or enter the new payroll checks.

To calculate overtime:

1. On the **Groups** card, either select the **Group** button to select a current group or enter a group identifier in the Group field.
2. Make sure the group is set up correctly.
3. Select the **Mass Delete** command from the Overflow menu.
4. A dialog box appears that explains the process. You are asked if you are ready to continue; select **Yes**.
5. The checks are created. A summary message appears that details how many checks were created. Select **OK**.

Adding Payroll Employees

Once you add at least one payroll class to your company, **Payroll Employee Maintenance** allows you to enter employee records. Use payroll employee records to pay the employees of your company.

Payroll Employee Maintenance contains the contact information, social security number, pay rate, pay type, paid time off (PTO) balance, taxes, deductions, and other details for each employee.

Payroll employee records are different than the shop employee records used within the Job Management module. If your company has payroll employee records and shop employee records, add both to the application with Payroll Employee Maintenance.

Human Capital Management (HCM) payroll integration is available, linking payroll employees from HCM to Kinetic. A highlighted HCM Linked indicator displays on the Employee > Detail card when an employee record is linked.

Once Human Capital Management (HCM) Payroll Integration is enabled, all new and updated payroll records must be entered in HCM, and they are linked to Payroll Employee Maintenance. You will not be able to add new payroll employees or pay rates, and the integrated fields will be set to read-only status. Some fields (related to Payroll Class, Shift, Expenses, and Hours) are still enabled in Payroll Employee Maintenance. You can also add Non-Linked Deductions, Taxes and GL Controls to an HCM linked employee record.

Payroll employee records entered prior to the integration being enabled will function as they do without integration enabled to prevent problems during current payroll processing.

Use the landing page of the application to view existing employees or to enter a new one.

In this article, we will cover:

- [Adding a Payroll Employee](#)
- [Entering the Payroll, Deduction, and Tax Information](#)

Adding a Payroll Employee

1. From the main menu, navigate to **Financial Management > Payroll > Setup > Payroll Employee**.
2. Select **New**  to add a new employee.



You must be a selected user in Payroll Class Maintenance to access or add employee records because so much of the information in this maintenance program is confidential. Selected users can add and edit employees in the payroll classes in which their user IDs are selected. User IDs that are not approved to use a payroll class cannot maintain records in Payroll Employee Maintenance.

3. In the **ID** field, enter a unique identifier for the employee. You can use a the employee's initials or the first part of this person's name. This value displays in several programs and reports.
4. In the **SSN** field, enter the employee's social security number. Be sure to include the punctuation required for this social security number.
5. Select the **Person / Contact** button to find and select an existing contact record. The default information entered in Person/Contact Maintenance populates the Name, Address, City, and other fields within this group box.
6. Select the Payroll Class for this employee. Payroll Classes group together similar employees for payroll processing and they determine who should be paid during each payroll run. Some examples include Shop Employees and Salaried Employees.

This name must match the employee name of this person's Social Security card. If it does not match, an error could result that will cause a penalty.

7. The **Hired** field indicates the date on which this employee started to work for your company.
8. If the employee no longer works for your company, select the **Terminated** check box and enter the Date on which the employee left the organization. A terminated employee is excluded from all payroll processing.
9. Select the **Image Name** button to search for and select a photo of the employee. The Image Search window contains several options to help you located the specific photo you want to attach to this employee record. Enter values in the Category and Subcategory fields to limit the results to display images stored in a specific folder. You can also select the Import button to browse for and import a picture on the fly.



You can set default search categories for the Image Search in Company Configuration. See the Company Configuration articles for more information on how to set the defaults.

10. Select the **Supervisor** button to find and select the employee who manages the current employee. This field is required.



When you first enter employees into the application, add those who are supervisors first, starting with the CEO. Otherwise an employee's supervisor will not display for selection in the Supervisor field, which is a required field. You cannot save an employee record unless a supervisor is selected, but you can select an employee as his or her own supervisor.

11. Select the **User ID** button to find and select the user identifier for this employee. Although not required, some employees will need a user record to access functionality in the application.



You should create a user ID for each person that will make material entries. Each material transaction will then be linked to the user ID.

12. Use the check boxes within the **Roles** group box to define how you want to synchronize this employee record with an existing person/contact record. Depending on what options you select, you can cause Name, Email, Phone Number, and other updates on this card to automatically refresh other records that contain this same person/contact. Available options:
 - Sync Name
 - Sync Phone
 - Sync Address
 - Sync Email
13. Use the **Roles** card to indicate the various roles, like Service Technician, Shipping/Receiving, Shop Supervisor, and so on this payroll employee performs.

Detail

ID *

CD

Person / Contact...

78

First Name

Charles

MI

Last Name

Green

Phone

Birthday

10/2/2000

Email

cgreen@epicor.com

Payroll Class

Salaried Employees

SSN

Name

Charles Green

Address Line 1

Address Line 2

City

Postal Code

State/Prov

Country

USA

Emergency Contact

Contact

Phone

Employee Photo

Image Name

Supervisor

Supervisor

302

Name

David A. Cook

Roles

☒ Sync Name

☒ SyncPhone

☒ Sync Address

☒ Sync Email

Status

Hired

4/1/2021

☐ Terminated

Date

month/day/year

☐ Inactive

User

User ID

Name

14. Select **Save**.

After you add employee records, the records designated with an active employee status also display in the Job Management module. Select the Active Employee check box from the Payroll card to designate that the employee is an active employee on the shop floor. You can also select a specific department for the employee. Subsequent changes made in Payroll Employee Maintenance to records that have an active shop employee status will also be reflected in the employee record.

Entering the Payroll, Deduction, and Tax Information

Indicate how the current employee is paid by your organization. In the Payroll card, you define the pay type, shift, pay rate, and other key information. You also enter deduction and tax information through the remaining cards in this app.

To define payroll information and enter a pay rate:

- 1. Use the **Pay Type** drop-down list to indicate what kind of pay the employee receives. Available options:

- **Hourly** - The employee is paid based on the number of hours worked.
- **Salaried** - The employee is paid a fixed amount, independent on the number of hours worked. This employee's pay is automatically generated through the Check Run process. These employees are not linked to labor hours entered through the Job Management module, and are not included in any overtime or shift differential calculations.

2. Select the **Frequency** option. This value determines how often the current employee is paid.

Available options:

- Weekly
 - Biweekly - every two weeks
 - Semimonthly - twice a month
 - Monthly
3. Select the **Shift** drop-down list to specify the shift this employee normally works. You enter the shifts for the current company through Shift Maintenance.
4. Use the **Expense** drop-down list to specify the default expense code for this employee. A required field, this code defines the gross pay expense account number used for each labor transaction. You can enter these account numbers through the Pay Type Maintenance program. These expense codes simplify data entry, as longer GL account numbers do not have to be entered directly.
5. Specify the workers' compensation group linked to this employee. A required field, select the group that applies to this employee from the available options.
6. Select the **Third Party Sick Pay** check box to indicate this employee is part of a deferred compensation plan. This value displays on the employee's W-2 form.
7. Use the **Retirement Plan** check box to indicate this employee is included on a retirement pension plan. This value also displays on the employee's W-2 form.
8. When you select the **Active Employee** check box, you indicate this employee currently works on the shop floor. This person is then automatically defined as an Active Shop Employee in the Job Management module. Depending on whether you select or clear this check box, different actions occur:
- If you select this check box and the employee does not have a record within the Job Management module, this employee's record is automatically added to this module.
 - If this check box is clear and the employee has a record within the Job Management module that does not have any labor detail, the employee's file is automatically deleted.
 - If this check box is clear and the employee record within the Job Management module has some labor detail, the employee's status is set to Inactive.

You can select or clear this check box at any time.

9. If you select the **Active Employee** check box, select the Job Department drop-down list to specify the shop employee's home department. This value defines a default job department for the work queue within the Data Collection module.
10. If you select the **Active Employee** check box, the **Labor Rate** field becomes active. Use this field to specify the hourly rate for costing this employee's labor on jobs.



Normally, this value will be the same as the employee pay rate, so that actual labor costs are posted to jobs. Any additional labor costs (premium pay, benefits, and so on) should be averaged and included in the resource group's burden rate. Review the Resource Group Maintenance documentation in the application help for more information.

11. The **Factors** group box tracks the amount of Vacation time and Sick time accrued by the current employee. The **Accrual Rate** fields specify the number of hours earned by the employee each pay period. The **Remaining** fields display how much accrued time is currently available for this employee. The **Maximum** fields define the limit of the Vacation and Sick time this employee can accrue.
12. The **Overtime Threshold** group box defines the point at which this employee works at the overtime pay rate. The Per Day field specifies the overtime threshold per day, whereas the Per Week field specifies the overtime threshold per week.

The screenshot shows the 'Payroll' form with the following sections:

- Pay Type:** Salaried
- Frequency *:** SemiMonthly
- Shift:** Morning
- Expense:** Supervisor
- Workers' Compensation:** Salaried Workers' Comp
- Third Party Sick Pay:** ☐
- Retirement Plan:** ☐
- Active Employee:** ☒
- Job Department:** Maintenance Department
- Labor Rate:** 25.0000
- Factors:**
 - Accrual R...:** 8.0
 - Remaini...:** 48.0
 - Maximu...:** 160
- Overtime Threshold:**
 - Per Day:** 10.00
 - Per Week:** 10.00

13. When you create a **Pay Rate** in the **Pay Rate** card, a new row displays on the Pay Rate grid. Enter the **Effective Date** on which this pay rate will begin.

The **Pay Rate** field defines the pay per hour this employee receives. After you enter this value, the **Annual Salary** field automatically displays the amount this employee receives each year.

Pay Rates All			⌵	+	⋮
Effective Date	Pay Rate	Annual Salary			
08/07/2021	25.0000	52,000.00			

14. Use the fields on the **Deductions** card to enter voluntary deductions for the selected employee. To do this, you select the new button .

Deductions All							⌵	+	⋮
Deduction	Rate	Qualifier	Inactive	Period 1	Period 2	Period 3			
Medical	2.000	Amount	☐	☒	☐	☐			

15. Use the fields on the **Taxes** card to enter payroll taxes for the selected employee. To do this, select the new button . If you need to include an employee on a tax report, but that employee is exempt from this tax, select the **Exempt** check box on this card.

Taxes All						⌵	+	⋮
Inactive	Tax	Filing Status	Status Desc	Exempt	Personal Exemptions			
☐	FUTA	All	All	☐				
☒	MedicareEE	All	All	☐				
☐	MedicareER	All	All	☐				
☐	SocSec-EE	All	All	☐				
☐	SocSec-ER	All	All	☐				

Entering Year-to-Date Earnings for Employees

If you install the application during the middle of a fiscal year, you'll need to enter each employee's year-to-date earnings, deductions, and tax totals before you process the first payroll check run. You

can enter this information in **Employee YTD Load**.

The year-to-date information you enter includes the employee totals from the current date back to the Start Date defined in your Payroll configuration.

- If you want your quarter-to-date totals to be accurate, you should start using Payroll at the beginning of a quarter. You cannot use quarter-to-date totals through this app, however, only year-to-date totals.
- The totals you enter in **Employee YTD Load** create special checks that you can audit. These checks are all assigned to the group ID YTD-LOAD and they have no check numbers. If you wish, you can delete these YTD-LOAD checks, which also removes these year-to-date entries.

Use the landing page of the application to view existing payroll employees.

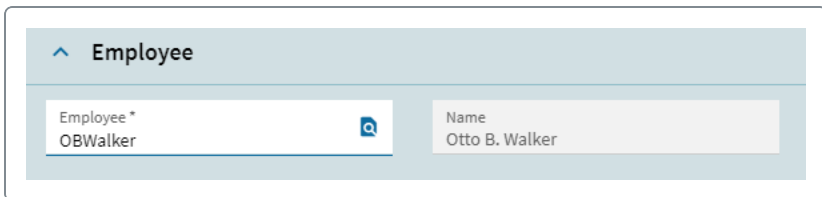
In this article, we will cover:

- [Entering the employee earnings information](#)
- [Entering the employee deduction information](#)
- [Entering the employee taxes information](#)
- [Printing the YTD load maintenance register](#)

Entering the Employee Earnings Information

First identify the employee for whom you want to enter the YTD totals. After that, enter their YTD earnings.

1. From the main menu, go to **Financial Management > Payroll > Setup > Employee YTD Load**.
2. Select the employee.



3. Go to the **Earnings** card.
4. For each pay type, enter the employee's total base hours in the **Base Hours** field.
5. Enter the employee's base pay rate for each pay type in the **Base Pay** field.

Note, the app tabulates the **Total Hours** and **Total Pay** for the employee.

Earnings		Total Hours 159.00	Total Pay 1,000.00	
Description	Base Hours	Base Pay		
Holiday		20.00	150.00	
Overtime		30.00	300.00	
Regular		100.00	200.00	
Sick		2.00	150.00	
Vacation		7.00	200.00	

6. Select **Save**. 

Entering the Employee Deduction Information

Next, enter the YTD deduction information for the employee.

1. Go to the **Deductions** card.
2. Specify the year-to-date total **Amount** for each deduction type, if any.

In this example, the employee is not subject to any deduction.

Deductions		Total 0.00	
Description	Amount		
No records available.			

3. Select **Save**. 

Entering the Employee Taxes Information

Now, enter the employee's YTD tax information.

1. Navigate to the **Taxes** card.
2. For each payroll tax, enter the year-to-date totals in the **Amount** field.

Note, the app tabulates the **Total** tax amount for the employee.

Taxes		Total 78.00
Description	Amount	
SocSec-EE		5.00
SocSec-ER		10.00
FUTA		20.00
MedicareEE		3.00
MedicareER		0.00
FEDERAL		30.00
IL State		0.00
SUTA-ER		10.00

3. Select **Save**. 

Printing the YTD Load Maintenance Register

You can generate a register for the information entered in **Employee YTD Load**. The year to date totals for the selected employee print on this [report](#).

1. Select an employee.
2. Select the **Print Register** button .

Posting Payroll Checks

Run the **Post Payroll Checks** process to post the group's paychecks to the general ledger (GL). The GL transactions post to the selected GL accounts to record payroll check transactions.



You must print the group's payroll checks before posting. You cannot change payroll checks after posting. If you want to change a check, create an offsetting transaction. To remove a check, use **Void Check Entry**.

To post payroll checks:

1. From the main menu, go to **Financial Management > Payroll > General Operations > Payroll Check Entry**.
2. Create a new group or use the existing one.
3. Generate checks or enter them manually.
4. From the Overflow menu , select **Print Checks** and proceed to print the checks.

5. When the printing completes, select **Post** from the Overflow menu .
6. Select **Process**. .



Checks with errors won't post. Review the **Posting Log** sheet to view specific errors. To correct the errors, use Payroll Check Entry and post the group again.

Running the Generate W2 File Process

Run the **Generate W2 File Process** to generate a W2 processing file for the selected fiscal year.

Use the W2 form to report withholding for two states and two localities. If an employee has more than two state or local tax records, the **Generate W2 File process** generates multiple W2 forms for the employee. Multiple W2 forms will also be generated if you have added more than four entries for **Box 12**.

If the W2 file and the employee master file are not linked, the Link process automatically creates a security link table. This is needed for security reasons, since the W2 form does not include specific employee information.



This command is not available if you have already generated W2 forms for this fiscal year.

To run the process:

1. From the main menu, go to **Financial Management > Payroll > General Operations > W2 Processing**.
2. In the **Tax Year** field, directly enter a fiscal year.
3. From the Overflow menu , select **Generate W2 File**.
4. You are asked if you want to generate W2 records for the selected year, select **Yes**.

Printing Payroll Checks

Print out payroll checks for the current payroll check entry group. You can only print checks for one group at a time.



You can also only print checks if you have security clearance to print checks. The Print Checks function is secured independently from the rest of Payroll Check Entry.



Payroll checks print in the order you define on the **Company Configuration > Modules > Finance > Payroll** card.

The **Selection** parameters include:

- **Bank Account** - The bank account from which the payments will be taken. The Bank Account selected for the group displays by default. Your selection defines the Cash GL Account number used for the GL transactions. These transactions are created when you post the Paycheck group.
- **Check Date** - The date that prints on all the check forms. If any check is an electronic payment, this date is recorded on the Transaction detail.
- **Check Number Currently Loaded** - The highest paycheck number available for the selected Bank Account. Kinetic calculates this value by finding the highest check number on a file within the Bank Account. Next, the application adds one to it. If this number is not what you want to use for the first reprinted payroll check, enter a different number.
- **Electronic Deposit File** - The file used to send all electronic payments in the current group. If there are no electronic payments in the current group, you cannot enter or select this file. You use Payroll Check Entry to pay employees electronically. To do this, you must first set up a deduction that is paid electronically. Next, when you print checks, select an **Electronic Deposit File** to which the employees' payroll information is recorded. Once you select the **Print Checks** command, a direct deposit file is saved to the location specified in the Electronic Deposit File field.
- **Fiscal Year** - The default fiscal year assigned to these payroll checks. The fiscal year that contains the Check Date displays. When you post the payroll checks, the GL transactions are recorded within this fiscal year.
- **Suffix** - The suffix of the default fiscal year assigned to the payroll checks.
- **Last Used Check** - The last printed payroll check.
- **Last Good Check Number Printed** - Enter the number of the last paycheck that was printed correctly. All paychecks that have numbers higher than this number are reprinted.
- **Override Checks** - Select to change the number displayed in the Check Number currently loaded field. This field displays the next check number available for the selected Bank Account.
- **Period** - The default fiscal period assigned to the payroll checks. The period that contains the Check Date displays. When you post the payroll checks, the GL transactions are recorded within this period.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the payroll checks:

1. From the main menu, go to **Financial Management > Payroll > General Operations > Payroll Check Entry**.
2. Create a new group or select an existing one.
3. Define the **Payroll Check Entry** settings.
4. From the Overflow menu , select **Print Checks**.
5. Select the parameters you want to include in the report.
6. Select **Print Preview**. 

Processing W2 Forms

In **W2 Processing**, you generate and edit W2 forms for each employee. You can also use this app to print out W2 forms and electronically submit them to the Social Security Administration.

The W2 information comes from payroll check records, so you can create, print, or export a W2 file for any year at any time. This process is independent from other payroll module apps.



You can only use W2 Processing when you are a payroll manager that has access to all payroll classes.

Use the landing page of the application to view existing W2 forms for a fiscal year or generate new ones.

In this article, we will cover:

- [Generating W2 forms for a fiscal year](#)
- [Editing W2 forms](#)

- [Adding Box 12 Codes](#)
- [Adding Box 14 Codes](#)

Generating W2 Forms for a Fiscal Year

1. From the main menu, navigate to **Financial Management > Payroll > General Operations > W2 Processing**.
2. In the **Tax Year** field, enter or search for a fiscal year.
3. From the Overflow menu , select **Generate W2 File**.
4. You can now see all W2 forms of employees for this fiscal year.

Employees		
All	Tax Year *	
	2021	
Employee Name	Tax Year	Control Number
Mary Smith	2021	1

5. Select **Save**. 

Editing W2 Forms

1. Select the W-2 Form you wish to edit.
2. Perform any necessary changes to the form.
 - **Void** - Select this check box to indicate that this W2 form is not correct. The form will still print or export, but the Social Security Administration will ignore the voided record.
 - **Wages, Tips, other compensation** - Specify the total wages, tips, and other compensation, before any payroll deductions, that the company paid to the current employee during the year.
 - **Federal income tax withheld** - Specify the total Federal Income Tax (FIT) withheld from the employee's wages for the year. Avoid reducing the wages by any advance EIC payments made to the employee.
 - **Social security wages** - Specify the total wages paid before payroll deductions that are subject to employee social security tax. It doesn't include social security tips and allocated tips.
 - **Social security tax withheld** - Specify the total employee social security tax withheld, including social security tax on tips. Avoid reducing this amount by any advance EIC payments made to the employee.
 - **Medicare wages and tips** - Specify the total wages and tips that are subject to Medicare tax. This total amount is the same as social security tax, except that there is no wage

base limit for Medicare tax. Be sure to enter tips that the employee reported - even if you did not have enough employee funds to collect Medicare tax on those tips.

- **Medicare tax withheld** - Specify the total employee Medicare tax that would withheld for this employee. Include only tax withheld for wages and tips. Avoid reducing this amount by any advance EIC payments made to the employee.
- **Social security tips** - Specify tips reported to the employer.
- **Allocated tips** - Specify tips assigned by the employer in addition to the tips the employee has reported to the employer.
- **Dependent care benefits** - Specify the total dependent care benefits paid or incurred by the company for the current employee. Include the fair market value (FMV) of employer-provided or employer-sponsored day-care facilities and amounts paid or incurred for dependent care assistance in a cafeteria plan.
- **Non-qualified plans** - Determine if the employee earned any amount reported on the W-2 in a previous year. The Social Security Administration uses this information to verify that they have properly applied the social security earnings test and paid the correct amount of benefits.
- **Statutory employee** - Select this checkbox to indicate that this person is a statutory employee.
- **Retirement plan** - Select this check box to indicate that the current employee was an active participant in a retirement plan for all or part of the past year.
- **Third party sick pay** - Select this check box to indicate that a third party pays the current employee's sick pay.
- Codes associated to the Miscellaneous Amount in box 12 - Refer to the [Adding Box 12 Codes](#) section.
- Codes associated to the Miscellaneous Amount in box 14 - Refer to the [Adding Box 14 Codes](#) section.
- **Wages, tips** - enter the employee's wages and tips for the state earned during the year.
- **Income tax** - Specify the amount withheld for the state income tax reporting.

For more details on the fields, use the field help available in the Help & Support panel  of the application.

Detail

a Employee's social security number
Mary

b Employer's identification number
33-027799

c Employer's name, address, and postal code
Epicor Education
12600 S Torrence Ave
Chicago IL 60633
USA

d Control Number *
1

e Employee's name, address and postal code
Mary Smith
USA

☐ Void

1 Wages, Tips, other compensation
10.000

2 Federal income tax withheld
1.000

3 Social security wages
2,000.000

4 Social security tax withheld
84.000

5 Medicare wages and tips
2,000.000

6 Medicare tax withheld
29.000

7 Social security tips
2.000

8 Allocated tips
3.000

9 Verification Code
0.000

10 Dependent care benefits
4.000

11 Non-qualified plans
3.000

12a Code
Amount
0.000

12b Code
Amount
0.000

12c Code
Amount
0.000

12d Code
Amount
0.000

13 ☐ Statutory employee ☒ Retirement plan ☐ Third-party sick pay

14 Other
14 Code Amount
0.000

14 Code Amount
0.000

14 Code Amount
0.000

15 State and State ID No.
IL

16 Wages, tips.
2,000.000

17 Income tax
100.000

18 Local Wages, tips
0.000

19 Local Income Tax
0.000

20 Locality

3. In the **Submitter Details** card, enter information about a person who submits the information to a W2 form.

Submitter Details

Preferred Method Of Notification
U.S. Postal Service

Contact Information

Name
Brain

E-Mail Address
brain@epicor.com

Phone
Ext.

Fax

Submitter Information

Name
Epicor Education

Location

Delivery Address
12600 S Torrence Ave

City
Chicago

State
IL

Zip
60633

Zip Ext.

4. Select **Save**. 

Adding Box 12 Codes

Miscellaneous codes are:

- **Code A:** Uncollected social security or RRTA tax on tips
- **Code B:** Uncollected Medicare tax on tips
- **Code C:** Taxable cost of group-term life insurance over \$50,000

- **Code D:** Elective deferrals to a section 401(K) cash or deferred arrangement plan (including a SIMPLE 401(K) arrangement)
- **Code E:** Elective deferrals under a section 403(b) salary reduction agreement
- **Code F:** Elective deferrals under a section 408(k)(6) salary reduction SEP
- **Code G:** Elective deferrals and employer contributions (including non-elective deferrals) to a section 457(b) deferred compensation plan
- **Code H:** Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan
- **Code J:** Nontaxable sick pay
- **Code K:** 20% excise tax on excess golden parachute payments
- **Code L:** Substantiated employee business expense reimbursements
- **Code M:** Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only)
- **Code N:** Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only)
- **Code P:** Excludable moving expense reimbursements paid directly to employee
- **Code Q:** Nontaxable combat pay
- **Code R:** Employer contributions to an Archer MSA
- **Code S:** Employee salary reduction contributions under a section 408(p) SIMPLE
- **Code T:** Adoption benefits
- **Code V:** Income from exercise of nonstatutory stock option(s)
- **Code W:** Employer contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)
- **Code Y:** Deferrals under a section 409A nonqualified deferred compensation plan
- **Code Z:** Income under section 409A on a nonqualified deferred compensation plan
- **Code AA:** Designated Roth contributions under a section 401(K) plan
- **Code BB:** Designated Roth contributions under a section 403(b) plan
- **Code DD:** Cost of employer-sponsored health coverage
- **Code EE:** Designated Roth contributions under a governmental section 457(b) plan

Kinetic limits original W2 forms to four Box 12 entries.

To add more entries, go to the **Box 12 Additional Codes** card.

Select **New** .

Then enter a code and amount. Select **Save**. 

The app is then ready to generate the employee's additional W2 form.

Adding Box 14 Codes

Kinetic limits original W2 forms to three Box 14 entries.

To add more entries, go to the **Box 14 Additional Codes** card.

Select **New** .

Then enter a code and amount. Select **Save**. 

The app is then ready to generate the employee's additional W2 form.

Printing the Payroll Check Register

Generate the **Payroll Check Register** to display and print out total hours for each **Pay Type**, as well as **total tax** and **deductions**.



Before you send paychecks to the printer or generate a direct deposit file, use the Payroll Check Register to review all information about paychecks. You can verify the accuracy of all the paychecks in the current group. When all the paychecks in the current group are correct, print the checks or generate the direct deposit file.



If you do not print the register before you print the paychecks, the **Post** command is available from the Overflow menu  immediately after you print the paychecks. If you attempt to post the group without printing the register, Kinetic displays a warning message informing you that changes have been made since the register was last printed and printing one should be considered before you post the entry group.



If you print the register before you print the paychecks, the **Post** command is not available immediately after you print the paychecks. To prevent inaccurate records, you must print an updated register before you post the entry group. Kinetic disables the Post option until a new register prints.

The **Selection** parameters include:

- **Books** - Shows if information on all GL Books or only on the selected GL Books is included in the report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > General Operations > Payroll Check Entry**.
2. Create a new group or select an existing one.
3. Define the **Payroll Check Entry** settings.
4. Select the payroll check register parameters.
5. Select **Print Preview**. 

Generating the Deduction Report

Generate the **Deduction Report** to display and print out employee deductions for a selected date range. You can print out all deductions or use the **Filter** function to narrow down your selection.



The report lists employee totals for each deduction. Each deduction starts on a new page.

The **Selection** parameters include:

- **From Date** - The first date of the report. All deductions dated on this date forward to the **To Date** value display in the report. The default is the first date of the current year.
- **To Date** - The last date of the report. All deductions dated on this date backwards to the **From Date** value display in the report. The default is the last date of the current year.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Reports > Deduction**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Employee Earnings Report

Generate the **Employee Earnings Report** to review and print out employee earnings and check details for a selected date range.

Net Earnings calculate using the following formula:

- **Net Earnings = Earnings - Taxes - All Deductions + Deductions included in Net Earnings**

The alternative calculation includes:

- **Net Earnings = Check Amount + Deductions included in Net Earnings**

The **Selection** parameters include:

- **From Date** - The first date of the report. All employee paychecks dated on this date forward to the **To Date** value display in the report. The default is the first date of the current year.
- **To Date** - The last date of the report. All employee paychecks dated on this date backwards to the **From Date** value display in the report. The default is the last date of the current year.
- **Print Check Level Details** - If selected, the report displays all check details. If you clear this check box, only the Total Earnings, Deductions, and Taxes for each employee display.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Reports > Earnings**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Employee Master Listing Report

Generate the **Employee Master Listing Report** to display employee records with details.

The **Selection** parameters include:

- **Detail Level** - Defines what information displays in the report. The available options include:
 - **Basic** - Displays the employee's name, address, social security number, home department, shift, and pay class.
 - **Extended** - Displays all of the employee's information. Items like pay rates, voluntary deductions, and tax information display along with the employee's basic information.
- **Include Terminated** - If selected, all terminated employees will display in the report.
- **One Employee Per Page** - If selected, the report will display each employee's record on a new page.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Reports > Employee Listing**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Quarterly Tax Report

Generate the **Quarterly Tax Report** to display and print employee tax information for the selected quarter and payroll tax. The report displays the tax totals for Federal Income Tax, State Income Tax, FUTA, SUTA, Social Security, and so on. You print out information for one tax at a time.



The report also displays the **Year to Date Totals** that accumulate up to the last date on the selected quarter.

The **Selection** parameters include:

- **Year** - The year for which the tax information is printed. By default, the current year displays. If the current quarter is the first quarter, the previous year displays.
- **Tax** - The payroll tax. You can enter the tax directly or select it from the list. All employees that are linked to this tax displays in the report.

- **Quarter** - The quarter for which the tax information will print. By default, the previous quarter displays. If you need, you can enter a different quarter.
- **Employees Per Page** - Defines how many employees will display on each page. If you enter a number here, the report subtotals are printed out after a number of employees display.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Reports > Quarterly Tax**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the W2 Processing Edit List

Print the **W2 Processing Edit List** to review whether the **W2 Forms** information is correct.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the edit list:

1. From the main menu, go to **Financial Management > Payroll > General Operations > W2 Processing**.
2. From the Overflow menu , select **Print W2 Edit List**.
3. Select the printing parameters.
4. Select **Print Preview**. 

Printing the W2 Processing Forms

Generate the **W2 Forms** to print forms for each employee.



If the W2 file and the employee master file are not linked, a security link table is automatically created. This is required for security reasons. The link is removed once you exit W2 Processing.

The following rules apply:

- The printed W2 forms use the standard form that matches the current year's federal requirements.
- All voided W2 forms are printed out.
- The last form will be a Grand Total W2. Do not release this form, but keep it for your company's internal records.

To print the W2 form:

1. From the main menu, go to **Financial Management > Payroll > General Operations > W2 Processing**.
2. From the Overflow menu , select **Print W2 Forms**.
3. Select the printing parameters.
4. Select **Print Preview**. 

Generating the Workers' Compensation Report

Generate the **Workers' Compensation Report** to display workers' compensation data from checks created during the selected date range.



Hours and pay for the pay types selected on the Workers' Compensation record are included in the employee totals. The **Comp Amount** is equal to the **Subject Pay** or **Subject Hours** times the Workers' Compensation Rate.



Logic: $\text{Comp Amount} = (\text{Subject Pay or Subject Hours}) \times \text{Workers' Comp Rate}$

The **Selection** parameters include:

- **Begin Date** - The first date of the report. The report displays all checks dated on this date forward to the End Date.
- **End Date** - The last date selected for the report. The report displays all checks dated on this date back to the Begin Date.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Select to indicate that the report selection criteria is printed as an appendix to the report
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Reports > Workers' Compensation**.

2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Printing Employee Year To Date Load Register Edit List

Use the **Employee > Print Register** command from the Overflow menu  to print the Employee YTD Load Register for the selected employee.



The report prints the year to date totals for the selected employee.

The **Selection** parameters include:

- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Payroll > Setup > Employee YTD Load**.
2. Search for and select a payroll employee.
3. From the Overflow menu , select **Print Register**.
4. Select the **Employee YTD Load - Edit List** parameters.
5. Select **Print Preview**. 

Using the Payroll Employee Tracker

The **Payroll Employee Tracker** is a convenient way to access comprehensive employee data, like pay status, year-to-date totals, pay rates, deductions, sick leave, and much more.



You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management > Payroll > Trackers > Payroll Employee Tracker**.

Payroll Employees						
All		ID *				
ID	SSN	First Name	Middle Name	Last Name	Class ID	
001		Howard		David	MGMT	
105	105-00-0000	Charles	L	Johnson	SHOP	

2. In the **ID** column, select the employee. For an advanced search, select the search button.



To learn more about general cards and fields, refer to the **Payroll Employee Maintenance** section in the Application Help.

Tracking Payroll Checks

A payroll check is a check issued in payment of wages or salary. Payroll checks are organized into payroll entry groups. Review payroll checks for specific employees in **Payroll Check Tracker**.



You can find more information about the tracker interface in the Trackers article.

To use this tracker:

1. From the main menu, go to **Financial Management > Payroll > Setup > Payroll Check Tracker**.
2. On the landing page, enter a check number in the **Check Num** field.

Payroll Check Tracker

Payroll Checks

Check Num
0

Posted	Void	Check	Last Name	First Name	Amount	Base Hours	Premiu...	E

3. On the **Details** card, view the selected record’s information like the employee’s name, hours spent, pay details, and so on.

Details

Check Num
0

Employee ID
110

Employee Name
Mary . Matlin

Date
7/3/2019

Base Hours
8.00

Premium Hours
8.00

Bank Account
Main Checking Account

Note

☐ Posted

☐ Voided

Base Pay
\$ 460.00

Premium Pay
\$ 115.00

Shift Pay
\$ 0.00

Taxes
\$ 0.00

Deductions
\$ 0.00

Check Amount
\$ 575.00

4. Review the details of a specific payroll check in the **Check Hours** line .

Check Hours

Work D...	AmountType	Shift	Pay Rate	Base H...	Pay Type	Premiu...
08/31/2019	Calculated	Morning	28.7500	8.00	Regular	8

5. Review the hours and gross pay amounts for the current paycheck in the **Hours** card.

Hours

Work Date
8/31/2019

Amount Type
Calculated

Shift
Morning

Pay Rate
\$ 28.7500

Shift Differential
0.0000

Always
☒

Only when off shift
☐

Hourly
☒

Percent
☐

Base Hours
8.00

Premium Hours
8.00

Total Hours
16.00

Type *
Regular

Type
Overtime

Base Pay
230.00

Premium Base Pay
\$ 230.00

Premium Pay
\$ 115.00

Shift Pay
\$ 0.00

Total Pay
\$ 575.00

6. Review deduction details for the current paycheck in the **Deductions** card.

Deductions

Deduction Description	Reference	Manual...	Schedu...	Actual ...	PrintHe
401K		☐	0.00	0.00	0

7. Review the payroll tax details of the current paycheck in the **Taxes** card.

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1220

July, 2025

^ Taxes

Tax Description	Filing Status	Credit ...	Taxable...	Manual...	Tax Am...	
FEDERAL	Married	0.00	0.00	☐	0.00	0
FUTA	All	0.00	0.00	☐	0.00	0
MedicareEE	All	0.00	0.00	☐	0.00	0
MedicareER	All	0.00	0.00	☐	0.00	0
SocSec-EE	All	0.00	0.00	☐	0.00	0
SocSec-ER	All	0.00	0.00	☐	0.00	0

8. The **GL Entries** card displays the GL entries recorded from the transactions related to the current check.

^ GL Entries

GL Account	Description	Name	Description	Fis

External Payroll

Having a sound and accurate process to submit payroll to a third-party partner is extremely helpful when meeting critical payroll deadlines. With the Kinetic External Payroll Integration, you can set up employee pay groups, calculate and edit payable hours, and create a file ready for submission to your payroll processing partner.



Note the following:

- ERP Payroll and External Payroll Integration are two different modules. You don't need the Payroll module to be able to work with External Payroll.
- External payroll integrations are not web-service integrations.
- You should work with your third-party payroll provider to determine a method for sending GL information back to Kinetic

Setup

- [Setting Up External Payroll in Company Configuration](#)
- [Creating an Employee in Employee Maintenance](#)
- [Defining Non-working Days for Payroll](#)
- [Creating an External Pay Type](#)
- [Creating an External Payroll Class](#)
- [Configuring an Employee Record](#)
- [Exporting File Layout Configuration](#)

Daily Operations

- [Running Payroll Process](#)

Setting Up External Payroll in Company Configuration

Before you start working with External Payroll Integration you need to enable this module and configure all required company settings in the Company Configuration app. You can find it on the **System Setup > Company/Site Maintenance** menu.

1. Go to the **Payroll Integration** card.
2. Select the **Active** check box enable the external payroll configuration.

3. In the **Default File** field, enter the default file path and filename. The Payroll Processing uses this path in External Payroll Integration. Note that the ADP layout is available if the ADP Payroll Integration license is installed in the application.
4. Select the default export layout.
5. Specify the external payroll provider for the current company in the **Company ID** field.
6. The **2nd Period start day** indicates the start day of the second pay period, if you use a semi-monthly configuration.
7. Select the **Consolidated Hours** check box if you want to receive a summary of all hours per employee per payroll date range. Otherwise, Kinetic provides each detailed record for payroll against an employee.
8. Select the **Detail Labor Entries** check box to use labor detail records to build the individual days (totalled by pay type per day). If clear, Kinetic uses labor header payroll hours. Note, that Kinetic only includes Submitted, Approved and Partially Approved labor detail records in calculations for Hourly employees.
9. Select the **Group by External Pay Type** option to summarize hours that use the same external pay type in one line in the export file.
10. Select the **Split Export Lines by Hour Type** check box to make Kinetic create separate lines for non-zero Base, Overtime, and Premium hours in the export file. If clear, Kinetic exports all the hours in a single export line.



You can use this option with both the **Detailed** and **Cumulative** exports.

Example: Once the line splits, the Total Hours value represents either Base, Overtime or Premium, rather than the total of all three.

- **Split Export Lines by Hour Type** check box is selected:

Base (Hours)	Overtime (Hours)	Premium (Hours)	Total Hours
6.30	0.00	0.00	6.30
0.00	2.20	0.00	2.20
0.00	0.00	1.50	1.50

- **Split Export Lines By Hour Type** check box is cleared:

Base (Hours)	Overtime (Hours)	Premium (Hours)	Total Hours
6.30	2.20	1.50	10.00

11. Select the **Export Zero Hours as Blank** check box to print zero-hour fields as blank spaces.
12. Select the **Suppress File Header** check box to only send detail records to the export file. If not, Kinetic creates both header and detail records for the export file.
13. Select the **Temp Dept D Preface** option specific to ADP payroll processing to add the letter **D** as a prefix to the employees' labor department.

14. Select the **Total Hours** check box to make Kinetic sum together all the hours in the exported line, regardless of the non-zero Base, Overtime, and Premium rates. Finally, Kinetic adds the Total Hours to the exported data.
15. Enter a value in the **Text Delimiter** field to use as separator for each field in the export file.
For example: , (comma), | (pipe).

Kinetic exports all required information, even if the delimiter character is also part of the string values sent to the export file.



You **can't** use quotation marks, single ('), or double ("), as a delimiter.

16. Select **Save**. 

Creating Employees for External Payroll Integration

In the **Employee Information** app, create an employee record. This includes both salaried employees and hourly employees that perform work on jobs and enter labor.

When employees are entered in Employee Maintenance, you can record time for them. However an employee's time cannot be pulled into External Payroll until you set up this employee as a payroll employee. Once an employee is set up as an employee in Employee Maintenance, you can access the ID in Payroll Employee Maintenance and activate the record for using in External Payroll Integration. Refer to [External Payroll Employee Maintenance](#) for details.

In this article, we will cover creating a new employee.

1. From the main menu, navigate to **Module> Update navigation path**.
2. Select **New**  to add a new employee
3. In the **ID** field, enter a unique number.
4. In the **Name** fields, enter the employee's first name, middle initial, and last name.
5. In the **Address**, **City**, **State/Prov**, and **Postal Code** fields, enter the appropriate demographic information.
6. In the **Supervisor** field, select this employee's supervisor.
7. Select the **Payroll Employee** check box to make this employee available for selection in External Payroll Employee Maintenance.
8. Navigate to the **Production Info** card.
9. In the **Shift** field, select the labor shift the employee works. Use Shift Maintenance to set up shifts.
10. In the **Expense** field, select the default expense code for direct labor entries for the shop employee. Use Indirect Labor Account Maintenance to set up expense codes.
11. In the **Department** field, select the shop employee's job department. Use Department Maintenance to set up departments.
12. Select **Save**. 
13. Verify that the **Payroll Employee** check box on the Detail card is still selected.

Using External Payroll Holiday Maintenance

In **External Payroll Holiday Maintenance**, you add holidays, and define conditions how payroll employees get paid for these non-working days according to their classification.

In this article, we will cover entering a payroll holiday.

1. Go to **Financial Management > External Payroll Integration > Setup > Holiday Maintenance**.
2. Select **New**  to add a new holiday. The **Details** card displays.
3. Enter or select the date of the payroll holiday in the **Holiday Date** field.



You cannot enter more than one payroll holiday for the same date.

4. Enter the name of the holiday, such as New Year's Day, in the **Description** field.

5. Enter the number of hours employees will be paid for the holiday in the **Pay Hours** field.
6. Specify the full time, part time, temp, seasonal hours.

The screenshot shows a 'Detail' form for a holiday. It has a header with an up arrow and the word 'Detail'. Below the header, there are several input fields and a button. The 'Holiday Date' field contains '1/1/2008' and has a calendar icon. To its right is a blue button labeled 'Holiday Date'. Below this is the 'Description *' field with the text 'New Year's Day'. Further down are four more input fields: 'Full Time Hours' with '1.00', 'Part Time Hours' with '2.00', 'Temp Hours' with '3.00', and 'Seasonal Hours' with '4.00'.

7. Select **Save**. 

Creating External Pay Types

Pay Types classify the gross wages you pay your employees by dividing payroll hours into different groups like Regular, Overtime, Vacation, and so on. In **External Pay Type Maintenance**, create and maintain the pay types required to indicate how employee pay hours are identified in the payroll export file.

In this article, we will cover creating a new pay type

1. From the main menu, navigate to **Financial Management > External Payroll Integration > Setup > Pay Type Maintenance**.
2. Select **New**  to add a new pay type.
3. In the **Pay Type** field, enter the pay type name.
4. In the **Description** field, enter the pay type description.
5. In the **Payroll Provider ID**, enter the ID of this pay type within the third-party payroll provider application.

6. Select the indirect labor code for this pay type from the **Indirect Code** list. You may want to use this field different pay types are mapped to different indirect codes, for example, when you payroll provider uses several codes considered as "regular". Indirect codes are set up in Indirect Labor Code Maintenance.
7. Select the **Include in Overtime Calculation** check box if the hours in this pay type should be included in calculating overtime.
8. Select the **Regular Pay** check box if this pay type is considered regular by your third-party payroll provider.
9. Select the **Other Pay** check box if this pay type is not considered regular by your third-party payroll provider. If you selected this check box, specify the other code in the adjacent field. This code is given by the external payroll provider.

The screenshot shows a 'Detail' section of a form. It contains several input fields and checkboxes. The 'Pay Type...' field has 'DBL' entered. The 'Payroll Provider ID' field also has 'DBL' entered. The 'Indirect Code' field is a dropdown menu. There are three checkboxes: 'Include in Overtime Calculation' (unchecked), 'Regular Pay' (checked), and 'Other Pay' (unchecked). The 'Other Pay' checkbox is accompanied by an 'Other Code' input field.

10. Select **Save**. 

Creating External Payroll Class

A payroll class groups together similar employees for payroll processing. These classes allow the application to determine who should be paid during each payroll run.

You can configure and update the various payroll classes including parameters such as overtime and double-time threshold hours, pay type according to weekdays, the number of exempt holiday days, and whether or not the holiday, vacation, sick and/or personal hours will be included in the overtime calculation.

For security and selection purposes, only payroll managers have access to Payroll Class Maintenance. This is because each existing class identifies groups of employees and allows access to those users' records and accounts.



After you create a new payroll class, you cannot view it within Payroll Check Entry until you exit and re-enter the Kinetic application. This is a security feature that prevents check errors and allows your database to refresh properly with the new payroll class.

At least one payroll class is required. Define classes in **Payroll Class Maintenance** and then assign employees to each class.

In this article, we will cover creating an external payroll class.

1. From the main menu, navigate to **Financial Management > External Payroll Integration > Setup > Payroll Class**.
2. Select **New**  to add a new payroll class.
3. Enter an identifier for the new class in the **Class** field.
4. In the **Description** field, enter the class description.
5. Set the **Overtime Threshold** and **Double Time Threshold** fields per day and per week. These fields determine the number of hours per day/week above which overtime/double time should be calculated in the payroll process.
6. Use the check boxes in the **Overtime Calculation** pane to specify if holiday, vacation, sick, or personal hours should be included in overtime calculation.
7. Use the **Apply Per Day Threshold's to All Frequencies** check box to determine if Overtime Per Day and Double Time Per Day thresholds are applied to all employees. If this check box is clear, only weekly or biweekly paid employees will receive this overtime or double time pay.
8. In the **Holiday Exempt Days** field, specify the number of calendar days required to wait prior to holiday dates to be paid to employees.
9. Use the fields in the **Pay Type** pane to specify the default pay type to be used Monday through Friday, on Saturday, Sunday, and during holidays.

Note:

- The **Holiday (Labor Time)** field indicates the default pay type used for Labor Hours reported against a holiday date. If you keep this field blank, the application uses the pay type you define for Monday - Friday, Saturday or Sunday. If this field has any other External Pay Type option selected, and you report labor during your holiday, the hours will always generate based on the value you define in the **Time and Expense Entry > Time > Daily Time > Summary > Detail > Pay Hours** field.
 - The **Holiday (Additional Time)** field indicates the default pay type used for Holiday Additional Hours you define in External Payroll Holiday Maintenance. If this field has any other External Pay Type option selected, the hours will always generate based on the value you define in **External Payroll Holiday Maintenance**.
10. In the **Clock In Allowance Time** pane, specify the number of minutes before/after a scheduled shift starting time that an employee can clock in and still be considered as starting at the shift start time.

11. In the **Clock Out Allowance Time** pane, specify the number of minutes before/after a scheduled shift ending time that an employee can clock out and still be considered as starting at the shift start time.
12. Select **Save**. 

Setting Up External Payroll Employees

In **External Payroll Holiday Maintenance** you set up payroll employees that you want to include in the export file. You enter payroll details, such as payroll class, classification, hire date, pay method and frequency.



You don't create external payroll employee records in this app. Kinetic takes them from Employee Maintenance records that have the **Payroll Employee** status.

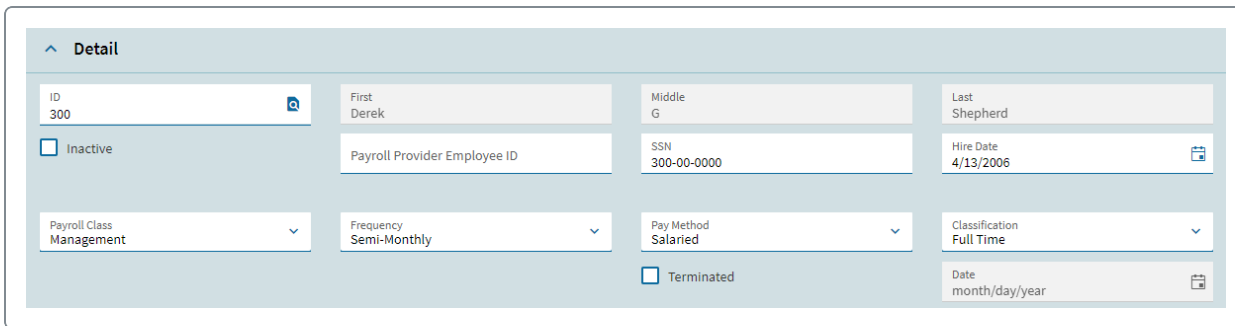
In this article, we will cover setting up an external payroll employee.

1. From the main menu, go to **Financial Management > External Payroll Integration > Setup > Payroll Employee Maintenance**.
2. Select a payroll employee.
3. Clear the **Inactive** check box to activate the external payroll employee. Initially, external payroll employees have **Inactive** status. You can't enter data for inactive employees.



Once you activate a payroll employee in **External Payroll Employee Maintenance**, the Employee Maintenance (shop employee) record will also change to **Active**. However, if you activate an employee in **Employee Maintenance** (shop floor), this doesn't affect the status of the corresponding record in **External Payroll Employee Maintenance**.

4. Enter the **Payroll Provider Employee ID**, and the Social Security Number (**SSN**), if required.
5. Specify the **Hire Date**.
6. Select the employee's **Payroll Class**, **Classification**, **Pay Method** and **Frequency**.



Detail

ID 300	First Derek	Middle G	Last Shepherd
☐ Inactive	Payroll Provider Employee ID	SSN 300-00-0000	Hire Date 4/13/2006
Payroll Class Management	Frequency Semi-Monthly	Pay Method Salaried	Classification Full Time
	☐ Terminated	Date month/day/year	

7. Select **Save**. 
8. If the employee no longer works for your company, select the **Terminated** check box. Kinetic excludes terminated employees from all payroll processing.

If you set an external payroll employee to **Terminated**, the app automatically selects the **Inactive** check box. The corresponding Employee Maintenance record is also **Terminated**.

9. Select **Save**. 

Running Payroll Process

Through **Payroll Processing**, you are able to calculate unique payroll instances such as automatic holiday hours, overtime, and double time based on hour thresholds and day of the week designations. The end result is a reduction in time your staff needs to process accurate payroll for your organization.

In this article, we will cover:

- [Creating a processing group and specifying its pay details](#)
- [Retrieving the base hours worked by employees](#)
- [Adding hours manually for a specific employee](#)
- [Calculating any overtime or double time hours for the employees](#)
- [Creating an export file to be sent to the external payroll provider](#)
- [Closing the processing group](#)

Creating a Processing Group

Before you generate hours for employees or enter information in this app, you need to create a payroll processing group.

Specify the group, pay frequencies, and payroll classes to be included in the process.

1. From the main menu, navigate to **Financial Management > External Payroll Integration > General Operations > Payroll Processing**.
2. Select **New**  to add a new group.
3. In the **Group** field, enter the group name.
4. Select the date when the period ends in the **Period Ending** field.
5. In the **Pay Frequencies** pane, specify if the **Generate Hours** action will process employees who get paid **weekly**, **biweekly**, **semi-monthly**, or **monthly**.
6. In the **Payroll Classes** pane, select the pay classes that will be included in this payroll process group. Payroll classes group together similar employees for payroll processing.
7. Save the group.

Generating Hours for Employees in Processing Group

After processing group creation you need to generate hours worked by employees in this group.

The Generate Hours command in the Overview menu pulls labor hour entries into the processing group from Time and Expense Entry and calculates the amount of worked hours. This process also generates hour details for salaried employees, but they are the same each time this process runs, as they are calculated according to their payment frequency.

Labor details are included in the calculation of hours for Hourly employees if they have one of the following statuses:

- Submitted
- Approved
- Partially Approved

To retrieve the base hours worked by employees in the External Payroll Processing group, from the Overflow menu , select **Generate Hours**.

Adding Hours Manually for a Specific Employee

1. Select **New**  to add a new group.
2. Search for the employee.
3. Select **New Hours**.
4. In the **Hours Detail** pane specify the work date and department.
5. In the Base Hours, Overtime Hours, Premium Hours fields, specify the number of hours for the employee on this date. Select the pay type ID for base hours and premium hours.

6. In the **Hours Summary** pane, review the information about total hours.
7. Repeat steps 3-6 to add more hours details for the employee.
8. Select **Save**.

Calculating Any Overtime or Double Time Hours for the Employees

After you generated base hours for the employees in the group and added employees manually, you can calculate the overtime and double time hours worked by the employees.

- The application considers Daily and Weekly Overtime and Double time limits defined for payroll classes in the group.



Weekly and Daily Thresholds are always applicable to weekly and bi-weekly paid employees. An employee that has monthly or semi-monthly pay frequency can only receive overtime or double time pay if you select the **Apply Per Day Threshold's to All Frequencies** check box and define Daily Thresholds for **Overtime** and/or **Double Time** in External Payroll Class Maintenance. Weekly Overtime or Double Time Thresholds are never applied to employees paid monthly or semi-monthly.

- The application next determines the pay types which are qualified to be redistributed, always selecting Regular, Overtime and Double Time; Holidays, Sick, Vacation and Personal Pay Types are selected according to the Overtime Calculation options selected in the Pay Class. All pay types with selected Include in Overtime Calculation check box are qualified as well.
- Next, the application adds the Regular and Overtime labor hours together. If the hours exceed the overtime / double time threshold for the day or the week, Regular, Overtime and Double time hours are defined.
- The hours are distributed to the Regular, Overtime and Premium hours buckets of qualified pay types.
- Overtime or Double time values are never calculated for Salaried employees. Normally, monthly and semi-monthly employees are salaried employees

To calculate overtime and double time for the payroll processing group, select the **Calculate Overtime/Double Time** command from the Overflow menu .

Creating an Export File to be Sent to the External Payroll Provider

The application creates the export file based on the current layout configuration and settings in Company Configuration.

You can export the file after calculating overtime/double time. After the file is exported, the External Payroll Processing group status, displayed on the Detail card, changes to yellow, to indicate that this

group data has been exported. The File Path is updated with the latest location and the export file name. You can submit the Export File process as many times as needed.



The File Format and File Path values are defined in Company Configuration, on the Payroll Integration card. Refer to the External Payroll Configuration on the Company Level section for details.

The File Path value is overwritten each time the Export File process is submitted, but a new export file is created after each run.

To export the file, select the **Export File** option from the Overflow menu .

Select **Process** in the External Payroll Export File Process panel

Refresh the Payroll Processing menu. The group status on the **Group** card changes from **Open** to **Exported**.

Closing the Processing Group

When you created an export file, verified it, and sent to the provider, you need to close the processing group to ensure no further changes will be made in this group. Once the Close Pay Group action is run, the External Payroll Processing group status, displayed on the Detail card, changes to red to indicate that this group data has been closed.

You cannot delete closed groups but you can export them as many times as needed.

To close a payroll processing group, select **Close Pay Group** from the Overflow menu . Select Yes to the confirmation message. The group status changes to **Closed**. However you still can export the file with this group information.

Exporting File Layout Configurations

Export File Layout Configuration sets up the export file layout. Usually this setup is performed once you know which file layout is accepted by your third-party payroll provider.

All tables and their relevant fields are available for selection in the layout configuration lines. The layout can be configured to include both standard and custom fields, depending on your needs and those of your third party payroll provider.

Layouts are available for selection in Company Configuration (refer to the External Payroll Configuration on the Company Level section for details) only after you created them in Export File Layout Configuration. If the ADP Payroll Integration license is installed, the ADP template is already

provided. To retrieve this template, use the Create ADP Export File Layout command in the overflow menu.

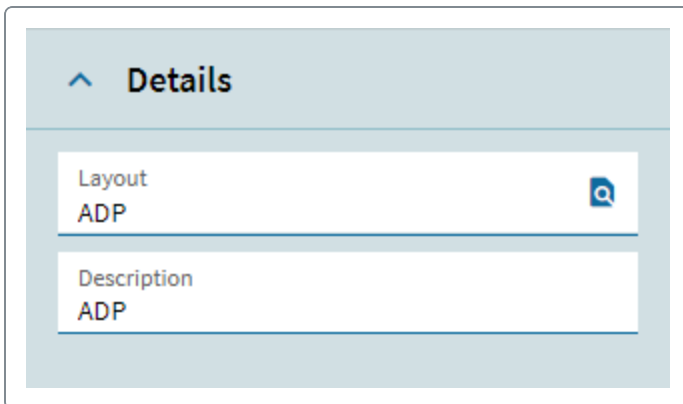
In this article, we will cover:

- [Adding Standard Fields to Your Export File Layout](#)
- [Adding Custom Fields to Your Export File Layout](#)
- [Creating ADP Export File Layout](#)

Adding Standard Fields to Your Export File Layout

To create the layout, select and save the External Payroll table and field names and specify the field header to display in the export file. Once you have all of the fields selected, you can resequence them using the Move Up and Move Down buttons. The sequence of the fields here determines the sequence of the records from left to right in the final delimited file.

1. From the main menu, navigate to **Financial Management > External Payroll Integration > Setup > Export File Layout Configuration**.
2. Select **New**  to add a new payroll layout.
3. Enter the layout ID and description.



The screenshot shows a 'Details' form with a light blue header. Below the header, there are two input fields. The first field is labeled 'Layout' and contains the text 'ADP'. To the right of this field is a magnifying glass icon. The second field is labeled 'Description' and contains the text 'ADP'.

4. Select **Save**. 
5. Navigate to **Payroll Export Configuration Fields** card.
6. Select **New**  to add a new field.
7. Select the drop-down from the **Table Name** field to select the required ERP table from the list.
8. In the **Column Name** field, select the drop-down to select the required field from the list.
9. Specify the export file field header in the **Column Title**. When this field is empty, the **Column Description** is used as a header.
10. Headers are included in export files only when the **Suppress File Header** check box is unchecked in **Company Configuration > Modules > Finance > Payroll Integration**.

11. Select **Save**. 
12. Repeat steps 5-11 to select all required fields from the Kinetic tables.

Payroll Export Configuration Fields			
Seq	Table Name	Column Name	Column Title
1	Payroll Configuration	ExtIntComplID	Company ID
2	Payroll Processing - Group header	GroupID	Group ID
3	Payroll Processing - Employee header	EmpID	Employee ID
4	Payroll Processing - Employee header	TotalBaseHours	Total Base Hours
5	Payroll Processing - Employee header	TotalDTHours	Total DT Hours

13. Re-sequence the layout by using the **Move Up** and **Move Down** icons.
14. Select **Save**. 

Adding Custom Fields to Your Export File Layout

If you need to add custom fields to fulfill a specific requirement for your file layout from your payroll provider, you can do it on the Custom Fields card. There are several types of custom fields available: Short Character (50 characters or less), Long Character (100 characters or less), Numeric (7 digits and 2 decimals), Integer (5 digits or less), Date, and Logical (true and false). You can add up to 26 fields.

Example: A payroll provider requires that each commission record exported is labeled with a commission code to show the commission period and the date. It is the last period of the year, commission period 52.

You want the following information to be added to the export file for every record:

Text ("Commissions") - period number (let's say 52) - date of the period end

1. Expand to the **Custom Fields** card.
2. In the **Short Character 1** field, type **COMMISSIONS**. This field will add the text "COMMISSIONS" to the file layout for every record.
3. In the **Integer 1** field, enter **52**. This field will add the integer "52" to the file layout for every record.

4. In the **Date 1** field, click the drop-down arrow and choose today's date from the calendar. This field will add today's date to the file layout for every record.
5. Select **Save**. 
6. Navigate to the **Payroll Export Configuration** card.
7. To add the **Short Character 1** field, select **New** 
8. In the **Table Name** column, select the drop-down arrow and select **ExtPRExportLayout**.
9. In the **Column Name** column, select the drop-down arrow and select **ShortChar01**.
10. Select **Save**. 
11. To add the **Integer 1** field, select **New**  in the Payroll Export Configuration card.
12. In the **Table Name** column, click the drop-down arrow and select **ExtPRExportLayout**.
13. In the **Column Name** column, click the drop-down arrow and select **Integer01**.
14. Select **Save**. 
15. To add the **Date 1** field, select **New**  in the Payroll Export Configuration card.
16. In the **Table Name** column, select the drop-down arrow and select **ExtPRExportLayout**.
17. In the **Column Name** column, select **Date01**.
18. Click **Save**.
19. Using the Move Up and Move Down buttons, resequence the layout as desired.

^ Payroll Export Configuration Fields

Y
↑
↓
+
:

Seq	Table Name	Column Name	Column Title	Column Description
1	Payroll Configuration	ExtIntCompID		Assigned Company from 3rd pa
2	Payroll Processing - Group header	GroupID		Pay Group ID
3	Payroll Processing - Employee header	EmplID		Employee ID
4	Payroll Processing - Employee header	TotalBaseHours		Total Base Hours
5	Payroll Processing - Employee header	TotalOTHours		Total OT Hours
6	Payroll Layout	ShortChar01		Short Character 1
7	Payroll Layout	Integer01		Integer Field 1
8	Payroll Layout	Date01		Date Field 1

Full Screen

^ Custom Fields

Short Character 1
COMMISSIONS

Numeric 1
0.00

Date 1
12/14/2021

Short Character 2

Numeric 2
0.00

Date 2
month/day/year

Short Character 3

Numeric 3
0.00

Date 3
month/day/year

Short Character 4

Numeric 4
0.00

Short Character 5

Numeric 5
0.00

20. Select **Save**. 

Creating ADP Export File Layout

Select the **Create ADP Export File Layout** option from the Overflow menu  to create the export file layout suitable for integration with ADP - specific payroll calculation provider.

This command is available in case you have enabled ADP license. It allows you to start working with the ADP file layout right away.

Asset Management

Assets are anything owned, whether tangible (a physical item) or intangible (the right to something). The Asset Management module manages assets from asset entry and tracking to generating and posting transactions for your assets.

Assets are generally separated into two groups:

- **Current Assets** - Cash and other assets that will be used up, or sold, or converted to cash within the normal operation of business.
- **Site Assets** - Permanent or fixed assets, such as land, buildings, equipment, and so on.

Current Assets:

- **Cash** - Includes cash in the bank
- **Accounts Receivable** - What others owe you
- **Notes Receivable** - Loans made to others
- **Prepaid Insurance** - Premiums that are paid in advance
- **Office Supplies** - Assets from purchase to use
- **Inventories** - Ready to be sold and work in progress

Site Assets:

- **Equipment** - Office, production, store equipment
- **Buildings** - Your place of business (garage, site, store)
- **Land** - Should have its own account and does not depreciate

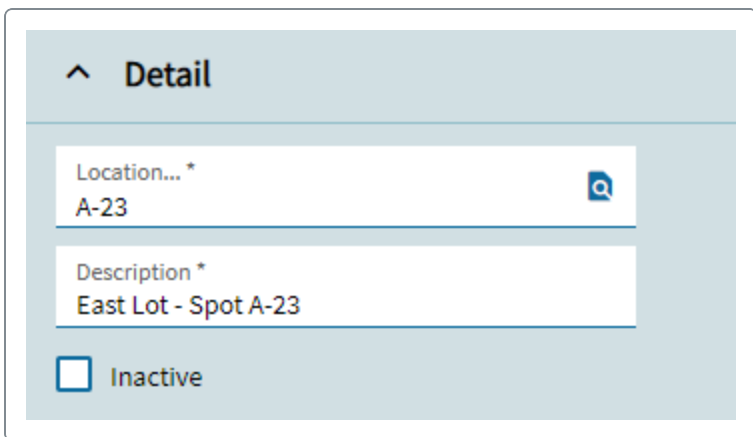
Adding Asset Locations

Add physical locations of different assets or pieces of equipment in your shop, building, or on your site in **Asset Location Maintenance**. For example, you might define locations for each parking spot in a garage, for each laboratory work area, or for each pole where you store a fire extinguisher. Later, when you enter assets or equipment, you can match the equipment to its actual location.

Use the landing page of the application to view existing locations or to enter a new one.

In this article, we will cover entering an asset location:

1. From the main menu, go to **Financial Management > Asset Management > Setup > Asset Location**.
2. Select **New**  to add a new asset location. The **Details** page displays.
3. Use the **Location** field to enter an identifier for the physical place. For example, **A-23** might be a parking spot number, and you can use it as the **Location** identifier.
4. Use the **Description** field to further identify the location code. For example, **East Lot - Spot A-23**.



5. Select **Save** .

Creating Asset Classes

Asset classes are valuable when you want to group assets together for reporting purposes based on General Ledger (GL) divisions and departments. Asset classes are optional, but highly recommended. They help you to avoid adding a group code for all possible divisions/departments and asset type combinations. You create asset classes in **Asset Class Maintenance**. Asset class holds the GL Control Code for the balance sheet asset account.

The general ledger (GL) control determines the accounts and journal codes used to post transactions to which the asset class applies.

You can associate one or more GL controls with an asset class in this setup program. Each control associated with an asset class record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

For example, the AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific

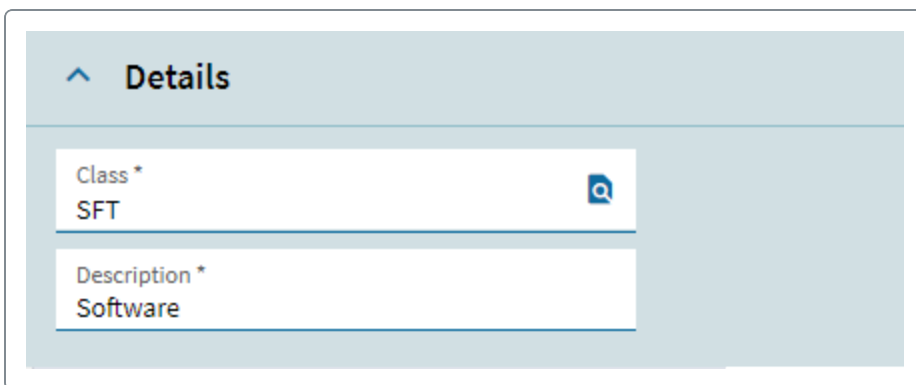
transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

Use the landing page of the application to view existing asset classes or to enter a new one.

In this article, we will cover entering an asset class:

1. From the main menu, go to **Financial Management > Asset Management > Setup > Asset Class**.
2. Select **New** .
3. Enter the asset class ID and the description for this asset class.



The screenshot shows a 'Details' form with a light blue header. Below the header, there are two input fields. The first field is labeled 'Class *' and contains the text 'SFT'. To the right of this field is a magnifying glass icon. The second field is labeled 'Description *' and contains the text 'Software'. Both fields have a blue border and a small blue icon on the right side.

4. Select **Save**. .
5. You are now ready to select the GL control type and code for the asset class. From the Overflow menu , select **New GL Control**.
6. On the **GL Control** card, find and select the **GL Control Type** and the **Control Code**.
7. Select **Save**. .

Entering Asset Groups in Asset Group Maintenance

Enter groups to organize assets in **Asset Group Maintenance**. Do this for anything that you want grouped, such as site equipment, motor vehicles, or office equipment. Create the group and then

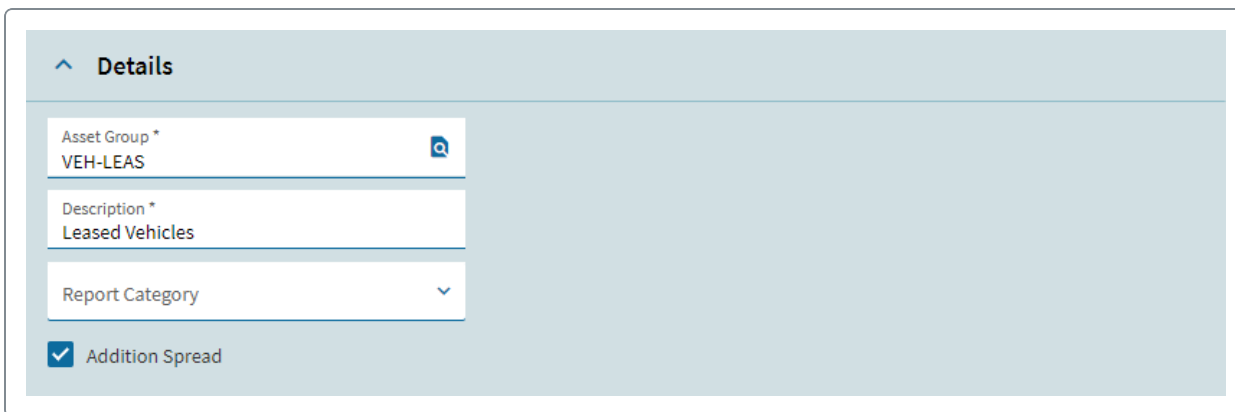
select GL controls that define the accounts associated with the group. The GL Controls are used for the journals to post depreciation, asset additions, asset disposals, and asset impairments.

Use the landing page of the application to view existing asset groups or to enter a new one.

In this article, we will cover entering an asset group. First, enter basic information on the Details card. Then select the GL Control card and choose the appropriate GL control or controls.

Completing the Detail Information

1. From the main menu, go to **Financial Management > Asset Management > Setup > Asset Group**.
2. Select **New**  to add a new asset group.
3. In the **Group Code** field, enter an identifier for the asset group, such as **VEH-LEAS**.
4. In the **Description** field, enter additional information to describe the group, such as **Leased Vehicles**.
5. If necessary, select a category for the group from the **Report Category** drop-down list. This is typically used for the Asset Annual Schedule report to group categories together.
6. Select the **Addition Spread** check box if additions or changes to the depreciation of assets are spread throughout the remaining number of periods in a fiscal year.



7. Select **Save**. 

Entering GL Controls for Purchasing Misc Charge/Credits

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

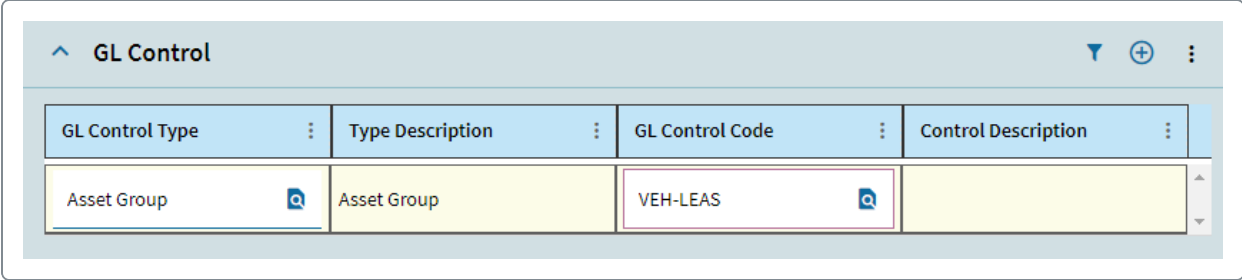
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the GL control **Type** that contains the account contexts you need.
3. Next use the **Control** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company. When you finish, save the changes.



GL Control Type	Type Description	GL Control Code	Control Description
Asset Group	Asset Group	VEH-LEAS	

Creating Asset Registers

In **Asset Register Maintenance**, create asset registers and link them to General Ledger books, if necessary.

An asset register is a financial view of an asset. A financial view is a group of parameters that control all valuations of the asset and when valuations are recognized.

You create an asset register that contains parameters for depreciation conventions, depreciation methods, production units, estimated life, asset calendar, and so on. Most parameters are specific to

an asset and you define them as its properties. You can select only one asset calendar per asset register. All assets included in the register use the same asset calendar.

You need to link an asset to at least one asset register, but you can link each asset to multiple registers. The system records, maintains, and reports all activities controlled by parameters (depreciation, disposal) and amounts that result from these activities per asset register.

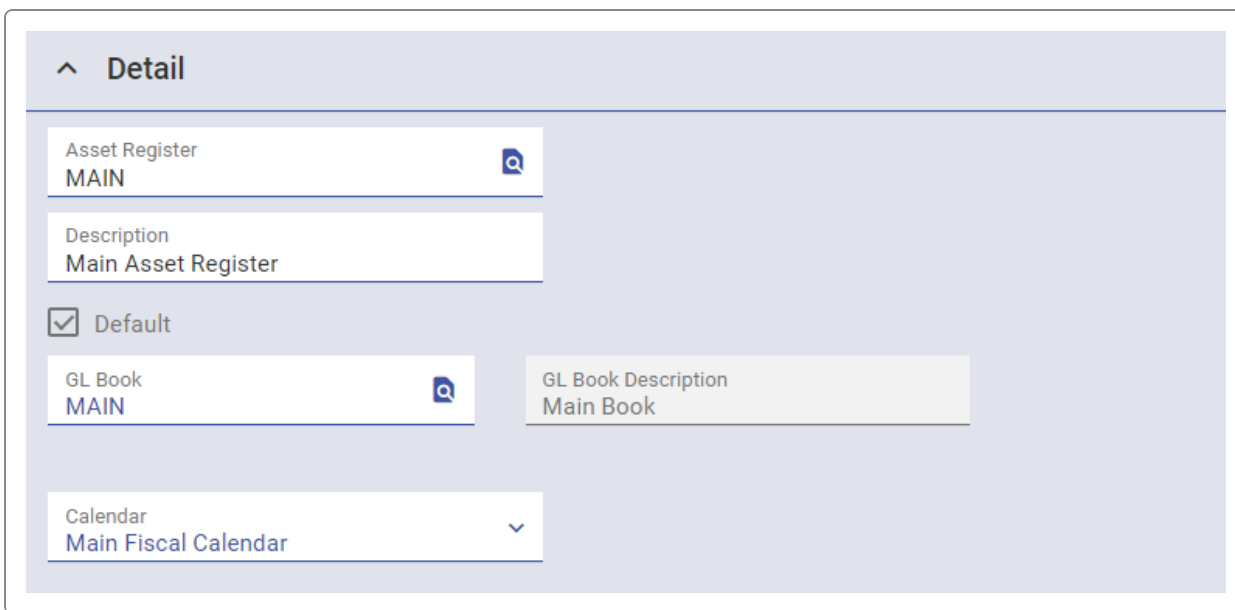


You link an asset register to a GL book so it records all asset activities. If an asset is included in multiple registers, different depreciation parameters in the asset registers can affect the values posted in depreciation and disposal transactions.

Use the landing page of the application to view existing asset registers or add a new one.

In this article, we will cover creating an asset register.

1. From the main menu, go to **Financial Management > Asset Management > Setup > Asset Register**.
2. Select **New**  to create a new record. The **Details** page opens.
3. Enter the **Asset Register** identifier and description.
4. If you want to make this asset register a default one, select the **Default** check box.



The screenshot shows the 'Detail' page for creating an asset register. The form includes the following fields and controls:

- Asset Register** field with the value 'MAIN' and a search icon.
- Description** field with the value 'Main Asset Register'.
- Default** checkbox, which is checked.
- GL Book** field with the value 'MAIN' and a search icon.
- GL Book Description** field with the value 'Main Book'.
- Calendar** dropdown menu with the value 'Main Fiscal Calendar'.

5. If necessary, specify the GL book to link the asset register to it. To do that, either enter its name directly in the **GL Book** field or use the **Search** icon  to search for the GL book you need.

6. The **Calendar** value default from the book you select. You can select another calendar from the drop-down, if you want.



For more information on how to set up GL books and fiscal calendars, review the **General Ledger** chapter in the online help.

7. Select **Save** .

Creating Asset Report Categories

In **Report Category Maintenance**, set up reporting categories to use in the asset group and in the **Asset Annual Schedule** report.

For example, you have several asset groups: **Equipment**, **Lab Furniture**, **Lab Wear**, and **Devices**. As you want them to go under one report category, you create a **LAB** category for them, and assign it to them in **Asset Group Maintenance**. Then, when you run the **Asset Annual Schedule** report, you can set it up to group the report by the report categories.

Use the landing page of the application to view report categories and to add a new one.

In this article, we will cover creating a report category.

1. From the main menu, go to **Financial Management > Asset Management > Setup > Report Category**.
2. Select **New**  to create a report category.



If you have several levels of categories to create, begin with the highest level and then add more levels beneath it.

3. In the **Category** field, enter the name of the new report category.
4. Enter additional information to identify the category in the **Description** field. The system will print the description in the **Asset Annual Schedule** report for the category.

Details

Category
LAB

Description
Laboratory

Parent Category

☐ Bottom Level

5. If the new category falls beneath a category you have already created, select that category from the **Parent Category** drop-down.
6. If the new category is at the bottom of your category hierarchy, select the **Bottom Level** check box. If you leave the check box clear, the category is summary level.
7. Select **Save** .

Closing Asset Period / Year

Close Asset Period / Year lets you close asset periods and years for a specified asset register. In its simplest form, an asset register is a detailed list of all your business assets.

Let's suppose that the only asset linked to one of your asset registers is being transferred to another register. As a result, you need to close the asset periods and year for this asset register.

Tip: Close Asset Period / Year is similar to the Close Fiscal Period / Year program available in the General Ledger module.

After you select an asset register, the app shows the associated calendar and current year. If necessary, you can enter a different Fiscal Year/Suffix. Once the year is selected, the **Fiscal Periods** grid populates with all periods attached to the calendar (with the exception of closing periods).

Asset Register
Main Asset Register

Selected Year

Fiscal Calendar
Main

Description
Main Fiscal Calendar

Fiscal Year
2022

Suffix

Asset Register Defaults

Current Year
2012

Suffix

Current Period
7

Fiscal Periods

Fiscal Period	Start Date	End Date	Closed Period
1	1/1/2022	1/31/2022	☒
2	02/01/2022	02/28/2022	☐
3	03/01/2022	03/31/2022	☐
4	04/01/2022	04/30/2022	☐
5	05/01/2022	05/31/2022	☐
6	06/01/2022	06/30/2022	☐

Manually close a period by selecting the **Closed** check box in the **Closed Period** column. When you select the Closed check box, the app verifies there are no unposted activities recorded for this period. If unposted activities exist, the application shows an error message informing you there are unposted activities. In that case, the Closed check box automatically clears.

The period following the last closed period becomes the current asset period.

From the Overflow menu, you can select **Asset Year End Process**.

Entering Spread Codes

Spread codes define the time periods for depreciation processing. You enter spread codes and values in **Spread Code Maintenance**.

The purpose of a spread code is to distribute asset depreciation costs per the working days during which you want to charge depreciation.

After creating a spread code, you add spread values.

Use the landing page of the application to view existing spread codes, or to enter a new one.

In this article, we will cover:

- [Adding a spread code](#)
- [Adding a spread value](#)

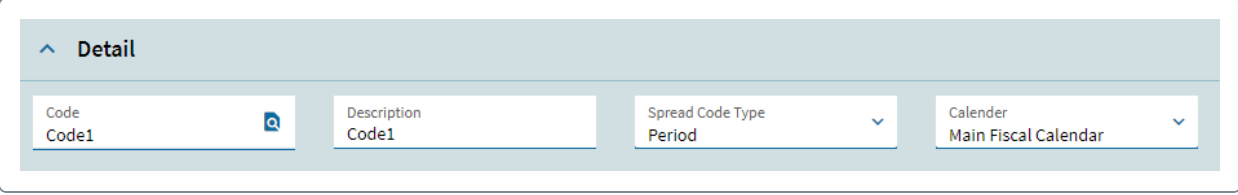
Adding a Spread Code

1. From the main menu, go to **Financial Management > Asset Management > Setup > Spread Codes**.
2. Select **New**  to add a new spread code.
3. Enter the **Code** identifier, and **Description**.
4. In the **Spread Code Type** field, select whether the spread distributes asset depreciation costs per fiscal **Year**, or per fiscal **Period**.

[Show me example](#)

In a Period Type scenario, a company is closed two weeks in August, and another two weeks in December. Fewer working days in these months means less use of the assets, and therefore, less depreciation. The spread codes for these fiscal periods should declare fewer days than spread codes for other fiscal periods. You can define the number of days per period that you want to charge depreciation.

5. Select the **Calendar** your company uses for assets.



Detail			
Code Code1	Description Code1	Spread Code Type Period	Calendar Main Fiscal Calendar

6. Select **Save**. 

Adding a Spread Value

1. On the **Values** card, select **New**  to add a new spread value.
2. Enter the spread **Value**.

3. Enter the **Fiscal Year**, and **Period**. If you entered these values manually, the app disables the **Start Date** and **End Date** fields.
4. Use the **GlobalFASprDy**, and **GlobalLock** check boxes to disable, or enable global use of the spread code within your company.

Values						
Fiscal Year	Fiscal Year Suffix	Fiscal Period	Start Date	End Date	Value	Description
2021		2	02/01/2021	02/28/2021	5.000	Code1

5. Select **Save**. 



You can manually add spread values, or automatically generate them. You can also import spread values from another file, or export values to a location outside of Kinetic. For this, select **Generate**, **Import Spread Code Values**, or **Export Spread Code**

Values from the Overflow menu .

Setting Up Asset Conditions

Set different condition codes for a serialized asset or piece of equipment in **Asset Condition Maintenance**. A condition code describes the asset's state based on its appearance, quality, or work order.

Service technicians use these codes to record the condition of the items they service. For example, they can record the date, time, and job when they observed the condition.

In this article, we will cover setting up an asset condition.

1. From the main menu, go to **Service Management > Field Service > Setup > Asset Condition**.
2. Select  to add a new condition code. The **Details** page displays.
3. Use the **Condition Code** field to enter an identifier for the condition. For example, **Wet**.
4. Enter a description that further identifies the condition code.

5. Select **Save** .

Entering Asset Impairments

You can enter impairments against an asset using **Asset Impairment Entry**.

An impaired asset is an asset where the market value fell below the carrying amount and is not expected to recover or the asset's market value is less than the book value of the asset. Future cash flows generated from the asset are less than the net difference of the market value and the book value of the asset.

You must record the value of the asset in the books by debiting a loss account, and this loss account displays as an expense in the income statement - crediting the respective asset account.

You can create asset impairments for assets not fully disposed with a status New or Active. By default, the impairment cost is entered using the company's base currency, which is the transactional currency for this transaction. Amounts in reporting currencies are derived using conversions on the Apply Date; however, you can override these converted values manually. Any unposted impairment can be adjusted or deleted.

In this article, we will cover creating using the Asset Impairment Entry application.

1. From the main menu, navigate to **Financial Management > Asset Management > General Operations > Asset Impairment**.
2. Select an asset in the **Asset** card.

Asset All

Asset Number	Description	Group	Class	Acquisiti...
Car 002	Fleet Vehicle #2	VEH	VEH	05/29/2020
CC01	Company Car - 2009 Audi A4 A...	VEH	VEH	04/13/2020

Full Screen

Impairments All

Impairment ...	Apply Date	Description	Doc Impairm...	Ready To Post	Posted
No records available.					

3. Select **New**  on the **Impairments** card to add the impairment for the selected asset.
4. Enter the **Impairment Cost**.
5. Select the **Ready To Post** check box to indicate this impairment will be included in the asset posting process.

Impairment Detail

Apply Date  4/9/2021

Impairment Cost \$ 100.00

☒ Ready To Post

Description

6. Select **Save**. 

Entering Asset Additions

Enter cost or depreciation additions to assets in **Asset Addition Entry**.

A **Purchase** asset addition uses the AP interface to select an AP invoice with an Asset line. A **Transfer** asset addition uses the inventory interface allowing you to transfer or create an asset from stock. You can enter details not related to any specific interface with a **Miscellaneous** addition type.



An asset addition must not be entered earlier than the acquisition date of an asset.

- 1. Open the **Asset Addition Entry** app.
- 2. In the **Asset** card, select the **Asset Number** for which you want to enter the addition.
- 3. Select **New**  on the **Asset Addition** card to add cost addition for the selected asset.



If you created and received an asset purchase line via the **Purchase Order Entry** and **Receipt Entry**, Kinetic automatically generates a miscellaneous asset addition in the **Asset Addition Entry** app. You can select it from the **Asset Addition** card.

Asset Addition Entry

Asset

All

Asset Number

Asset Number	Description	Group	Class	Acquisition Date	Placed in Service Date	Status
Car 002	Fleet Vehicle #2	VEH	VEH	12/31/2010	12/31/2010	NEW
CC01	Company Car - 2009 Audi A4 Avant	VEH	VEH	06/08/2009	06/15/2009	NEW
DeskXXX	XXX Office Desk	OF	DESKS	10/01/2015	10/02/2015	NEW
NEW1	New Asset	OF		12/10/2024	12/10/2024	NEW
POASSET1	Purchase Asset	OF		12/11/2024	12/11/2024	NEW

Asset Addition

All

Addition Number

0

Asset Number *

POASSET1

Addition Number	Addition Type	Added	Description	Acquisition	Doc Addition Cost	Doc Grant Amount	Inter Group	Ready To Post
001	Miscellaneous	12/11/2024	Purchase Asset	☒	111.00	0.00	☐	☐

The **Addition Details** card displays, including the addition's purchase order and receipt details.

4. Select the **Addition Type**. Depending on the Addition Type you select, several fields activate.
5. Enter the **Addition Cost** and the **Grant Increase** amounts.
6. When you finish, select the **Ready To Post** check box.

7. For the **Miscellaneous Addition** type, tick the **Inter-Group** check box to transfer assets depreciated in a sister company. Register section populates all asset registers in which the

asset is included. An inter-group addition brings in the cost and the accumulated depreciation for previous and current years from an addition from another company into the system.



An inter-group addition is not posted; it is used only to update the asset master and make the asset available for further depreciation.

- 8. In the **Register List** grid select the **Asset Register** in which the asset is included.
- 9. In the **Register Details** card, you can also use the **Asset Life** section to specify whether the new addition extends estimated asset lifetime. Adding more estimated years or periods affects depreciation calculation.

Register Details

Asset Life

☒ Affects Asset Life

Years

Current Estimated
5

New Estimated
5

Periods

Depreciation

Previous Years
\$ 100.00

Current Year
\$ 100.00

Book Value
\$ 30,800.00

Grant Depreciation

Previous Years
\$ 0.00

Current Year
\$ 0.00

Book Value
\$ 0.00

☒ Includes Current
Period Depreciation

Select the **Includes Current Period Depreciation** check box in order for CY Depreciation value to include depreciation for the period of addition.

If required, the system makes an adjustment, so that the amortization for the period corresponds to the amortization calculated according to the selected depreciation method. Note, that the adjustment will be made only during the next recalculation.

- 10. Select **Save**.

Entering Asset Disposals

Enter cost or depreciation disposals to fixed assets in **Asset Disposal Entry**. In this application, create an asset, record new asset disposal activity, or adjust, delete, and view any unposted asset

disposal activities.

Three disposal types are available:

- **Miscellaneous** - a disposal that does not interface with another application
- **Transfer** - a disposal that interfaces with Inventory
- **Sale** - a disposal that interfaces with Accounts Receivable

You can dispose an asset in full or partially. Before you can record a disposal of an asset that has not been fully depreciated, you must calculate the depreciation for the period when the asset is being disposed.

When a partial disposal is created, the system suggests the amount of accumulated depreciation to use in determining the net book value of the partially disposed asset, per asset register. If a company disposes of a long-term asset for an amount different from its book value, an adjustment must be made to net income on the cash flow statement.

For example, a company sells one of its delivery trucks for \$3,000. That truck is shown on the company records at its original cost of \$20,000 less accumulated depreciation of \$18,000. When these two amounts are combined or netted together, the net amount is known as the book value (or the carrying value) of the asset. In the example, the book value of the truck is \$2,000 (\$20,000 - \$18,000). Because the proceeds from the sale of the truck are \$3,000 and the book value is \$2,000, the difference of \$1,000 is recorded in the account Gain of Sale of Truck income statement account. The transaction has the effect of increasing the company's net income. If the truck had sold for \$1,500 (\$500 less than its \$2,000 book value), the difference of \$500 would be reported in the account Loss on Sale of Truck and would reduce the company's net income. When a new asset disposal is entered, the full disposal cost defaults into the Disposal Cost field on the Disposal Detail card.

When Depreciation is Already Posted in Future Periods

You can enter and post a disposal when depreciation is already posted in future periods. The next time depreciation is re-run for the same year, it generates a catch-up transaction if the Retrospective Adjustment check box is selected in Asset Maintenance and the Depreciation Method is annual based. If it was a full depreciation, then the catch-up transaction will effectively reverse depreciation in periods after disposal. If the method is period based, there will be no catch-up transactions and you must reverse or reduce depreciation manually in the general ledger.

Use the landing page of the application to view existing asset disposals or to enter a new one.

In this article, we will cover entering an asset disposal.

1. From the main menu, navigate to **Management > Asset Management > General Operations > Asset Disposal Entry**.
2. From the landing page, select the asset for which you want to enter a disposal. Details about the asset display in the Description, Asset Group, Asset Class, and other fields.

3. Select **New**  to add a new disposal.
4. Enter a description for the disposal in the **Description** field.
5. Enter the cost in the **Disposal Cost** field. This value defines the cost of an asset at which it should be disposed. This can be the total cost of the asset as well as its part in case of partial disposal. When you depreciate multiple physical assets under the same asset number and only one of them gets disposed, the part of the cost that corresponds to that asset should be subtracted.
6. Enter the **Proceeds** value. This field defines the sales amount of the disposal.
7. Select **Ready to Post**.

8. Select **Save**. 

Entering Asset Revaluations

You can use Asset Revaluation to periodically revalue your assets so they have the correct value in asset reports, trackers, and financial statements.

When you revalue an asset, it involves the accumulated depreciation of the asset. The system applies this to the asset cost. It then uses the value in the net book value calculation on the cost account to produce the new book value.

If the company chooses the revaluation accounting model for a group of assets, the system periodically revalues those assets. This may change the asset carrying value. When a revalued asset is disposed, the balance on revaluation surplus account associated with this asset is transferred off the revaluation surplus account to a Disposal Revaluation Surplus context account.

If the revalued asset holds a Grant Amount, the system applies a "grant depreciation" amount to the asset cost and writes off the remaining part of the grant to unrecognized grant (liability account). If the revaluation is not posted in the beginning of the year, depreciation calculation for the following periods should treat revaluation in the same way as any other activity that changes the asset cost.

Use the landing page of the application to view existing asset revaluations or enter a new one.

In this article, we will cover creating.

1. From the main menu, navigate to **Financial Management > Asset Management > General Operations > Asset Revaluation Entry**.

The Asset grid displays information about your current assets. You can right-click an asset to open **Asset Entry** or **Asset Tracker** for the asset.

2. Select the asset you want to revalue. The Asset Revaluation grid displays existing asset revaluations for that asset.
3. Select **New**  to enter a new asset revaluation.

Asset Revaluation Entry

Asset

All

Asset Number *

Asset Number	Description	Group	Class	Acquisition D...	Placed in Ser...	Status
Car 002	Fleet Vehicle #2	VEH	VEH	10/29/2021	10/29/2021	NEW
CC01	Company Car - 2009 Audi A4 A...	VEH	VEH	09/06/2021	09/06/2021	NEW

Full Screen

Asset Revaluation

All

Revaluation Number

0

Asset Number *

Car 002

Revalue Num	Description	Apply Date	Valuation Date	Doc New Value	Ready To Post	Posted	Post Date	Posted By
1	Asset Revaluation	10/29/2021	10/29/2021	32,250.00	☒	☐		

4. On the Details card, enter the **Valuation Date**. This is the actual date of the new valuation. By default, this is the apply date but you change it.
5. Enter the date you want to apply the asset revaluation and a description.
6. Enter the new book value for the asset in the Value field.
7. Select the **Ready to Post** check box if you want to post the revaluation to the Asset Tracker.

Details

Valuation Date 2/25/2022	Description Car Revaluation	☒ Ready To Post
Apply Date 2/25/2022	New Value \$ 31,500.00	

8. On the Register List card, enter the new estimated life for the asset and select whether this amount is in years or periods.
9. Enter the residual value for the asset. This cannot be less than the book value.

Register List All

	Current Asse...	Current Life Modifier	New Asset Life	New Life Modifier	Doc Orig Curr...	Doc Orig Boo...	Doc Orig Tota...	Doc Rev
			4	Years				

Full Screen

10. The default **Depreciation on Disposal/Revaluation** value comes from the asset but you can change it.
 - **Prorate to Apply Date** - Calculate depreciation based on depreciation convention.
 - **Full Month** - Always apply full month of depreciation.
 - **None** - Do not depreciate the asset.

Register List All

nt De...	Doc Unused ...	Doc PostedF...	Doc PostedF...	Depreciation on Disposal/Revaluation	Doc New Residual Value	Doc Residual ...	Descr
0.00	0.00	0.00	0.00	Full Month	31,500.00	0.00	

Full Screen

11. Select **Save**.

After you enter an asset revaluation and it is ready to post, you can post it using the Asset Posting Process. To learn more, refer to Running the Asset Posting Process.

Running the Asset Depreciation Calculation Process

Run the **Asset Depreciation Calculation** process to calculate the depreciation of assets for the current year, current period, or for an asset's useful life. You can run the process as many times a month as necessary.

Through this calculation, depreciation charges are determined for all registers in which an asset is included. This calculation uses the asset calendar linked to the register.

To run the process:

1. From the main menu, go to **Financial Management > Asset Management > General Operations > Asset Depreciation Calculation**.
2. Select the **Calculate Option** you need with the asset. Available options include **Current Period**, **Current Year**, and **Asset's Useful Life**.
3. Select the **Include Child Assets** check box to include all assets linked to a parent asset in the calculation.
4. Select the **Include Assets Marked for Automatic Recalculation** check box to add assets selected for recalculation in the calculation.
5. If necessary, filter by **Asset Group**, **Asset Class**, **Individual Asset**, **Asset Register**, or by **Depreciation Method**.
6. Select **Process**. 

Running the Asset Posting Process

Run the **Asset Posting Process** to post asset activities (Additions, Impairments, Disposals, and Depreciations) based on the posting process options selected.

You can run this process as many times as required in a single period. The application posts the calculated depreciation for the newly calculated depreciation records. The posting process also posts the net change (if any) between what was previously posted and what will now be calculated.

To post an asset activity, some conditions must be true:

- The asset must be active, and must be assigned to an asset group.
 - The GL accounts of the assigned asset group must be valid.
 - If an asset class is used, then the Provision GL Account, the Depreciation Account, and the Cost Account inherit the division from the asset class. Therefore, those account combinations must be valid.
- The **Ready to Post** check box must be selected.
- The posting date must be in an open fiscal period.
 - The activity will not be posted if the open fiscal period for the activity is after the **Period** on the posting window.
 - The activity will not be posted if the open fiscal period for the activity is in a year different from the **Year** on the posting window.

The **Selection** parameters include:

- **Starting Date** - Select the starting date of the posting period. You can also set up this process to run following a regular schedule. To do this, select the **Dynamic** check box.
- **Ending Date** - Select the ending date of the posting period. You can also set up this process to run following a regular schedule. To do this, select the **Dynamic** check box.
- **Dynamic** - Select this check box to run the process by a dynamic option rather than by a specific date. After you select this check box, the date field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the date field, and then select the **Recurring** check box next to the **Schedule** field.
- **Group Activities** - Select how to group posted assets in GL Journal.
- **Include Outdated Activities** - Select this check box if you want to include outdated activities in the posting process.
- **Include Child Assets** - Select this check box if you want to include the child assets linked to the asset or asset group in the posting process.
- Select the asset activities to post:
 - **Post Additions** - Posts all new assets acquired during the selected period.
 - **Post Impairments** - Post all market value asset changes that occurred during the selected period.
 - **Post Revaluations** - Post revaluation transactions for the selected period.
 - **Post Disposals** - Posts all assets you are removing during the selected period.
 - **Post Depreciation** - Post depreciation entries calculated for the selected period.
- **Filter** - Use these fields to select specific Assets and Asset Groups for the posting process.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. From the main menu, go to **Financial Management > Asset Management > General Operations> Asset Posting Process**.
2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the Asset Year End Process

Run the **Asset Year End Process** to designate the next fiscal year as the current fiscal year. You need to run this process because most of the values shown in the Asset Tracker display at the end of the current fiscal year.

You launch the process from within **Close Asset Period/Year Entry**. Use Close Asset Period/Year Entry to close asset periods and years for a specified asset register. The program is similar to Close Fiscal Period/Year Entry located in the General Ledger module.

To run the process:

1. From the main menu, go to **Financial Management > Asset Management > General Operations > Close Asset Period / Year**.
2. Select the **Asset Register** in which the asset period is found.
3. The associated **Fiscal Calendar** and current year display. These values are based on the current date and on the start and end dates of the year. If you need, you can enter a different Fiscal Year/Suffix.
4. Select the **Closed Period** check box for all the periods you want to close. You can only close periods that do not have unposted asset activities.
5. Select **Save**. 
6. Once all periods are closed in the selected year, you can close the asset fiscal year. To do this, from the Overflow menu , select **Asset Year End Process**.
7. Select **Process**. 

Running the Asset Mass Changes Process

The **Asset Mass Changes** process enables you to select a particular set of assets from the database, define the desired changes on those assets, and make those changes online or in the background using scheduled processing.

You can select the assets, asset group, or asset class that need to be modified by using the Filter sheets and specifying replacement values to be assigned to the selected assets. If a field is left empty within the program, the field will not assign a value to the selected assets. In other words, it is not possible to assign an empty value to an asset using Asset Mass Changes.

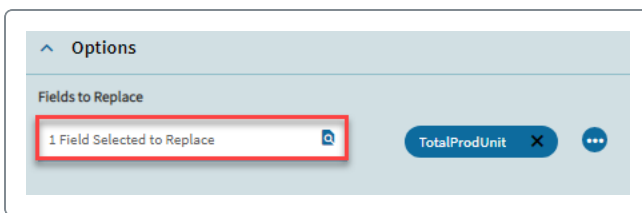
If you change the parameters for an asset that has posted activities, you may need to create manual GL Journal entries to move asset costs.

The **Selection** parameters include:

- **Filter** - Select specific Assets, Asset Groups and Asset Classes to run the process for.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. Open the **Asset Mass Changes** app.
2. Select the fields you want to replace by the process.



When you select the required fields, their replacement fields become available in the form. Fill them in with the replacement values you want to assign during the process.

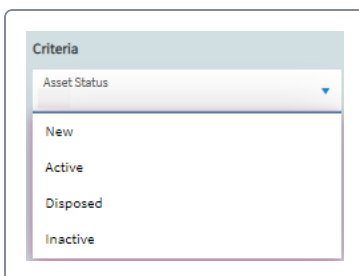


In this example, we selected the 'Total Prod Unit' field.

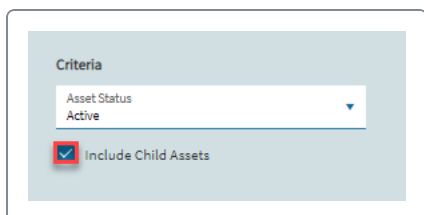


The fields in the group boxes activate based on field you select.

3. Select status of the asset for which you want to run the process.



4. Select the **Include Child Assets** check box to include all child assets for the selected asset even if they do not match the selection criteria.



Criteria

Asset Status
Active

☒ Include Child Assets

5. Expand the Filter card to select specific asset, asset group, and asset class.
6. Use the Advanced card to define when you want the process to run. If you select something other than **Now**, the **Recurring** check box is available.
7. Select **Process**. 

Generating the Asset Annual Schedule Report

Generate the **Asset Annual Schedule Report** to view and print out total change in asset cost and depreciation per transaction type for the given fiscal year.

The report works with the **Asset Transactions** data. Kinetic supports the following Asset transactions:

- Additions
- Impairments
- Disposals
- Depreciations
- Revaluations

The **Selection** parameters include:

- **Asset Register** - Select an asset register from a list of available registers.
- **Data Selection** - Specifies data selection mode for the report. The options include:
 - **By Fiscal Year** - If selected, the **Fiscal Year**, **Fiscal Year Suffix**, and **Cut-off Date** fields become available. This is the default option.
 - **By Date Range** - If selected, the **Start Date** and **End Date** fields become available.
- **Fiscal Year** - This is the fiscal year. The default value is the current year in the selected register's calendar.
- **Suffix** - The fiscal year suffix if one exists.
- **Cut-off-date** - The latest date from which to select asset transactions. The default value is the last day of the selected fiscal year.
- **Start Date** - The start date of the report. This field becomes available when you select the **By Date Range** option in the **Data Selection** field. The **Start Date** must be earlier than the **End Date**. Start and end dates can belong to different fiscal years.

- **End Date** - The end date of the report. This field becomes available if you select the **By Date Range** option in the **Data Selection** field. The **End Date** must be later than the **Start Date**. Start and end dates can belong to different fiscal years.
- **Print Details** - If selected, the report prints in the **Detailed** layout. If clear, the report prints in the **Summary** layout.
- **Group By** - Select how you want to group the report. You can use the **Report Category**, **Asset Group**, and **Asset** options.
- **GL Posting Status** - Select the status you want the report to display. For example, if you want the process to generate only asset transactions posted to the General Ledger (GL), select the **Only Posted to the GL** option.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **Print Report Parameters** - If selected, the report selection criteria is print as an appendix to the report. This setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report (if the report data has not been updated in Kinetic since the original report was printed).
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Annual Schedule**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Asset Depreciation Report

Generate the **Asset Depreciation Report** to view depreciation for an asset register during a fiscal year and period time range.

The **Selection** parameters include:

- **Asset Register** - The asset register that will be the basis for the report.
- **Fiscal Calendar** - The fiscal calendar that is the basis for the report.
- **Fiscal Year** - The fiscal year that is the basis for the report
- **Fiscal Period** - The beginning and end range of the fiscal period for the report.
- **Include Child Assets** - Select to include child assets the depreciation recalculation.
- **Print Inactive** - Select to include inactive assets in the report.
- **Print Summary** - Select to print the report in a summarized form.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Depreciation**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Asset Edit List Report

Generate the **Asset Edit List Report** to view asset transactions prior to posting. You can choose to display asset additions, disposals, impairment, or depreciation based on a starting and ending date. After you verify the accuracy of your report, use the Asset Posting Process to post the transactions.

The **Selection** parameters include:

- **Group Activities** - Select the group for your report. The options include:
 - By Activity Type and Apply Date
 - By Apply Date
 - By Activity Type
- **Include Outdated Activities** - Select to include outdated activities in the report.
- **Post Additions** - Select to include additions in the report.
- **Post Impairments** - Select to include impairments in the report.
- **Post Revaluations** - Select to include revaluations in the report.
- **Post Disposals** - Select to include disposals in the report.
- **Post Depreciation** - Select to include depreciation in the report.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Edit List**.

2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Asset Labels Report

Generate the **Asset Labels Report** to review and print out Asset labels.

The Asset label includes the following information:

- Asset Code
- Asset Description
- Asset Tag
- Location Details:
 - Location
 - Warehouse Code
 - Bin Number

The **Selection** parameters include:

- **New** - Select if you want the report to include new assets.
- **Disposed** - Select if you want the report to include disposed assets.
- **Active** - Select if you want the report to include active assets.
- **Inactive** - Select if you want the report to include inactive assets.
- **Acquired Date (From)** - The first date of the range of dates to search for the acquired assets the report will include.
- **Acquired Date (To)** - The last date of the range of dates to search for the acquired assets the report will include.
- **Include Child Assets** - Select to include child assets in the report, among the assets you select using **Filter**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Labels**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Asset Overview Report

Generate the **Asset Overview Report** to review and print out the status of your assets, per Asset Register. The report displays asset costs and asset activities, including depreciation.

The **Selection** parameters include:

- **Asset Register** - The asset register associated with the asset.
- **Print Options** - Select what you want to display in the report. For example, if you want the report to display in a **Summary** form, select the **Print Summary** check box. The Summary version displays the total effect of all activities per an activity type. The **Detailed** version prints all the activities.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Overview**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Asset Depreciation Forecast Report

Generate the **Asset Depreciation Forecast Report** to review and print out the full year depreciation value forecast by an asset register. The forecast displays regardless of whether you post depreciation or not. You can select a forecast of up to five years.

The **Selection** parameters include:

- **Start Year** - The year from which the depreciation will start.
- **Asset Register** - A unique identifier of the asset register you want to include in the report.
- **Years** - The number of depreciation years. This is limited to five years.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select whether you want to sort the report by **Asset** or **Asset Group**.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Asset Management > Reports > Asset Depreciation Forecast**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Print Labels Report

Run the **Print Labels Report** to produce bar code labels for received parts.

The **Selection** parameters include:

- **Print All** - Select to print all the labels for all the parts received on this pack.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define whether you want to print all the labels for all the parts received on this pack.
2. Select the **Report Style** for the report run.
3. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
4. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
5. Enter text in the **User Description** field.
6. Select the **Recurring** check box if needed.
7. Select **Print Preview**. 

Tracking Assets

In business and accounting, assets are everything of value that a company owns. For example, they can include the cars, materials, or the parts that your company owns or supplies. If you need to monitor the assets, use the **Asset Tracker**. When you require general details about a specific asset, including the registration, cost, depreciation information, the **Asset Tracker** is your best assistant.

To use the tracker:

1. From the main menu, go to **Financial Management > Asset Management > General Operations > Asset Tracker**.
2. In the **Asset Number** field, select the search icon to find and choose the asset. You can also select the required asset from the list.



You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

- [Reviewing Asset Cost Summary](#)
- [Reviewing Activities](#)



To learn more about general cards and fields, refer to the **Asset Maintenance** section in the Application Help.

Reviewing Asset Cost Summary

To view all the cost details about the specific asset, expand the **Details** card. Here you can review the opening cost of the asset, cost of depreciation, and any additional costs.

Details

Summary

Asset Number *

CC01

NEW

Description *

Company Car - 2009 Audi A4 Avant

Asset Group *

Vehicles

Asset Class

Vehicles

Tag

Acquired

6/8/2009

Placed In Service

6/15/2009

Cost

Asset Cost

\$

30,150.00

Grant

\$

0.00

Replacement

\$

0.00

Reviewing Register Activities

To view asset addition, impairment, disposal, and depreciation information, use the **Activities** card.

- 1. To review the additions for the specific asset, go to the **Activities > Additions** card.

These additions may include:

- Memory upgrade for a computer
- Addition to the recorded quantity of the asset (such as adding three new chairs to an existing set of twelve, if stored as a single asset)
- Change of the asset cost

Additions

All

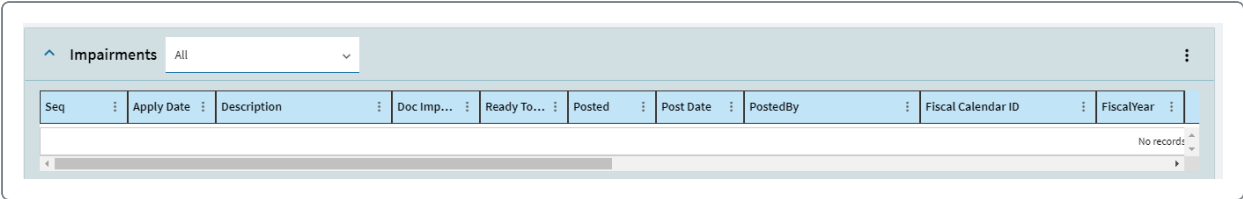
Addition...	Addition Type	Added	Description	Doc Addi...	Doc Gran...	Currency Symbol	ReadyTo...	Name	In
001	MISC	04/01/2010	Company Car - 2009 Audi A4 A...	30,150.00	0.00	\$	☐		

Here is more information about the following fields in this card:

- **Doc Addition Cost** - Cost, added to the asset in the specified currency.
- **Doc Grant Amount** - Grant Amount awarded to an asset to reduce the depreciation charge in the specified currency.

- **ReadyToPost** - Indicates the addition is ready to be posted when this checkbox is selected.
2. If you want to track the impaired assets, navigate to the **Impairments** card. Impaired assets have a market price less than the value listed on the company's balance sheet.

On the **Impairments** card, you can review the records and details for the impairment of the assets, such as fiscal year, cost, post dates, and other information.

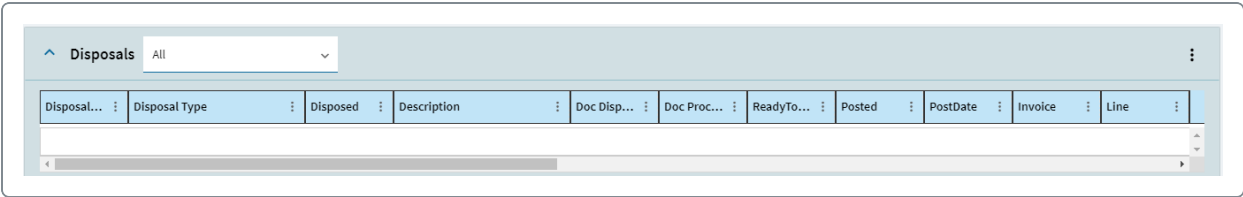


Seq	Apply Date	Description	Doc Imp...	Ready To...	Posted	Post Date	PostedBy	Fiscal Calendar ID	FiscalYear
No records									

Here is more information about the following fields in this card:

- **Doc Impairment Cost** - Impairment cost recorded against the asset in the specified currency.
 - **Posted** - Flag to indicate that the impairment is posted to the GL. After posting, modification of the impairment is not allowed.
 - **Fiscal Calendar ID** - Fiscal calendar from where the fiscal year, suffix, and period were derived from.
3. To view the information on the transferred assets, expand the **Disposals** card. The asset disposal includes its sale, exchange, transfer, abandonment, or donation to the other person or company.

On the **Disposals** card, you can find all the details for the transfer, such as a number of disposals, cost, a quantity of the asset.



Disposal...	Disposal Type	Disposed	Description	Doc Disp...	Doc Proc...	ReadyTo...	Posted	PostDate	Invoice	Line
No records										

4. Go to the **Deprecations** card, if you need data on the depreciated assets. Depreciation usually suggests a gradual decline in an asset's market value because of use and normal wear and tear.

On the **Deprecations** card, you can review all the recorded depreciation transactions, the dates for transactions, and costs.

Depreciations

Depreciations Schedules

All

Fiscal Year	Fiscal Year Suffix	FiscalPer...	Doc Dep...	Doc Boo...	Doc Post...	Modified	Closed	Posted	PostDate	Class
2012		7	3,517.50	26,632.50	0.00	☒	☐	☐		VEH
2012		8	502.50	26,130.00	0.00	☒	☐	☐		VEH
2012		9	502.50	25,627.50	0.00	☒	☐	☐		VEH
2012		10	502.50	25,125.00	0.00	☒	☐	☐		VEH
2012		11	502.50	24,622.50	0.00	☒	☐	☐		VEH
2012		12	502.50	24,120.00	0.00	☒	☐	☐		VEH

Full Screen

Depreciations Transactions

All

SeqNum	Doc Dep...	Doc Post...	Modified	Closed	Posted	Post Date	Doc Gran...	Doc Post...	Posted By	Class Code
001	502.50	0.00	☒	☐	☐		0.00	0.00		VEH

Here is more information about the following fields in this card:

- **Doc Depreciation** - Depreciation amount of the asset for this transaction in the document currency.
 - **Doc Grant BookValue** - Book value of the asset after posting this transaction in the document currency.
 - **Last Recalc Date** - Last depreciation recalculation apply date.
5. If you want to review the revaluation details for the asset, expand the **Revaluations** card. You can track the revaluation gain or loss, various values of the asset before and after the revaluation, and other information.

Revaluations

All

Revalue ...	Description	Apply Date	Valuation Date	Ready To Post	Post Date	Posted

Here is more information about the following fields in this card:

- **Doc Grant Depn Amt** - Grant Depreciation Amount awarded to an asset to reduce the depreciation charge in document currency.
- **Doc Revalue Surplus** - Revaluation Surplus in document currency. Increase of the asset value that remains after the reversing of previous loss (if any).
- **Doc Orig Current Cost** - Original Current Asset Cost in document cost before running the Asset Revaluation process.

- **Doc Orig Total Depn** - Accumulated Depreciation before revaluation in document currency.

Understanding Depreciation Method Rules

The application supports the depreciation method rules. Expand each section to learn more about them.

This depreciation method uses an annual depreciation charge basis. The annual charge is calculated using the following formula:

$$\text{Annual Charge} = (\text{Asset Cost} - \text{Residual Value}) * \text{Annual Depreciation Rate} / 100$$

The period charge is calculated by prorating the annual charge using the **Period Calculation** option.

This depreciation method uses an annual depreciation charge basis. The annual charge is calculated using the following formula:

$$\text{Annual Charge} = (\text{Book Value} - \text{Residual Value}) / \text{Remaining Years}$$

Book value is calculated as the difference between the current asset cost and accumulated depreciation as the end date of the period depreciation is being calculated. The period charge is calculated by prorating the annual charge using the **Period Calculation** option.

You purchased a vehicle at a cost of \$17,000 and will depreciate over 5 years. The vehicle has a residual value of \$2000 and depreciates \$3,000 per year.

Book Value - Beginning of Year	Remaining Years	Depreciation Expense	Accumulated Depreciation	Book Value - End of Year
\$17,000	5	\$3,000	\$3,000	\$14,000
\$14,000	4	\$3,000	\$6,000	\$11,000
\$11,000	3	\$3,000	\$9,000	\$8,000
\$8,000	2	\$3,000	\$12,000	\$5,000
\$5,000	1	\$3,000	\$15,000	\$2,000 (Residual Value)

This depreciation method uses an annual depreciation charge basis. The annual charge is calculated using the following formula:

$$\text{Annual Charge} = (\text{Asset Cost} - \text{Residual Value}) * \text{Remaining Years as of Beginning of the Year} / \text{Sum of Year Digits}$$

Calculate the period charge by prorating the annual charge using the **Period Calculation** option.

Remaining Years as of Beginning of the Year are the number of years remaining for depreciation. The sum of years digits represents the sum of all year numbers over which the asset is depreciated

An asset has an original cost of \$1000, an estimated life of five years, and a residual value of \$100. The asset's estimated life is five years, therefore, the years' digits are: 5, 4, 3, 2, and 1. Sum of the digits: $5+4+3+2+1=15$.

Depreciation rates are as follows:

- 5/15 for the 1st year
- 4/15 for the 2nd year
- 3/15 for the 3rd year
- 2/15 for the 4th year
- 1/15 for the 5th year

Book Value - Beginning of Year	Total Depreciable Cost	Depreciation Rate	Depreciation Expense	Accumulated Depreciation	Book Value - End of Year
\$1,000 (Original Cost)	\$900	5/15	\$300 (\$900 * 5/15)	\$300	\$700
\$700	\$900	4/15	\$240 (\$900 * 4/15)	\$540	\$460
\$460	\$900	3/15	\$180 (\$900 * 3/15)	\$720	\$280
\$280	\$900	2/15	\$120 (\$900 * 2/15)	\$840	\$160
\$160	\$900	1/15	\$60 (\$900 * 1/15)	\$900	\$100 (Residual Value)

This depreciation method uses an annual depreciation charge basis. The annual charge is calculated using the following formula:

Annual Charge = Book Value as of Beginning of the Year * Annual Depreciation Rate / 100 / Estimated Life Years as of Beginning of the Year

The period charge is calculated by prorating the annual charge using the **Period Calculation** option.

The most common rate used is double the straight-line rate. For this reason, this technique is referred to as the double-declining-balance method. For example, a business has an asset with \$1,000 original cost, \$100 residual value, and five years estimated life. To double the rate, use a 200% annual rate. The straight-line depreciation rate equals $(100\% / 5)$ 20% per year. After doubling the rate, use a 40% depreciation rate.

Book Value - Beginning of Year	Depreciation Rate	Depreciation Expense	Accumulated Depreciation	Book Value - End of Year
\$1,000 (Original Cost)	40%	\$400	\$400	\$600
\$600	40%	\$240	\$640	\$360
\$360	40%	\$144	\$784	\$216
\$216	40%	\$86.40	\$870.40	\$129.60
\$129.60	\$129.60 - \$100	\$29.60	\$900	\$100 (Residual Value)

This depreciation method uses an annual depreciation charge basis.

Define and fix the annual charge in **Asset Maintenance**.

This depreciation method uses a periodic depreciation charge basis. The period charge is a fixed value and is entered in **Asset Maintenance**.

You can define a custom formula to calculate depreciation in **Depreciation Method Maintenance**. The formula can consist of multiple arithmetic operators and operands (Estimated Life, Asset Cost, Residual Value, Book value at the beginning of the year, and Depreciation Rate). Validate the formula you entered and edited in a text box and the formula's syntax using **Check Syntax**.

You can use a spread code to distribute asset depreciation costs for established periods, such as the actual working days of a fiscal period. Use **Spread Code Maintenance** to create spread codes and spread code values.

You can also create methods based on two calculation methods by using the **Switch to Alternative Method** field.

This functionality may help you create a method such as **Declining Balance to Straight Line** or **MACRS (USA)**, which uses the Declining Balance calculation method until the calculated amount using the **Life Straight Line** method is more than the calculated amount using the **Declining Balance** method. At this point, the system switches to calculating depreciation using the **Life Straight Line** method. To do this, you first create a depreciation method based on the Life Straight Line calculation method. Then you set up a method with **Declining Balance as the Calculation Method**, select **On Greater Expense** from the **Switch to Alternative Method** drop-down, and in the **Method** field, enter your **Life Straight Line** depreciation method

Using Asset Maintenance

In business and accounting, assets are everything of value that is owned by a person or company. The company's balance sheet displays the monetary value of the assets owned by the company.

Enter and update records for fixed assets using **Asset Maintenance**. Here you can organize assets by group, class, and project, import, export, and duplicate assets, specify an asset register for each asset. Identify the depreciation, cost information, annual charges, period charges, and prorate options for the asset. You can also establish parent/child relationships between assets. If you would like, you can add a photo of the asset to the record.

Use the landing page of the application to view existing assets or to enter a new one.

In this article, we will cover:

- [Creating Assets](#)
- [Updating Asset-specific Information](#)
- [Defining Relationships Between Assets](#)
- [Linking Assets Register To the Asset](#)
- [Importing an External File to Create Assets](#)
- [Exporting Detailed Asset Records to an External File](#)

Creating Assets

1. From the main menu, navigate to **Financial Management > Asset Management > Setup > Asset**.
2. Select **New**  to add a new asset.
3. Enter the Asset Number identifier and its description.
4. Select the **Asset Group** for the asset.
5. Select the Acquired drop-down list to select the date you gained the asset. The date also displays in the Placed in Service field.
6. If you need, select the **Place in Service** drop-down list to select a different date. This date serves as the first date of depreciation.
7. Optionally, select an **Asset Class**. Asset classes are valuable to group assets together for reporting purposes.

^ Detail

Summary

Asset Number *
CC01

Company Car - 2009 Audi A4 Avant

Asset Group *
Vehicles

Asset Class
Vehicles

Tag

NEW

Acquired
4/8/2019

Placed In Service
4/8/2019

Cost

Grant
\$ 0.00

Asset Cost
\$ 30,150.00

Replacement
\$ 0.00

8. Select **Save**. 

9. Select **Duplicate** from the Overflow menu, if needed, to duplicate the asset record.

Updating Asset-specific Information

Expand the **References** card to update asset-specific information. This card is useful for documenting the asset's origin and viewing relevant information such as suppliers, purchase orders, and job numbers.

To link an asset register to the asset:

1. On the **References** card, select the supplier, purchase order, invoice, job for the asset.
2. Specify the manufacturer, model, serial number, and other information as needed.

References

Supplier ID ABE	AB Electronics	Manufacturer Renault
PO 4163		Model Num
Invoice		Serial Number
Invoice Line 0		Resource Group
Job		Resource
Project		☐ Create
Project Phase		
Equipment ID		

3. Select **Save**. 

Defining Relationships Between Assets

Use the **Parent / Child** card to define relationships between assets.

Here you can select a parent asset and then add or remove children for that asset. A parent asset can have multiple child assets. Assets displayed on the **Child Assets** grid can be processed with the current asset record.

To add child assets to a parent asset:

1. On the **Parent / Child** card, select **New**  to add a new child asset.
2. Specify the number

Parent / Child

Parent Asset Number

Asset Number	Description	Status
CC01	Company Car - 2009 Audi A4 Avant	NEW

3. Select **Save**. 

Linking Assets Register To the Asset

You can link an asset to an asset register to control all valuations of the asset and also to control when valuations are recognized.

To link an asset register to the asset:

1. On the **Register** card, select **New**  to add a new asset register.
2. Select  icon in the Asset Register column. The **Register Details** card displays.
3. Select the **Register** search button  to find and select the asset register.
4. Select the **Method** search button  to find and select the depreciation method to use for the asset.
5. Select the depreciation Convention you want to use with this asset register. These conventions define how the depreciation amount for the first year is adjusted. Available conventions:
 - **Half-year** - The asset was placed in service at the midpoint of the fiscal year.
 - **Mid-month** - The asset was placed in service in the middle of the fiscal period.
 - **Quarter** - Each quarter is one fourth the total number of periods.
 - **Mid-quarter** - The asset was placed in service in the middle of the quarter.
 - **Full-month** - The asset was placed in service during the first half of the fiscal period and the application assumes it was acquired at the beginning of the period; otherwise, the application assumes the first day of the next period.

- **Entire-Month** - The default option, this convention indicates that regardless of what day the asset was placed in service, a full period's depreciation is calculated against the asset.
- **Next Month** - Depreciation begins in the period after the asset was placed in service.
- **Service Date** - This convention is used to calculate depreciation for the first period. The days remaining in the period are divided by the total days in the period to calculate the depreciation amount.
- **Acquisition Date** - The acquisition date is used to calculate depreciation for the first period. The days remaining in the period are divided by the total days in the period to calculate the depreciation amount.

6. Select one of the following depreciation options for the period of disposal from the Depreciation on Disposal field:

- **Pro-rated to disposal date** - Calculate depreciation based on depreciation convention.
- **Full Month** - Always apply full month of depreciation.

- **None** - Do not depreciate asset at all.

Summary

Register *
MAIN

GL Book
MAIN

Main Asset Register

Main Book

Depreciation

☒ Depreciate

Method
Life Straight Line

Useful Life
005

Annual Rate (%)
0.00

Years
Years

Factor
1

☐ Retrospective Adjustment

Prod Units Spread

Total Production Units
0.000

Convention
Next Month

Residual
\$ 0.00

Annual Charge

Annual Fixed Charge
0.000

Annual Charge Spread

Period Charge

Period Fixed Charge
0.000

Period Charge Spread

Prorate Options

☐ Use Final Spread

☐ Use Addition Spread

Disposal

Depreciation On Disposal/Revaluation
Full Month

7. Select **Save**. 

Importing an External File to Create Assets

Use the **Import** option of the Overflow menu to import an external file to create asset or asset addition records. This functionality is useful if you have an asset group from an external system that you wish to bring into the application. The file you import must be a comma delimited file (csv) and follow the import file template.

To import an external csv file:

1. Select **Import** from the Overflow menu. The **Import Asset Group** window displays.
2. Select the **Input File Name** search button to find and select the csv file you want to import.

3. Select **Import**. The **Import Successful** message displays.

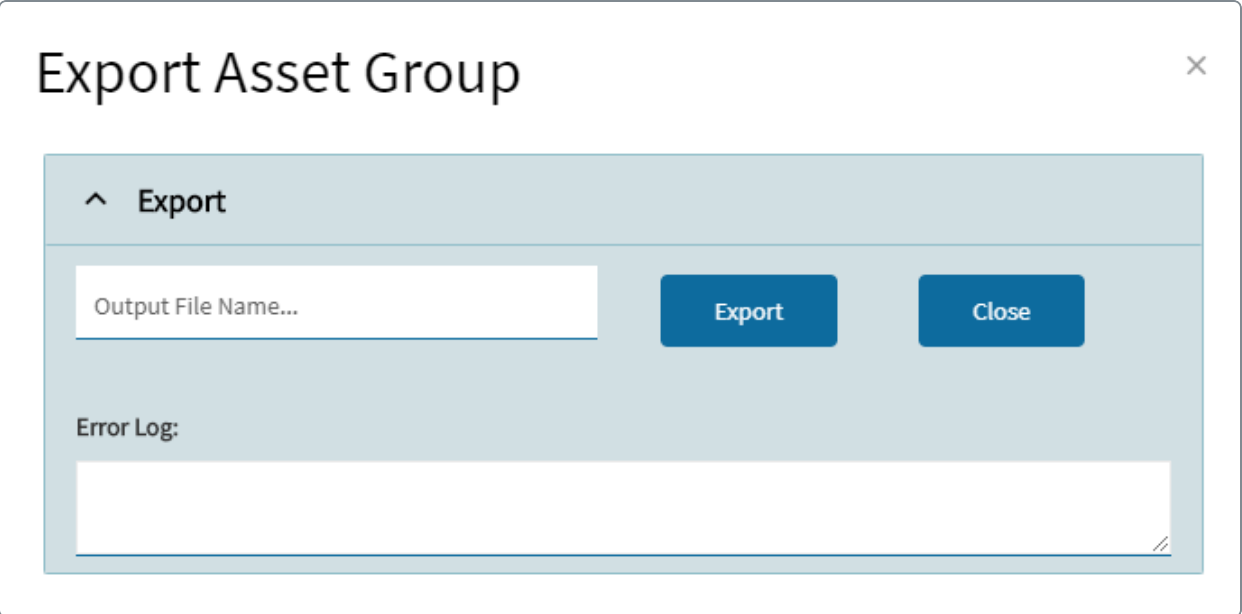


If an error occurs during the import process, a message displays saying some of the assets were not imported. Refer to the error details that display in the **Error Log** field.

Exporting Detailed Asset Records to an External File

Use the **Export** command to export detailed asset records to an external file. The file you export is saved as a comma delimited file (csv) and can be updated by using Excel.

1. Select **Export** from the Overflow menu. The **Export Asset Group** window displays.
2. Select the **Output File Name** search button to find and select the directory where you want to add your file; enter a file name.



3. Select **Ok**. The **Import Successful** message displays.



If an error occurs during the import process, a message displays saying some of the assets were not imported. Refer to the error details that display in the **Error Log** field.

For more details on the fields, use the field help available in the **Help & Support** panel  of the application.

Multi-Site Management

The **Multi-Site** module provides the framework necessary to operate multiple site entities with the desired infrastructure vital for day-to-day operations. Multi-Site Management provides support for customers and suppliers that are part of the overall company and allows production facility separation.

A multi-site environment consists of separate site (manufacturing facility) records maintained within a single company. Use this functionality when you have multiple production centers within a company; each site record defines the costing methods, inventory quantities, and scheduling parameters it requires to produce parts. Like the Multi-Company environment, you directly connect sites and then pass data between the outbound and inbound tables. However, if the sites reside within companies on separate databases, you will need to install Microsoft ServiceBus to move global records between these sites.

Running the Consolidated Year End Process

Run the **Consolidated Year End Process** to post consolidation balances for the current fiscal year and create opening consolidation balances for the next fiscal year.



Run the process after consolidation of the current fiscal year is complete and before you can start consolidating periods in the next year. Make sure you posted the last fiscal period in **Consolidate to Parent Entry**.



Run this process against all books used to generate consolidation journals. This ensures source and target books reflect the same opening balances.

Running this process:

- Zeros all income statement accounts.
- Calculates opening balances for balance sheet accounts.
- Uses the last period's exchange rate to calculate retained earnings.

To run the process:

1. From the main menu, go to **Financial Management > Multi-Site > Consolidated Year End**.
2. Select the **Source Book ID** of consolidation journals.
3. In the **Fiscal Year** field, enter or select the year to close.
4. Select **Process**. 

Running the Consolidation Post Process

Run the **Consolidation Post Process** to post journals from source books to intermediate books.

Execution of consolidation is controlled by consolidation definition created in Consolidation Definition Maintenance:

- If the consolidation definition is set to **Immediate Transfer**, the posting process also transfers journals from the intermediate book to the target book.
- If the consolidation definition is set to **Delta Generation Mode**, and you post consolidation for a period that was already consolidated, the application posts delta (net change) journals to create the correct overall movements and balances in the intermediate and target books. In this case, you do not have to reverse the original journals.
- If the consolidation definition is set to **Override**, and you post consolidation for a period that was already consolidated, the application creates full journals again. In this case, you have to reverse the original journals from the intermediate book. If the Transfer Intermediate process was already run, you have to reverse the original journals from the target book as well.
- The consolidation definition also determines whether the consolidation posts journals to a book, or to an output file for use in a remote parent. When the **Remote Parent** setting applies to the consolidation target book, the process generates a flat file in ASCII format. You can use the file to post the journals to a target book in a different Kinetic application database.

To run the process:

1. From the Overflow menu , select **Post**.
2. If want to save logs of the consolidation post process, select the **Enable** check box, then enter a file name in the **Log File Name** field, with the extension **.log**. You cannot enter a folder path.
3. In the **Consolidation Post Process** window that displays, Select **Process**. 

Running the Consolidation Transfer Intermediate Process

Run the **Consolidation Transfer Intermediate Process** to complete a phased posting process.

Run the process when the consolidation is configured to post in phases. In a phased consolidation, the journals post first to an intermediate book. The Immediate Transaction setting in the consolidation definition determines whether journal posting is processed in one phase or two.



You cannot create another consolidation for the same definition while it still has an Open consolidation.

To run the process:

1. From the main menu, go to **Financial Management > Multi-Site > General Operations > Consolidate to Parent**.
2. Create a new consolidation or search for and select an existing record.
3. Define the consolidation settings.
4. From the Overflow menu , select **Transfer Intermediate**.



This option is active only for records with the 'Open' status.

5. Define the process parameters.
6. Select **Process**. 

Generating the Consolidation Report

Generate the **Consolidation Report** to review consolidation journals prior to posting them. The report includes information about journal accounts, balances, and movements in the source book and the target book. With this information, you can determine whether to adjust consolidation journals prior to posting them.

You can run this report from the Overflow menu  in **Consolidate to Parent Entry** after you generate journals in the Intermediate book or access this report from the main menu, for example, to view historic consolidations.

The report displays the last (or only) period of the selected consolidation, with cumulative amounts for the last period. If you need to reprint a previous period, select the appropriate previous consolidation that ended at that period.

The report includes a list of the consolidation IDs that contributed to the period, with the following data:

- Consolidation ID
- Consolidation ID Description
- Posted Date/Time
- Posted By User

The **Selection** parameters include:

- **Consolidation ID** - Search for and select or enter the consolidation ID for which you want to run the report.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is

After the Archive Period passes, the report is purged from the system. When a report is exactly

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Multi-Site > General Operations > Consolidate to Parent**. Select a record and then select **Print Report** from the Overflow menu



or

Go to **Financial Management > Multi-Site > Reports > Consolidation Report**.

2. Select the report parameters.
3. Select **Print Preview**. 

Creating Consolidation Definitions

Consolidation definitions determine settings that control consolidation between source and target books. These settings include currency conversion defaults, consolidation type, Delta generation mode, and source and target book details.

Before you can create a consolidation definition, you must define consolidation rate types, a consolidation type, at least one source book, an intermediate book, a target book, and the chart of accounts the intermediate and target books share.

Consolidation definitions control the transfer of accounts from one or more source books to an intermediate book, and then to a target book. The target book can be available in another company, or it can be a target book you use in an external application.

Each consolidation definition specifies a target book, an intermediate book, and one or more source books from which the financial data originates. Consolidations can occur continuously or periodically. You define all of these options in **Consolidation Definition Maintenance**.

Use the landing page of the application to view existing consolidation definitions, or to enter a new one.

In this article, we will cover:

- [Adding a new consolidation definition](#)
- [Adding a source book](#)

Adding a New Consolidation Definition

1. From the main menu, go to **Financial Management > Multi-Site > Setup > Consolidation Definition**.
2. Select **New**  to add a new consolidation definition.
3. In the **Consolidation ID**, enter a code that will help you identify this consolidation definition later.
4. Enter additional information in the **Description** field.
5. Select the **Consolidation Type**. The available options are **Periodic** and **Continuous**.



The **Periodic** consolidations occur at the end of each fiscal period. The **Continuous** consolidations occur whenever the multi-company process refreshes data between the two books.

6. The **Send Only Delta** check box is selected by default for periodic consolidations. The Delta Generation Mode enables you to re-post a consolidation, and perform Retrospective Adjustments on previous consolidated periods. Clear this check box, if required.
7. Select the **Immediate Transfer** check box to make the consolidation run as a single process. When you select this check box, you consolidate journals in one process, posting to the intermediate book and on to the target book.
8. If you are running a periodic consolidation through this definition, you need to select an intermediate book. In the **Intermediate Book Options** group box, select the intermediate **Book**.
9. Enter the details for a target book.

You can consolidate books between companies within Kinetic or with an external system.

In the **Target Operations** group box, specify the target **Company** that owns the target book.

Next, select the target **Book** to which the consolidated journals post.

In the **Remote Options** group box, select the **Remote Parent** check box. The consolidation process generates an output file, used to post the journals to the book in the other database.

Select **Epicor Database** if the consolidation targets another application database.

In the **Output File** field, enter the path and name of the file to which the consolidation journals post. The consolidation process creates a flat file in ASCII format, used to transfer journals to a remote parent.

The screenshot shows a 'Details' window with five main sections:

- Consolidation Details:** Includes fields for 'Consolidation...' (MAIN2ELIM2), 'Description' (Main to Elim), and 'Consolidation Type' (Periodic).
- Target Operations:** Includes 'Company' (Epicor Distribution), 'Book' (Consolidations an...), and 'Fiscal Calendar' (Main Fiscal Ca).
- Intermediate Book Operations:** Includes a checked 'Immediate Transfer' checkbox, 'Book' (Consolidations an...), and 'Fiscal Calendar' (Main Fiscal Ca).
- Remote Options:** Includes 'Remote Parent' (unchecked), 'Epicor Database' (unchecked), and 'Output File'.
- Repeated Consolidation Options:** Includes an 'Override Period' checkbox (unchecked).

10. Select **Save**. 

Adding a Source Book

Now define the source book or books for the consolidation.

1. In the **Source Book** field, select the book used as the source.
2. In the **COA Map ID** field, select a map that links accounts in the source book to an intermediate or target book. Be sure to select a map which reflects the chart of accounts structure you need in the target book. Note however, that if the target and source books have the same COA, you can leave this field blank.
3. If necessary, select the **Exclude Open Periods** check box to prevent open periods from being used in consolidations for the source book. This option limits the consolidation to closed periods.
4. In the **Closing Period** field, enter the maximum number of closed periods included in consolidations that use the source book. If you enter a zero (0) value, you prevent consolidation journals from generating within the source book.

5. Optionally, select the **Reverse Debit/Credit** check box to reverse debit and credit entries on journals created from the source book. This option effectively reverses source book entries in the target book.
6. In the **Posting Options** group box, select the **Intermediate Journal** and **Target Journal** used to group consolidation journals posted to an intermediate and target book. Intermediate journals apply only to consolidations that run in periodic mode.
7. In the **Consolidation Type Options** group box, select the default consolidation rate type applied to the source book's balance-sheet and income-statement accounts.
8. In the **Exchange Diff Account** field, enter a different exchange account in the source book. In some cases, losses and gains result from changes in the currency exchange rates. The consolidation process creates journals that reflect these changes and posts them to the account.

The screenshot shows the 'Source Book Detail' form with the following sections:

- Source Book:**
 - Source Book: Source Book
 - Fiscal Calendar: Main Fiscal Calendar
 - COA Map ID: None Selected
- Posting Options:**
 - Intermediate Journal: Allocations Journal
 - Target Journal: General Journal
 - ☐ Reverse Debit / Credit
- Period Options:**
 - Closing Periods: 10
 - ☒ Exclude Open Periods
- Consolidation Type Options:**
 - Balance Sheet: Balance Consolidation
 - Income Statement: Income Statement
- Exchange Diff Account:** A text field with a search icon.

9. Select **Save**. 

Working with Consolidate to Parent Entry

Use **Consolidate to Parent Entry** to post and transfer consolidation journals from a source book's COA to an intermediate book in the same company, and then to the target book. This program specifies the consolidation period and the consolidation definition used to run the process. You only use this program when you are running a periodic consolidation within the source company.

The consolidation process creates journals for source COA segments that maintain balances. You use consolidation journals to validate entries and adjust journals to account for inter-company loans, ownership of common stock, inter-company sales, and other elimination entries. You use the posting process to convert the results into the currency amounts and account structures required for the intermediate book. If the Immediate Transfer check box is selected on the consolidation definition,

these results are automatically transferred to the target book as well. If this option is not selected, you also have to run the Transfer Intermediate process, to post the results to the target book.

In this article, we will cover:

- [Adding New Consolidation](#)
- [Adding New Retro Adjustment](#)
- [Defining Source Settings](#)
- [Retrieving Exchange Rates](#)

Adding New Consolidation

Use this option to create a consolidation for a period that has not yet been consolidated. This is the only option for the first consolidation on a new Consolidation Definition. Certain options and conditions apply when you select New Consolidation:

You can select any Consolidation Definition, except one which currently has an Open status (created but not posted).

By default, for each source book, the selected fiscal period is the period that follows the last consolidated period.

- You can bypass periods (create consolidation for a later period).
- You cannot select periods that were already consolidated.
- You cannot select a period prior to a period that was already consolidated.

Retrospective Adjustment is disabled, and the From Period field is hidden.

To run a new consolidation:

1. Go to **Financial Management > Multi-Site > General Operations > Consolidate to Parent**.
2. Select **New**  to add a new consolidation.
3. Specify description or the consolidation. This concise explanation indicates the purpose of the record to other users.
4. Select the **Consolidation Definition ID** icon to search and select the consolidation definition you will use.
5. Review the **Consolidation Source Control List** for details of each source in the consolidation definition, including the current status of the consolidation. You can set up multiple sources in

a consolidation definition.

Details

Consolidation ID *
1

Consolidation Definition ID
Corp02

Description *
Period 1 Consolidation

Target Details

Currency
United States Dollar

Company
Epicor Distribution

Output File Name

Book
Target Book

COA
Main COA

☐ Remote Parent

☐ Manufacturing DB

☐ Master COA

Target Options

Consolidation Type
Periodic

Intermediate Book
Intermediate Book

Override Mode

☐ Immediate Transc.

Consolidation Source Control List

Source Book	Status	Fiscal Calendar ID	Description	Fiscal Y...	Next Fiscal Year Suffix	Fiscal P...	Closing...	Exclude...	Bypassed	Diff On Exchange Remot.
Source Book	Consolidated and Po...	Main	Main Fiscal Calendar	2010		1	0	☐	☐	

6. Save the changes.

Adding New Retro Adjustment

Use this option to run consolidation for previous periods (or the current period) that were already consolidated. The Consolidation Definition must have the Periodic consolidation type. Certain options and conditions apply to the New Retro Adjustment option:

You can only select a Consolidation Definition with the Delta generation mode selected.

You cannot select a Consolidation Definition which currently has an Open status (created but not posted).

By default, for each source book, the last consolidated period displays.

- You can select previous periods (already consolidated).
- You cannot select following periods that are not yet consolidated.
- Retrospective Adjustment is enabled. You can consolidate a range of periods from within the fiscal year.

In the **From Period** field, you can select any prior consolidated period within the fiscal year.

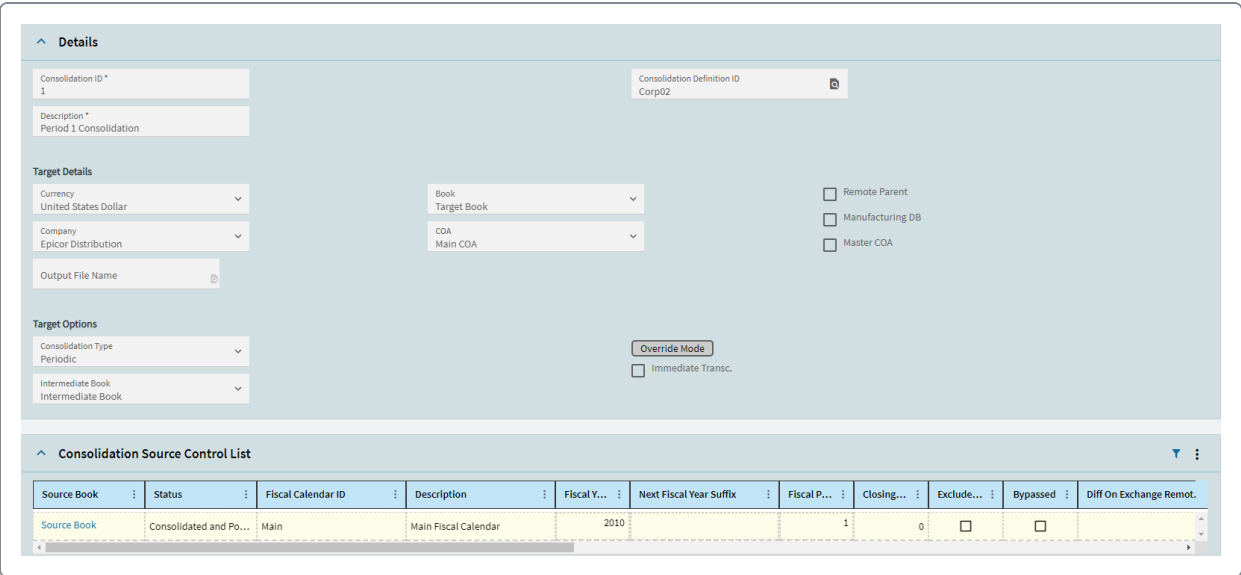


If you attempt to create a Retro Adjustment for a Consolidation Definition that has not yet been used for a consolidation, an error message displays. Use this option to run consolidation for previous periods (or the current period) that were already

consolidated. The Consolidation Definition must have the Periodic consolidation type. Certain options and conditions apply to the New Retro Adjustment option:

To run a new consolidation:

1. Select **New Retro Adjustment**  to add a new consolidation.
2. Specify description or the consolidation. This concise explanation indicates the purpose of the record to other users.
3. Select the **Consolidation Definition ID** icon to search and select the consolidation definition you will use.
4. Review the **Consolidation Source Control List** for details of each source in the consolidation definition, including the current status of the consolidation. You can set up multiple sources in a consolidation definition.



Source Book	Status	Fiscal Calendar ID	Description	Fiscal Y...	Next Fiscal Year Suffix	Fiscal P...	Closing...	Exclude...	Bypassed	Diff On Exchange Remot.
Source Book	Consolidated and Po...	Main	Main Fiscal Calendar	2010		1	0	☐	☐	

5. Save the changes.

Defining Source Settings

1. If necessary, enter the identifier of the consolidation record in the Consolidation ID field or click the Consolidation ID button to find and select a record.
2. Navigate to the **Source Control > Detail** card. If necessary, change the entry in the Source Book field.

The consolidation uses this book as the source for consolidation journals. Availability of this field depends upon the consolidation definition selected on the Detail sheet. Continuous

consolidations can have multiple source books. Periodic consolidations have one. The consolidation definition for the selected source book defines the defaults displayed in this sheet, including the fiscal year and period.

3. If necessary, change the entry in the **Closing Period** field. The number cannot exceed the number of periods in the fiscal calendar of the source book.

This field determines the maximum number of closed periods included in consolidation.

4. Use of the number 0 effectively blocks the generation of consolidation journals from the source book.
5. If necessary, change the Exclude Open Periods option to include or exclude open periods in this consolidation. Selection of the check box limits the consolidation to closed periods. This option blocks the creation of consolidation journals for a period until adjusting entries have been entered and the period closed.
6. If necessary, select Bypassed to post subsequent periods prior to processing the selected period. Selection of the check box allows consolidation of other periods in the consolidation record prior to posting of this period. All periods must be posted prior to running Consolidated Year End.

If the consolidation definition is set to Delta mode, the Adjust From Period field also displays. Use this field select a previously-consolidated period as the starting period for consolidation. This period, and all subsequent periods already consolidated, up to the Fiscal Period, will be adjusted. In such case, the Retrospective Adjustment label displays.

7. Save the changes.

Retrieving Exchange Rates

1. On the **Source Rate** card, select **Retrieve All** to retrieve all the rates for consolidation in the specified period or period range.

When rates for some periods were previously calculated or manually adjusted, these are retrieved from the database. For new periods / rate types, defaults are automatically calculated on retrieve.

2. Select **Get Default** to recalculate default rates for the currently-selected rate.

Details

Retrieve AllGet Default

Rate Type

Consolidation Period End

Source Book

Source Book

Fiscal Year

2010

Suffix

Fiscal Period

2010

Exchange Rate

1.000000

☐ User Modified

☐ Rate Error

Exchange Rate Details

Default Method

Period End

Calculation Date

9/17/2010

3. Save the changes.

Adding Consolidation Type Records

If you need to merge balances from several books into one, you first define how the consolidation will be calculated. The Consolidation Type lets you set up either a Period Movement or Balance Consolidation. Each type has its own Consolidation Rate Type associated with it. Many of these can be defined as these are selected in the **Consolidation Type Maintenance**.



Example: A Holding Company has several subsidiaries that have their own operational and accounting results that are independent of one another. They have the financial balances from many facets of their business. However, the company needs to consolidate on a continuous basis as opposed to period balances so they can produce their total companies accounting results at any given time. This company then runs a continuous consolidation to merge balances from several books into one in order to make consolidated financial reports and analysis.

The following table lists typical applications of consolidation rate types and consolidation types.

Typically applies to...	Consolidation Rate Type	Consolidation Type
COA categories for income statement accounts.	Daily Average	Period Movement
The default consolidation rate type for income statement accounts. This value applies to the source book in a consolidation definition.	Daily Average	N/A
COA categories used with monetary balance sheet accounts	Period End	Balance
COA categories used with non-monetary balance sheet accounts. This includes fixed assets, inventory, and equity	Either Period End or Daily	Period Movement

Typically applies to...	Consolidation Rate Type	Consolidation Type
accounts, including retained earnings. The default consolidation rate type for balance sheet accounts. This value applies to the source book in a consolidation definition.	Average Period End	N/A

Use the landing page of the application to view existing consolidation types or to enter a new one.

In this article, we will cover adding a consolidation type.

1. From the main menu, go to **Financial Management > Multi-Site > Setup > Consolidation Type**.
2. Select **New** .
3. Enter the consolidation rate type and description.
4. Select the Default Method used to calculate the exchange rate applied during consolidations.

Calculation methods allow the use of balances or period movements. The balance method uses year-to-date balances to determine period balances for an account. Period movements use period balances to calculate account amounts.

Consolidation rate types determine the exchange rate used during consolidations. You can use the period-end method to apply a spot exchange rate or the daily-average method to apply an average exchange rate for a consolidation period. Exchange rate groups supply values and effective dates used in the calculation of consolidation exchange rates.

The calculation and rate types you select here will depend on where you use the consolidation type. Balance Sheet accounts typically have their closing amounts calculated by using the final exchange rate for the period. Because of this, they should use a **Balance** calculation type and a **Month End** rate type.

Income Statement accounts, however, typically will have their month movement calculated using an average exchange rate for the period. Because of this, they should use a **Period Movement** calculation type and a **Daily Average** rate type.



Example: Your main company is based in Germany, but you need to calculate the income from your subsidiary company in Mexico. To do this, you consolidate the exchange rate through a daily average. The system calculates an average exchange rate for the current period; This average is then used to calculate the value of the receipts (from pesos to euros) that come from your subsidiary.

^

Details

Type *

Bal

Description *

Balance Consolidation

Calculation Type *

Balance

Consolidation Rate Type *

Consolidation Daily Average

5. Select **Save**. 

Defining Consolidation Rate Types

When you merge balances from several books into one, you first define how the consolidation will be calculated. **Consolidation Rate Type Maintenance** determines the exchange rates and balance amounts applied during consolidations. It helps convert balances when consolidated books use different currencies. Using the application, you can also define the method used for calculation of the exchange rates (Daily average, Month-end, or None).



Each rate type has its own Consolidation Type associated with it. You can find more details on the consolidation types in the [Adding Consolidation Type Records](#) article of the Application help.

Use the landing page of the application to view existing rate types or to enter a new one.

The following table lists typical applications of consolidation rate types and consolidation types.

Typically applies to...	Consolidation Rate Type	Consolidation Type
COA categories for income statement accounts.	Daily Average	Period Movement
The default consolidation rate type for income statement accounts. This value applies to the source book in a consolidation definition.	Daily Average	N/A

Typically applies to...	Consolidation Rate Type	Consolidation Type
COA categories used with monetary balance sheet accounts	Period End	Balance
COA categories used with non-monetary balance sheet accounts. This includes fixed assets, inventory, and equity accounts, including retained earnings.	Either Period End or Daily Average	Period Movement
The default consolidation rate type for balance sheet accounts. This value applies to the source book in a consolidation definition.	Period End	N/A

In this article, we will cover creating consolidation rate type.

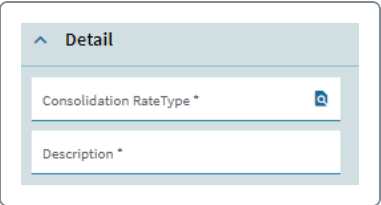
1. Open the **Consolidation Rate Type** app.

The Landing page displays. The page displays all the existing records. To open an existing record, select the record from the page grid.

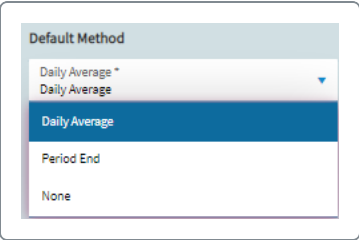
2. Select **New**  to add a new consolidation rate type.

The Details page displays.

3. Enter the consolidation rate type and description.



4. Select the **Default Method** used to calculate the exchange rate applied during consolidations.



- **Daily Average** - Tracks the exchange rate during each day of a fiscal period. It then totals these exchange rates and divides this sum by the number of days within the period. The result is the average daily exchange rate. This daily average rate is

multiplied against the final amounts to calculate their currency values for the period.



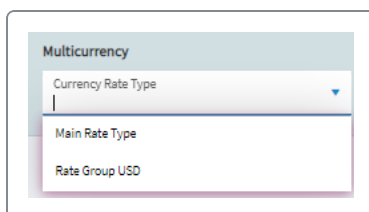
Tip: Daily Average Rate = (Day 1 Rate + Day 2 Rate + and so on...)/Number of Period Days

- **Period End** - Uses the exchange rate from the last day of the fiscal period. It then multiplies this exchange rate against the final amounts to calculate their currency values for the period.
- **None** - For this method, no calculation is automatically run by the system. Instead, you must manually enter the exchange rate for this rate type.



Example: You need to track the value of your assets in euros. To do this, you define a consolidation type that tracks the exchange rate by month-end. During period one, you have a machine that is worth \$1,000 USD; after consolidation is run, this machine is worth \$500 in euros. During period two, however, the same machine, still worth \$1,000 USD, is now worth \$750 in euros because of the month-end rate.

5. Select the **Currency Rate Type** you use with the consolidation rate type. The selected default method interacts with the conversion rules defined on the currency rate type to calculate the currency amounts which display in the intermediate book.



6. Select **Save**. 

Using Consolidation Monitor

Consolidation Monitor is a tool allowing the review of expected consolidations for selected Target Book from all sources, and current statuses of consolidations for selected Fiscal Period from receiving side on Target Company.

In Multi-Company environment, the consolidation monitor is an excellent screen to showcase centralized consolidation management.

In this article, we will cover:

- [Initializing consolidation monitor data](#)
- [Viewing data in a target company](#)

Initializing Consolidation Monitor Data

If your consolidation setup uses the Multi-Company or Multi-Company Direct process, use the Initialize/Send Data for Consolidation Monitors command in External Company Configuration.

You should run this command in each source company, to transfer data to the target company, specifically for use in the Consolidation Monitor. This enables the Consolidation Monitor to display accurate data, including data on consolidations that were created but not yet posted from the source book.

When you run this command, you can select a starting date from which to transfer data.

Viewing Data in a Target Company

1. From the main menu, navigate to **Financial Management > Multi-Site > General Operations > Consolidation Monitor**.
2. Select the **target book** for consolidations in the current company. Therefore, ensure you open the Consolidation Monitor in the target company.

Available options are:

- Local consolidations (from books in the same company as target - Adjustment books)
- Consolidations from subsidiaries located on the same server (Multi Company Direct)
- Consolidations from subsidiaries located on another server (Multi-Company Server)

In the **Fiscal Year/Suffix** and **Fiscal Period** fields, enter the year/period that corresponds with the last period covered by the consolidation(s) you want to retrieve. Once you have selected the required values, all applicable consolidation definitions and consolidations load into the monitor.

3. Use the **Definitions** card to view details of individual consolidation definitions. This includes the consolidation ID, the current consolidation status, and the target and source details, including exchange rates used. These details are similar to the details in [Consolidate to Parent Entry](#), but read-only.

Generating the Import Log Listing Report

Run the **Import Log Listing Report** to list imported consolidation activity. This can be from the application database or other software.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Multi-Site > Reports > Import Log Listing**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Importing Consolidation From Subsidiary

The **Import Consolidation from Subsidiary** app imports journals from a book in a different Epicor database. This app uses an output file that contains journals from the source book to create journals in the target book.

The import transfers subsidiary account balances to a consolidated chart of accounts (COA) for use in financial reports. Typically, the journals transfer balances from a source book owned by a subsidiary (child) company to a consolidated book owned by its parent company.

The consolidation process uses an output file to transfer data when the parent company runs on a different Epicor database than the subsidiary company. A consolidation definition can specify a target book on a remote parent in a different database. When you use the definition in Consolidate to Parent Entry, it results in the output of target journals to a flat file in ASCII format. After you import this file, you can post journals to the target book.

The Import Consolidation From Subsidiary app also defines the book which will update and post the journals in the imported file. Additionally, this app associates journal groups and codes with the imported journals. These values are used in journal entry and batch processing of the journals.

In this article, we will cover:

- [Importing a Consolidation](#)

Importing a Consolidation

Now try and import a consolidation.

1. From the main menu, navigate to **Financial Management > Multi-Site > General Operations > Import Consolidation From Subsidiary**.
2. To retrieve an existing record, in the **Generation ID** field, enter the ID number and select **Tab**.



You can also select **Search** , and select the record.

3. To create an import record, select **New** .



Kinetic generates a new entry Import ID number.

4. Use the **Description** field to identify the import record.
5. In the **Book ID** field, select the book to which the imported journals post.



Consolidation definitions specify a target COA used to create journals when the consolidation process creates an output file. Select a target book that uses the same COA.

6. In the **Fiscal Year** field, select fiscal calendar for the selected book to determine available fiscal years and periods.
7. In the **Period** field, select the period to which the imported journals post.
8. In the **Group ID** field, search for and select the group used in the last import.



Kinetic uses this identifier in batch processing of imported journals.

9. If necessary, specify or change the journal code using the **Journal** field.



Journal codes applied during posting can be used to group journals on reports and trackers.

10. If necessary, change the date in the **Apply Date** field.



The selected group ID determines the default. Posting errors might occur if journals apply to a closed period.

11. In the **Import File Name** field, search for and select the path of the import file.
12. Use the **Journal Header Description** field to describe a new import or change the description of an existing one.



This description supplies information for the user who next runs the import.

13. From the Overflow menu , select **Import**.

Currency Management

The **Currency Management** module automates the process of conducting transactions internationally using multiple currencies.

You can use this module to create multiple currency records. The 'Currency Management' module automatically pairs each currency with the other currencies to create source and target currency relationships. Using rate types, you define the conversion rules for each currency pair.

You can then enter and update exchange rates as often as necessary. Kinetic automatically applies these exchange rates against the international transactions generated in the current company. If necessary, rates can be overridden and locked for specific transactions.

Understanding Currency Master

Enter and update each currency in which your organization conducts business using **Currency Master**. You can create currencies for a specific company or global currencies for your entire organization.

Each currency record defines the primary information you need to generate financial transactions with customers and suppliers in a specific country. It contains the key details about the currency the system uses for any transaction it conducts using this currency.

When you create a new company, define its base currency. Make sure to enter the main currency this company uses, such as United States Dollars (USD) or Russian Rouble (RUR).



Each company can only have three reporting currencies and one base currency. The system records business transactions in all four currencies.

You can use the currencies you set up in published reports and financial documents. If your organization conducts business in other countries, you run quarterly and annual reports in the base and reporting currencies, displaying financial results with the correct currency values.

- A currency record can contain rounding rules it will use for various value types (Unit Price, Unit Tax, Extended Price). You can round these values up, down, or to the nearest value. You can also decide not to use a rounding rule against a specific value type.
- You can assign a Currency GL control type and GL control code to each currency record. GL control types provide the template for the account and journal contexts used for transactions against the currency record. GL controls codes define specific journals and accounts that record transactions in this currency.
- You can also assign currency records to supplier records and to specific Bill To locations on customers. The selected currency then becomes the default on any transaction with the specific customer Bill To location or supplier. Override this default currency by selecting a different currency on sales orders, quotes, purchase orders, and invoices.

- You can also define a currency as a global one to use in a multi-company environment. Other companies within your database can link to this global record and pull in the initial currency record. Use this functionality when you need to set up general ledger consolidations between multiple companies within your organization.
- In some cases, you may want to use a **Scale Factor**. This specifies the value used to modify the actual exchange rate that displays in order to display amounts for this currency in a more understandable format. For example, you might want to modify by a scale of 10, or 100, to remove a large number of zeros after the decimal point. The scale factor does not change the actual rates in the database, but all display rates you enter and the system shows use this factor value.

If you are setting up currencies to use in multiple companies, verify the currency codes match on the currency master records used by all companies. Each record has both **Currency Code** and **Currency ID** values. The Currency ID defines how the currency displays on various reports and programs within the company; the Currency Code defines the entire currency record for uses such as consolidation and other application processes.

A typical error can occur when you set up a new child company. For example, you create a child company which uses US dollars. The system assigns the first currency you create with the **BASE** currency code and then you enter a currency ID of the USA; this record indicates US dollars in the new company. You then create a currency record in the parent company to consolidate with this child company, and you enter a currency code and a currency ID with the **USA** values. Because these currency code values are different, the application treats these records as separate currencies and calculated the exchange rate as the zero value.

Each active currency can be used as a transactional or a reporting currency:

- **Transactional** - A currency the system uses on a specific document, or record, in order to conduct business on that record. The system uses transactional currencies for records created for external transactions with customers and suppliers, and internal transactions with sites and companies in your organization. A transactional currency is also called a Document currency. You can have as many document currencies as you need for all the localities in which you conduct business.

If you make a change to a transactional currency, select the **Add Reporting Currency** option of the Overflow menu. This process updates any reporting currency transactions linked to the updated transaction currency. To undo these changes, run the **Remove Reporting Currency** process.

- **Reporting** - A currency your company uses to store, or report, amounts for financial reports. The system uses these currencies to calculate the final income and expense amounts the business of a specific company generates. These amounts are officially expressed through a reporting currency. You can have up to three reporting currencies for each company.
- **Base** - The primary currency your company uses. Technically, the application also considers this currency a reporting one. The base currency is unique, however, as it is the default currency used on all transactions generated within a specific company. When the application

cannot find another currency to use for a transaction, it calculates the amounts using the base currency you define for the company.

Adding a Currency Record

You can add currencies in which your organization conducts business using the **Currency Master Maintenance** app. The currencies can be created for a specific company or for global currencies for your entire organization.

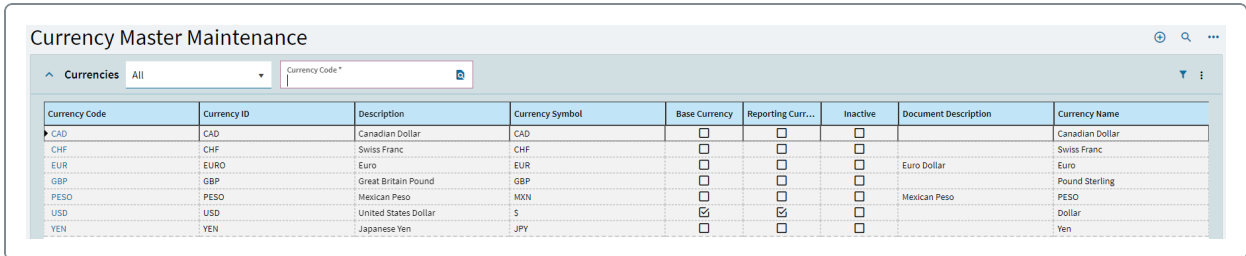
In this article, we will cover:

- [Entering currency details](#)
- [Adding a rounding record](#)
- [Adding GL controls](#)

Entering Currency Details

1. Open the **Currency Master Maintenance** app.

The Landing page opens. The grid in the Landing page displays the list of currencies that were previously added.



The screenshot shows the 'Currency Master Maintenance' app interface. At the top, there is a header bar with the title 'Currency Master Maintenance' and icons for search and menu. Below the header, there is a filter bar with a dropdown menu set to 'All' and a search field labeled 'Currency Code *'. The main area contains a table with the following columns: Currency Code, Currency ID, Description, Currency Symbol, Base Currency, Reporting Curr..., Inactive, Document Description, and Currency Name. The table lists several currencies, including CAD, CHF, EUR, GBP, PESO, USD, and YEN, with their respective details and checkboxes for Base Currency, Reporting Currency, and Inactive status.

Currency Code	Currency ID	Description	Currency Symbol	Base Currency	Reporting Curr...	Inactive	Document Description	Currency Name
CAD	CAD	Canadian Dollar	CAD	☐	☐	☐		Canadian Dollar
CHF	CHF	Swiss Franc	CHF	☐	☐	☐		Swiss Franc
EUR	EURO	Euro	EUR	☐	☐	☐	Euro Dollar	Euro
GBP	GBP	Great Britain Pound	GBP	☐	☐	☐		Pound Sterling
PESO	PESO	Mexican Peso	MXN	☐	☐	☐	Mexican Peso	PESO
USD	USD	United States Dollar	\$	☒	☒	☐		Dollar
YEN	YEN	Japanese Yen	JPY	☐	☐	☐		Yen

2. To select an existing record, select a **Currency Code** link located in the grid line.

Currency Master Maintenance

Currencies

All

Currency Code *

Currency Code	Currency ID	Description	Currency Symbol
CAD	CAD	Canadian Dollar	CAD
CHF	CHF	Swiss Franc	CHF
EUR	EURO	Euro	EUR
GBP	GBP	Great Britain Pound	GBP
PESO	PESO	Mexican Peso	MXN
USD	USD	United States Dollar	\$
YEN	YEN	Japanese Yen	JPY

3. To add a new currency record, select **New** .

The Details card displays.

4. Enter a currency code using the Currency Code field.

Currency

Currency Code *

Currency ID

Description *

Currency Symbol

Name

Document Description

It is advisable the currency code is the same as the currency ID.

5. Enter the **Currency ID** and **Description** values.

6. Enter the currency symbol (\$, £, €, ₹, etc).

Currency	
Currency Code *	
Currency ID	
Description *	
Currency Symbol	
Name	
Document Description	



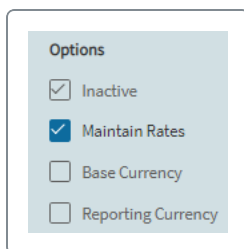
The symbol displays on reports and in various Kinetic apps next to the currency amounts.

7. If necessary, enter the **Currency Name** and **Document Description**.

Currency Code *	NIS 
Currency ID	NIS
Description *	New Israel Shekel
Currency Symbol	₪
Name	Israel Shekel
Document Description	Israel Currency

- **Name** - Label that displays as the suffix behind the amount printed on checks. For example, 'Dollars', 'Euros', 'Rupees', and so on.
- **Document Description** - Extended explanation Kinetic additionally prints on quotes, sales orders, invoices, and other records that use this currency. Enter a brief statement that explains something specific you want users to know about the currency. For example, 'Indian Currency', 'All amounts appear in United States Dollars', and so on.

8. Select the Options group box check boxes, as necessary.



Options

- ☒ Inactive
- ☒ Maintain Rates
- ☐ Base Currency
- ☐ Reporting Currency

- **Inactive** - Deactivate the currency so that it is unavailable for transactions.
- **Maintain Rates** - Indicate that you can update exchange rate values for this currency. This checkbox activates the exchange rate fields for this currency in the 'Exchange Rate Entry' app. When you create a new currency, this checkbox is selected by default. Though you will only update rates on active currencies, you can still select this checkbox on inactive currency records. Do this either when your company is preparing to use a new currency or when you wish to update rates for existing records that still use the inactive currency.
- **Base Currency** - Make this the base currency - the primary one that the company uses. Since not all modules can support multiple reporting currencies, the currency that you select as the base currency is the default currency the system will use for all transactions within these modules.



You can only select one currency record as the base currency for a company. If a currency is already defined as the base and you select this checkbox on a different currency record, a message displays for you to confirm that this currency should now become the base currency. After you select **Yes** to it, this new currency becomes the default currency for the company.

- **Reporting Currency** - Make this a reporting currency - the one Kinetic will use to display amounts on invoices, purchase orders, sales orders, and other records. You must select at least one currency as a reporting currency for each company. You can add, remove, and view reporting currencies via the Overflow menu.
9. In the Scale Factor field, specify the value to modify the actual exchange rate so Kinetic can display amounts for this currency in a more understandable format.

Options

☒ Inactive

☒ Maintain Rates

☐ Base Currency

☐ Reporting Currency

Scale Factor
1



Review the [Using a Currency's Scale Factor](#) article for more details on the field and its logic.

10. Specify the **Number of Decimals** values.

Number of Decimals

General
2

Price
5

Cost
5

Use this functionality to reflect the decimal places some currencies require. You cannot change these fields if a document has already used the currency.

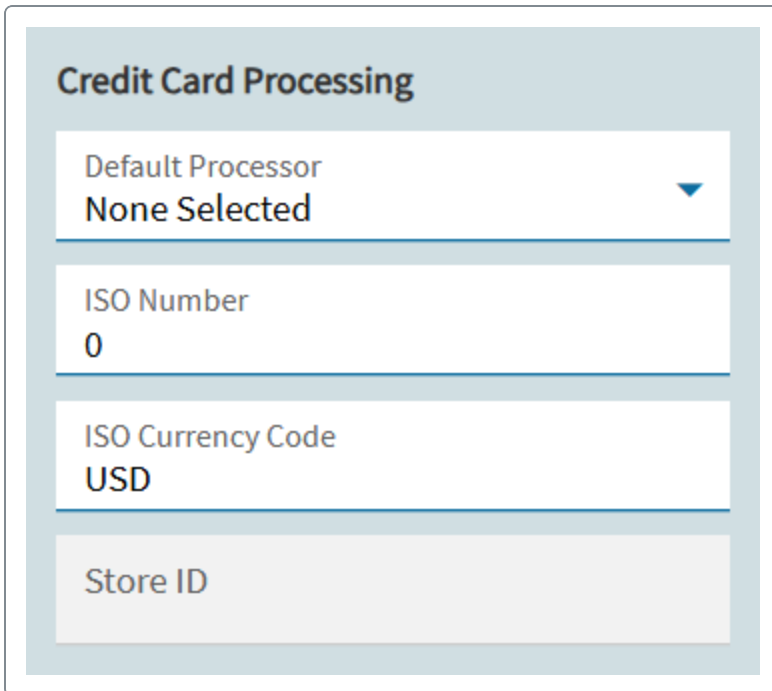
- **General** - Number of decimals this currency can display for all general amounts (except for unit costs and unit prices). You can enter between '0' and '3' decimal places for this value.
- **Price** - Number of decimals this currency can display for all unit price amounts. You can enter between 0 and 5 decimal places for this value.



The app rounds the unit price in the 'Purchase Order Entry' app for the currency you select on your purchase order line. For example, if you associate the 'USD' currency with a purchase order, and the rounding setting is '2', then the purchase line unit price rounds to '2' decimal places. If you set it to '5', then the unit price rounds to '5' decimal places.

- **Cost** - Number of decimals this currency can display for all unit cost amounts. You can enter between '0' and '5' decimal places for this value.

11. Select the settings for **Credit Card Processing**.



Credit Card Processing

Default Processor
None Selected

ISO Number
0

ISO Currency Code
USD

Store ID

- **Default Processor** - Credit card's default processor for this currency. All credit card transactions you generate for this currency in the 'Sales Order Entry' or 'Cash Receipt Entry' apps will use this processor by default. If you have multiple processors defined for a currency, you can select any of them in the 'Sales Order Entry' or 'Cash Receipt Entry' apps. However, If you do not specify a default processor, then the 'Credit Card' check box is not available to you in those apps.

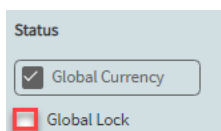


You can only process credit card transactions in a currency other than the base currency if your credit card configuration uses the Cloud Retail Environment (CRE) gateway. Make sure the processor you select supports this currency. Otherwise, this may result in additional credit charges. If you change the CRE gateway to the Secure Data Manager (SDM) gateway, you need to remove the processors assigned to each foreign currency manually.

- **ISO Number** - International Organization for Standardization number for the currency record. If you process credit cards using this currency, enter the number in this field. To process credit card accounts in multiple currencies, you must use the 'PaymentTrust' credit card processor. This credit card processor can also give you the ISO Number required for this currency. You can select this credit card processor in the 'Credit Card Configuration' app.

- **ISO Currency Code** - International Organization for Standardization code for the currency record. If you process credit cards using this currency, enter its ISO code in this field.
- **Store ID** - Store identifier for the currency record the 'PaymentTrust' credit card processor uses. If you process credit cards using this currency, enter its 'Store ID' in this field. To process credit card accounts in multiple currencies, you must use the 'PaymentTrust' credit card processor. This credit card processor provides you with the 'Store ID' they use for this currency. You can select this credit card processor in the 'Credit Card Configuration' app.

12. If required, select the **Global Lock** checkbox.



The screenshot shows a 'Status' section with two checkboxes. The first checkbox, labeled 'Global Currency', is checked. The second checkbox, labeled 'Global Lock', is unchecked.

Select this check box to indicate the currency record will not be updated through changes made in an external (parent) company. If you select this check box, local versions of the currency record are not automatically updated. You can then make changes to this currency record, independently of the parent record.



The 'Global Currency' check box indicates whether this currency can be used by external companies within your organization. Select this check box if you want to make this currency available across your organization, via the 'Multi-Company' process. These companies can then use this currency for their international transactions. This check box is selected by default when you create a new record.

13. Enter a comment for the currency you are creating, if necessary.

Credit Card Processing

Processor

None Selected

ISO Number

0

ISO Currency Code

Store ID

Notes

14. Select **Save**. 

Adding a Rounding Record

On the **Rounding** card, you can enter and update rounding multipliers and rules. You will mainly be using rounding rules with sales documents, such as invoices where specific requirements exist on how to round values. You can also use the multiplier and rules for the rounding total in the 'AP Invoice Entry' app.

- 1. Expand the **Rounding** card.

^ Rounding

Unit Price

Multiplier

2.00000

Rule

No Round

Extended Price

Multiplier

2.000

Rule

Round Down

Total

Multiplier

2.000

Rule

Round Down

Unit Tax

Multiplier

0.00000

Rule

No Round

Extended Tax

Multiplier

0.000

Rule

No Round

Total Tax

Multiplier

0.000

Rule

No Round

- 2. Specify the **Multiplier** values for the **Unit Price**, **Unit Tax**, **Extended Price**, **Extended Tax**, **Total**, and **Total Tax** sections. The system uses the **Multiplier** value while rounding off the amounts. A zero value has the same effect as no rounding. Also, the multiplier must be a positive number.



The number of decimals you use when you enter multipliers is the same number of decimals defined for the currency in the 'Number of Decimals' on the 'Detail' card. Kinetic uses the 'Price' number of decimals for the 'Unit Price' and 'Unit Tax' multipliers.

3. Then, select the corresponding **Rule** values. The options are:

- No rounding
- Round up to multiplier
- Round down to multiplier
- Round to nearest multiplier. For example, round up if the remainder value of dividing the number by the multiplier is greater or equal to half the value of the multiplier; otherwise round down.

4. Select **Save**. 

Adding GL Controls

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

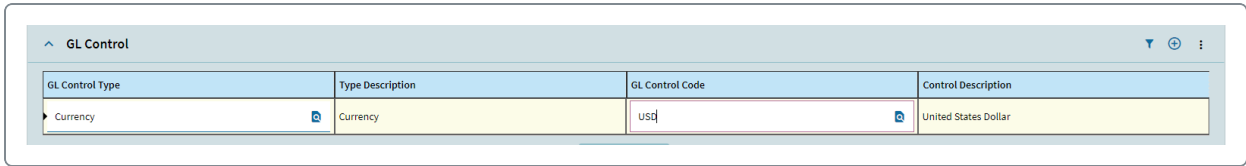
For example, the 'AR Account' and 'AP Account GL' control types reference the company entity. You define 'GL Controls' based on both types and apply them to 'Company A' in the 'Company Configuration' app. A transaction that belongs to 'Company A' then posts using the account hierarchy set up for this specific transaction for the 'Company A' business entity. Posting rules use the controls' account references to create the accounts for the company's journals.



You cannot associate GL controls with apps where users select posting accounts when they enter transactions. Examples of this type of apps include 'AP Adjustment' and 'Cash Receipts'. The 'Master Chart of Accounts (COA)' defines the accounts available in these apps.

To add a GL control:

1. On the **GL Control** card, select **New** . 



GL Control Type	Type Description	GL Control Code	Control Description
Currency	Currency	USQ	United States Dollar

2. Select the GL control **Type** that contains the account contexts you need.
3. Then, use the **GL Control Code** field to enter a GL Control Code contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company.
5. Select **Save**  after each entry.

Defining Scale Factor for a Currency

In Currency Master, define the **Scale Factor** value for a currency record to modify the actual exchange rate so that the system could display amounts for this currency in a more understandable format.

The scale factor does not change the actual rates in the database, but all display rates you enter and the system shows use this factor value.

The system calculates the actual and display values when you generate an entry or a report, so you may change the scale factor when you need. After you save the currency record, the system uses the updated scale factor for all transactions in this currency.



Logic:

Display Rate = Actual Rate * (Source Currency Scale Factor/Target Currency Scale Factor)

Actual Rate = Display Rate * (Target Currency Scale Factor/Source Currency Scale Factor)

Typically, you enter values that are factors of **10**. For example, 10, 100, or 1000. The default value is **1**.

You are converting a transaction from Singapore Dollars (SGD) to Japanese Yen (JPY). If you do not use a scale factor, the conversion values are as follows:

- **Source Currency:** JPY
- **Target Currency:** SGD
- **Actual Rate:** 0.007716 (1 JPY = 0.007716 SGD)
- **Direct Conversion (JPY > SGD):**

SGD Amount = JPY Amount * 0.007716. For example, 10,000.00 JPY = 77.16 SGD

- **Inverse Conversion (SGD > JPY):**

JPY Amount = SGD Amount * 0.007716. For example, 100.00 SGD = 12 960.08 JPY

If you use scale factors, the conversion values are as follows:

- **Source Currency:** JPY
- **Source Currency Scale Factor:** 100
- **Target Currency:** SGD
- **Target Currency Scale Factor:** 1
- **Display Rate:** 0.7716 (100 JPY = 0.7716 SGD)
- **Actual Rate:** 0.007716 (1JPY = 0.007716)

- **Direct Conversion (JPY > SGD):**

SGD Amount = JPY Amount * 0.007716. For example, 10,000.00 JPY = 77.16 SGD.

- **Inverted Conversion (SGD > JPY):**

JPY Amount = SGD Amount/0.007716. For example, 100.00 SGD = 12,960.08 JPY

Creating Currency Rate Types

Create and update currency rate types your company uses in **Rate Type Maintenance**. Rate types reflect the conversion rules the system applies against all possible source and target currency pairs available in your company.

Each rate type is a collection of overall default rate values and conversion rules. You first define the overall rate values for the group. Then, you specify how the system converts each currency pair using this rate type. Each pair consists of a source currency (the original currency the systems uses in the transaction) and a target currency (the currency the system uses for the final amount). You must set up (or use the default settings) a conversion rule for each target and source currency pair: it

will define the method the system needs to use to calculate the converted amounts between the two currencies.

A conversion rule contains one or multiple calculations that change an amount from a source currency to an amount in a target currency. Typically, these calculations are either a multiplication or a division of the source amount using the current exchange rate, to arrive at the target amount.

Conversion rules determine both calculation directions in a currency pair. When you select a rule for a currency conversion direction, the reverse calculation then usually applies to the pair when the source and target currency switch directions. For example, if **Currency A** is the source currency and **Currency B** is the target currency, a reverse calculation is required for transactions where **Currency B** is the source currency and Currency A is the target currency.

The application uses the following rules to convert currencies:

Rule	Description	Logic
Direct	Multiplies an amount in the source currency against the exchange rate for the target currency	Target Currency Amount = Source Currency Amount * Target Exchange Rate
Inverse	Divides an amount in the source currency against the exchange rate for the target currency	Target Currency Amount = Source Currency Amount / Target Exchange Rate
Cross-Rate	Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies. Depending on the direction, the conversion rule between Source to Interim and Interim to Target will either be Direct or Inverse. The Interim currency is selected as a default value for the rate type; you select this currency from the Cross-Rate list. By default, the application does not round the Interim amount. You can, however, specify the number of decimals to use for rounding for the Cross-Rate currency	• Direct Conversion Method: Target Currency Amount = (Source Currency Amount * Interim Exchange Rate) * Target Exchange Rate • Inverse Conversion Method: Target Currency Amount = (Source Currency Amount / Interim Exchange Rate) / Target Exchange Rate

Rule	Description	Logic
Alternative Cross-Rate	Uses an alternate Interim currency to convert amounts between the source and target currencies. Just like the Cross-Rate conversion, the conversion rule between Source to Interim and Interim to Target will either be Direct or Inverse depending on the conversion direction. The alternate Interim currency is selected as a default value for the rate type; you select this currency from the Alternate Cross-Rate list. By default, the application does not round the Interim amount. You can specify the number of decimals to use for rounding for the Alternate Cross-Rate currency.	• Direct Conversion Method: Target Currency Amount = (Source Currency Amount * Interim Exchange Rate) * Target Exchange Rate • Inverse Conversion Method: Target Currency Amount = (Source Currency Amount / Interim Exchange Rate) / Target Exchange Rate
Double Cross-Rate	Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Direct calculation to convert the amounts from the Source to Primary Interim, Primary Interim to Secondary Interim, and Secondary Interim to Target. You define the Interim currencies as default values on the rate type; the Cross-Rate currency is the Primary Interim and the Alternate Cross-Rate currency is the Secondary Interim. By default, the application does not round the Primary and Secondary Interim amounts.	$\text{Target Currency Amount} = (((\text{Source Currency Amount} * \text{Primary Interim Exchange Rate}) * \text{Secondary Interim Exchange Rate}) * \text{Target Exchange Rate})$
Reverse Double Cross-Rate	Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Inverse calculation to convert the amounts from the Source to Primary Interim, Primary Interim to Secondary Interim, and Secondary Interim to Target. You define the Interim currencies as default values on the rate type; the Cross-Rate currency is the Primary Interim and the Alternate Cross-Rate currency is the Secondary Interim.	$\text{Target Currency Amount} = (((\text{Source Currency Amount} / \text{Primary Interim Exchange Rate}) / \text{Secondary Interim Exchange Rate}) / \text{Target Exchange Rate})$

Depending on your company needs, you may need to create different rate types for different business purposes. For example, you need one rate type to convert the official rates required on

invoices, but for management purposes, you also need another rate type that defines conversions that use daily buy and sell rates. Then you can use each rate type to accurately convert currencies to reflect business activity needs.



When you add a new company to the database (via the Administration Console), the application automatically creates a new rate type. Its code is **MAIN**, and its description is **Main Rate Type**. If you have the **Multi-Currency Management** license, you can use this rate type, and you can also create additional rate types as required.

Use the landing page of the application to view existing currency rate types or to enter a new one.

In this article, we will cover:

- [Adding a currency rate type](#)
- [Setting up conversion rules](#)

Adding a Currency Rate Type

1. From the main menu, go to **Financial Management > Currency Management > Setup > Rate Type**.
2. Select **New**  to add a new currency rate type.
3. Enter the rate type code and its description. This rate type code will be available in all **Rate Type** drop-downs in the application (if this rate type is active).
4. If necessary, search for the base rate type that you want to use as a parent record for the current rate type. You can use this field when you want the current rate type to use conversion rules from another one. If you select a rate type here, you can then select the **Use Base Rate** check box on **Rule Details** card in the **Conversion Rule Details** page. Then the system will use the conversion rule for the currency pair from the parent rate type.
5. In the **Decimals** field, enter how many decimals the system will calculate and display for amounts converted through this rate type. You can enter between **0-6** decimal places; the default value is **4**.

Details

Rate Type Code *
RG-PESO

Description *
Peso Rate Type

Base Rate Type Code

Base Rate Type Description

Decimals
4

6. If applicable, set up the values for the **Cross-Rate Currency** and **Alternative Cross-rate Currency** sections.

In the **Cross-Rate Currency** section, specify the following:

- **Cross-Rate** - Currency the systems will use as the **Interim** currency for the **Cross-Rate** conversion rule or the **Primary Interim** currency for the **Double-Cross Rate** and **Reverse Double-Cross Rate** conversion rules.
- **Round** - Select this check box if you want the system to round the cross-rate currency. It will use the rounding rules defined for this currency record.
- **Decimals** - If you select **Round**, you need to enter how many decimals you want the system to use to round the amounts calculated for the cross-rate currency. The default value is 6.

Similarly, specify the fields for the **Alternative Cross-Rate Currency**, if necessary.

Cross-Rate Currency

Cross-Rate
Mexican Peso

☒ Round

Decimals
6

Alternative Cross-Rate Currency

Alternative Cross-Rate

☐ Round

Decimals
6

7. Select the check boxes to:

- **Global Lock** - Indicate that this rate type can't receive updates from another (parent) company. Leave the check box clear if the rate type should receive updates from another (parent) company. The **Global Lock** option is only available in target (child) companies.
- **Global** - Indicate that other companies in your organization can use this rate type. If you select this check box, this rate type becomes available to all companies connected to your application via the multi-company (direct) process. In target (child) companies, if the **Global Lock** check box is clear, the records automatically receives any updates made to the rate type in the source (parent) company.

If your organization requires a multi-company environment, you can create parent rate types in one company, define them as global records, and then have child companies link to these records. You activate these global rate types within each company using **External Company Maintenance**. If someone makes changes to the parent rate type, these changes automatically update the linked rate type records within the child companies (unless you select the **Global Lock** check box). This ensures you use consistent currency conversion rules throughout your organization.

- **Inactive** - Indicate that the application doesn't use this rate type. When you select this check box, the rate type is no longer available to select in **Exchange Rate Entry**. It becomes a record you save for historical purposes.

☒ Global Lock

☐ Global

☒ Inactive

8. Select **Save** . 

Setting Up Conversion Rules

After you create/update a rate type, you need to define the conversion rule for each currency pair within it.

- 1. Expand the **Conversion Rules** card.
- 2. Select the source currency for which you want to change the conversion rule and the displays mode in the grid. The line activates, but **Source Currency**, **Target Currency** and **Description** for both remain disabled.

^ Conversion Rules  

Source Currency	Description	Target Currency	Description	Conversion Rule	Display Mode
☒ CAD	Canadian Dollar	☒ EURO	Euro	Cross Rate	Effective Rate
☒ CAD	Canadian Dollar	☒ PESO	Mexican Peso	Inverse	First Step
☒ CAD	Canadian Dollar	☒ USD	United States D...	Inverse	First Step
☒ CHF	Swiss Franc	☒ EURO	Euro	Cross Rate	Effective Rate

Tip: You can alternatively use go the **Conversion Rule Details** page in the navigation tree  or select the currency link in the grid and update each record in the full-page format:

Rule Details

Target Currency EURO	Target Currency Description Euro
Source Currency CAD	Source Currency Description Canadian Dollar
Conversion Rule Cross Rate	Display Mode None Selected
☐ Use Base Rate	☐ Fixed Rate

3. Select the required conversion rule from the **Conversion Rule** drop-down.

- **Direct** - Multiplies an amount in the source currency against the exchange rate for the target currency.
- **Inverse** - Divides an amount in the source currency against the exchange rate for the target currency.
- **Cross-Rate** - Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies. The cross-rate currency selected on the **Details** card is the Interim currency.
- **Alternate Cross-Rate** - Uses an alternate Interim currency to convert amounts between the source and target currencies. The alternate cross-rate currency selected on the **Details** card is the alternate Interim currency.
- **Double Cross-Rate** - Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the **Direct** calculation to convert the amounts generated between each currency.
- **Reverse Double Cross-Rate** - Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the **Inverse** calculation to convert the amounts generated between each currency.

4. If necessary, specify how the conversion rule displays on programs that show source and target currency amounts in the **Display Mode** option.

The system displays the currency pair along with an arrow indicating the direction of the conversion. The exchange displays underneath the conversion direction.

If the **Scale Factor** value on a currency record is not equal to **1**, the scale factor displays as a number before the currency abbreviation.

The available options for this field are:

- **First Step** - The conversion rule displays either the Source and Target currencies or the Source and Interim (or Primary Interim) currencies. For example, **CAD -> CHF**. This is the only Display Mode available for the Direct and Inverse conversion rules.
 - **Last Step** - The conversion rule displays either the Interim and Target currencies or the Secondary Interim and Target currencies.
 - **Effective Rate** - The conversion rule displays the rate of exchange used to convert the source currency amount to the target currency amount.
5. Select the **Fixed Rate** check box if you want to indicate the rate defined for this currency pair can update the **Effective Rate** value. If you select this check box, the system locks (or fixes) this rate, and the conversion rule can't update the **Effective Rate** value. The rate used to convert the source currency amounts to the target currency amounts does not fluctuate. If this check box is clear, the application considers that the conversion rule uses a variable, or float, exchange rate. This means you can update the **Effective Rate** value as necessary to reflect the daily changes in currency values.
 6. If your rate type uses a base rate, you can select the **Use Base Rate** check box. This way the system will use the conversion rule from the parent rate type for the currency pair.
 7. Select **Save**. 

Defining Currency Exchange Rates

An exchange rate converts the value of one currency into an equivalent value in another currency. While working with international transactions, you need to calculate the converted amounts with exchange rates. **Exchange Rate Entry** helps you define specific exchange rates for each currency pair.

Each exchange rate indicates how many units of the target currency are needed to buy one unit of the source currency. When you enter a business transaction in one currency, the application uses this exchange rate to convert this value into equivalent values as this transaction is tracked on various records, books, sites, and companies throughout your organization.



Before you can enter exchange rates, you must create currency records in **Currency Master Maintenance** and at least one rate group in **Rate Group Maintenance**. By default, a regular user does not have access rights to enter historic exchange rate data. To enter or update historic exchange rates, a user must either have Security Manager rights, or be granted access to the AllowHistUpdates method within the CurrExRate process.

In this article, we will cover defining exchange rates.

1. From the main menu, go to **Financial Management > Currency Management > General Operations > Exchange Rate Entry**.
2. Select the rate code to search for existing records.
3. Define the **Effective Date** for the exchange rates. The **Details** and **Exchange Rates** cards display.
4. Select **New** . The app shows the results for the exchange rates.

[^] **Details**

Rate Code
RateType1

Main Rate Type

Effective Date *
7/28/2015

[^] **Exchange Rates**

Effectiv...	Source Currency	Target ...	Convers...	Rate	Description
07/28/2015	USD	CAD	Direct	1.031590	USD->CAD
07/28/2015	USD	CHF	Direct	1.006580	USD->CHF
07/28/2015	USD	EUR	Direct	0.764877	USD->EURO
07/28/2015	USD	GBP	Direct	0.641196	USD->GBP
07/28/2015	USD	PESO	Direct	12.775000	USD->PESO
07/28/2015	USD	YEN	Direct	85.719700	USD->YEN

5. Select **Save** .

Processing Currency Revaluation Amounts

In **Currency Revaluation Process**, adjust the amounts on selected records using active exchange rates, as well as post and reverse unrealized gains and losses. You also use this program to generate the **Currency Revaluation Report** to display a preview of the revalued amounts.

When you run this process or report, you can define which records you wish to revalue. You can select all or some sales orders, purchase orders, AP invoices, AR invoices, bank balances, and payment instruments. The amounts on each record are revalued based on the active exchange rate

for the currency selected on each record. You also select which currencies to use during the revaluation process. You can run the process against one or multiple currencies.

Any unrealized gains and losses that occur from the revaluation are automatically posted to the accounts of each reporting currency. There are two options for each type of record:

- **Immediate Reverse** - The gain/loss postings are reversed on the following day.
- **No Reverse** - The gain/loss postings are not reversed.

Each currency master record has a GL Control. The GL Control has the following account contexts attached to it:

- Realized Gain
- Realized Loss
- Unrealized Gain
- Unrealized Loss

When the positive amount is booked as debit, a positive revaluation amount is described as gain, while a negative revaluation amount is described as loss (for example, an AR invoice). In the opposite case, when you book a positive amount as credit, it is described as loss, while a negative revaluation is described as a gain (for example, an AP invoice). Gain amounts are always recorded as credits, while loss amounts are always recorded as debits.

The process revalues all open records that do not have a locked exchange rate. An open record is defined as one with a remaining balance that does not equal zero, and additional financial transactions are expected against the record. The revalued gains and losses are not considered final. A closed record, however, has a remaining balance that equals zero, and no further financial transactions are expected against the record. The revalued gains and losses are considered final and realized by the application.

If local laws or corporate policy require a different exchange rate type specifically for the **Currency Revaluation Process**, you can set a default rate type in **Company Configuration**. On the **Modules > All Modules > Currency** card, select a rate type in the **Substitution Rate Type** field. This rate type is automatically selected when you launch the Currency Revaluation Process, but you can then select an alternative if desired.

In this article, we will cover:

- [Posting Processes](#)
- [Printing Reports](#)

Posting Processes

To run a process:

1. From the main menu, go to **Financial Management > Currency Management > General Operations > Currency Revaluation Process**.

2. In the **Revalue Date** field, search for and select the date from which the revaluation starts.



By selecting the **Dynamic** check box, the system automatically displays today's date.

3. Select the **Override Exchange Rate Date** check box, if you want to specify the exchange date. This check box indicates whether the revaluation report or process updates the selected currencies based on the exchange rates defined for a specific day.
4. Indicate the records you wish to revalue by selecting their various check boxes. You can revalue AR Invoices, AP Invoices, Bank Accounts, Petty Cash Desks, Sales Orders, Purchase Orders, and Payment Instruments.
5. If necessary, on the **Filter** card, filter the records you want to include during the currency revaluation.
6. If necessary, select the **Override** check boxes to change the default setting for whether to reverse the revaluation for the AR Invoices, AP Invoices, Bank Accounts, or Petty Cash Desk records you selected. Selecting the **Override** check box changes the settings back and forth from **Immediate Reverse** to **No Reverse**, depending on the default settings you selected in Company Configuration.

Options

Revalue Date: ☒ Dynamic

☒ Override Exchange Rate Date

Exchange Date: ☒ Dynamic

☒ A/R Invoices	☒ Override	No Reverse	☐ Including A/R Pre-Payments
☐ A/P Invoices	☐ Override	Immediate Reverse	☐ Including A/P Pre-Payments
☐ Bank Accounts	☐ Override	No Reverse	☐ Including Banks with Average Rate
☐ Petty Cash Desk	☐ Override	No Reverse	☐ Sales Orders
☐ Payment Instruments Payable		Immediate Reverse	☐ Purchase Orders
☐ Payment Instruments Receivable		Immediate Reverse	

7. In the **Currencies** field, select the search button to find and select the currencies you wish to display on the report.



The **Legal/Corporate Substitution Rate Type** field defines the rate type used by Currency Revaluation Process. You can select a rate type from the drop-down list, to use for the currency revaluation. The default is taken from the currency setup in Company Configuration.

The screenshot shows a user interface for currency revaluation. At the top, there is a dropdown menu labeled 'Legal/Corporate Substitution Rate Ty...'. Below it is a search bar containing the text '5 Currencies Selected' and a magnifying glass icon. To the right of the search bar, there are five blue buttons, each representing a selected currency: 'CAD', 'CHF', 'GBP', 'RC', and 'YEN'. Each button has a small 'x' icon to its right, indicating it can be removed from the selection.

8. From the Overflow menu , select **Post**. The **Currency Revaluation Post Process** window displays.
9. In the **Revaluation Journal** field, select **Adjustments Journal**.
10. On the **Advanced** card, select the schedule during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.

The screenshot shows a software interface with two main sections: 'Options' and 'Advanced'.

Options Section:

- A dropdown menu is set to 'Adjustments Journal' (with 'Revaluation Journal' also visible).
- An unchecked checkbox labeled 'Override Apply Date'.
- An 'Apply Date' field showing '2/18/2021' with a calendar icon and an unchecked 'Dynamic' checkbox.
- A 'Reverse Date' field showing '2/19/2021' with a calendar icon and an unchecked 'Dynamic' checkbox.

Advanced Section:

- A dropdown menu is set to 'Now' (with 'Schedule' also visible).
- An unchecked checkbox labeled 'Recurring'.

11. Select **Process**.

Printing Reports

Run the **Currency Revaluation Report** to verify that you want to revalue current transactions through the **Currency Revaluation Process**. The report displays the impact the revaluation has on transactions that use the selected currency or currencies. Once you review this report, you can post your open transactions to the general ledger using the **Currency Revaluation Process > Post** command.

The report is made up of various sub-reports, for example A/R Invoices, Bank Accounts, and so on. You can print the report in the base currency, as well as any of the reporting currencies set up in the company. There are two options for sorting the report print order, which you set up using the **Top-level Sorting** field.

When you run the report, you can define which records you wish to revalue. You can select all or some AP invoices, AR invoices, bank accounts, or petty cash desks. The amounts revalue based on the active exchange rate for the currency selected on each record.

The **Selection** criteria include:

- **Top-level Sorting** - Select the sorting option from the drop down list. The options include:
 - **Each sub-report is printed for all selected Base/Reporting currencies** - Each sub-report (for AR Invoices, AP Invoices, Bank Accounts, and so on) is printed for all selected currencies.
 - **All sub-reports are printed for each selected Base/Reporting currencies** - All sub-reports (for AR Invoices, AP Invoices, Bank Accounts, and so on) are printed according to the Base/Reporting currencies you select. First for the BASE currency, then all sub-reports for the 1st Reporting Currency, then all sub-reports for the 2nd Reporting Currency, and so on.
- **Sort Options** - Specifies how you want to organize the report. You can sort by **Supplier** or **Currency**.
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
 After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate a report:

1. Launch the **Currency Revaluation Report** using the **Financial Management > Currency Management > General Operations > Currency Revaluation Process > Revaluation Report** command from the Overflow menu .
2. Define the **Sort Options**.

Revaluation Report

Base / Reporting Currencies

Top-level Sorting
Each sub-report is ...

☐ New page per Report

Include	Slot ID	Currency Code	Description	CurrSymbol
☒	Base	USD	United States Dollar	\$

Full Screen

Sort Options

A/R Invoices
Customer Name

A/P Invoices
Supplier Name

Bank Accounts
Account Description

Petty Cash Desks
Petty Cash Desk

Sales Orders
Customer Name

Purchase Orders
Supplier Name

P/I Payable
Supplier Name

P/I Receivable
Customer Name

- 3. On the **Advanced** card, select the **Report Style** for the report run.
- 4. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
- 5. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
- 6. Specify the **User Description** field. It displays a brief explanation on a specific run of a report.
- 7. Select the **Recurring** check box if needed.

Advanced

Output Format: PDF ☐ Routing

Report Style: Standard - SSRS ☐ Print Report Parameters

Schedule: Now ☐ Recurring

Archive Period: 0 Days

User Description

Preview Print Cancel

8. Select **Print**.

Running the G/L Currency Revaluation Process

Run the **G/L Currency Revaluation Process** to update all or specific currency accounts with recalculated amounts. The recalculated amounts are generated by changes in currency exchange rates.

You can run the process for each GL book set up for your company. The destination accounts for the revaluations come from settings defined at the Book, Natural Account or Currency levels.

The **Selection** parameters include:

- **G/L Book** - Specifies the General Ledger (GL) book used during the process. If you need, you can set up multiple books that your company needs for various reporting purposes. Each book contains the currency, the chart of accounts, and the fiscal calendar used to generate its financial statements.
- **Fiscal Year** - The fiscal year during which you will update GL.
- **Fiscal Period** - The fiscal period during which you will update GL.
- **Journal** - The GL journal type used to record the gains and losses calculated through the process.
- **Exchange Rate Date** - The date for which the exchange rates are calculated. The rates of exchange active on this date (for selected currencies) are used to calculate the revaluation in the selected book.
- **Apply Date** - The date on which the revalued amounts are recorded within GL. Typically, this value is the same as the Exchange Rate Date, but you can change it to make special adjustments.

- **Reverse** - Indicates whether a reversal transaction is created with the direct revaluation transaction. If you select this check box, both the **direct** and **reverse** transactions are created at the same time.
- **Use Accrual Account** - Indicates whether the revaluation transactions are to be recorded within the Accrual account. If you don't define an Accrual account for the selected book, the original account is used by default.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Select the schedule option during which you would like the process to run. The options include **Now**, **Start Up**, **Daily Task Schedule**, and any other user-defined schedules created for your company.
- **Recurring** - Indicates that the process should run on a repeating basis. This check box is only activate if you select a schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > Currency Management > General Operations > G/L Currency Revaluation**.
2. Select the required options.
3. Select **Process**. 

Running the Add Reporting Currency Process

Run the **Add Reporting Currency Process** to update information for any reporting currency transactions linked to the current transactional currency.

When you change an existing transactional currency record, you need to update and recalculate all transactions generated by any reporting currencies associated with the current transactional currency. Running this process updates all of these records to complete the changes.

You can run this process immediately after you make a change, or set it up to run on a regular automatic schedule. However, it is strongly recommended that you execute this process when no other users are logged into the company.



When you select Add Reporting Currency, a warning message displays, including a list of users currently logged into the company. To continue in spite of other users being logged in, click **Yes**. Click **No** to cancel the process. For example, you may need to send a message or email to all users, to ask them to log out. Each time you select Add Reporting Currency from the Actions menu, the list of users is updated to show current status.

To run the process:

1. From the main menu, go to **Financial Management > Currency Management > Setup > Currency Master**.
2. From the Overflow menu , select **Add Reporting Currency**.
3. Select the schedule used to run the process. The options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
4. Select the **Recurring** check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than **Now**.
5. Select **Process**. 

Deferred Revenue

Deferred revenue stems from the accounting concept of revenue recognition, under which revenues are recognized only when the earnings process is complete.

If funds are received and no goods or services have been provided, the process is not complete and revenue cannot be recognized. In this case, a deferred revenue liability is recorded. Specifically, the deferred revenue account is credited and cash, or other assets, are debited.

Running the Hold / Unhold Amortization Periods Process

Run the **Hold / Unhold Amortization Periods** process to place a number of amortization periods on hold.

The **Selection** parameters include:

- **Apply Date** - Enter the date to apply to the process. The field defaults with the current date.
- **Hold Reason** - Define the reason to put the selected amortization periods on hold.
- **Hold Text** - Enter a brief description for the hold reason.
- **Contract, Customer, Invoice** - You can apply filters to limit the process to only include certain customers, AR invoices and service contracts. If you do not use these filters, the process considers all the records. The **Filter Summary** fields display whether you applied any filters (**Some Selected**) or you did not (**None Selected**).
- **Get Amortization Option** - Select the processing option. You can choose **All Records**, **All Records On Hold**, or **All Records Not On Hold**.
- **Schedule** - Indicates when you want to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Displays the base total amount and currency for the record you selected.

To run the process:

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > General Operations > Hold/Unhold Amortization Periods**.
2. Enter the appropriate date.
3. Define a reason hold.
4. Filter by customer, AR invoice and service contract, and define a processing option, as necessary.
5. From the Overflow menu , select **Get Amortization**. The available records display in the **Amortization Periods** grid.
6. Select the periods you want to place on hold or unhold.
7. Select **Process**. 

Running the Revenue Recognition Process

Run the **Revenue Recognition Process** to recognize revenue for selected amortization periods.

The **Selection** parameters include:

- **As of Date** - Select the date that the revenue recognition applies to.
- **Dynamic** - Select if you want to run the process by a specific option rather than by date.
- **Exchange Rate Based On** - Define the basis for the exchange rate. You can choose **Apply Date** or **AR Invoice Date**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis.

To run the process:

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > General Operations > Revenue Recognition**.
2. Define the process parameters.
3. Select **Process**. 

When the process is submitted, the application creates appropriate General Ledger (GL) journals and moves revenue from the deferred revenue account to the corresponding sales account.

Running the Posted Invoice Update Posting Process

Run the **Posted Invoice Update Posting Process** to post the revenue recognition of all the amortization periods displayed in the Revenue Amortization Schedule grid.

To run the process:

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > General Operations > Posted Invoice Update**.
2. Use the **Invoice** button to search for and select an invoice.
3. From the Overflow menu , select **Revenue Amortization > Post To Deferred Revenue**.
4. Select **Process**. 

Generating the DRA Forecast Report

Generate the **DRA Forecast Report** to review a forecast of the revenue to be recognized in future periods.

The report is grouped by invoice. You can view the line number, total revenue, and the amount remaining to be recognized.

There are four columns (or buckets) for each report. For example, 06/30/2020, 07/31/2020, 08/31/2020, and 09/30/2020. You can view the amount to be recognized for each of the four columns and a Period Total, which reflects the total deferred revenue to be recognized in the period.

You can view the **Grand Total** of deferred revenue for the report date range and total amount to be recognized in each date column.

The **Selection** parameters include:

- **As of Date** - The report date.
- **Display Details** - Select to display customer and invoice details in the report.
- **Hold Period Option** - Specifies how amortization periods on hold are included in the report. The options include:
 - Exclude On Hold
 - Include On Hold
 - Only On Hold
- **Report Periods** - The periods that display in the report.
- **Filter** - Filter by **Customers** and **RA Schedules**. You can select a single or multiple records. If you don't select any, all the records will display in the report.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > Reports > DRA Forecast**.
2. Select the report parameters.
3. Select **Print Preview**. 

Printing the Revenue Recognition Edit List

Print the **Revenue Recognition Edit List** to review how the revenue will be deferred before you post it to the General Ledger (GL).

The **Selection** parameters include:

- **Filter** - Use to select specific Books to display on the Edit List.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > General Operations > Revenue Recognition**.
2. Select the **As of Date** date.
3. From the Overflow menu , select **Edit List**.
4. Select the **Edit List** parameters.
5. Select **Print Preview**. 

Generating the Deferred Revenue Reconciliation Report

Generate the **DRA Reconciliation Report** to review discrepancies between revenue that should be posted at a specified date and the actual date when the revenue is recognized. The details of the report are sorted per GL account.

Each report always includes four columns (or buckets). For example, 06/30/2019, 07/31/2019, 08/31/2019, and 09/30/2019. Using the report, you can view the amount to be recognized for each of the four columns and a Period Total which reflects the total deferred revenue to be recognized in the period.

The **Selection** parameters include:

- **Book** - The book used as a basis for the report. The default is the main book for the company.
- **As of Date** - The date of the report.
- **Dynamic** - If selected, the **As of Date** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the As of Date field, and then select the **Recurring** check.
- **Report Period** - The periods that display in the report.
- **Display Details** - Select if you want the customer and invoice details display in the report.
- **Hold Period Option** - Specifies how amortization periods on hold are included in the report. The options include:
 - Exclude On Hold
 - Include On Hold
 - Only On Hold
- **Filter** - Use Filter to select Customers and RA Schedules you want to display in the report.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Deferred Revenue Accounting > Reports > DRA Reconciliation**.
2. Select the report parameters.
3. Select **Print Preview**. 

Rebates-Promotions-Royalties

Running the Generate Rebate Transaction Process

Run the **Generate Rebate Transaction Process** to generate all rebate transactions that occur in a selected date range. The process selects any Accounts Receivable (AR) invoice with a date in the selected range and with customers, parts, and product groups in an active contract. The rebate amount is generated based on the rebate breaks defined on the active contract.

The Generate Rebate Transaction Process pulls in all schedules for approved contracts within a particular date range. If a rebate contract has two or more unprocessed schedules, this process generates the earliest schedule first. When the process is complete, each schedule is marked as generated.

You can pull the transactions generated through the Generate Rebate Transaction Process in (AR) or Accounts Payable (AP) Invoice Entry to create AR credit memos or AP invoices. To do this, run the **Get Rebates** command from the Overflow menu  in Invoice Entry.



You can change the generated rebate amounts before you post the transactions to AR or AP Invoice Entry. You can also delete a specific rebate transaction or remove all the transactions the process generates.

The **Selection** parameters include:

- **Start Date** - Specifies the first date to be used to calculate rebate transactions.
- **End Date** - Indicates the last date to be used to calculate rebate transactions.
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the **Recurring** check box is available.
- **Dynamic** - Specifies whether you want to run the process by a dynamic option or by a specific date. When selected, the date fields display a list of dynamic options instead of the calendar.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run this process:

1. From the main menu, go to **Financial Management > Rebates, Promotions and Royalties > General Operations > Generate Rebate Transactions**.
2. Select the required dates in the **Start Date** and **End Date** fields.
3. In the **Schedule** field, define a scheduling parameter, or select the **Recurring** check box, if you want the process to run on a repeating basis.
4. To run the process using a dynamic option, select the **Dynamic** check box.

5. Use the **Save Process Set** icon if you want to add these items as tasks to a process set.
6. Select **Process**. 



You can run this process at any time. You can also add this process to an Kinetic application schedule to run it automatically on a recurring basis.

Adjusting Rebate Transactions

Rebates are realized at some point after the sale or purchase of a product. Customers or vendors receive a credit, debit or a cash payment when a rebate contract is fulfilled.

If rebate transactions have not been pulled or posted in AR Invoice Entry or AP Invoice Entry, you can use **Rebate Transaction Adjustment** to change the rebate amount on each transaction. You can cancel or void each transaction. When you finish making the necessary adjustments, you can turn these transactions into invoices or credit memos.

In this article, we will cover:

- [Adjusting rebate transactions](#)
- [Importing rebate transactions](#)

Adjusting Rebate Transactions

1. From the main menu, navigate to Financial Management > Rebates, Promotions and Royalties > General Operations > Rebate Transaction Adjustment.
2. From the landing page, select the rebate transaction you want to adjust.
3. In the **Detail** card, in the **Adjustment** field, enter the amount by which you want to change the transaction. If you wish to cancel this transaction, select the **Void** check box.
4. Select **Save**. 

Importing Rebate Transactions

From the Overflow menu , select the **Import Rebate Transactions** option to import rebate transactions that were created in another application. You will use this feature when you are just starting to use the rebate functionality.



Before you can use this functionality, you need to enter customer records for each customer that will receive a rebate. For more information on entering customer records, refer to the [Creating Customers](#) article.

Creating Rebate Contracts

In **Rebate Contract Entry**, you enter rebate information for a customer, or a customer group. You first specify the product groups or specific parts to include during the rebate offer. Then you enter the rebate breaks the customer or customer group receives.

After you define the time period or which the rebate contract is active, set up the rebate schedule the rebate contract follows. This schedule indicates the date from which to generate the rebate payments.

There are four rebate contract types you can create. Each rebate contract type is defined by the **Accrual Type** and **Rebate Form** parameters.

Accrual types specify if customers need to pay their invoices before they qualify for rebates

- **Invoice** - Customers qualify for discounts before they pay the invoice.
- **Payment** - Customers must pay their invoices first, then the app generates the rebates in this contract.

Rebate forms specify the record through which the customers will receive the rebate amounts generated through this contract.

- **Payment** - The customer will receive this rebate through an AP invoice. You will pull in the rebate transactions through **Get Rebates** within **AP Invoice Entry**.
- **Credit Memo** - The customer will receive this rebate through a credit memo on an AR invoice. You will pull in the rebate transactions through **Get Rebates** within **AR Invoice Entry**.

The accrual type/rebate form combinations determine when customers can receive a rebate payment and in what form they receive it.

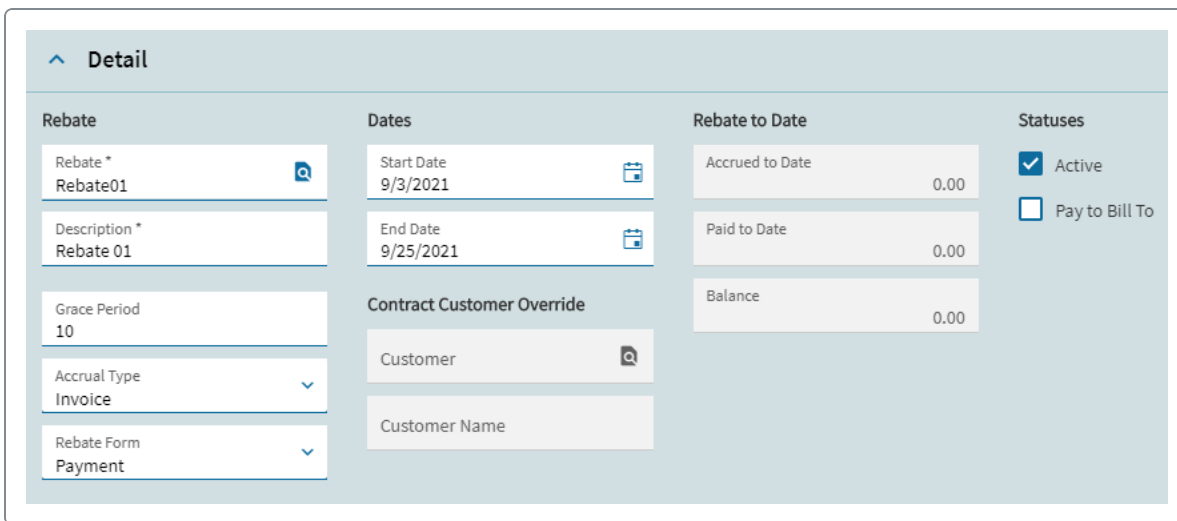
Use the landing page of the application to view existing rebate contracts or to enter a new one.

In this article, we will cover:

- [Adding a new rebate contract](#)
- [Adding a new rebate contract line](#)
- [Establishing a schedule for a rebate contract](#)
- [Adding a customer or customer group to a rebate contract](#)

Adding a new rebate contract

1. From the main menu, navigate to **Financial Management > Rebates, Promotions and Royalties > General Operations > Rebate Contract Entry**.
2. Select **New**  to add a new rebate contract.
3. Enter the **Rebate ID** and **Description**.
4. Select the **Accrual Type**. For details go [here](#).
5. In the **Rebate Form** field, select if the rebate will be a payment, or a credit memo. For details go [here](#).
6. Select the start and end dates for this rebate contract.
7. Optionally, specify the **Grace Period** - number of days added to the end date to process a rebate payment.
8. Select the **Pay to Bill To** check box to indicate that the rebate amounts will go to the rebate customer defined as a **Bill To** customer on the invoice. A bill to customer is the location that processes all financial transactions for the selected customer or customers.
9. Verify the rebate is **Active**.



Detail

Rebate	Dates	Rebate to Date	Statuses
Rebate * Rebate01	Start Date 9/3/2021	Accrued to Date 0.00	☒ Active
Description * Rebate 01	End Date 9/25/2021	Paid to Date 0.00	☐ Pay to Bill To
Grace Period 10	Contract Customer Override		
Accrual Type Invoice	Customer	Balance 0.00	
Rebate Form Payment	Customer Name		

10. Select **Save**. 

Adding a New Rebate Contract Line

1. On the **Contract Lines** card, select **New**  to add a contract line.
2. Select the **Product Group**, if you want to include a group of related parts in this rebate program.
3. If you want to include a single part into the rebate program, select the **Part**. The app will calculate rebate transactions against this part.



If you select a specific part from a product group selected on a different detail line, the rebate breaks you enter for this part have precedence over the breaks defined for the product group. You can also use this feature to exclude specific parts from the rebate program. You do this by selecting a part from within a product group selected on the contract. You do not enter rebate breaks for this selected part. The app will then exclude the part from rebate transactions.

4. In the **Break Type** field, specify how the app will calculate rebate breaks against the selected part or product group.
 - **Quantity** - The app will calculate each rebate break on this detail line against the total number of parts sold to each customer.

If you select a **Product Group** and a **Break Type** of **Quantity**, the rebate contract UOM must match the UOM on the invoice. Otherwise, the app will not generate the rebate.

- **Amount** - The app will calculate each rebate break on this detail line against the gross amount value of the parts sold to each customer.
5. Select the **Void** check box to exclude the current part or product group from the **Generate Rebate Transaction Process**. You normally select this check box after the app completes generating rebate transactions against this line. This removes the part or product group from the contract during the rest of the rebate program.

6. In the **Rebate Breaks** card, select **New**  to add a rebate break.

- Enter the smallest quantity or amount at which this rebate break will apply in the **Break Minimum** field.
- Enter the **Rebate Percent** and **Rebate Amount**, that you want to pay back to the customer for this rebate break.



You must enter either a **Rebate Amount**, or a **Rebate Percent** for each rebate break. You can't enter both a rebate and a percentage on each break.

Rebate Breaks All					
Break Minimum	Rebate Percent	Rebate Amount			
50.00	20.00	0.00			
51.00	25.00	0.00			

- Select **Save**.

Establishing a schedule for a rebate contract

- On the **Schedule** card, select **New** to add a schedule to your rebate contract.
- Enter the **Payment Date** on which the rebate calculation will occur.
- Select the **Approved** check box to specify that the app will use this schedule to calculate rebate transactions.

Schedule All							
Payment Date	Generated	Approved	AR Pulled	AP Pulled			
09/06/2021	☐	☒	☐	☐			

- Select **Save**.

Adding a Customer or Customer Group to a Rebate Contract

1. On the **Customer** card, select **New**  to add a customer that qualifies for the rebate contract.



If the **Rebate Form** is **Payment**, and you select a customer that does not have a rebate supplier set up, an error displays when you attempt to save the rebate contract. You can set up a customer's **Rebate Supplier** field in **Customer Maintenance**.

2. Review the customer **Details** card.
3. The **Discount** field displays the default **Discount %** from the customer record. Change it, if you need.
4. You can change the **Rebate Form**. Originally the field defaults with the rebate form selected on the customer record.
5. Use the **Customer Lines** card to review the current rebates generated for the customer through a product group or part.

^ Detail

Customer Information

Customer
Barriston

Customer Name
Barriston Engineering

Customer Group

Rebate Form

Rebate Form
Payment

Discount
15.00

Rebate Supplier

Supplier

Supplier Name

Customer To Date

Accrued to Date
0.000

Paid to Date
0.000

Balance
0.00

Status

☐ Void

^ Customer Lines

All

⌵

⌵ ⋮

Line	Void	Accrued Quantity	Product Group	Part
No records available.				

6. Select **Save**. 

If you want, you can pull in a group of customers to the rebate contract.

Select the **Get Customer Group** from the Overflow menu .

In the **Customer Group** panel that displays, select **Automotive**, and select **OK**.

Tracking Rebate Contracts

In **Rebate Contract Tracker**, review current information about a rebate contract with customers or vendors that result in a credit, debit or a cash payment when the contract is fulfilled. This can be paid on total purchases over a specific period of time, or on specific items purchased. Rebates are realized at some point after the sale or purchase of a product. The Rebate Contract Tracker is a display only version of Rebate Contract Entry.

Use the landing page of the application to view existing rebate contracts.

1. From the main menu, go to **Financial Management > Rebates, Promotions and Royalties > General Operations > Rebate Contract Tracker**.
2. From the rebates list, select the rebate you want to look up. Alternately, find and select the rebate using the search icon in the **Rebate** field.
3. On the **Detail** card, view the main aspects of the rebate contract you select.

Detail

Rebate... *
Rebate01

Description *
Rebate Description

Start Date
2/7/2020

End Date
2/28/2020

Grace Period
0

Accrual Type
Invoice

Rebate Form
Credit Memo

☒ Active

☒ Pay to Bill To

Rebate to Date

Accrued to Date
\$0.00

Paid To Date
\$0.00

Balance
\$0.00

Contract Customer Override

Customer...
EPIC06

Epicor Education

4. Expand the **Contract Lines** card to view the product groups and specific parts used on the rebate contract. You can also use this card to view the part or parts used on the contract.

Contract Lines

All

Line	Product Group	Part	Description
1		001PP	0001
2	MBLD		
3	DATA		

5. Use the **Schedule** card to view the dates on which the rebate contract calculates the rebate transactions.

^ Schedule

All

▼

▼

⋮

Payment Date	Generated	Approved	AR Pulled	AP Pulled
02/06/2020	☐	☒	☐	☐
02/07/2020	☐	☒	☐	☐

6. To view customer rebate information, expand the **Customer** card.

^ Customer

All

▼

▼

⋮

Cust. ID	Name	Group Code	Void
☒ EPIC06	Epicor Education		☐
☒ RbSCust	RbS Cust		☐

7. Select **Save**. 



You can find more information about the tracker interface in the Trackers article.