

Kinetic Accounts Receivables User Guide

Version 2025.1

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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

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.

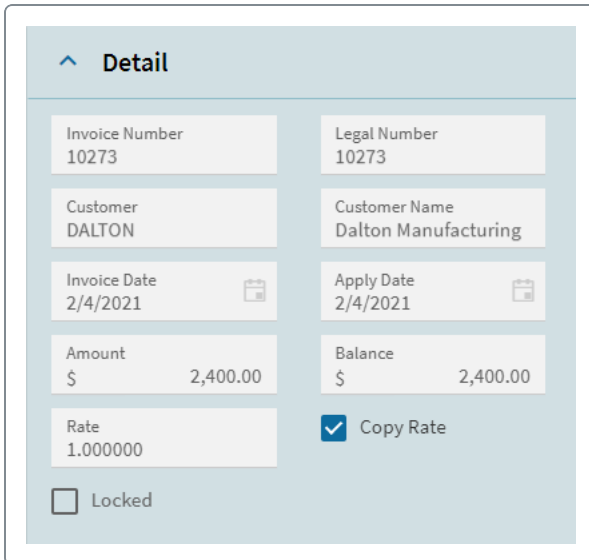
Use the landing page of the application to view the existing amounts or to adjust one.

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.



The screenshot shows a 'Detail' form with the following fields and values:

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	<input checked="" type="checkbox"/> Copy Rate
<input type="checkbox"/> 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).

Date 2/7/2021	
Fiscal Year 2021	Suffix
Period * 2	
Rate Group Main Rate Type	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...
Customer	Employee
Cash- Regular Checking Account-MAIN-SALE	
Regular Checking Account	
Comment	
<input checked="" type="checkbox"/> Taxable Adjustment	
Document Type	

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

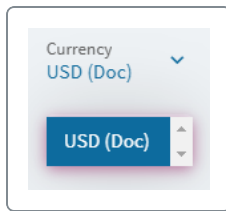
The **Currency** toolbar is available if your company uses the **Currency Management** module.

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.

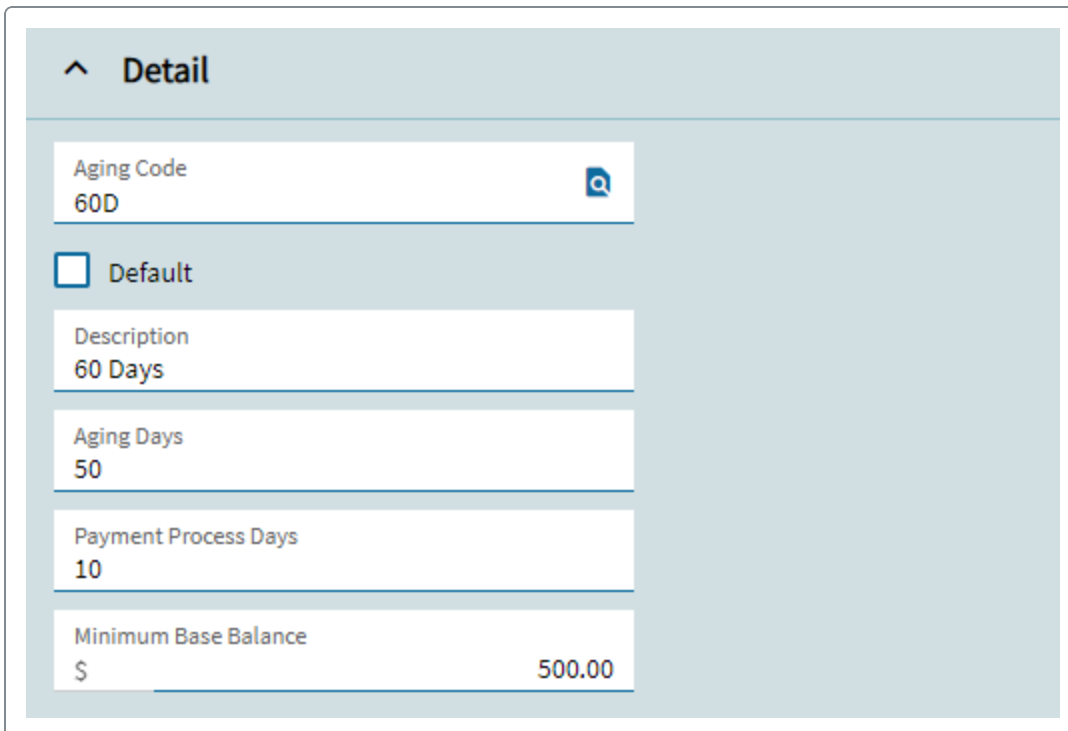
Credit hold tracks outstanding credit amount, while aging hold tracks if a customer is overdue on payments. A customer may be under the established threshold for outstanding credit amount but being late on payments may make him a credit risk that you want to monitor.

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.



The screenshot shows the 'Detail' page for an aging code. The fields are as follows:

Field	Value
Aging Code	60D
Default	<input type="checkbox"/>
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.

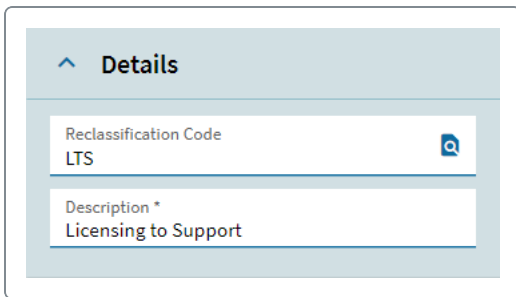



You can access this application only if you enable the data recovery agent (DRA) license.

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.

A screenshot of a web application form titled 'Details' with an upward arrow icon. It contains two input fields. The first field is labeled 'Reclassification Code' and has the text 'LTS' entered; a magnifying glass icon is to its right. The second field is labeled 'Description *' and has the text 'Licensing to Support' entered.

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

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 List

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.

Details

Invoice
1

Customer
Ace Brown

Name
Ace Brown, Ltd

Invoice Date
2/3/2021

☐ Credit Memo

Currency
United States Dollar

☐ Lock

Invoice Balance
\$ 0.00

Apply Date
2/3/2021

Fiscal Year
2021

Suffix

Period
2

Rate Type
Main Rate Type

Exchange Rate
1.000000

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.

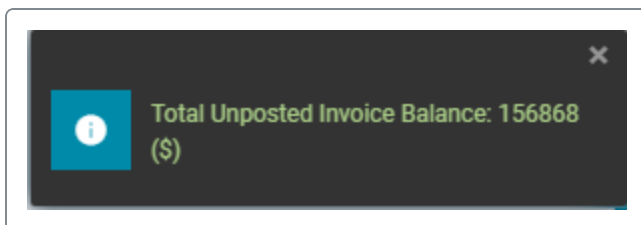
The screenshot shows an invoice entry form with the following fields and values:

- Terms:** 1/10 Net 30
- Due Date:** 2/3/2021
- PO:** (empty)
- Legal Number:** (empty)
- Tax Liability:** Canadian Tax
- Tax Type:** Canadian GST
- Tax Rate:** Current as of January 2010
- Taxable Value:** \$ 0.00
- Tax Value:** \$ 0.00
- Next Customer** and **Next Invoice** buttons are at the bottom.



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**. 



Options	
Group	StartUp

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.

- 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.

- 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.

- 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

- 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

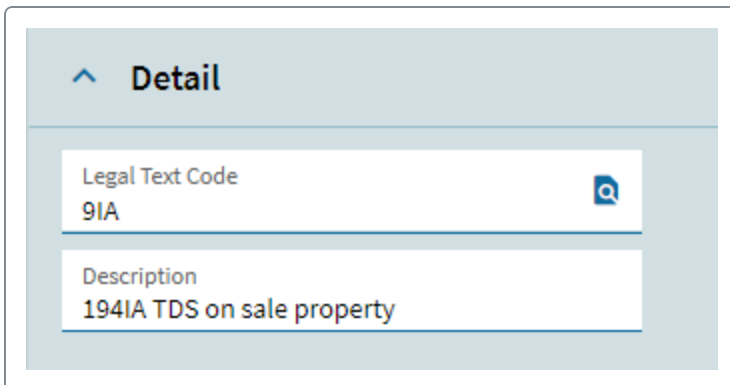
Creating Default Legal Text to Explain Taxes

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.



The screenshot shows a web application interface for entering legal text. At the top, there is a header bar with a blue arrow icon and the word "Detail". Below this, there are two input fields. The first field is labeled "Legal Text Code" and contains the text "9IA". To the right of this field is a magnifying glass icon. The second field is labeled "Description" and contains the text "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

Y
+
⋮

Language ID	Default	Legal Text
English/United States	<input checked="" type="checkbox"/>	194IA TDS on sale property <div> ^ v </div>

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.

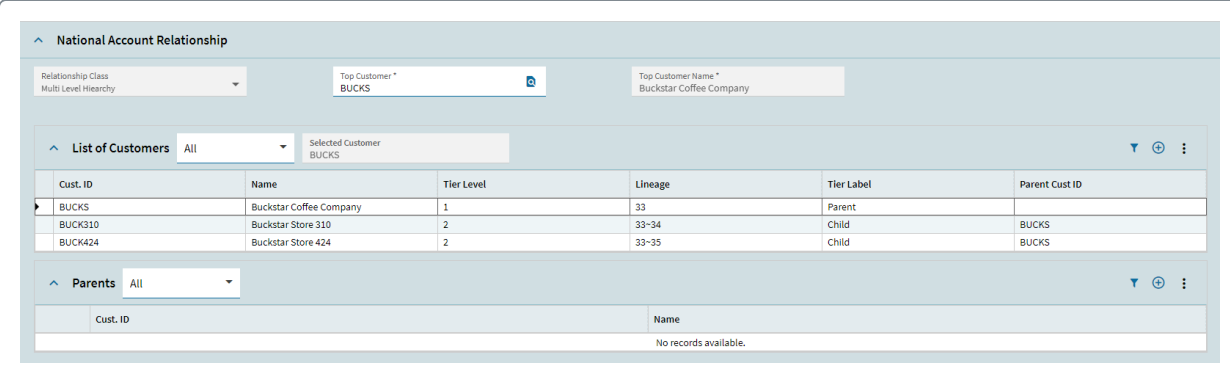
In tiered relationships, each parent has one child. You can fill in fields in the Tiered Relationships section. The National Account pane displays a tree view of the tiers in the relationship. The selected relationship determines the number of tiers included in the account.

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.



National Account Relationship

Relationship Class: Multi Level Hierarchy | Top Customer *: BUCKS | Top Customer Name *: Buckstar Coffee Company

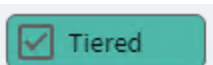
List of Customers | All | Selected Customer: BUCKS

Cust. ID	Name	Tier Level	Lineage	Tier Label	Parent Cust ID
BUCKS	Buckstar Coffee Company	1	33	Parent	
BUCK310	Buckstar Store 310	2	33~34	Child	BUCKS
BUCK424	Buckstar Store 424	2	33~35	Child	BUCKS

Parents | All

Cust. ID	Name
No records available.	

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.

Pool List All			⌵	⊕	⋮
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.

Customers All				⌵	⊕	⋮
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:

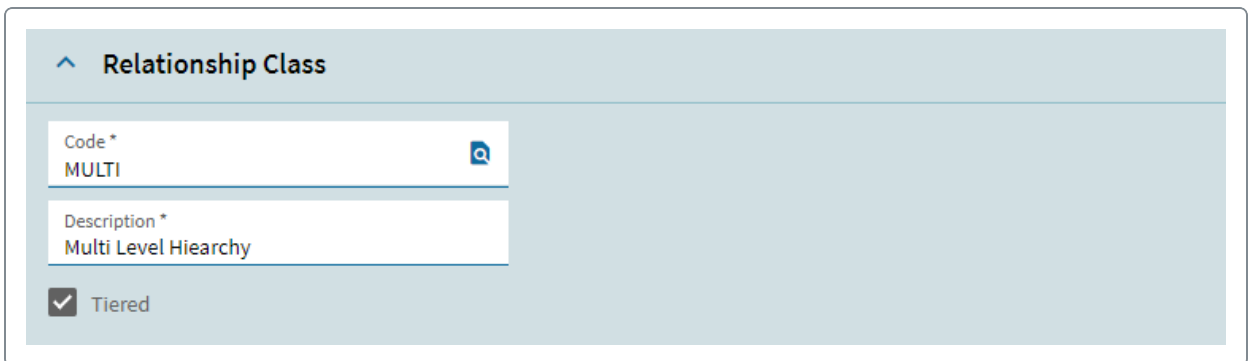
- A **tiered** relationship links one or more child customer to a single parent customer. Tiers affect how members of a class share credit and how reports group class members. Tiered relationships can contain multiple layers. Therefore, a national account can have "grandparent" customers, which have 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.



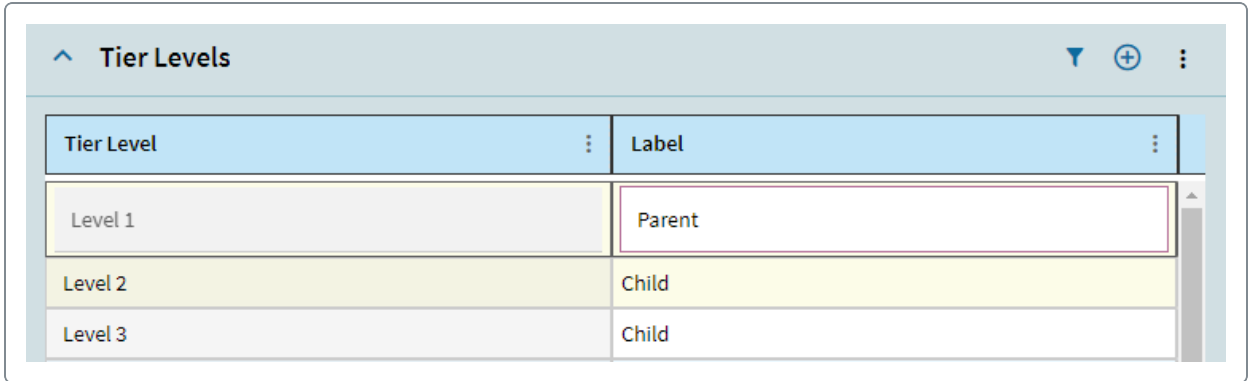
The screenshot shows the 'Relationship Class' setup form. It has a title bar with a back arrow and the text 'Relationship Class'. Below the title bar, there are two input fields: 'Code *' with the value 'MULTI' and a magnifying glass icon, and 'Description *' with the value 'Multi Level Hierarchy'. At the bottom, there is a checkbox labeled 'Tiered' which is checked.

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 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**.

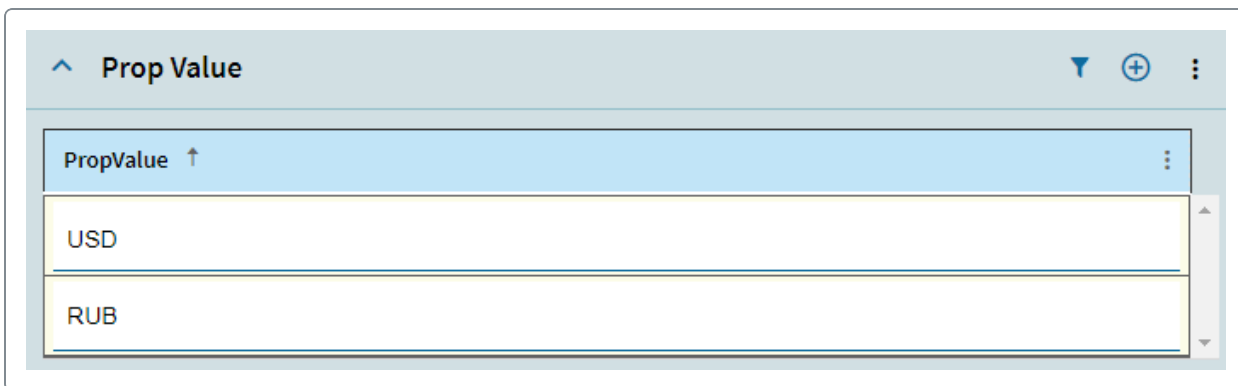
Setting Up the Electronic Interface Properties

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 a single column labeled "PropValue" with an upward arrow and a menu icon. The table contains two rows: "USD" and "RUB".

PropValue ↑
USD
RUB

6. Select **Save**. 

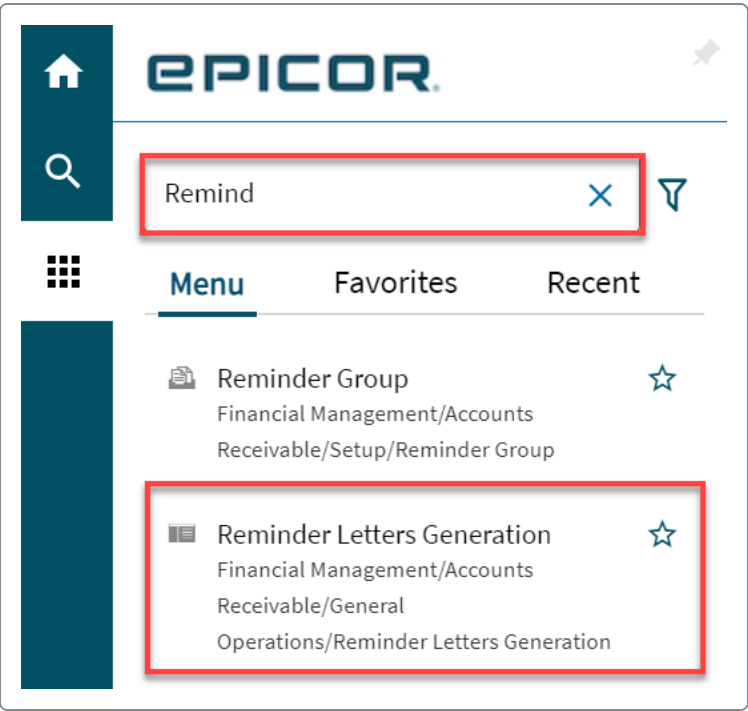
Operating with Reminder Letters

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.

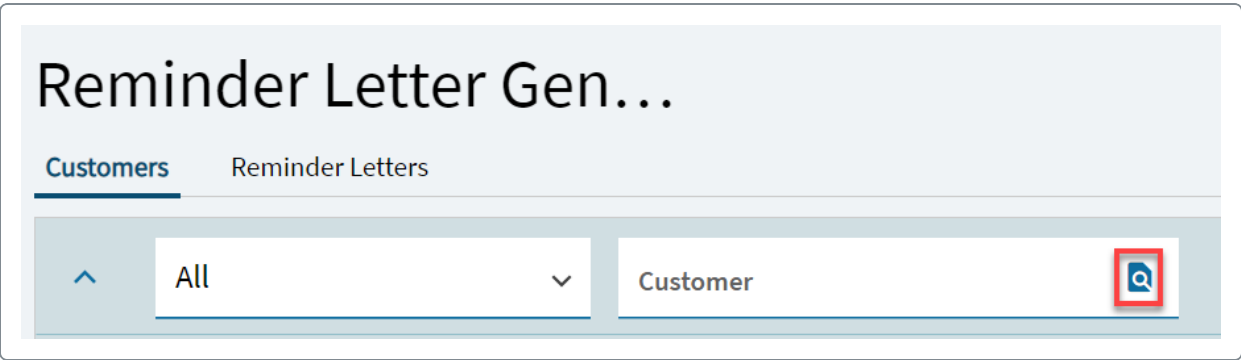
In this article, we will cover creating reviewing and posting reminder letters.

To generate reminder letters:

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

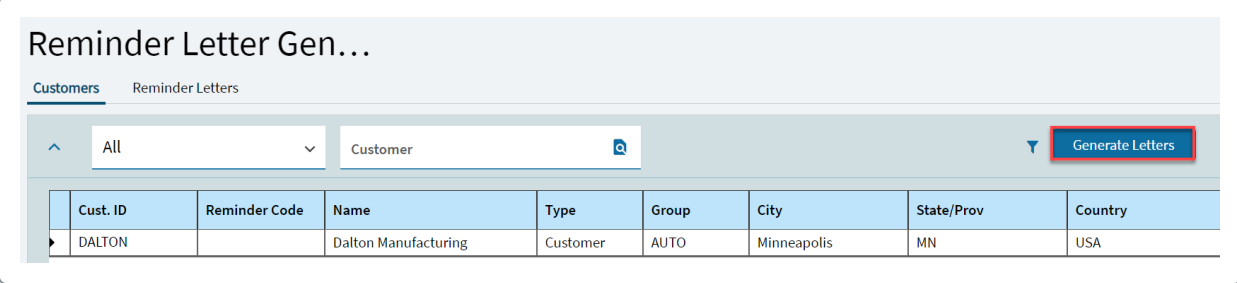


2. Next, search for and select a customer.



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

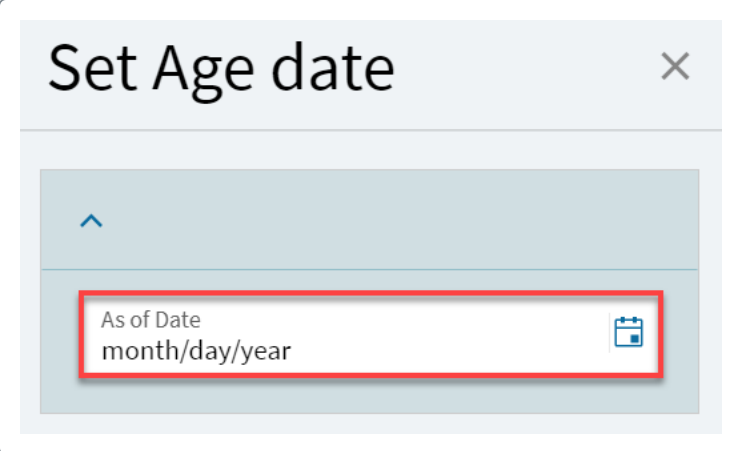
The **Set Age Date** panel opens.



The screenshot shows a web interface titled "Reminder Letter Gen...". It has two tabs: "Customers" (selected) and "Reminder Letters". Below the tabs, there is a search bar with "All" selected and a "Customer" filter. A "Generate Letters" button is highlighted with a red box. Below this is a table with the following data:

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

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



The screenshot shows a modal window titled "Set Age date" with a close button (X). Inside the modal, there is a date selection field with the text "As of Date" and "month/day/year". A calendar icon is visible next to the field. The field is highlighted with a red box.

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

Customers **Reminder Letters**

^ Letters All

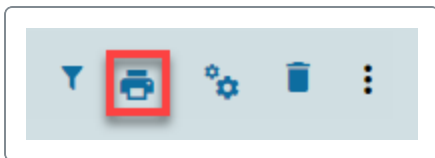
Cust. ID	Letter	Printed	Sequence	Reminder Group	Currency Code	Overdu...
ADDISON	1	<input type="checkbox"/>	1	DUE	USD	1

Full Screen

^ Reminders All

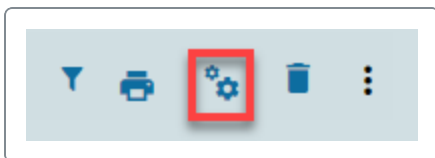
Cust. ID	Letter	Sequence	Invoice	Reminder Group	Generat...	Legal Number
ADDISON	1	1	10060	DUE	01/28/2021	10060
ADDISON	1	1	10061	DUE	01/28/2021	10061

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 * Test Net	Netting Transaction 2 	Debit Amount \$ 100.00
Customer ID ADDISON 	Customer Name Addison, INC	Credit Amount \$ 100.00
Supplier ID ABE 	Supplier Name AB Electronics	Remaining Amount \$ 0.00
Currency * United States Dol... 	<input type="checkbox"/> Create Payment/Cash Receipt	Not Posted
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 ⌵ ⋮			
<input type="checkbox"/>	DocumentID	Type	Legal Number
<input type="checkbox"/>	10060	Shipment Invoice	10060
<input type="checkbox"/>	10061	Shipment Invoice	10061
<input type="checkbox"/>	10062	Shipment Invoice	10062
<input type="checkbox"/>	10063	Shipment Invoice	10063
<input type="checkbox"/>	10065	Miscellaneous Invoice	10065
<input type="checkbox"/>	10283	Miscellaneous Invoice	10283
<input type="checkbox"/>	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 ⌵ ⋮			
<input type="checkbox"/>	Document ID	Type	Legal Number
<input type="checkbox"/>	10010	AP Invoice	
<input type="checkbox"/>	10102	AP Invoice	
<input checked="" type="checkbox"/>	10335-AP	AP Invoice	
<input type="checkbox"/>	107	AP Invoice	
<input type="checkbox"/>	12345	AP Invoice	
<input type="checkbox"/>	c	AP Invoice	
<input type="checkbox"/>	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.

- 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	Aging Credit	Letter of Credit	Credit Totals
Customer EDWARDS	Aging Code	Open LC Credit \$ 0.00	Invoice Credit \$ 0.00
Customer Name Edwards International	<input type="checkbox"/> Aging Hold	Open Order Credit against LC \$ 0.00	Order Credit \$ 0.00
Customer Credit	On Hold Date month/day/year	Cumulative Invoice Amount against LC \$ 0.00	PI Credit \$ 0.00
Credit Limit \$ 0	Global Customer Credit	Open Invoice Balance against LC \$ 0.00	Credit Total \$ 0.00
PI Credit Limit \$ 0	Global Credit Limit MXN 0	Total LC/ECG Used \$ 0.00	Open Invoices 0
Review Date month/day/year	Global Credit Limit (Base) \$ 0	Open LC/ECGs \$ 0.00	Open Orders 0
DUNS	Global PI Credit Limit MXN 0	Open Orders against LCs \$ 0.00	Open PIs 0
<input checked="" type="checkbox"/> Include Open Orders in Credit	Global PI Credit Limit (Base) \$ 0	Open Invoices against LCs \$ 0.00	Global Invoices \$ 29,996.00
<input type="checkbox"/> Include Open PIs in Credit	Global Currency		Global Orders \$ 4,277.28
Credit Hold	Global Credit Hold		Global PIs \$ 0.00
<input type="checkbox"/> Credit Hold	<input type="checkbox"/> Include Open PIs in Global Credit		Global Credit Total \$ 34,273.28
On Hold Date month/day/year	<input checked="" type="checkbox"/> Include Open Orders in Global Credit		
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.

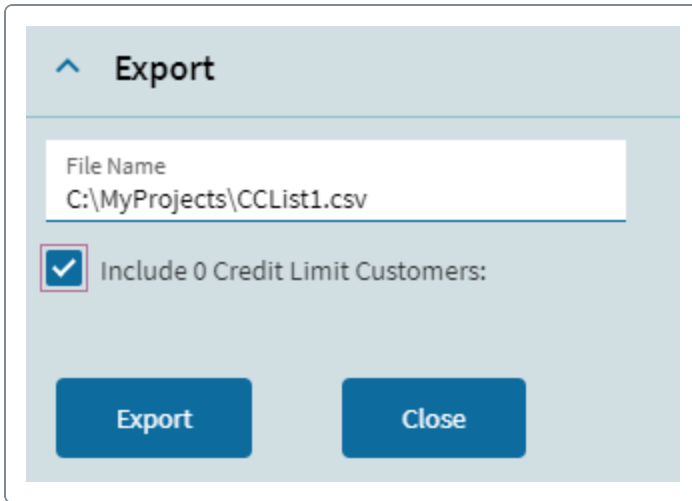
1. Select the **Recalculate Credit National Account** option from the Overflow menu  .
2. Select **Process**. 

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.



The 'Export' dialog box has a title bar with an upward arrow and the word 'Export'. Below the title bar is a 'File Name' input field containing the text 'C:\MyProjects\CCList1.csv'. Underneath the input field is a checkbox that is checked, with the label 'Include 0 Credit Limit Customers:'. At the bottom of the dialog are two blue buttons: 'Export' and 'Close'.



4. Select **Export**.

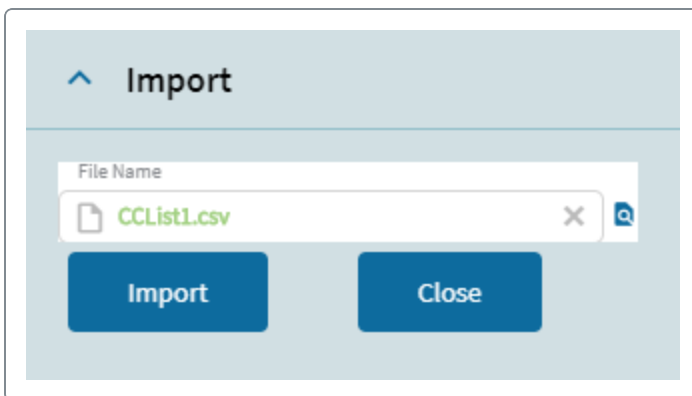


The Export Customer Credit option includes both base and customer currency, regardless of which currency is displayed in the app.

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.



The 'Import' dialog box has a title bar with an upward arrow and the word 'Import'. Below the title bar is a 'File Name' input field. Inside this field, a file named 'CCList1.csv' is shown with a document icon on the left, an 'X' to delete it, and a search icon on the right. At the bottom of the dialog are two blue buttons: 'Import' and 'Close'.

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.

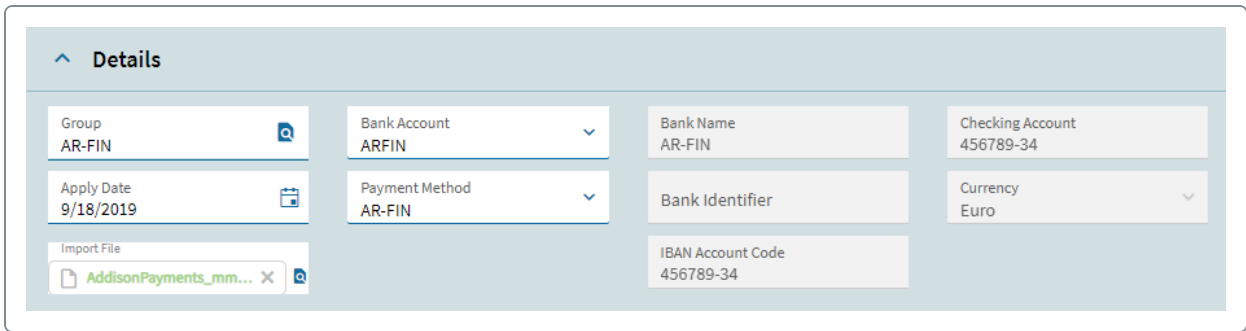
In the second stage of the process, you can post the imported details and create a Cash Receipt Group (unposted) in the ERP application for each of the valid lines within the import file. Any under payments within the set tolerance range are treated as paid with settlement discount, while the additional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

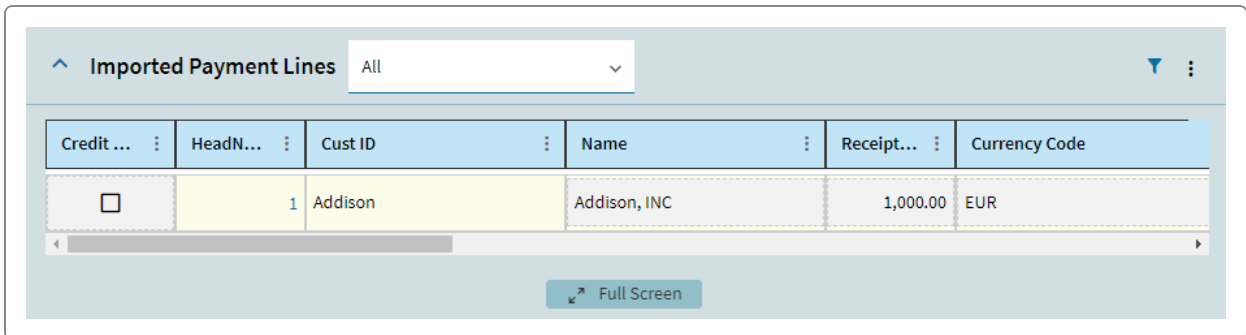


Details

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...		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
<input type="checkbox"/>	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

00000000000000103363

Reference

Batch Reference

Description

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

AR Invoices

All

Apply Matched To Payment

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

Customer
Addison

Customer Name
Addison, INC

OCR
0000000000000000103363

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 the use the **Apply Matched to Payment** button.

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

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**.

Details

Group: AR-FIN

Bank Account: ARFIN

Payment Method: AR-FIN

Apply Date: 9/18/2019

Bank Name: AR-FIN


Currency: Euro

Import File: AddisonPayments_m... X


☒ Apply Credit Memo

☒ Enable Log To File

Ready

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

Imported Payments All

Selected	HeadN...	CustID	Name	Process Status
<input type="checkbox"/>	 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.

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.

AR Invoices

Group Group *

Invoice Date * month/day/year Fiscal Period 0 In Use By

Apply Date month/day/year Fiscal Year 0000 Suffix Base Total \$ 0.00

Invoices All Invoice * 0

Invoice	Type	Credit Memo	Hold Invoice	Inv Date	Apply Date	Order	Sold To Customer Name	Bill To Customer Name	Currency ID
No records available.									

- On the **Group** card, select **New**.
- 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 *

DAL-11

Invoice Date * 12/12/2022 Fiscal Period 12

Apply Date 12/12/2022 Fiscal Year 2022 Suffix

- 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.

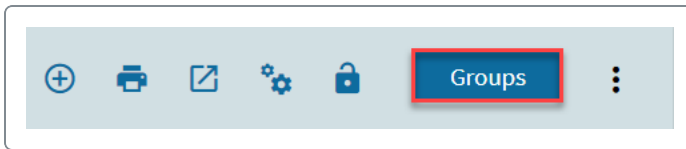
Group Group *


Invoice Date * month/day/year Fiscal Period 0

Apply Date month/day/year 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.




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

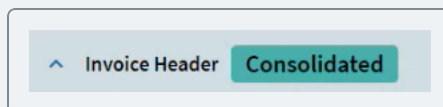
Once you defined a group, invoice, and apply dates, you can create or generate invoices. You start by entering the invoice header information.

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 UOM
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.

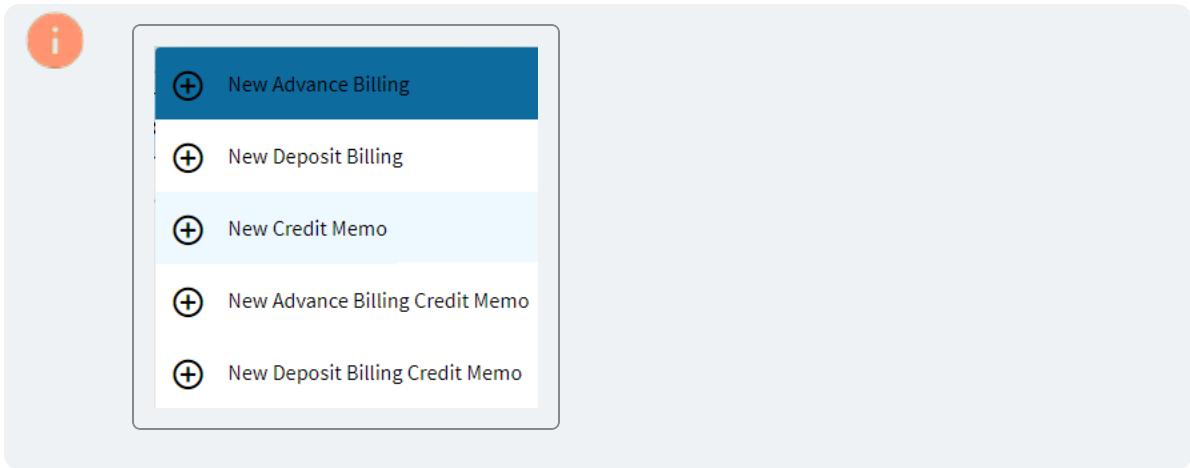
1. Locate the **Invoices** card.

Invoices All									
Invoice *		0							
Invoice	Type	Credit Memo	Hold Invoice	Inv Date	Apply Date	Order	Sold To Customer Name	Bill To Customer Name	Currency ID
No records available.									

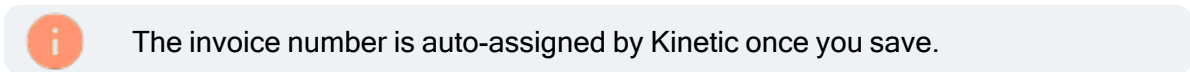
2. Select **New Miscellaneous Invoice**. 



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.



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

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.

The screenshot shows the 'Invoice Header' section of a software interface. It contains several input fields and a section titled 'Sold To' which is highlighted with a red rectangular box. Inside the 'Sold To' box, there is a field for 'Sold To Customer...' with the value 'DALTON', a field for 'Sold To Customer Name' with the value 'Dalton Manufacturing', and a checkbox labeled 'Print Sold To Address' which is currently checked.

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 border.

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

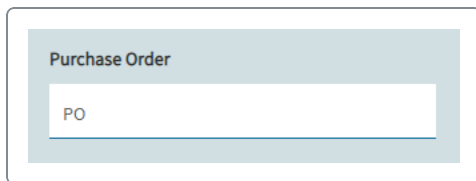
The 'Hold Invoice' checkbox is highlighted with a blue border.

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

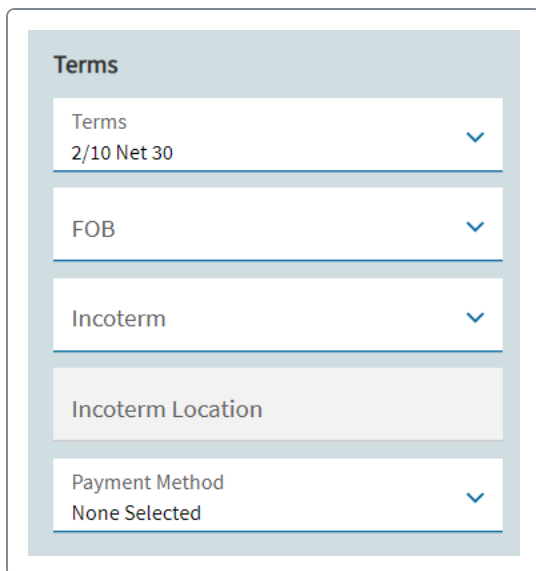
You set up the automatic printing of invoices using the Business Process Management (BPM) Designer.


- **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.

A screenshot of a software interface showing a 'Purchase Order' group box. It contains a single text input field labeled 'PO'.

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.

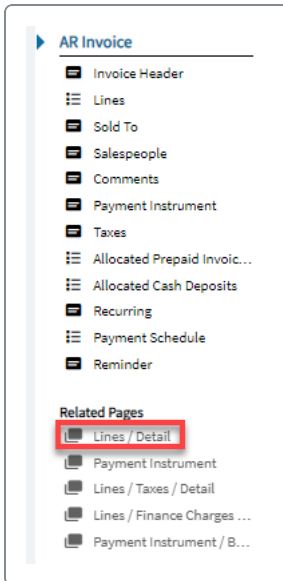
A screenshot of a software interface showing a 'Terms' group box. It contains five fields: 'Terms' with a dropdown menu showing '2/10 Net 30', 'FOB' with a dropdown menu, 'Incoterm' with a dropdown menu, 'Incoterm Location' (a text input field), and 'Payment Method' with a dropdown menu showing 'None Selected'.

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

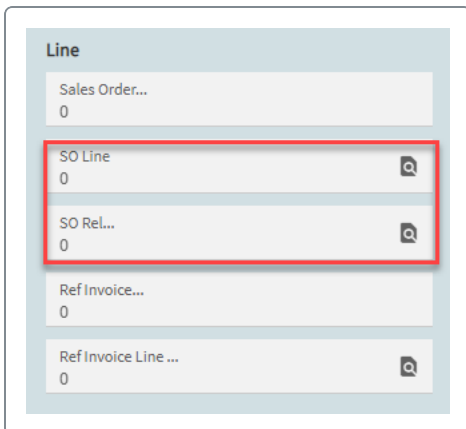
Invoice lines detail the specific part, quantity, and price for each item you are selling. Through the **Line Detail** cards, you create the details lines, and then add miscellaneous charges, define commission rates, and other things to each line.

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 

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**. 

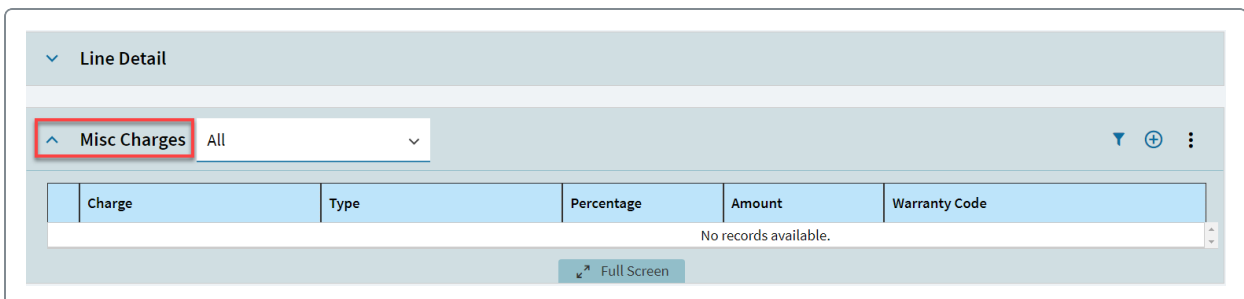


There is a number of actions available for an invoice line. If you want to learn more about them, refer to the [Using an AR Invoice Line Options](#) article.


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.

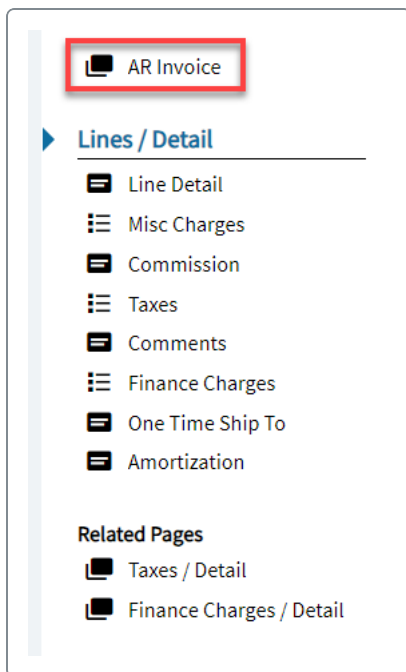
5. Select **Save**. 

Assigning Legal Numbers to Invoices and Voiding Them

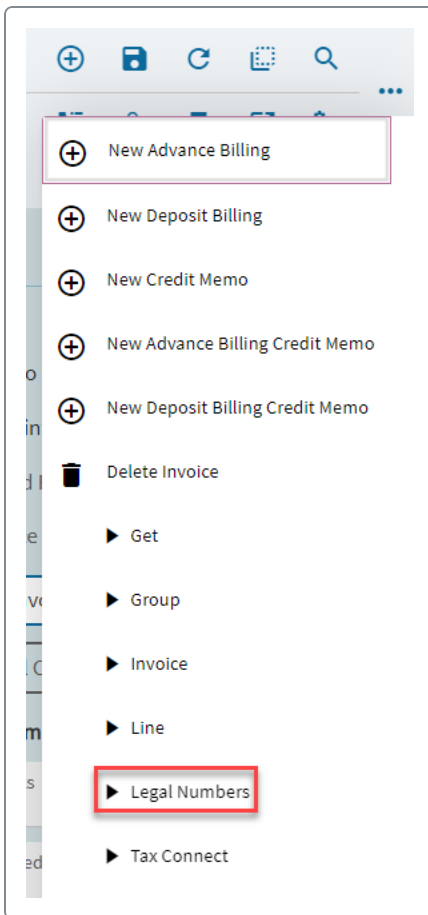
If you want to assign/void an invoice legal number:

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

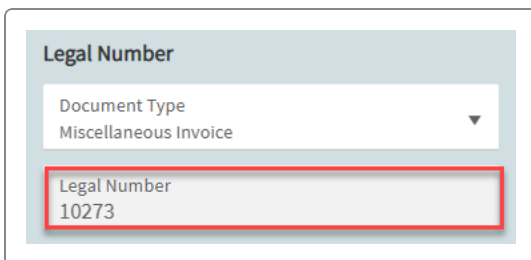
The **Invoice Header** card displays.



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:

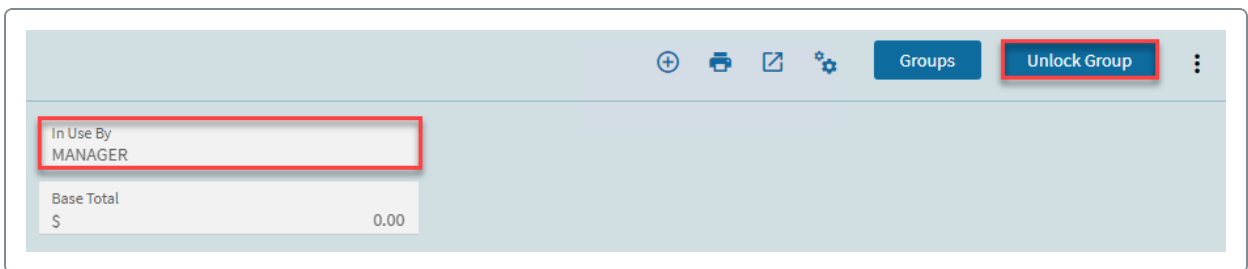
- Getting Shipments
- Running the Edit List Report for an AR Invoice Group

- 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

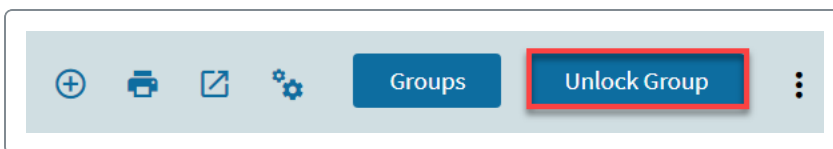
You can manually lock/unlock a group to make it available for other users. For example, a user need to review/print the 'Group Edit List' for a particular group. If you attempt to open a group that is locked by a certain user, Kinetic displays a message informing you the group is locked by a specific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

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



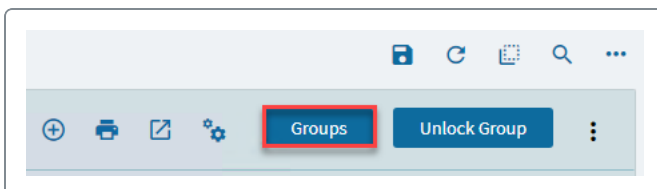
In this case, the group was created by the 'MANAGER' user. However, this is just an example.

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



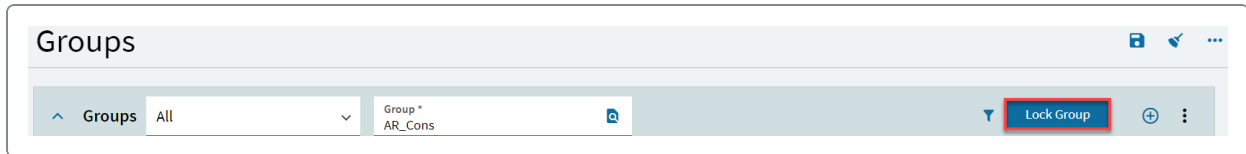
The group is now unlocked.

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.



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.

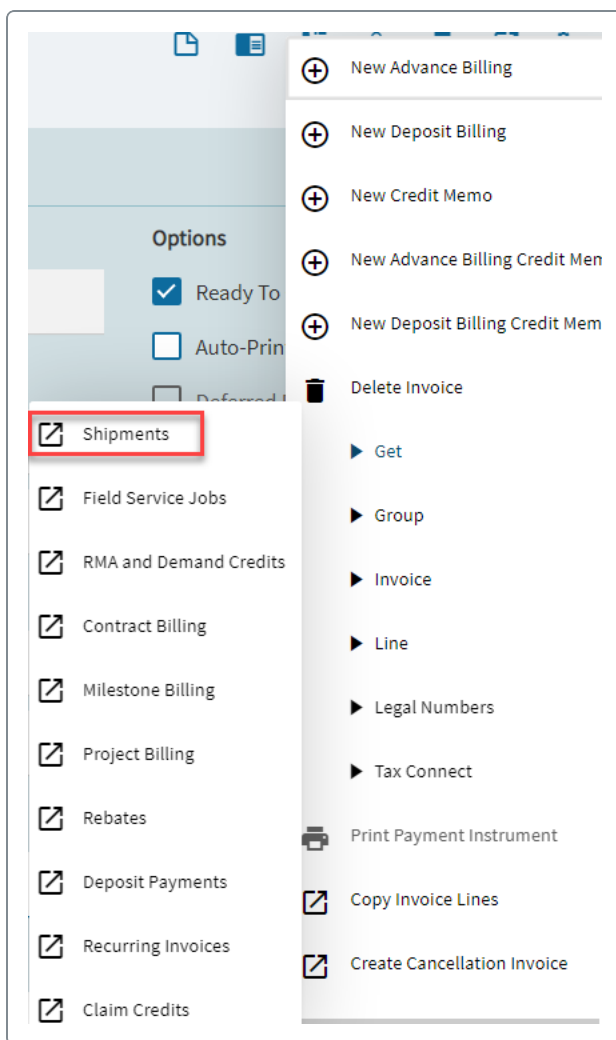


The 'Get Shipments' option doesn't create invoices for service contracts marked as **Recurring Invoices**.

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.

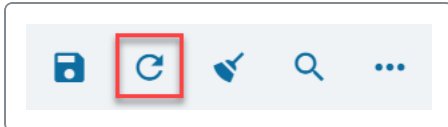
- **Drop Shipments** - Select to view the drop shipment packing slips you want to invoice.

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	<input type="checkbox"/>	<input type="checkbox"/>	12/13/2022	12/13/2022	240.00	0	Dalton Manufacturing	Dalton Manufacturing
10274	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/24/2021	11/24/2021	240.00	5041	Addison, INC	Addison, INC
10275	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/24/2021	11/24/2021	2,592.00	5181	Addison, INC	Addison, INC
10276	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/18/2021	11/18/2021	208.00	5184	Addison, INC	Addison, INC
10277	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/24/2021	11/24/2021	2,592.00	5293	Addison, INC	Addison, INC
10278	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/25/2021	11/25/2021	6,000.00	5355	Barriston Engineering	Barriston Engineering
10279	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	09/09/2021	09/09/2021	22,540.00	5000	Dalton Manufacturing	Dalton Manufacturing
10280	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/18/2021	11/18/2021	17,150.00	5039	Dalton Manufacturing	Dalton Manufacturing
10281	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	08/31/2021	08/31/2021	122.50	5050	Dalton Manufacturing	Dalton Manufacturing
10282	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/16/2021	11/16/2021	10,241.00	5050	Dalton Manufacturing	Dalton Manufacturing
10283	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	11/18/2021	11/18/2021	2,038.40	5211	Dalton Manufacturing	Dalton Manufacturing
10284	Shipment	<input type="checkbox"/>	<input type="checkbox"/>	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.

Deferred Revenue

☒ Defer

Scheduled

RA Code




12 Months Equal Amounts

Start Date

1/9/2020

End Date

2/16/2021

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.

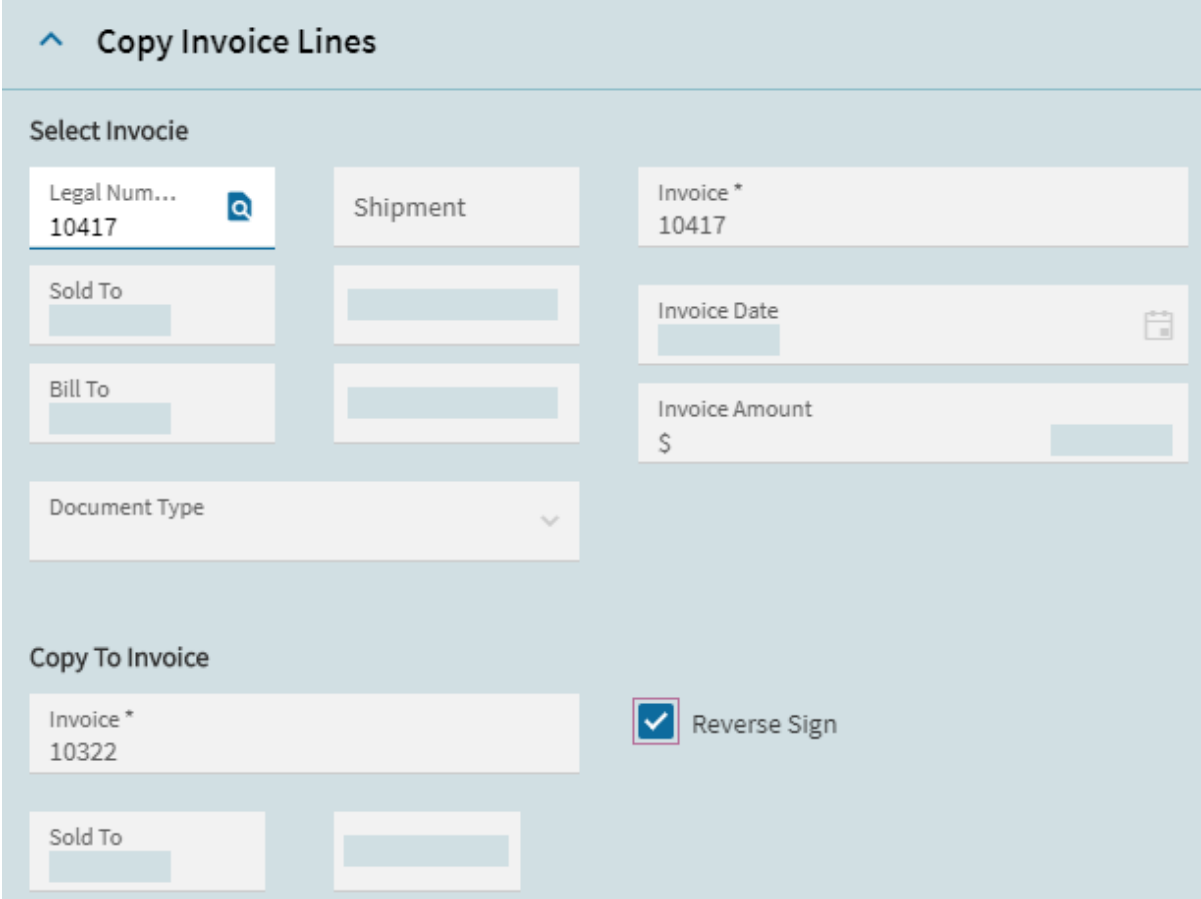
If you specified the **Reference Invoice** number is specified on the invoice header, the system uses this invoice as a source copy item.



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.

Invoice Lines


All

	Part	Description	Line	Packing Slip
<input checked="" type="checkbox"/>			1	
<input checked="" type="checkbox"/>			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 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.

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:

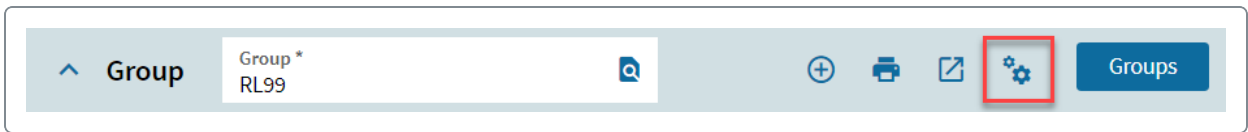
- Your account numbers in the AR Configuration and AR Accounts must be valid before you post.
- When you post invoices, you can no longer edit or delete them.
- If you post an invoice in error, you must enter an offsetting transaction.
- When group's invoices are in the process of being posted or in 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.

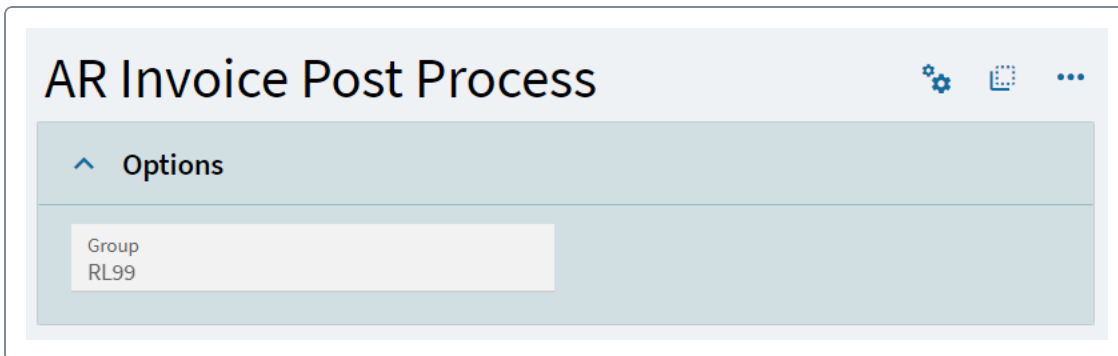


Starting in Kinetic 11.2.300, the 'AR Invoice Entry' app displays **AR Invoices** as its page title.

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.

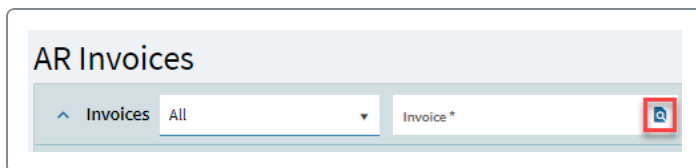


To learn about how to enter an invoice, refer to the [AR Invoice Entry](#) article.

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.

A screenshot of the 'AR Invoices' app interface. It features a header 'AR Invoices' in a light blue bar. Below the header is a filter bar with a dropdown menu currently set to 'All' and a search field labeled 'Invoice *'. To the right of the search field is a small red square icon containing a white magnifying glass.

You can also click the invoice link inside the grid.

AR Invoices			
<div> <div>^ Invoices</div> <div>All</div> <div>Invoice *</div> <div></div> </div>			
Invoice	Inv Date	Bill To Customer ID	Bill To Customer Name
10266	01/15/2022	ACE BROWN	Ace Brown, Ltd
10265	01/15/2022	ACE BROWN	Ace Brown, Ltd
10264	12/29/2021	ACE BROWN	Ace Brown, Ltd

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

^ Invoice Detail

Invoice

Invoice * 10266

Invoice Type Miscellaneous

Sales Order... 0

Ref Invoice... 0

Site Main

Sold To

Sold To Customer... Ace Brown

Sold To Customer Name Ace Brown, Ltd

☒ Print Sold To Address

Invoice Description

Description

Dates

Invoice Date 1/15/2022

Apply Date 1/15/2022

Due Date 2/7/2022

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

Options

☒ Ready To Calculate

☐ Auto-Print Ready

☐ Deferred Revenue

☐ E-Invoice

☐ Hold Invoice

☐ Central Collection

Invoice Summary

Line Amounts \$ 2,250.00

Less Adv Billed \$ 0.00

Tax \$ 0.00

Less Prepaid Deposits \$ 0.00

Less Cash Deposits \$ 0.00

Rounding \$ 0.00

Total \$ 2,250.00

Full Screen

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

The screenshot shows the 'AR Invoice Entry' form. It is divided into two main columns. The left column contains sections for 'Dates', 'Terms', 'Bill To', and 'Contact'. The right column contains sections for 'Return Material Authorization', 'Quote', 'Project', 'Letter of Credit...', 'Purchase Order', and 'Legal Number'. Three fields are highlighted with red rectangular boxes: 'Due Date' (12/13/2021) in the Dates section, 'Payment Method' (None Selected) in the Terms section, and 'Letter of Credit...' in the Letter of Credit section.

Dates		Return Material Authorization	
Invoice Date	1/15/2022	RMA	0
Apply Date	1/15/2022	Quote	0
Due Date	12/13/2021	Case	0
Shipment Date	1/15/2022	Project	
Confirm Date	month/day/year	Project Description *	
Terms		Letter of Credit...	
Terms	Net 30	Letter of Credit...	
FOB		Purchase Order	
Payment Method	None Selected	PO	
Bill To		Legal Number	
Bill To Customer		Document Type	
Same as Sold To		Miscellaneous Invoice	
Name/Address		Legal Number	
Ace Brown, Ltd		10266	
Minneapolis			
MINNESOTA			
73394			
USA			
Contact			
None Selected			

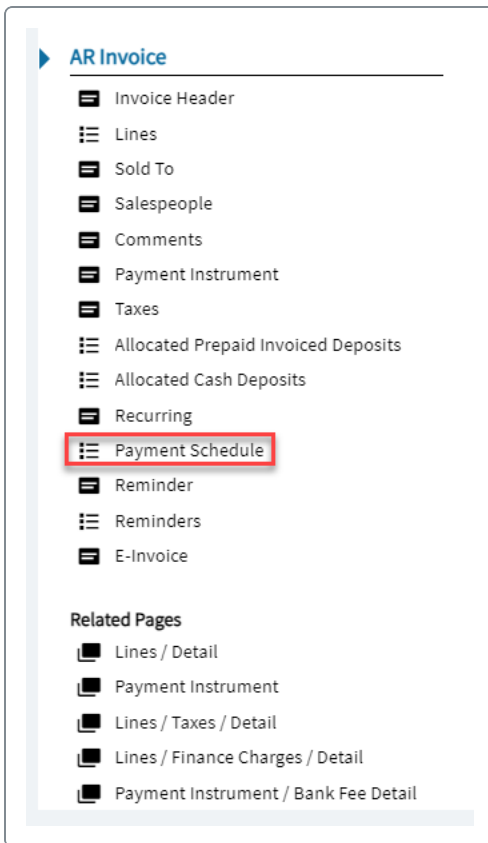
- **Payment Method** - Specifies the unique identifier of the payment method assigned to the invoice. You can select any payment method from the list like you do in the 'AR Invoice Entry' app.
- **Due Date** - Identifies the date on which the last payment is due on the invoice. If the invoice's terms 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.

Payment Schedule All					
	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	Distributed \$	0.00	Balance Remaining
		Unrecognized \$	2,250.00	Remaining \$	2,250.00	

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.

Search Fields 

AR Invoice

► **Lines / Detail**

- Line Detail
- Misc Charges
- Commission
- Taxes
- Comments
- Finance Charges
- One Time Ship To
- Amortization

Related Pages

- Taxes / Detail
- Finance Charges / Detail

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

^ **Reminder**

<input type="checkbox"/> Blocked for Reminders	Sequence 00	Reason
--	----------------	--------

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.

The screenshot shows the 'Recurring' card expanded. It contains two main sections: 'Recurring Cycle' and 'Recurring Summary'. The 'Recurring Cycle' section includes a 'Recurring Source' checkbox, a 'Cycle Code' dropdown menu, an 'End Date' field with a calendar icon, a 'Duration' field, a 'Maximum Value' field with a dollar sign and '0.000', and three checkboxes: 'Hold Invoice', 'Copy Latest Invoice', 'Override End Date', and 'Inactive'. The 'Recurring Summary' section includes an 'Instance Number' field with '000', a 'Cumulative Balance' field with a dollar sign and '0.00', a 'Last Invoice Date' field with a calendar icon, and an 'of' field with '000' and a 'of total' field with a dollar sign and '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**. 

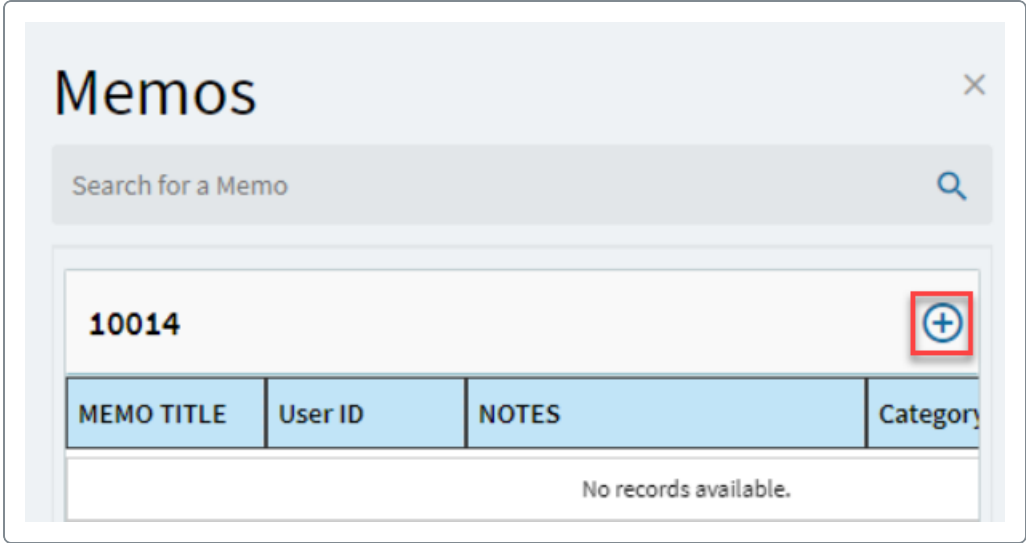
Adding Memos and Attachments

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.

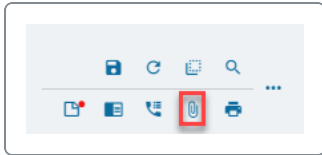
Memo Category



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...



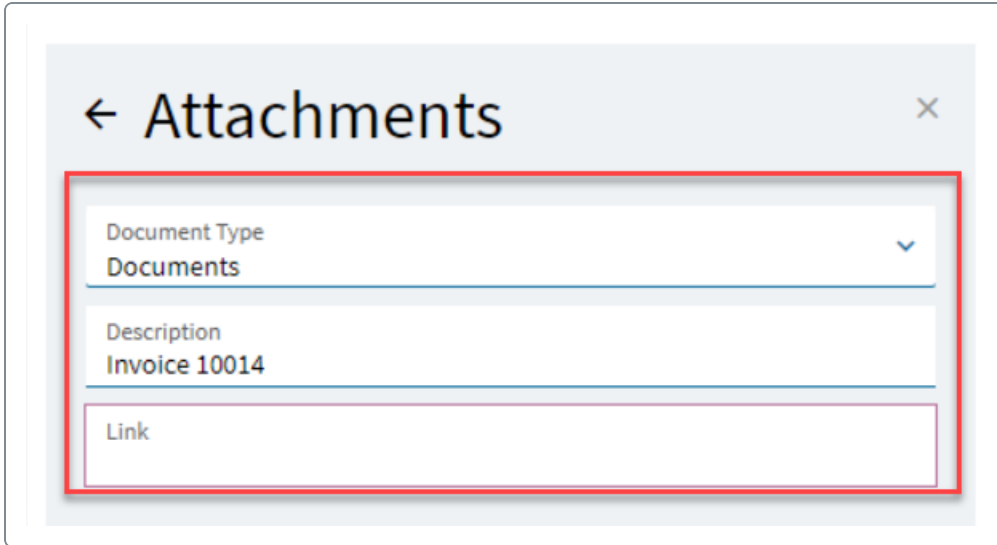
^ Table: [InvHead] 0 attach...

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

Done

Add

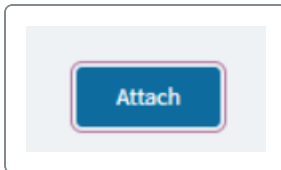
7. Inside the Attachments panel, select a **Document Type** record.



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.

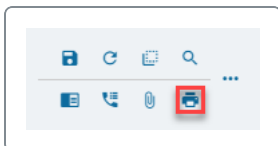
8. Enter a description and link.

9. Finally, select **Attach**.

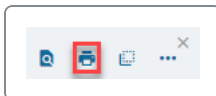


10. To print an invoice, select **Print Invoice**.

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.

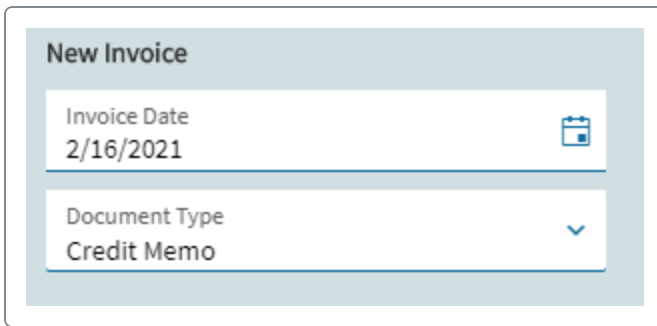
1. In **AR Invoice Entry**, open an existing unposted group or [create a new one](#). This will be the group you create a cancellation invoice in.
2. From the Overflow menu , select **Create Cancellation Invoice**. To the confirmation message, select **No**.
3. In the **Create Cancellation Invoice**, 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
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	10270	
<input type="checkbox"/>		

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.



New Invoice

Invoice Date
2/16/2021



Document Type
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
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	10270	
<input type="checkbox"/>		

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, it's 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**.

Detail

Invoice *




Group ID *

Invoice Type
Miscellaneous

Document Type
Accounts Receivable ...

Correction

☐ Auto-Print Ready

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.

The screenshot shows the 'Invoices' app interface. At the top, there's a header bar with 'Invoices' and a dropdown menu set to 'All'. Below this is a table with columns: Invoice, Type, Credit Memo, Hold Invoice, Inv Date, Apply Date, Order, Sold To Customer Name, and Bill To. The first row shows an invoice with ID 10273, Type 'Miscellaneous', and other details. To the right of the table, a dropdown menu is open, showing options: 'New Advance Billing', 'New Deposit Billing', 'New Credit Memo' (highlighted with a red box), 'New Advance Billing Credit Memo', 'New Deposit Billing Credit Memo', and 'Delete Invoice'.

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

6. Select **Save**.



The created 'Credit Memo' holds the 'Credit Memo' label.

AR Invoices

Group AR_Cons - Invoice 0

Credit
Memo

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 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.

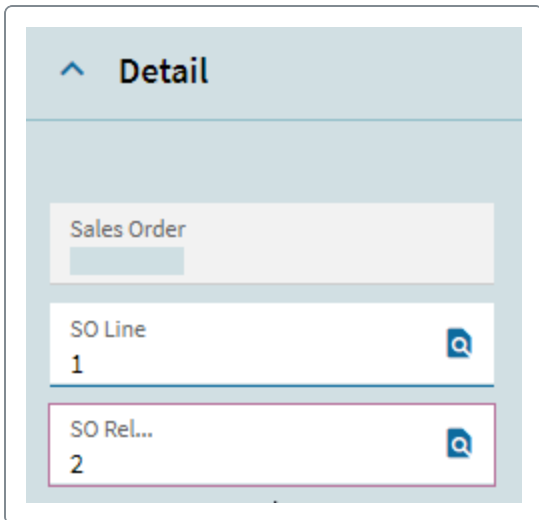
1. From the main menu, go to **Financial Management > Accounts Receivable > General Operations > AR Invoice Entry**.
2. On the **Groups** card, highlight a group where you want to create an invoice and select **New Advance Billing** from the **Invoices** card's Overflow menu .
3. In the **Sales Order** 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.



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.

<div> ^ Lines <div>All</div> <div> <div></div> <div>+</div> <div></div> <div></div> </div> </div>						
Line	Sales O...	SO Line	SO Rele...	Contract	Part	Descripti
1	5395	0	0	0	DEPOSIT	SALES O

- 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.

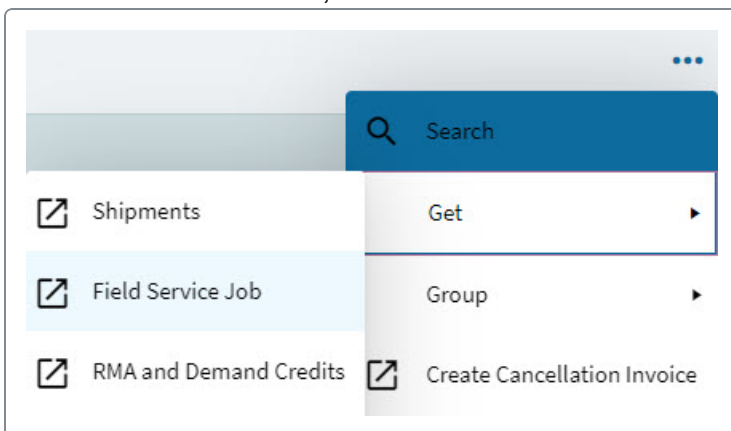
You have two options for how the invoice lines generate:

- 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.

☐ Summarize labor and material

Select All
Manual Selection...
Cancel

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

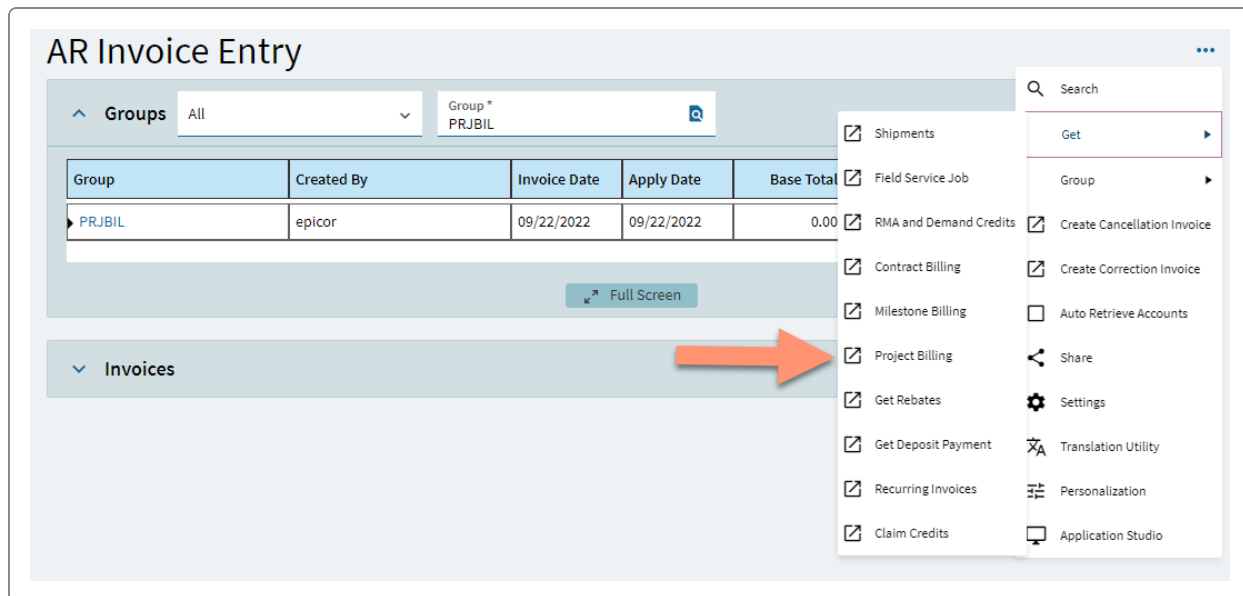


2022.1, the renamed Get Field Service Job functionality now generates a separate invoice for each job, and creates a separate invoice line for each item in the job - material or labor. Miscellaneous charges are summarized on one invoice line, with a sub-list that shows each charge.

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**.

Home

Search

Grid

Messages

Help

Notifications

User

AR Invoice Entry

Groups

All

Group	Created
PRJBIL	epicor

Invoices

All

Invoice...*

0

Apply Date	Order	Sol
No records available		

Get Project Billing Invoices

Get Project Billing Invoices

Projects

Project

Project Selected

Frame Assembly

Invoice Types

☒ Cost Plus

☒ Progress Payments

☒ Fixed Fee

☒ Time and Materials

Select All

Manual Selection...

Cancel

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

Sales Order *
0

Sold To

Customer
CUS01

Bill To Customer
Same as Sold To

Purchase Order

PO

Ship To

☐ One Time

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

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


- 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

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



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

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


The screenshot displays the Epicor Sales Order Entry form. Key fields include: Pack # (420), Order Number (0), PCID, Ship Date (9/14/2020), Legal Number (420), Stage (dropdown), Status (CLOSED), Ship Via (Ground BestRate), Document Type (Packing Slip), Shipped checkbox, Not On Credit Hold button, Ship To (Customer dropdown), Ship To (address dropdown), Sold To (address dropdown), Log, Shipping Person * (epicor), Label Comment, Entry Person (epicor), Tracking Number, Tracking Details button, Weight (14.00000), and Weight UOM (LB dropdown).

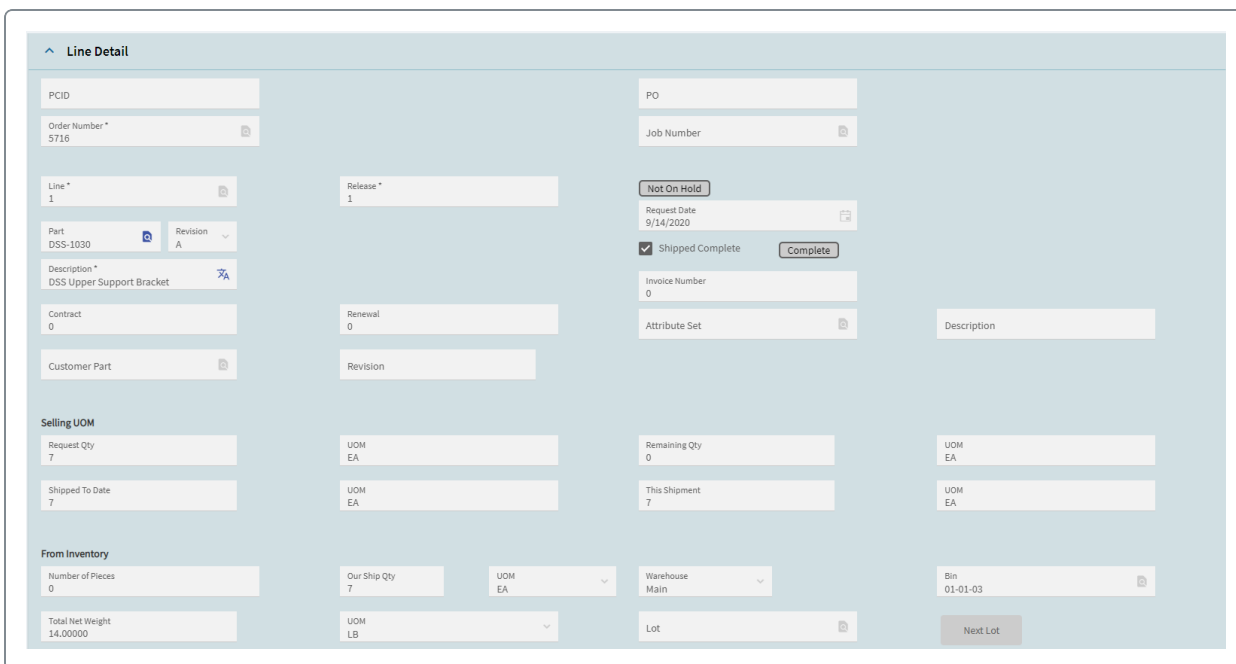
The status field displays the current status of the Pack ID / Pack Slip / Shipment.

- **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.

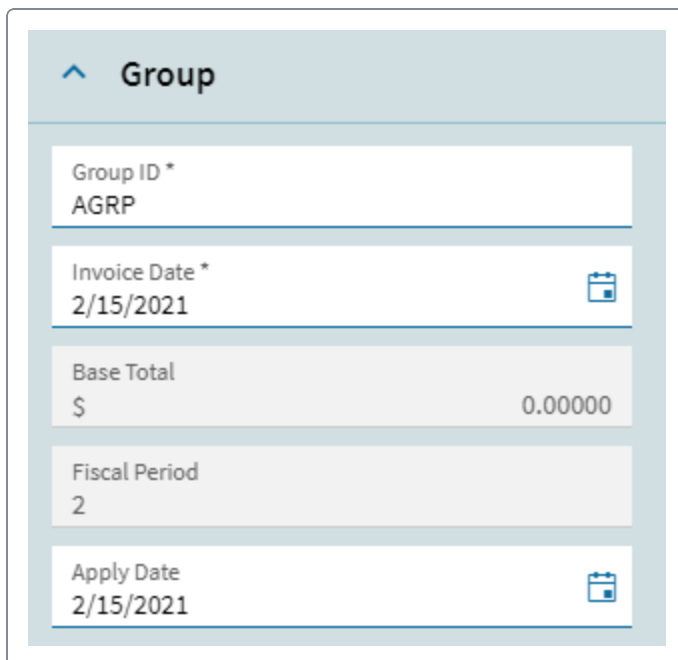
Adding an Invoice Group

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.



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.

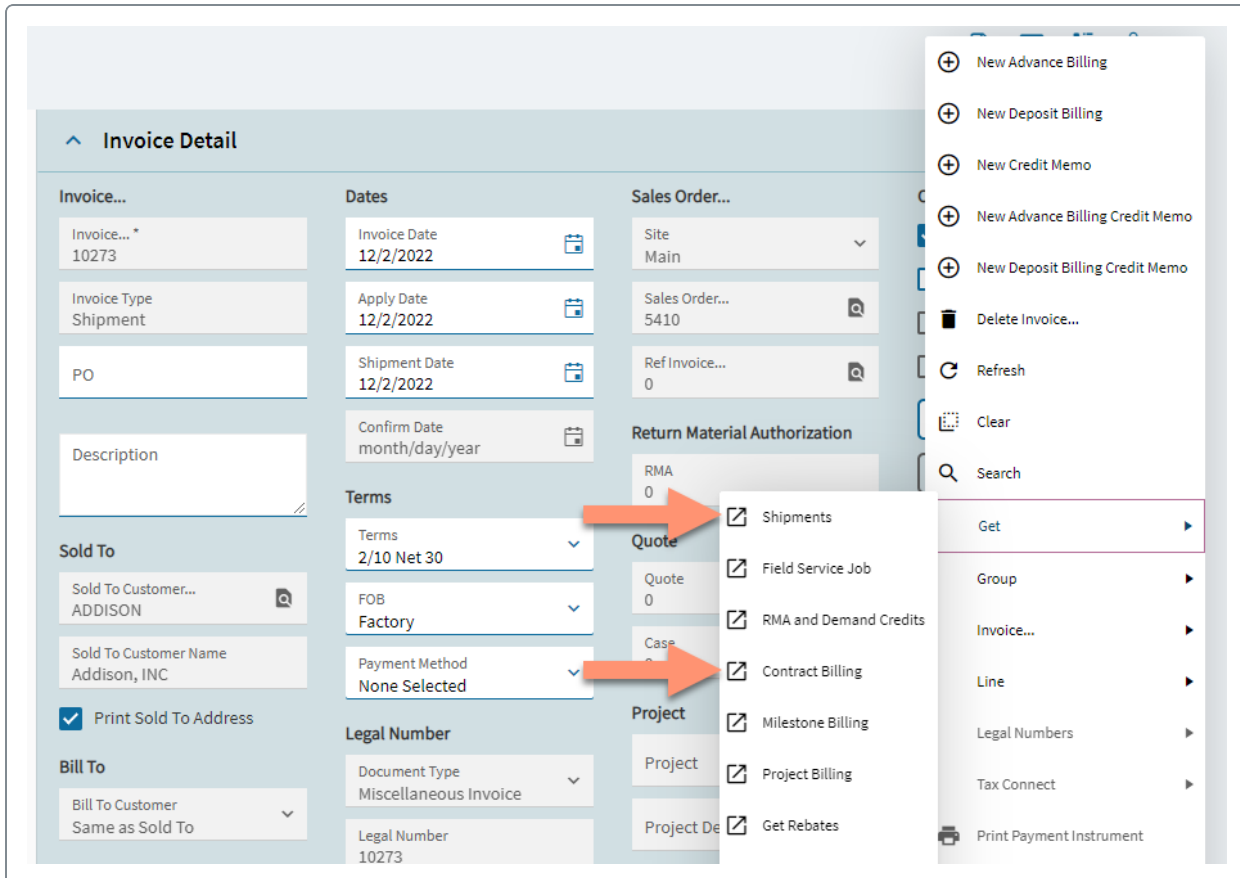
The **Base Total** field displays the total amount due from invoices contained within this group (so, until there are no invoices, it's **0**) in the company's main, or base, currency. Once invoices

are created for the group, they display in the **Invoices** grid.

5. Select **Save**. 

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**.



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



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

4. To review only packing slips that have not been invoiced, make sure **Not Invoiced** is selected in the Packing Slips drop-down.
5. 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	282	11/18/2021	5181	10/14/2021	AD874568	ADDISON
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	283	11/18/2022	5184	10/29/2022	123124	ADDISON
<input type="checkbox"/>	<input checked="" type="checkbox"/>	286	11/18/2022	5293	11/07/2021	AD12292010	ADDISON
<input type="checkbox"/>	<input checked="" type="checkbox"/>	289	11/24/2022	5041	09/09/2022	AD874567	ADDISON
<input type="checkbox"/>	<input checked="" type="checkbox"/>	291	11/24/2022	5181	10/14/2022	AD874568	ADDISON
<input type="checkbox"/>	<input checked="" type="checkbox"/>	292	11/24/2022	5293	11/07/2022	AD12292010	ADDISON


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

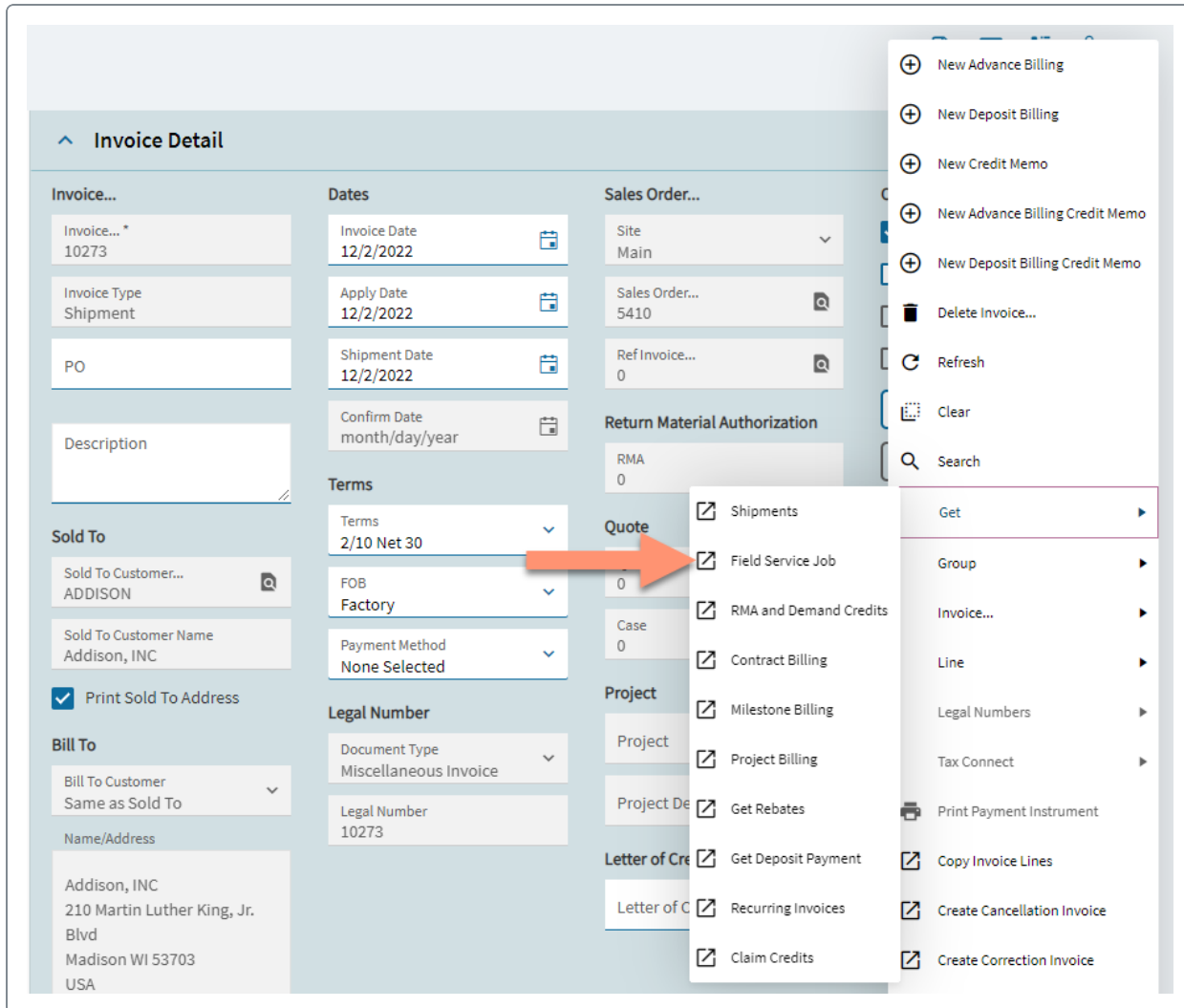
Fiscal Period
2

Apply Date
2/15/2021 

- 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.

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



- 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.
- 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 [X]

^ **Generate Field Service Invoices**

For Customer(s)

Sold To Customers...
CUSTOMERS SELECTED [Search Icon]

Addison, INC

For Call Type(s)

Call Types...
CALL TYPES SELECTED [Search Icon]

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.

Group Detail



^ Group

Group *

Apply Date
4/7/2021



Base Total
\$ 0.00000

Fiscal Period
4

Fiscal Year
2021



Suffix

Save


Cancel

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**.

Header Detail

Invoice

Ref PO...
0

Supplier...
GECCO

Purchase Point

Name And Address

Gecco Steel
601 Lakeside Ave
Cleveland OH 44114
USA

Invoice
LogInv1

Document Type

Invoice Date
7/29/2019

Apply Date
7/29/2019

Period
7

Fiscal Year
2019

Fiscal Year Suffix

Status
Not Posted

Invoice Summary

Invoice Amount	100.00
Expense	100.00
Tax	0.00
WithHolding Tax	0.00

☐ Ready To Calculate

Currency

Currency

United States Dollar

Rate Type

Main Rate Type

Exchange Rate

1.000000

☐ Lock

Bank/Remit To Information

Bank/Remit To

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.


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.

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.

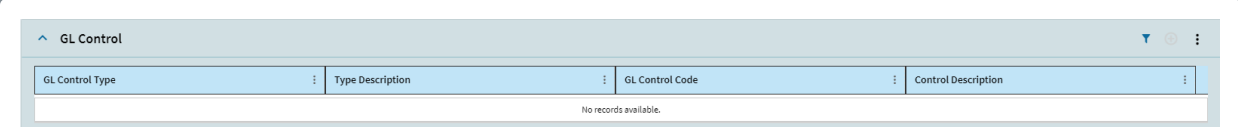
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

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**. A blue square icon with a white floppy disk symbol, representing the save function.

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).



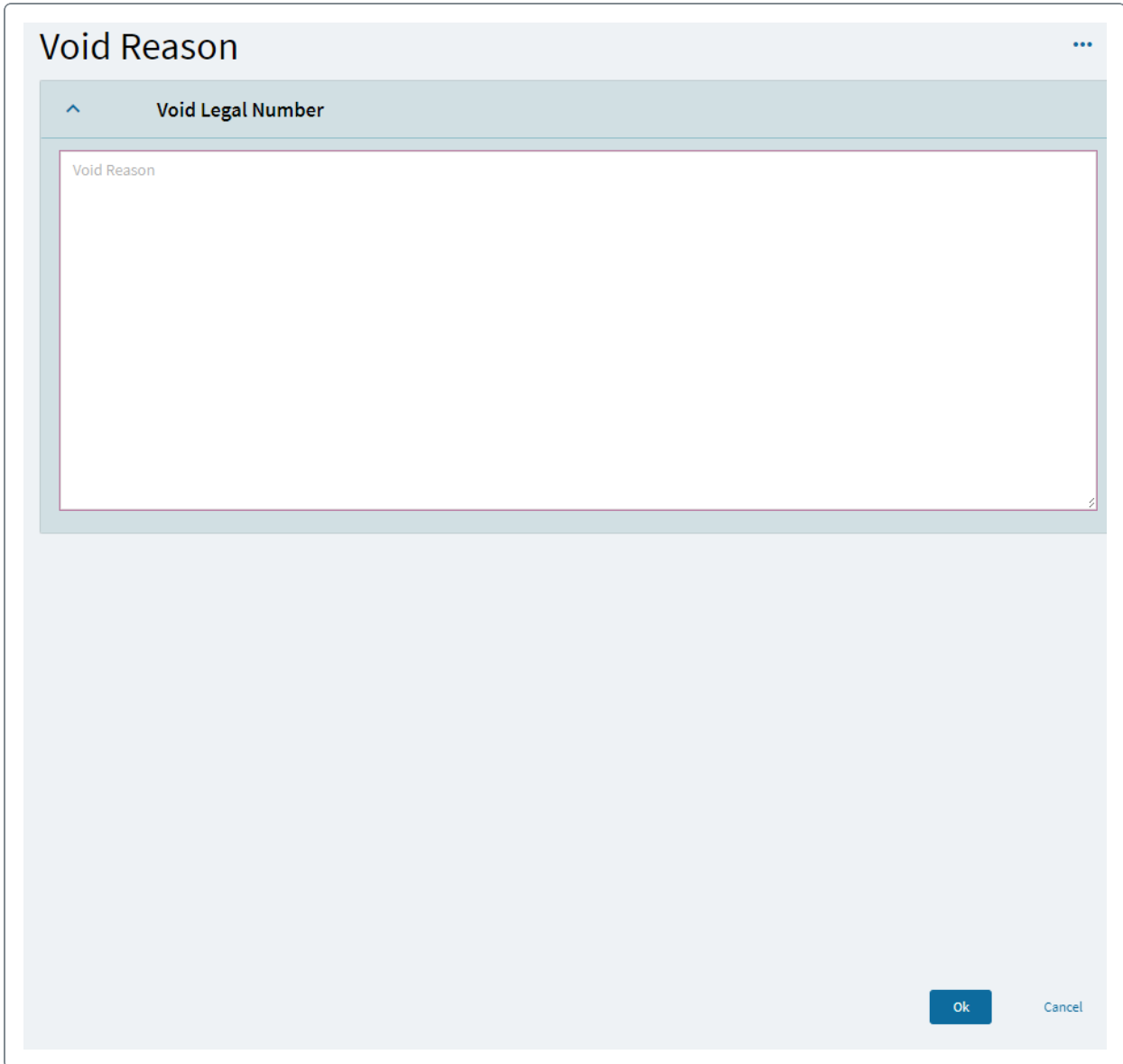
If you set voiding for the legal number format to Automatic Voiding in **Legal Number Maintenance**, the legal number voids automatically when the AP invoice is deleted.

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 software dialog box titled "Void Reason". Inside the dialog, there is a sub-header "Void Legal Number" with a back arrow icon to its left. Below this header is a large, empty text input area with the placeholder text "Void Reason". 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: [Search Icon]

Legal Number: [Search Icon]

Customer: [Search Icon]

Balance: \$ 49.00

Amount to Apply: \$ 33.00

Unapplied Amount: \$ 33.00

Fiscal Year: [Search Icon]

Credit Memo

Not Posted

Apply Currency: * United States Dollar

Currency Apply Amount: \$ 33.00

Withholding Tax: \$ 0.00

Transaction Apply Date: 2/16/2021 [Calendar Icon]

4. Enter the apply date of the transaction in the **Transaction Apply Date** field.
5. 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**. 

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 ☒ Use in AP

☒ EU Third Party Trade ☒ Use in AR

☐ Tax Inclusive Pricing ☐ Tax Connect Calculation

☐ Non-taxable on Deposit ☐ 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 shows 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 **Spec** (SPD).
- Transaction Type** (12) and **Description** (aluminum tubes and pipes).
- HS Commodity** (7608) and **Intrastat Commodity** (HSC11).
- EU Third Party Trade** checkbox (checked).
- Tax ID** (NL001094312B01) and **Country** (NL).
- 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 **Invoice Value** (\$ 2,000,000).
- Net Weight** (20.00) and **Supp Units** (20).

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.

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 Р
- 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

Detail

Email Template ID
EMAIL

Format
Plain Text

Subject
John Peers

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.



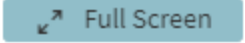
For a specific service provider to appear in this drop-down list, you first need to set up connection to that service provider under the **System Setup > External Connections > E-Invoicing Service Providers** menu (i.e. Maventa Connection Setup).

7. Select **Save**. A blue square icon with a white floppy disk symbol inside, representing the 'Save' action.

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.

A screenshot of a software configuration window titled "E-Invoice". The window contains several fields and checkboxes. The "E-invoice" checkbox is checked. Below it is a "Default Report Style" dropdown menu set to "Standard E-Invoice - SSRS". There is an unchecked checkbox for "Send on Mass Generation". Below that is a "Sending Option" dropdown menu set to "E-Mail". The "Default To E-mail Address" field contains "johnson@epicor.com". The "Default CC E-mail Address" field contains "peters@dalton.com". The "Default E-mail Template" dropdown menu is set to "TEMP1". The "Default e-Invoicing Service Provider" dropdown menu is set to "Maventa". The "Electronic Address" field contains "FI07654321". The "Operator ID" field contains "003721291126".

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**).

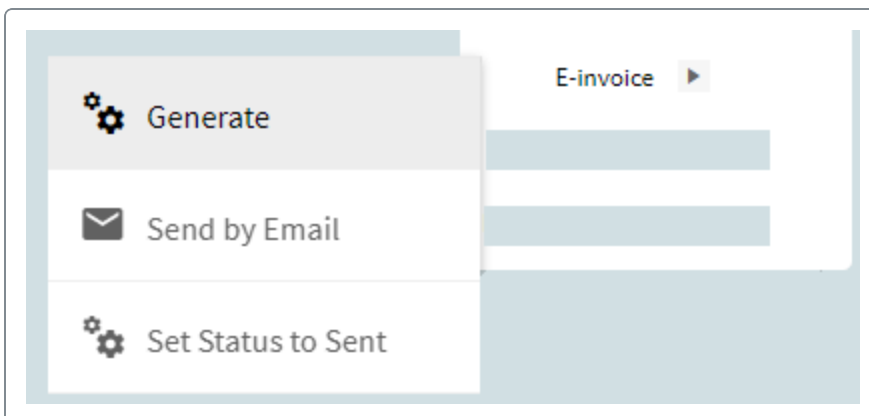
Generate


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

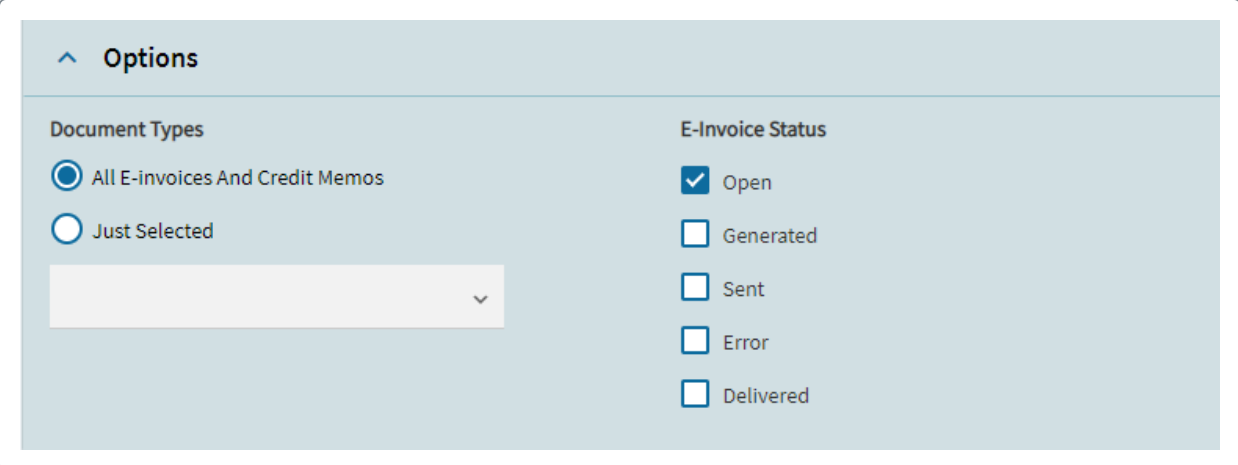
If you generate e-invoices for a customer who is set up to get e-invoices via service providers (the **Sending Option** is set to **Service Provider** and **Send on Mass Generation** is enabled on the **E-invoice** card in **Customer Configuration**), then the application automatically sends the e-invoices 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.

Options


Electronic Interface
None Selected

Selection Method

☐ By File ☒ By Folder

Select Directory
Processes\epicor

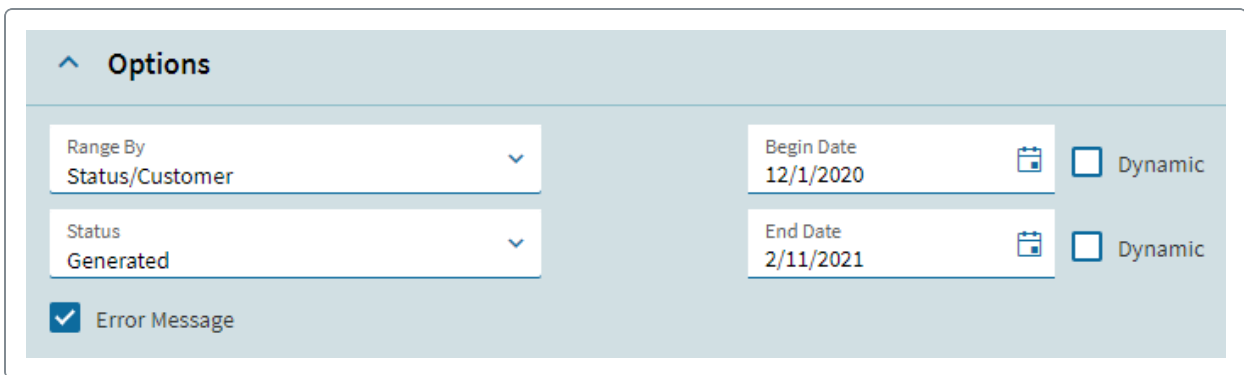
Select Archive Directory
Temp\epicor

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' panel for the E-Invoice Status Report. It contains the following fields and controls:

- Range By:** A dropdown menu with 'Status/Customer' selected.
- Status:** A dropdown menu with 'Generated' selected.
- Begin Date:** A date field with '12/1/2020' and a calendar icon.
- End Date:** A date field with '2/11/2021' and a calendar icon.
- Dynamic:** Two checkboxes, one for 'Begin Date' and one for 'End Date', both currently 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.

6. 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.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Update E-Invoice Status**.
2. Select your service provider from the **E-Invoice Service Provider** drop-down list.
3. Specify the begin and end dates of sending e-invoices to the service provider.

4. 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 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**.

Creating Recurring Source AR Invoices

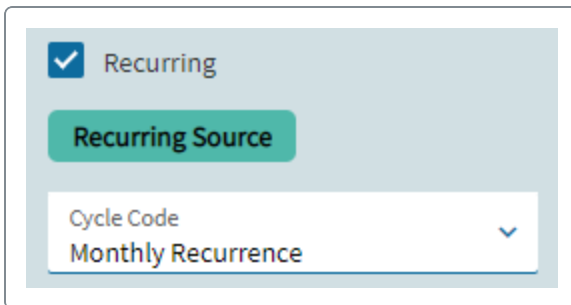
In **AR Invoice Entry**, create recurring source invoices.

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.

A screenshot of a software interface showing a form for creating a recurring source invoice. At the top, there is a checkbox labeled 'Recurring' which is checked. Below this is a green button labeled 'Recurring Source'. Underneath the button is a dropdown menu labeled 'Cycle Code' with 'Monthly Recurrence' selected. A small blue downward arrow is visible on the right side of the dropdown menu.

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**.

A screenshot of a software interface showing an 'Options' card. The card has a light blue header with an upward-pointing chevron and the word 'Options'. Below the header, there are two input fields. The first field is labeled 'As of Date' and contains the text '2/16/2021', with a calendar icon to its right. To the right of this field is a checkbox labeled 'Dynamic', which is currently unchecked. The second field is labeled 'Group ID' and contains the text 'BGRP'.

4. If necessary, expand the **Filter** card and filter for what cycle codes and/or customers you want to generate the recurring invoices.

Filter


1 Cycle Code Selected

Monthly X

All Customers

☐ Sold To

☒ Bill To

- 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.
- Select **Process** . 

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.

^

Details

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
<input type="checkbox"/> 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** .

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.

Header

Type *
PI_15

189

189

Status
MDB Portfolio Status fo

Transaction Date
7/24/2019

Issue Date
7/24/2019

Amount	
\$	5,000.00

Cust ID
MillerFred

Customer Name
Fred Miller

Due Date
7/24/2019

Document Type 

Legal Number

Bank Amount	
\$	5,000.00

Base Amount	
\$	5,000.00

Currency
United States Dol...

Exchange Rate
1.000000

Receipt	
\$	5,000.00

Bank Fees	
\$	0.00

Total AR	
\$	0.00

Unapplied	
\$	5,000.00

☐ On Account

Company's Bank Info

Bank account 01

Bank Name

Bank account 01

Bank Account

Bank Identifier

IBAN Code

Bank/Branch Code

040826

Bank/Branch De...

Albert Street

Customer's Bank Info

Rank Name	Rank
100	

Bank Account

100

Bank/Branch Code

Bank/Branch De...

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.

The screenshot shows the 'Allocate' card. It has a header with an expand/collapse arrow and the title 'Allocate'. Below the header, there are two main sections. The left section contains a 'Payment Instrument' field with the value '189' and a 'Currency' dropdown menu showing 'United States Do...'. There is also an 'On Account' checkbox which is currently unchecked. The right section contains two rows of data: 'Amount' with a value of '\$ 5,000.00' and 'Unapplied' with a value of '\$ 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.

The screenshot shows the 'Bank Fee' card. It has a header with an expand/collapse arrow, the title 'Bank Fee', and a '+' icon. Below the header, there are two main sections. The left section contains a 'Bank Fee' field with the value 'Overdraft' and a search icon. The right section contains a 'Bank Fee Descrip...' field with the value 'Overdraft Fee'. Below these, there are two rows of data: 'Bank Fee Amount' with a value of '\$ 15.000' and 'Base Bank Fee Amount' with a value of '\$ 15.000'. At the bottom, there are several tabs: 'Chart', 'D...', 'D...', 'GL Referen...', 'Customer', and 'Employee'. A 'Get Default' button is also present.

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 PIs](#)
- [Post PIs](#)
- [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 *

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.

The screenshot shows a dialog box titled "Batch Generate Payment Instrument". It contains two main sections: "Options" and "Filter".

Options:

- Cut Off Date:** A date field showing "12/3/2021" with a calendar icon.
- PI Status:** A dropdown menu showing "AR Unapproved".
- Currency:** A dropdown menu showing "United States Dollar".

Filter:

- A search field showing "1 Selected" with a magnifying glass icon.
- A button labeled "Batch1" with a close icon (X).


At the bottom right of the dialog box are two buttons: "OK" and "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	<input type="checkbox"/> 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

3. 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

- 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		<input type="checkbox"/> Lock
			Receipt Rate: 1.000000

Entering Bank Fees and Bank Fee Taxes

- On the **Bank Fees** card, select **New**  to add a bank fee to apply to the payment instrument.
- Select the **Bank Fee**.

3. In the **Bank Fee Amount** field, enter the bank fee amount in the currency of the instrument.
4. 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	Bank Fee Amount	Base Bank Fee Amount	
Overdraft	\$ 55.000	\$ 55.000	
Description	Tax Amount	Base Tax Amount	
Overdraft Fee	\$ 0.000	\$ 0.000	
	Amount Less Tax	Base Amount Less Tax	
	\$ 0.000	\$ 0.000	
GL Account			
1000-01-30- - -		Cash- Regular Checking Account-ROCK-MET	

5. Select **Save**.
6. If required, select **New** to add a bank fee tax on the **Bank Fee Tax Detail** card.
7. Specify the **Tax ID** and the **Rate Code** for the tax that applies to the fee.
8. 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.

^
Group Details

Group ID *

GR01

Transaction Date

7/15/2021

Status

MDB Appy 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

<input type="checkbox"/>	Cust. ID	Payment Instrument ID	Due Date	Type	PIStatus	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

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

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's Bank Info

Bank Account

Main Checking Account

Bank Name

Bank of Chicago - Checking

Bank Account

098-45-9873

Bank Identifier

Customer's Bank Info

Bank

BOC

Bank Name

Bank of Canada

Bank Account

1234567 89

Bank Identifier

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**. 

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:

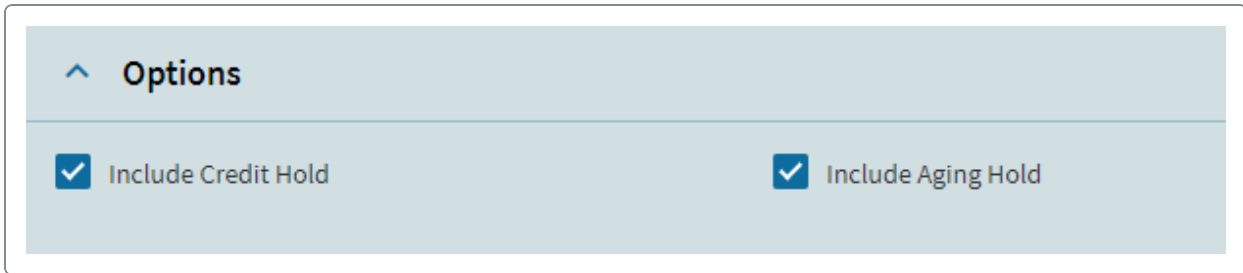
- Places customers on aging hold if they have one or more open invoices that meet the criteria of the aging code assigned to the customer.
- Places all open orders on credit hold for customers that were placed on aging hold. Orders display as **Credit Hold** in **Customer Credit Manager** and the **Credit 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**.

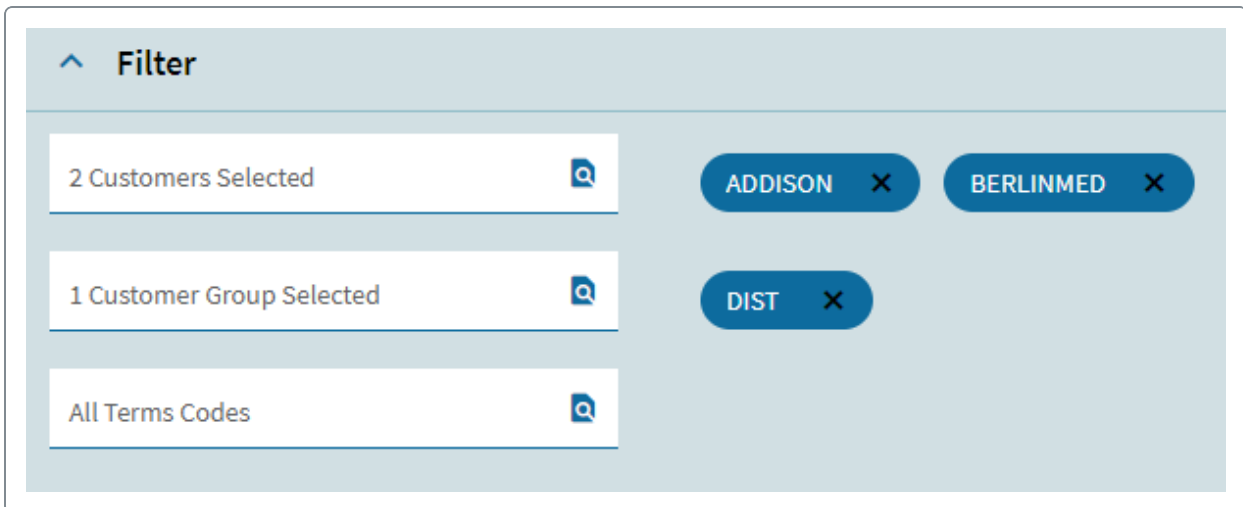
Alternatively, you can select the **Mass Credit Information Update** option from the Overflow menu  in [Credit Customer Manager](#).

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.




The screenshot shows a card titled "Options" with a chevron icon. Below the title, there are two checkboxes, both of which are checked. The first checkbox is labeled "Include Credit Hold" and the second is labeled "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.



The screenshot shows a card titled "Filter" with a chevron icon. Below the title, there are three input fields on the left and three buttons on the right. The first input field is labeled "2 Customers Selected" and has a magnifying glass icon. The second input field is labeled "1 Customer Group Selected" and has a magnifying glass icon. The third input field is labeled "All Terms Codes" and has a magnifying glass icon. The buttons on the right are labeled "ADDISON", "BERLINMED", and "DIST", each with an "X" icon to its right.

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

Error in packing slip

From Legal Number

SJ-1

To Legal Number

SJ-1

5. Select **Save** to void the numbers.

A Void Confirmation window displays showing the number of legal numbers to be voided.

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 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.

AR Payment Receipt Remittance

[^] **Filter**

1 Customer Selected
ADDISON X
All Payments

[^] **Advanced**

Output Format
PDF
☐ Routing
Report Style
Standard - SSRS
Schedule
Now
☐ Recurring
Archive Period
0 Days
User Description

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 information from this period back to the Starting Fiscal Period will display on the report.
- **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 report.
- **Sort By** - Select how to organize the report. 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 > 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 Intrastat** report.

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 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**. 





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 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 > 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

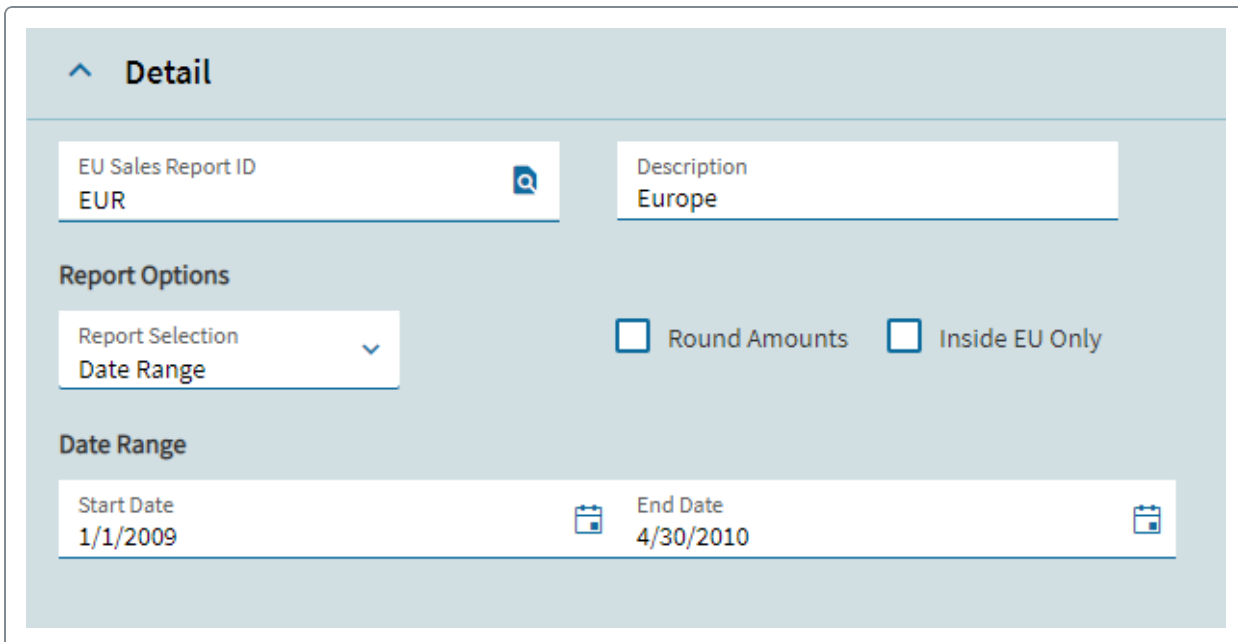
The **Sales List** report displays sales activity for selected tax reports and tax codes. You typically use this report to review VAT information for a specific tax code or a range of tax codes.

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.



The screenshot shows a web form titled "Detail" for creating a new report. It includes input fields for "EU Sales Report ID" (containing "EUR") and "Description" (containing "Europe"). Below these are "Report Options" with a "Report Selection" dropdown (showing "Date Range") and two checkboxes: "Round Amounts" and "Inside EU Only", both of which are unchecked. At the bottom, a "Date Range" section contains "Start Date" (1/1/2009) and "End Date" (4/30/2010) fields, each with a calendar icon.

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.

Export

Electronic Interface
None Selected

Export File
Import\OneCheckOneInvoiceADDISSONQ

☐ Manual

Generate Data...

Header

Trader VRN
6691968

Contact Name

Branch
000

Contact Phone Number

Year
2010

Contact Email Address

Period
04

OnLine
0

Currency
USD

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.

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.

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'.

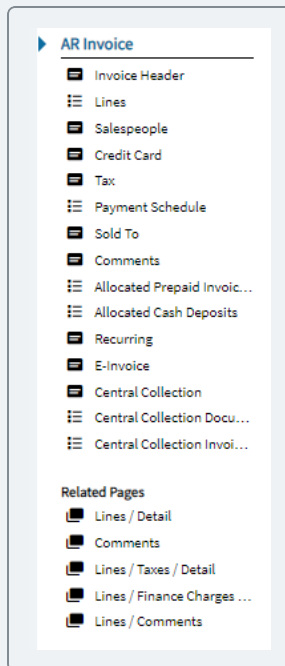
The **AR Invoice Tracker** app helps you track the billed invoices, the 'General Ledger' transactions, overall payment activity, and all the debts (Accounts Receivable) from the customer. If you are a salesperson or an accountant, who needs an overview of the general accounting information, you are likely 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.

Invoice 10270

Total

\$ 8,400.00

Currency

USD (Doc)

Activity

Explorer

Details

Search

Q

Activity

Quotes

Sales Orders

Shipments

Cash Receipts

GL Transactions

Posted Invoice Update ...

Payments

Cash Receipts

GL Transactions

Journal	Line
3	2
10	1
10	2

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.

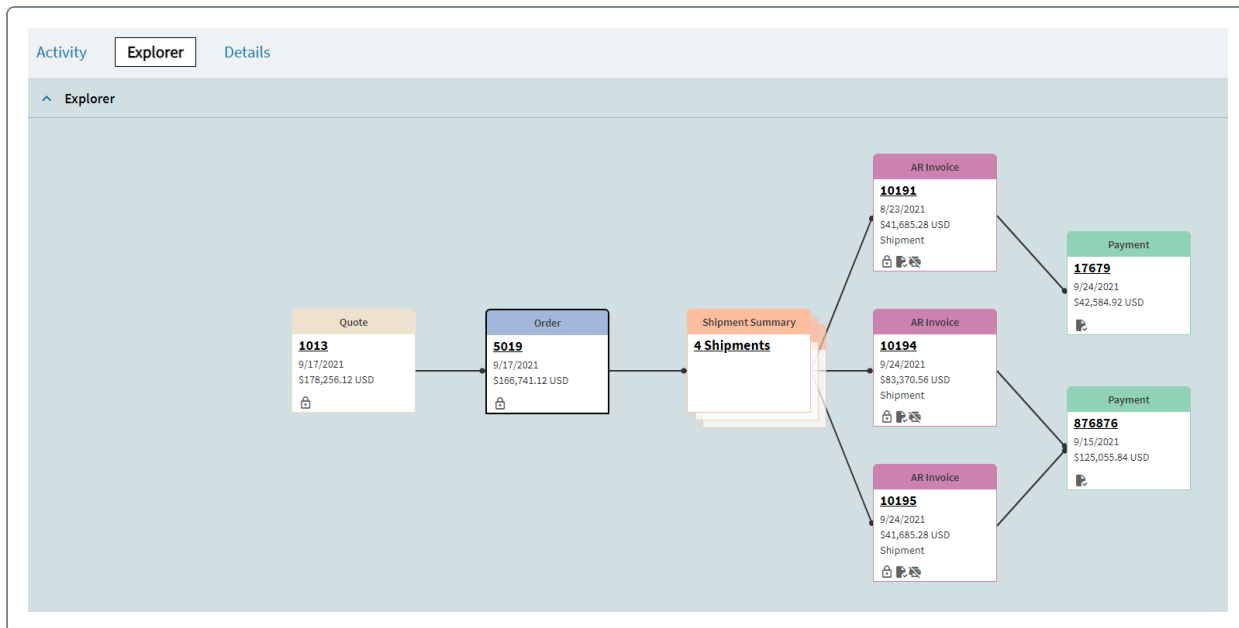
You are the manager of the Illium Works, and you decide to open a Service Center in Minnesota. You want this Service Center to be responsible for applying the AR (Accounts Receivable) collection for all the sites belonging to the Illium Works. The headquarters and sites can still access their local AR 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

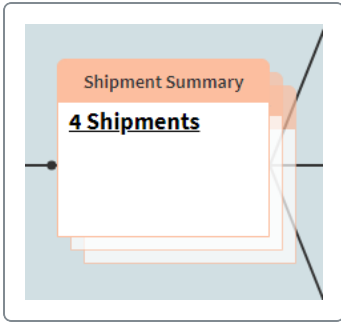
Orders

Order	Open	Order Date	Customer Amount
5019	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	Shipped	09/24/2021
255	<input checked="" type="checkbox"/>	Shipped	09/09/2021
254	<input checked="" type="checkbox"/>	Shipped	08/31/2021
253	<input checked="" type="checkbox"/>	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.

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.

Totals All		
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.

All Records All								
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:
 - a. **Amount** - Posted amount different between GL and subledger.
 - b. **Backdated Settlement** - Settlement (or reversal) in a period prior to initial document posting.
 - c. **Fiscal Period** - Fiscal period difference between GL and subledger.
 - d. **Missing GL** - No GL transaction linked to the movement (for example, open load invoice).
 - e. **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.

Differences All										
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.



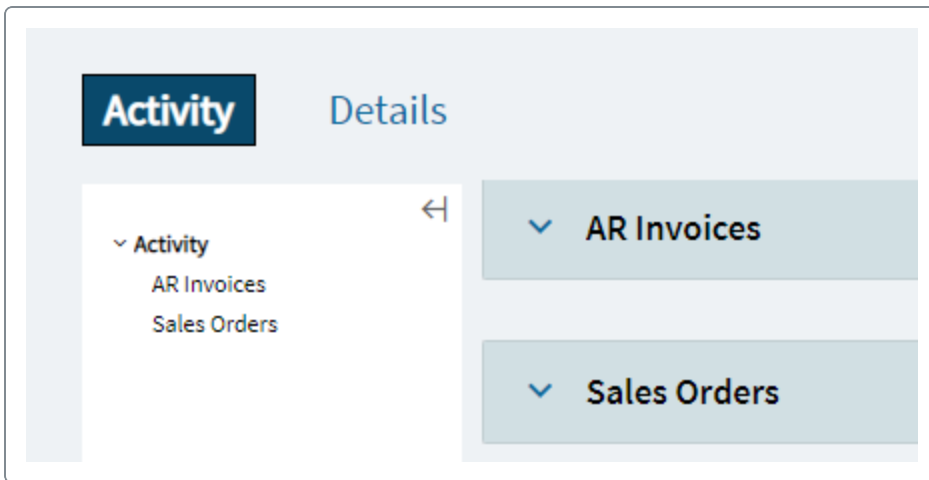
You can find more information about the tracker interface in the Trackers Help article.



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.

The screenshot shows the 'AR Invoices' panel card. At the top, there is a header bar with the text 'AR Invoices' and a dropdown menu set to 'All'. Below the header is a table with the following columns: 'Invoice', 'Open Invoice', 'Legal Number', 'Doc Amount', 'Doc Cust. Ba...', 'Invoice Currency', 'Inv Date', 'Apply Date', and 'Order'. The table is currently empty, and a message 'No records available.' is displayed at the bottom of the table area.

5. To track sales orders connected to a letter of credit and view details, expand the **Sales Orders** card.

The screenshot shows the 'Sales Orders' panel card. At the top, there is a header bar with the text 'Sales Orders' and a dropdown menu set to 'All'. Below the header is a table with the following columns: 'Order', 'Open Order', 'Doc Outstanding SO Value', 'Order Currency', and 'Order Date'. The table is currently empty, and a message 'No records available.' is displayed at the bottom of the table area.

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.

^ Detail

LC/ECG Reference
CLOSE

Description
CLOSE

Customer
CUST3

Bill To Customer
Same as Sold To

Value
\$ 450.00

Currency
United States Dollar

☐ Lock

Exchange Rate
1.000000

Base Value
\$ 450.00

Terms
Term 01

☐ Inactive

Inactive Reason

Name
CUST3

Type
Letter of Credit

Guarantor Name
Dorothy Borwn

☐ Ship Complete

Issue Date
12/2/2019

Valid From Date
12/1/2019

Valid To Date
12/31/2019

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.

The screenshot displays the 'Details' card for a payment instrument. It is divided into two main sections: a left-hand list of fields and a right-hand summary table.

Left-hand fields:

- 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: (dropdown)

Right-hand summary table:

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
<input type="checkbox"/> 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

Currency

United States Dollar

Amount

\$ 2,080.00

Unapplied

\$ 0.00

Selected Invoice Information

Invoice

Invoice Date

month/day/year

Invoice Amount

\$ 0.000

Current Balance

\$ 0.000

Terms

Discount Date

month/day/year

Due Date

month/day/year

Legal Number

Base Currency

Balance

\$ 0.000

Take Discount

Amount to A/R

\$ 0.000

Less Discount

\$ 0.000

Net to Cash

\$ 0.000

New Balance

\$ 0.000

Invoice Rate

0.000000

Lock

Receipt Rate

0.000000

Amount to A/R

\$ 0.00000

Less Discount

\$ 0.000

- 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

- 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

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

- Expand the Invoices card to view the
- 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

- 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

- 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