

**Orchid**

# Training Guide:



*Work Smarter with Orchid*

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## What does Cash Management do?

Inter-Entity (Cash Management) automates transactions in Sage 300 for organisations that have multiple entities and bank accounts and need to transfer funds between them.

All transactions are routed via predefined Inter-Entity loan accounts.

The video below demonstrates several business scenarios.



## TYPES OF TRANSACTIONS AUTOMATED

### Bank Transfers

- Process bank transfers between companies. When you post a bank transfer in the source company, a bank transfer is automatically created in the target company.

### AR Receipts across companies:

- Allocate a receipt to a customer in one company and have the receipt go into a bank account in another company
- Bank a receipt into a bank account in one company and allocate it against A/R transactions which originated in other companies.
- Allocate a miscellaneous receipt to G/L accounts in one or more companies whilst receiving the funds into a bank account in another company.
- Combined A/R Trial balance across multiple companies.

### AP Payments across companies

- Process a payment against a vendor in one company and have the payment come out of a bank account in another company.
- Process an A/P payment out of a bank account in one company and allocate it against A/P transactions which originated in other companies.
- Allocate a miscellaneous payment to G/L accounts in one or more companies whilst drawing the funds from a bank account in another company.
- Combined A/R Trial balance across multiple companies Bank transfers between bank accounts across companies.

## TUTORIALS



## MORE INFO

Cash Management Setup on page 32

Using Cash Management on page 47

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# Inter-Entity Transactions - Cash Management Tutorials

Review the tutorials below to setup Inter-Entity Transactions - Cash Management for various configurations.

<b>Cash Management Tutorial: Bank Transfers between Companies</b> .....	<b>8</b>
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<b>Cash Management Setup</b> .....	<b>22</b>
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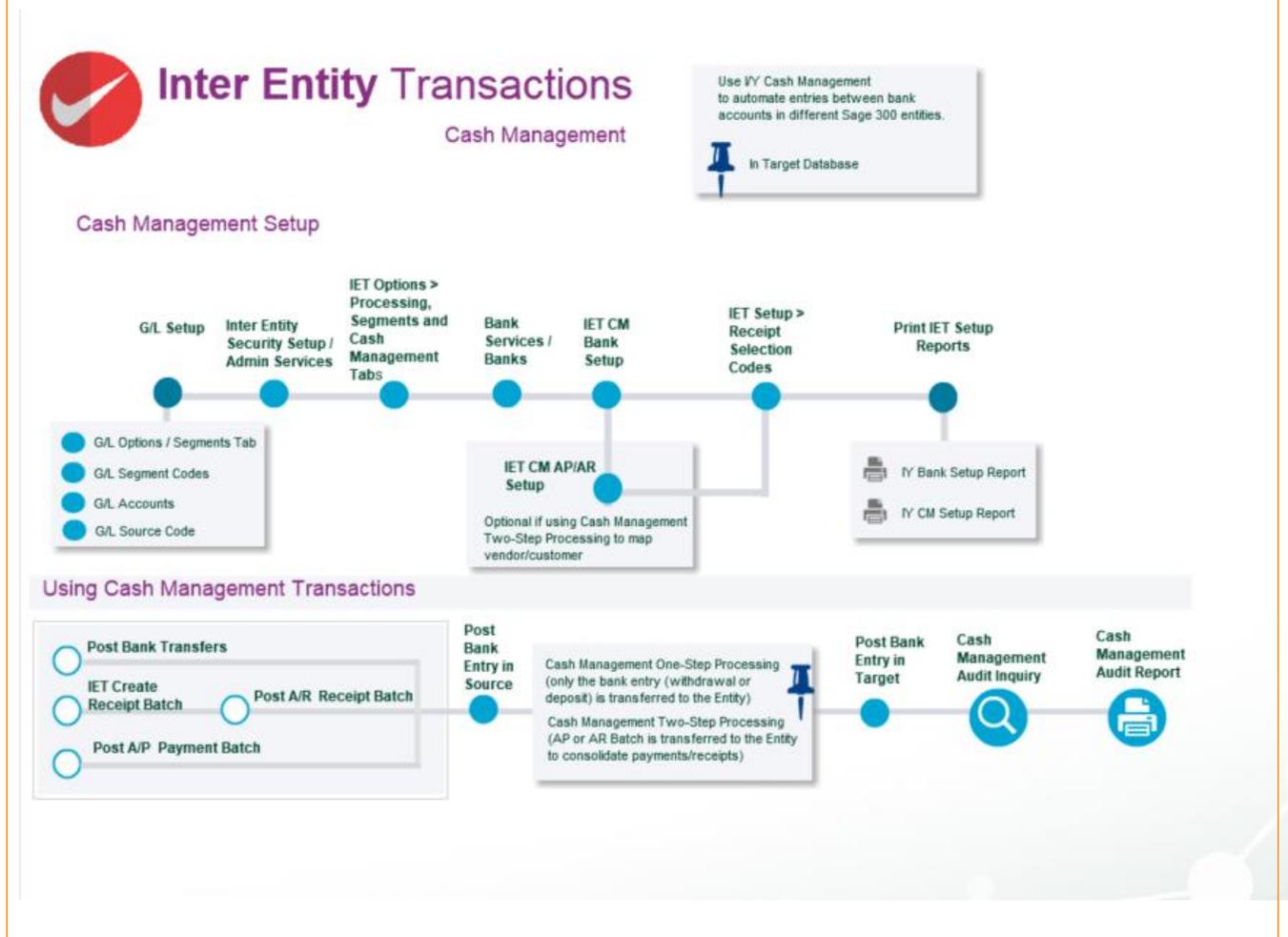
# CASH MANAGEMENT TUTORIAL: BANK TRANSFERS BETWEEN COMPANIES

Using IET Cash Management, you are able to do bank transfers between companies.

In order to achieve this : in the source company configure a Bank Account to represent the actual bank account in the target company.

**Requirement!** Inter-Entity Transactions Multi Edition

**Tip:** You can refer to the IET Inter-Entity (Cash Management) Setup Visual Process Flow.



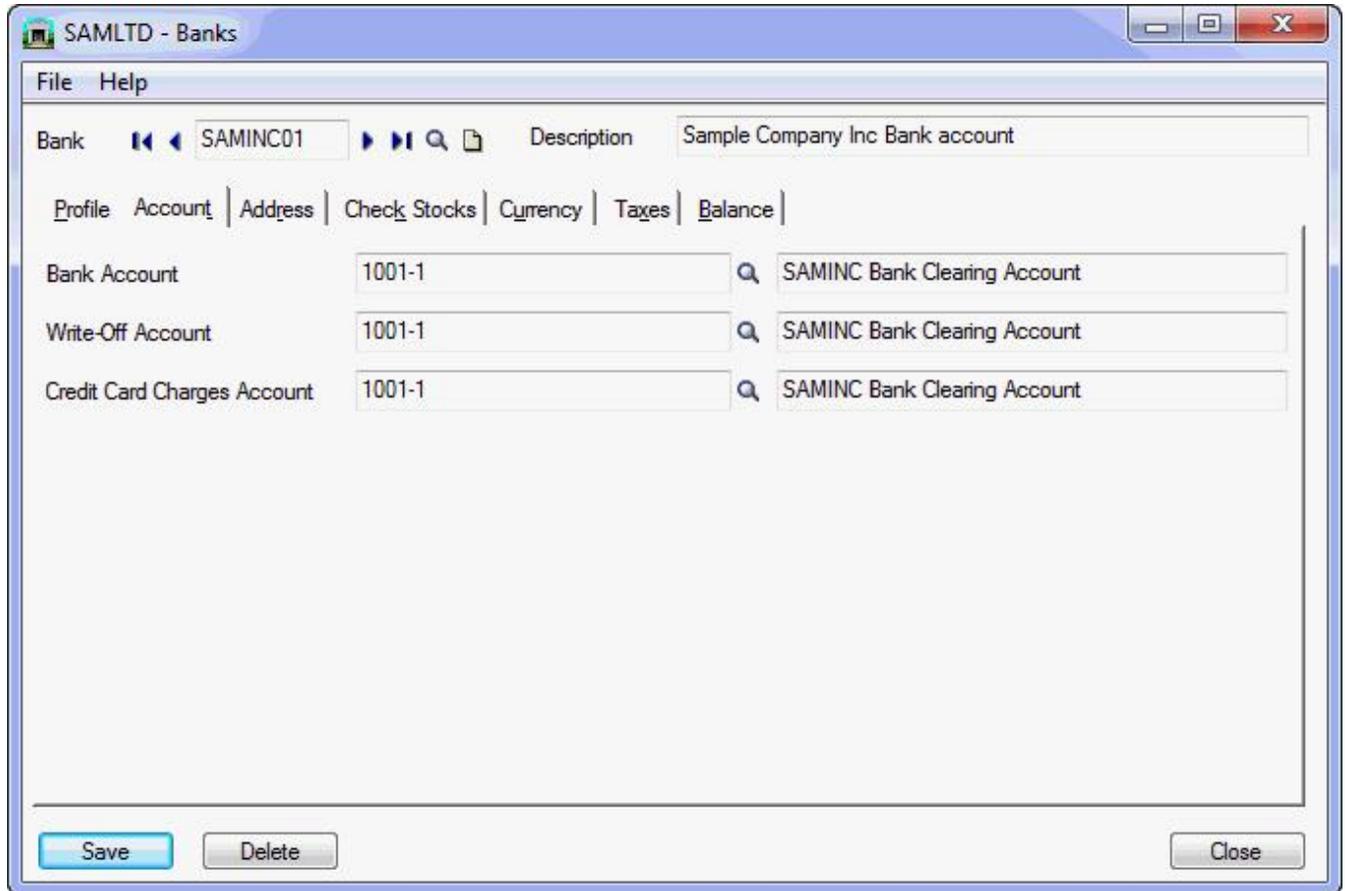
## SETUP REQUIRED

**In the source company, create the following accounts (SAMLTD in the example below)**

1001-1 SAMINC Bank Clearing account

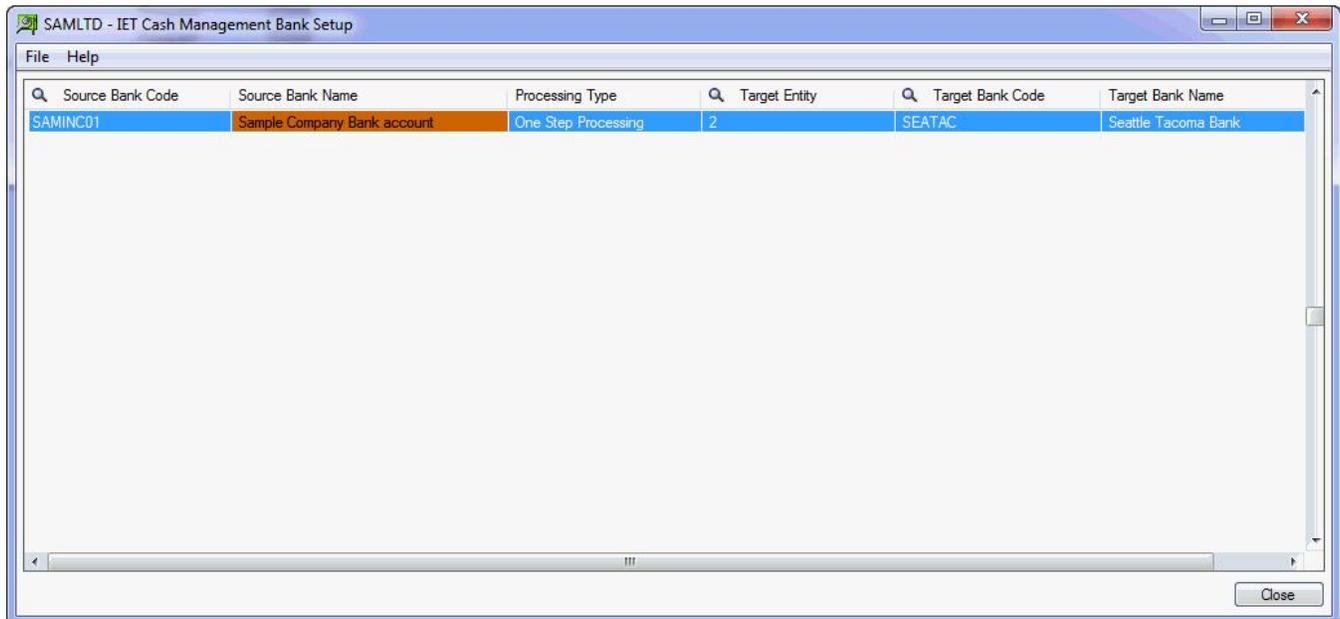
In the source company, create the following bank account (SAMLTD in the example below)

Ensure the G/L Accounts belong to the source entity



## Inter-Entity Transactions - Cash Management

In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)



## PROCESS BANK TRANSFER IN SOURCE

Process the required Bank Transfers in the source company (SAMLTD)

## Post the bank transfer

When this bank transfer is posted, bank entries are created and logged in the Inter-Entity Inter-Entity (Cash Management) Audit log.

Transaction Type	Posting Sequence	Cash Management Processing Ty...	From Company	Bank ID	Bank Transfer #	Bank Entry Number	Batch Number	Direction	To Company	Target Bank ID	Target Bank Entry Number
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000004	56		SAMINC	SEATAC	TR00000000000000000004
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000005	56		SAMINC	SEATAC	TR00000000000000000005
Bank Transfer to Bank Entry	4	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000002	TR00000000000000000003	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000003
Bank Transfer to Bank Entry	10	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000003	TR00000000000000000006	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000006
Bank Transfer to Bank Entry	11	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000004	TR00000000000000000007	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000007

a) in SAMLTD to reverse the Bank Transfer via the loan accounts as defined in IET Routes

**Inter-Entity Transactions - Cash Management**

SAMLTD - Bank Entry

File Help

Entry Number: TR000000000000000000000007 | 11-TF000000000000000000000004

Bank Code: SAMINC01 | Sample Company Inc Bank account

Bank Account: USD

Bank Entry Type: Withdrawals

Payment Type: Other

Bank Entry Date: 20/02/2020 | 2020 - 02

Currency: USD

Distribution Set: Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference
		1012-1	Due from 2, 1	1,000.00	No	for settlement of ...

Bank Entry Total: 1,000.00 USD | 1,419.20 CAD

Save Delete Post Rate... Close

b) in SAMINC to process the Bank Transfer via the loan accounts as defined in Inter-Entity Transactions Routes

The screenshot shows the 'SAMINC - Bank Entry' window. The entry details are as follows:

- Entry Number: 11-TF000000000000000000000004
- Bank Code: SEATAC (Seattle Tacoma Bank)
- Bank Account: 902-758801
- Bank Entry Type: Deposits
- Deposit Type: Other
- Bank Entry Date: 20/02/2020
- Distribution Set: (Empty)

The distribution table contains one entry:

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Reference	Description	Com
		2011-2	Due to 1, 2	1,000.00	for settlement of overseas purchases	Bank Transfer from SEATAC in SAM...	

Bank Entry Total: 1,000.00

Buttons: Save, Delete, Post, Close

## CASH MANAGEMENT 1-STEP TUTORIAL: PAYMENTS/RECEIPTS FROM ANOTHER COMPANY'S BANK ACCOUNT

Using IET Cash Management, you are able to process receipts and payments in the source company (for example SAMLTD), but the bank entry is processed in the target company (for example SAMINC). In order to achieve this : in the source company configure a Cash Management Bank Account to represent the actual bank account in the target company.

**Requirement!** Inter-Entity Transactions Multi Edition

### CASH MANAGEMENT SETUP

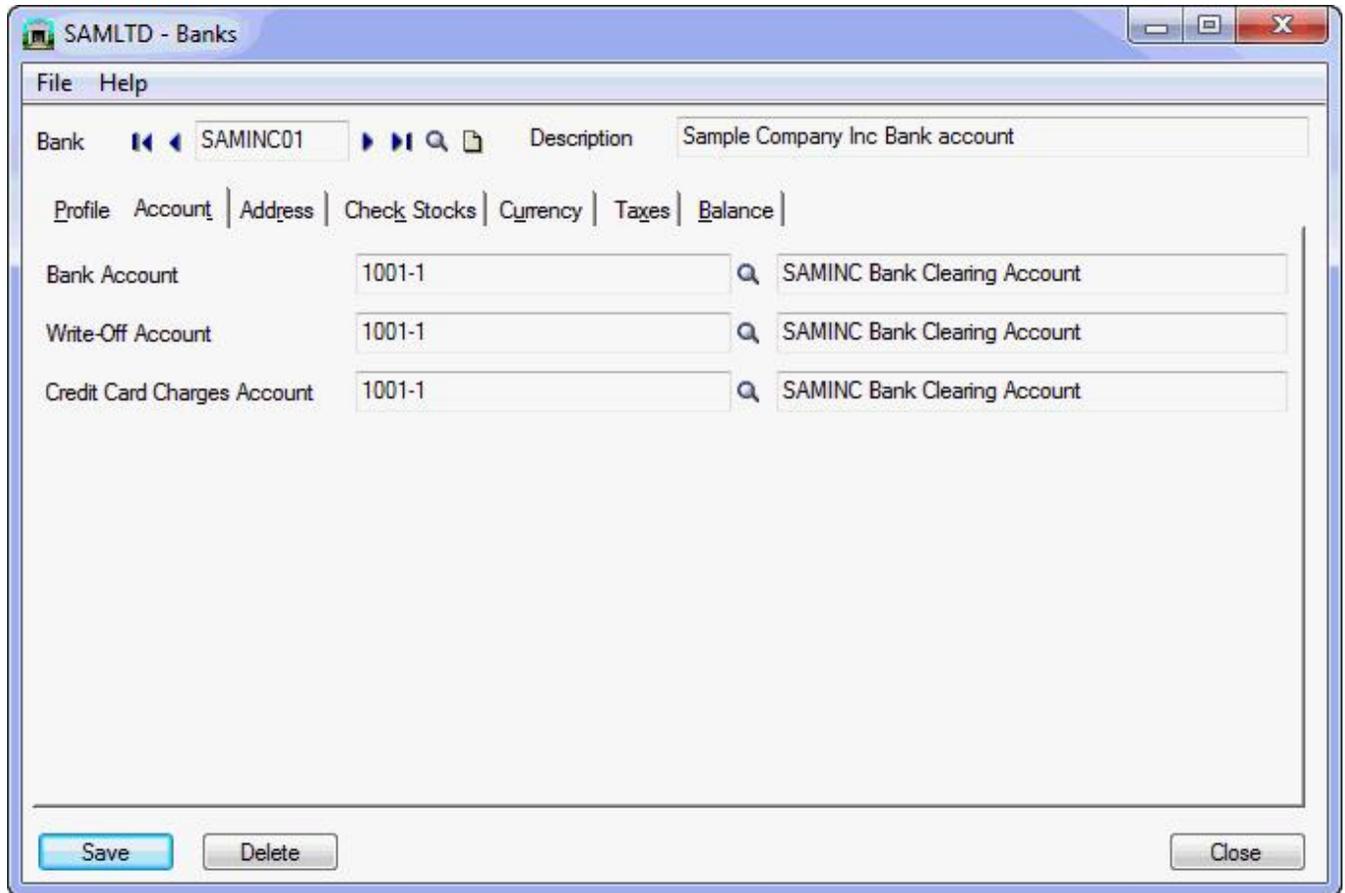
**In the source company, create the following accounts (SAMLTD in the example below)**

1001-1 SAMINC Bank Clearing account

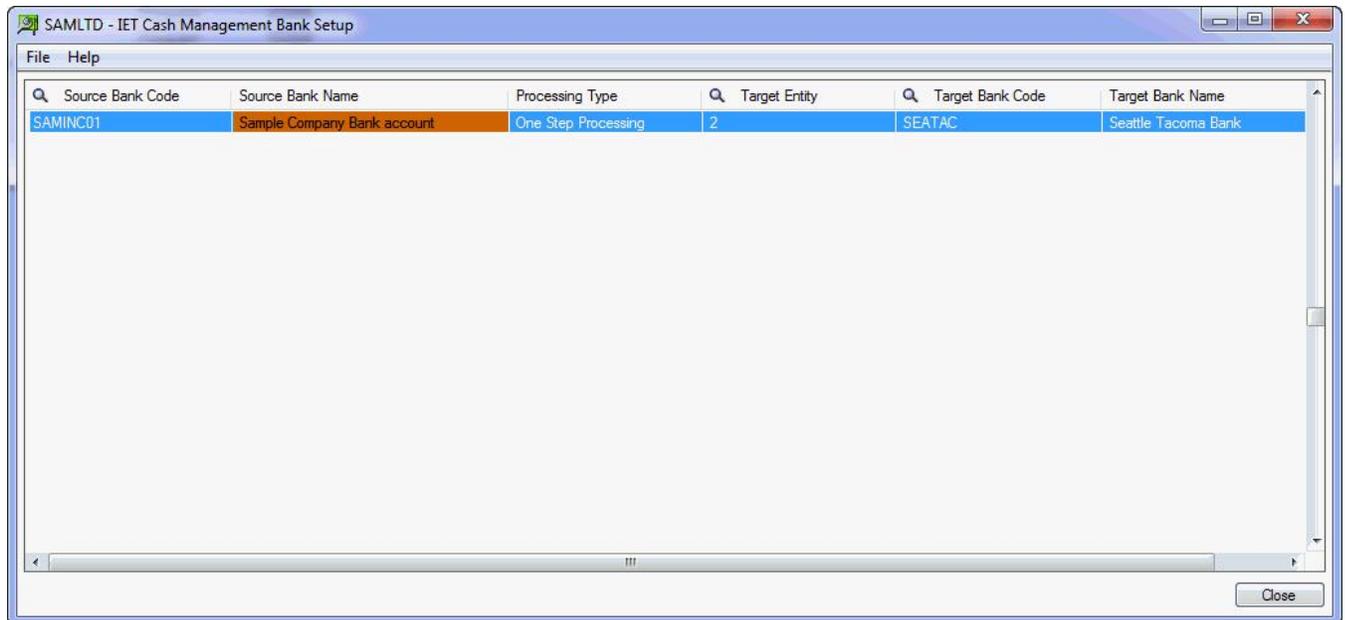
-

**In the source company, create the following bank account (SAMLTD in the example below)**

Ensure the G/L Accounts belong to the source entity



**In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)**



## PROCESS PAYMENT/RECEIPT IN SOURCE

### Process the required Payments/Receipts in the source company (SAMLTD)

Using AP Payments as an example, process the required AP Payment batch :

The screenshot shows the 'SAMLTD - A/P Payment Entry' window. The 'Batch Number' is 56, and the batch description is 'Pay vendors 1200 and 1500 from SAMINC - SEATAC bank'. The 'Batch Date' is 20/02/2020, with 2 entries and a total amount of 232.33. The 'Bank' is SAMINC01 and the 'Currency' is USD. The 'Entry Number' is 1. The 'Transaction Type' is 'Payment', with a 'Payment Date' and 'Posting Date' of 20/02/2020. The 'Vendor Number' is 1200, 'Chloride Systems', with a 'Currency' of USD. The 'Remit To' is also 'Chloride Systems' and the 'Account Set' is USA. The 'Payment Code' is CHECKUSD, with 'Print Check' checked and 'Printed' selected. The 'Check Number' is 000000000001 and the 'Check Language' is ENG. The 'Reference' is 'Payment in USD to Vendor 1200 ofr'. The 'Document Number' is PY00000000000000000081. The 'Payment Amount' is 202.97 USD, and the 'Vendor Amount' is also 202.97 USD. The 'Apply Method' is 'Prorate by Amount' and the 'Advance Credit' is 0.00 USD. There is a 'Select Mode' checkbox. Below the form is a table with the following data:

Document Number	Payment Number	Applied Amount	Discount Taken	Adjustment Amount	Job Related	Original Doc
IN120111	1	202.97	0.00	0.00	No	

At the bottom of the window are buttons for 'Save', 'Delete', 'Adjust...', 'Jobs...', 'History...', 'Rates...', 'Print Check...', 'Void Check', and 'Close'.

### Post Payments/Receipts

When posted, the payment records are recorded in the Inter-Entity Inter-Entity (Cash Management) Audit log

SAMLTD - IET CM Audit Inquiry

Transaction Type: A/P Payment (From) / Bank Transfer-to-Bank Entry (To)

Bank ID: ZZZZZZZZ

Posting Sequence: 0

Batch Number: 0

Transaction Status: Pending / Transferred

Transaction Type	Posting Sequence	Cash Management Processing Ty...	From Company	Bank ID	Bank Transfer #	Bank Entry Number	Batch Number	Direction	To Company	Target Bank ID	Target Bank Entry Number
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000004	56		SAMINC	SEATAC	TR00000000000000000004
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000005	56		SAMINC	SEATAC	TR00000000000000000005
Bank Transfer-to-Bank Entry	4	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000002	TR00000000000000000003	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000003
Bank Transfer-to-Bank Entry	10	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000003	TR00000000000000000006	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000006
Bank Transfer-to-Bank Entry	11	One Step Processing	SAMLTD	SAMINC01	TF00000000000000000004	TR00000000000000000007	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000007

and Bank Entries recorded in SAMLTD to reverse the payment from the dummy bank account (via the loan account entries set up in IET Routes)

SAMLTD - Bank Entry

Entry Number: TR00000000000000000004 | 56-1

Bank Code: SAMINC01 | Sample Company Inc Bank account

Bank Account: USD

Bank Entry Type: Deposits

Deposit Type: Other

Bank Entry Date: 20/02/2020 | 2020 - 02

Currency: USD

Distribution Set: Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Reference	Description
		2012-1	Due to 2, 1	202.97		

Bank Entry Total: 202.97 USD | 288.06 CAD

Buttons: Save, Delete, Post, Rate..., Close

Inter-Entity Transactions - Cash Management

SAMLTD - Bank Entry

File Help

Entry Number TR00000000000000000005 56-2

Bank Code SAMINC01 Sample Company Inc Bank account

Bank Account USD

Bank Entry Type Deposits

Deposit Type Other

Bank Entry Date 20/02/2020 2020 - 02

Currency USD

Distribution Set Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Reference	Description
		2012-1	Due to 2, 1	29.36		

Bank Entry Total 29.36 USD 41.67 CAD

Save Delete Post Rate... Close

and Bank Entries recorded in SAMINC to record the payment from the bank account (via the loan account entries set up in IET Routes)

SAMINC - Bank Entry

File Help

Entry Number TR00000000000000000004 56-1

Bank Code SEATAC Seattle Tacoma Bank

Bank Account 902-758801

Bank Entry Type Withdrawals

Payment Type Other

Bank Entry Date 24/08/2011 2011 - 08

Distribution Set Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference	Description
1011-2			Due from 1, 2	202.97	No		

Bank Entry Total 202.97

Save Delete Post Close

SAMINC - Bank Entry

File Help

Entry Number TR00000000000000000005 56-2

Bank Code SEATAC Seattle Tacoma Bank

Bank Account 902-758801

Bank Entry Type Withdrawals

Payment Type Other

Bank Entry Date 24/08/2011 2011 - 08

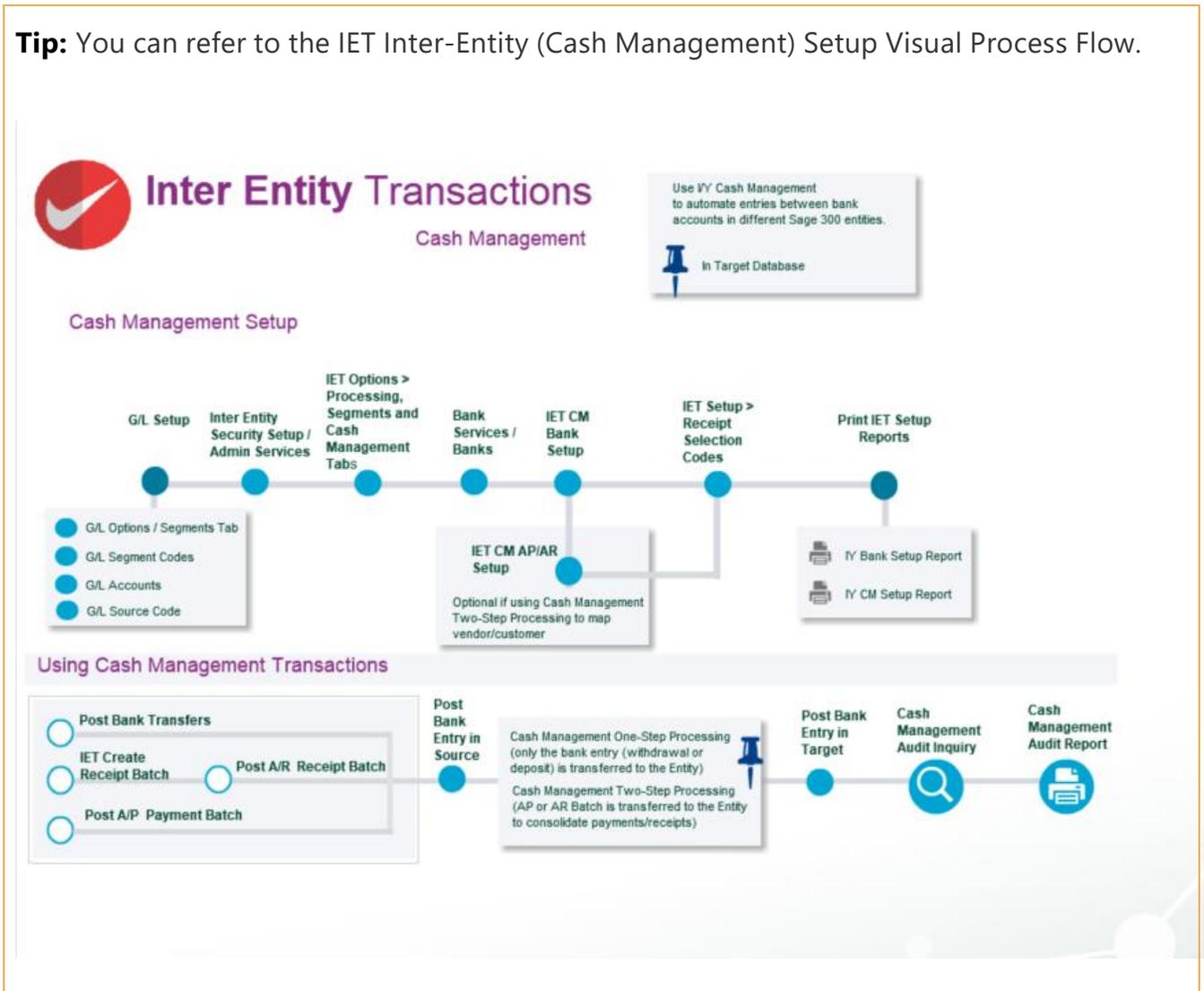
Distribution Set Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference	Description
1011-2			Due from 1, 2	29.36	No		

Bank Entry Total 29.36

Save Delete Post Close

**Tip:** You can refer to the IET Inter-Entity (Cash Management) Setup Visual Process Flow.



## CASH MANAGEMENT 2 STEP TUTORIAL: CONSOLIDATE PAYMENTS/RECEIPTS ACROSS COMPANIES

Using IET Cash Management, you are able to process transfer AR and AP documents (invoices, credit notes, debit notes) to a Management Company for consolidated processing.

To consolidate the processing, you create a Bank in the source company and configure it as a Cash Management Bank with the 2-step processing option.

You use the Cash Management Bank in the source company, where the invoice transactions exist, to process the payments and receipts you want to consolidate. The Cash Management Bank Account in the source company represents the actual bank account in the target company from which payments will be initiated.

Inter-Entity creates a bank entry in the source entity to zero out the clearing bank account and creates invoices in the entity doing the payment.

**Requirement!** Inter-Entity Transactions Multi Edition

### **Example:**

A group of companies with different sites wants a consolidated Payment process of all accounts payable invoices instead of having different people in each site running payment runs. The vendors must exist in multiple companies for tax purposes for example.

All invoices due (or approved) from the various sites are sent for processing and payment to the main site.

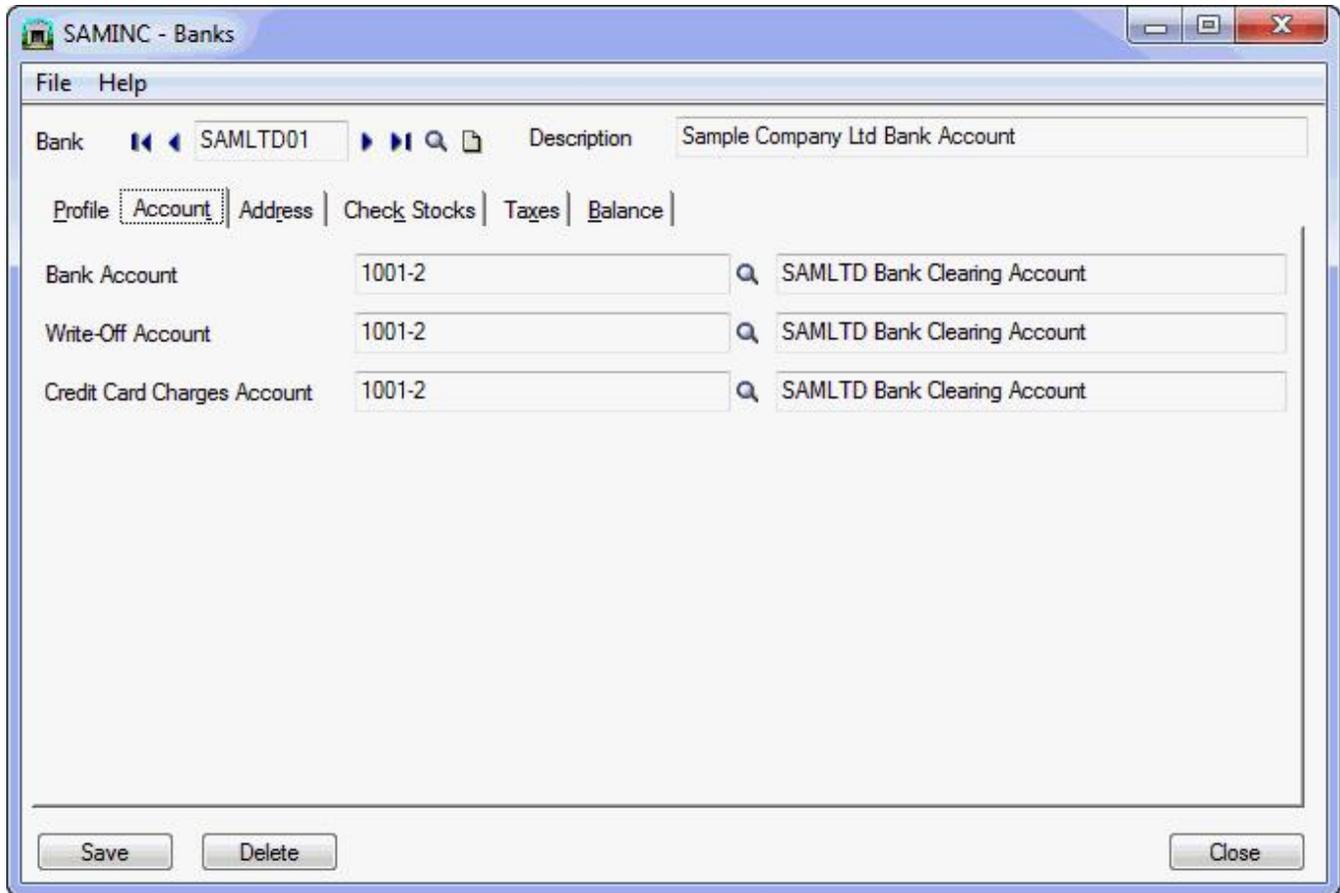
## G/L AND BANK SETUP

**In the source company (SAMINC), create the following G/L accounts**

1001-2 SAMLTD Bank Clearing account

**In the source company (SAMINC), create the following bank account**

Ensure the G/L Accounts belong to the source entity.



## CASH MANAGEMENT SETUP

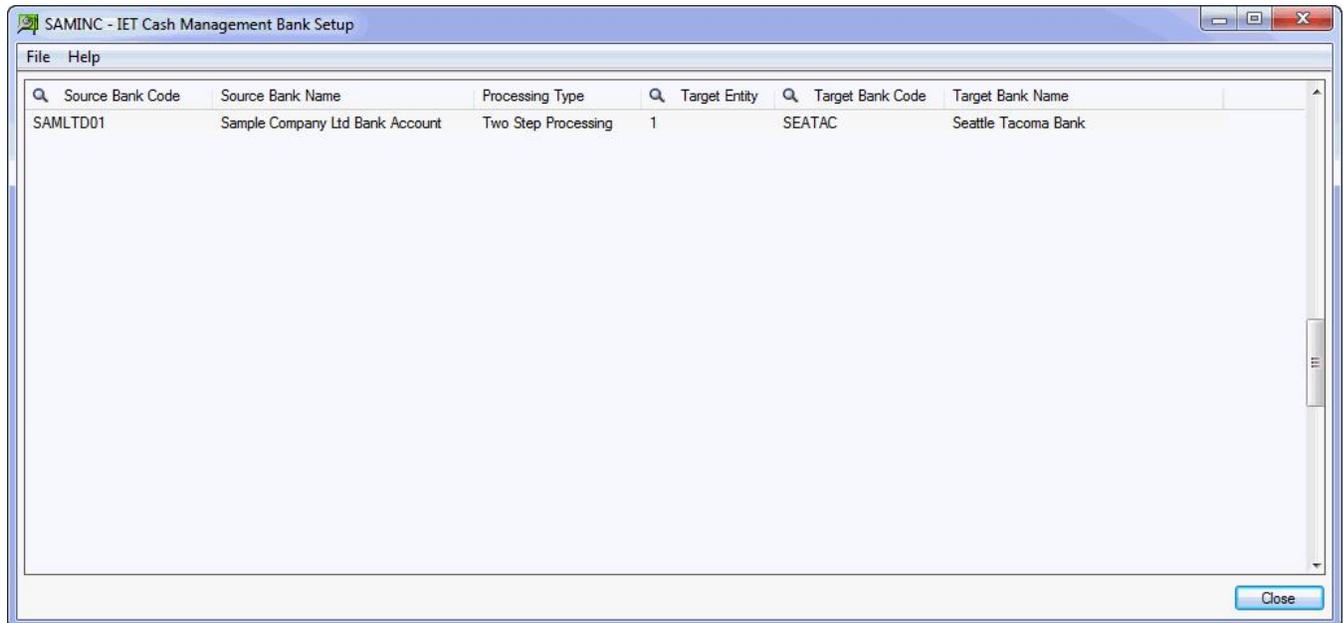
### IET Options

In each of the sites, select IET Processing, "Use Inter-Entity Transactions" and Cash Management 2-step processing on the Cash Management Tab

Define the segment (or segments) in the GL which represent the entity segment (in IET Options > Segments Tab).

## Configure Cash Management Bank

In the source company (SAMINC) , create the following IET Cash Management Bank



### Map Vendor or Customer codes

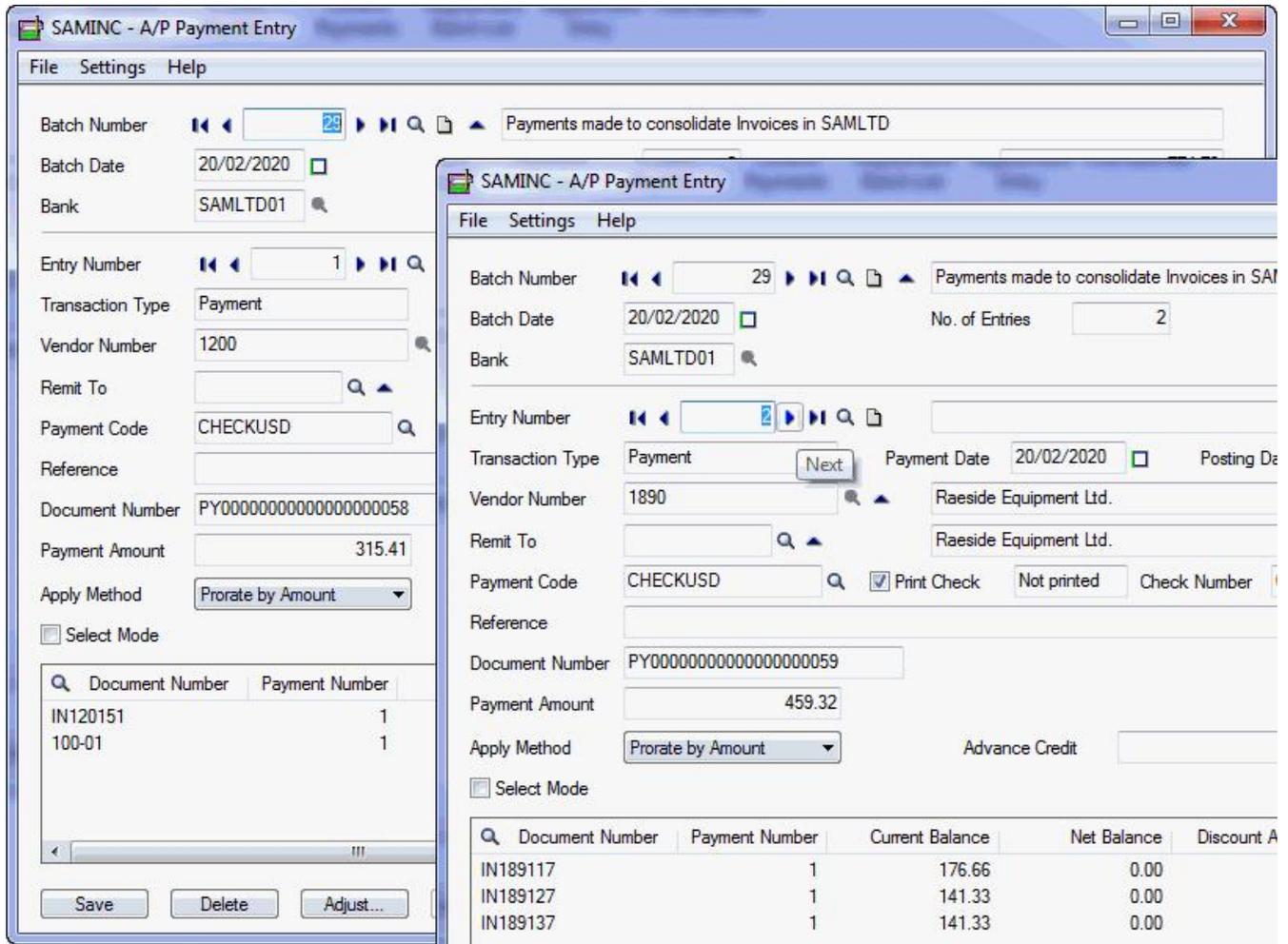
Map the Vendor code in the source company to the Vendor Code in the target site. This is only done if the same vendors have different Vendor Codes in different sites.

## PROCESS PAYMENTS/RECEIPTS

### Process the required Payments/Receipts in the source company (SAMINC)

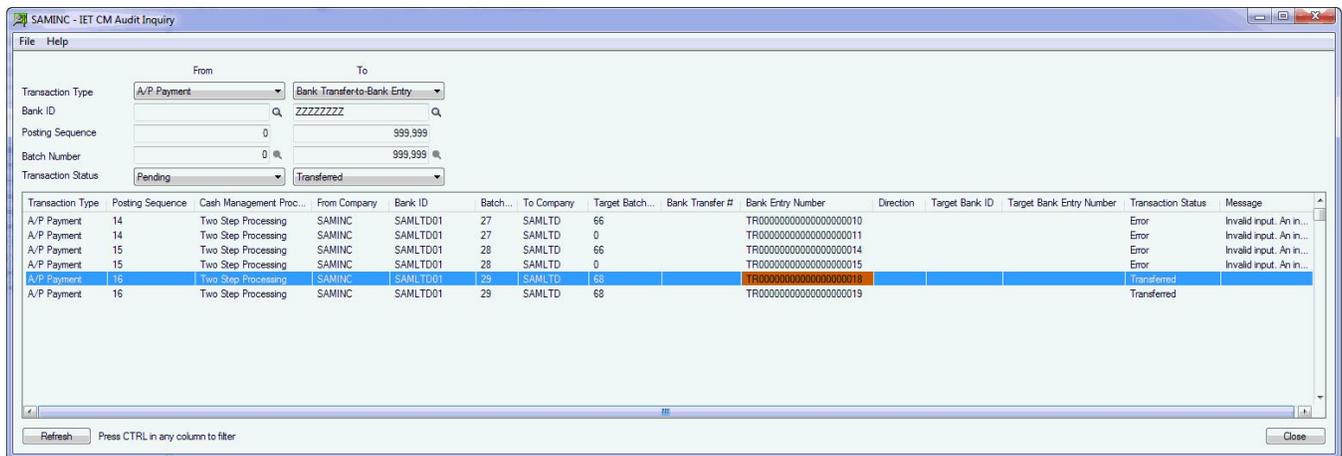
Using AP Payments as an example, process the required AP Payment batch, using SAMLTD01 Bank.

Inter-Entity Transactions - Cash Management



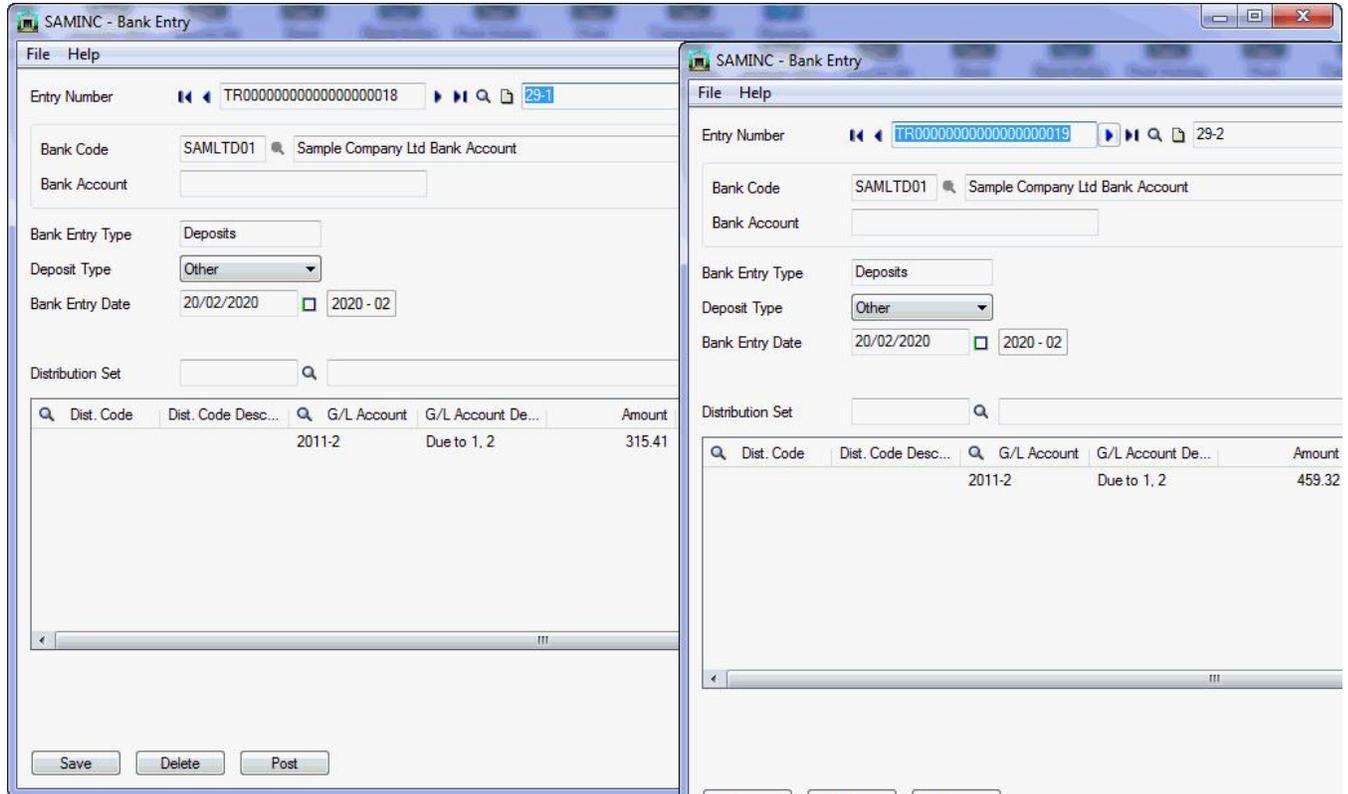
Post Payment

When posted, the payment records are recorded in the Inter-Entity Inter-Entity (Cash Management) Audit log



Inter-Entity creates a bank entry in the source site to zero out the clearing bank account. GL Account is a loan account with the site paying the bill.

The 2 bank entries are created in SAMINC transferring the liability via the loan account between Entity 2 (SAMINC) and Entity 1 (SAMLTD).

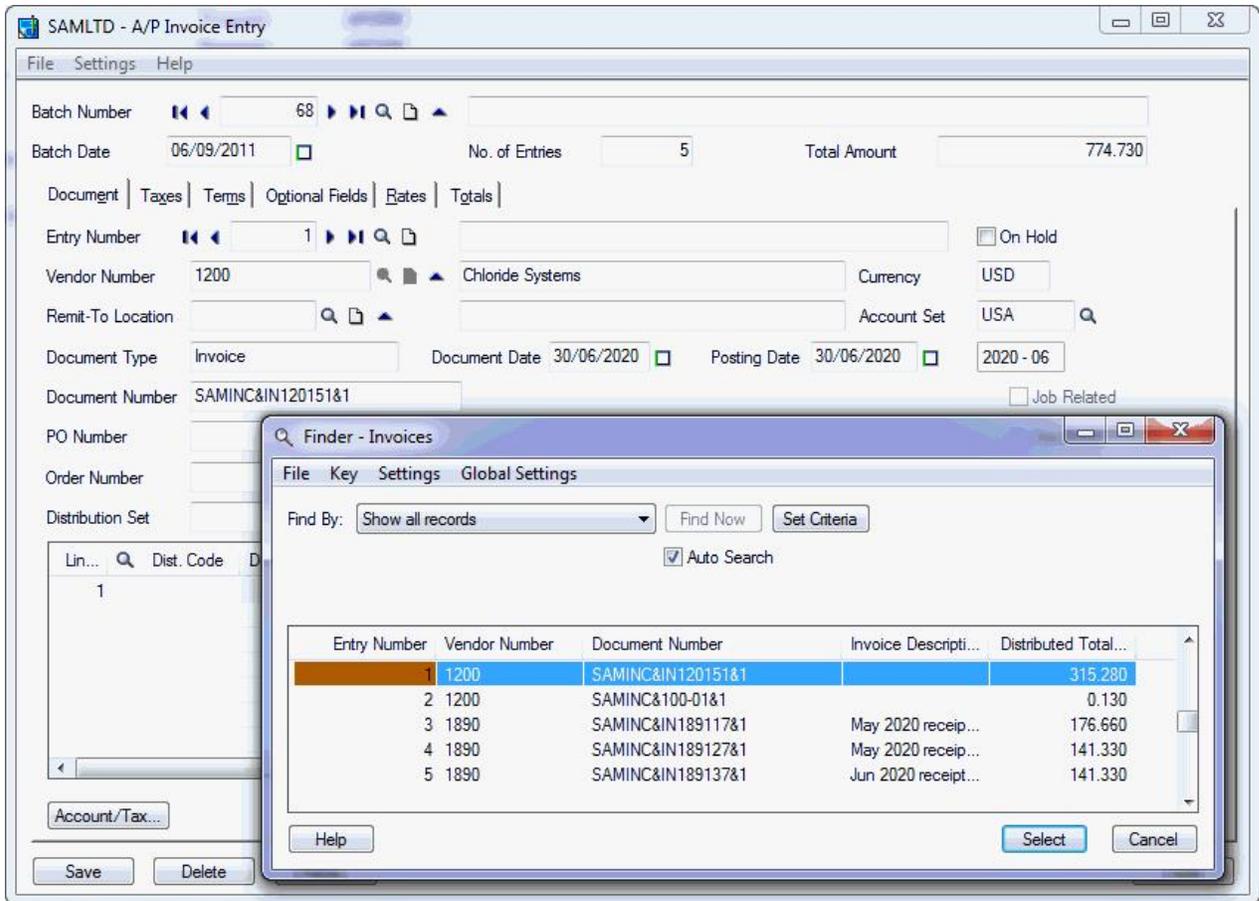


And in the target company, the AP Batch with the "paid" invoices is created.

The total invoice value is the amount applied when paying the invoice in the source site. No taxes. The expense account is the loan account with the transferring site.

**Note:** The vendor code can either be the same across all entities, or mapped from the source to the target (see point 4 in the setup section above).

## Inter-Entity Transactions - Cash Management



All the invoices are now consolidated in the main site for a single payment.

## Cash Management FAQs

### Inter-Entity Cash Management Tips

#### Does Inter-Entity work on the web screens?

Once Inter-Entity is configured, you can use the Sage 300Web Screens to enter transactions that trigger the Inter-Entity automation. This includes Inter-Entity Transactions, including Cash Management and Inter-Entity Trade for A/P-A/R and O/E-P/O transactions.

However, there are currently no web screens available for Inter-Entity. You need to use the Sage 300 desktop for Inter-Entity setup and inquiry screens.

#### What transactions can I automate with Inter-Entity Cash Management?

**Bank Transfers**

- Process bank transfers between companies. When you post a bank transfer in the source company, a bank transfer is automatically created in the target company.

**AR Receipts across companies:**

- Allocate a receipt to a customer in one company and have the receipt go into a bank account in another company
- Bank a receipt into a bank account in one company and allocate it against A/R transactions which originated in other companies.
- Allocate a miscellaneous receipt to G/L accounts in one or more companies whilst receipting the funds into a bank account in another company.
- Combined A/R Trial balance across multiple companies.

**AP Payments across companies**

- Process a payment against a vendor in one company and have the payment come out of a bank account in another company.
- Process an A/P payment out of a bank account in one company and allocate it against A/P transactions which originated in other companies.
- Allocate a miscellaneous payment to G/L accounts in one or more companies whilst drawing the funds from a bank account in another company.
- Combined A/R Trial balance across multiple companies Bank transfers between bank accounts across companies.

[What does do?](#)**Does Cash Management process reversals?**

Cash Management 1-step processing caters for bank reversals done in Bank Transactions. If using 1-step processing, Cash Management will generate the bank entries for the reversal in the source and the target companies.

If you use 2-step processing, Cash Management doesn't cater for A/P and A/R Reversals done in Bank Transactions. When A/P or A/R Transactions relating to a bank configured in Inter-Entity (Cash Management) two-step processing are reversed, A/P and A/R Credit Notes need to be manually entered in the target databases and applied to the A/P and A/R Invoices generated by Inter-Entity.

[Cash Management and Reversals](#)**Is there an Audit Log of Cash Management transactions?**

## Inter-Entity Transactions - Cash Management

Inter-Entity Cash Management Audit Inquiry displays the history of the Inter-Entity Cash Management transactions.

This screen displays transactions that are waiting to be processed (pending), those that have been processed successfully (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

Use Cash Management Periodic Processing to process transactions in error after fixing the underlying cause of the error.

See IET Periodic Processing - Cash Management Tab.

[IET CM Audit Inquiry \(5006\)](#)

## How do I fix XAPI errors?

### COMMON XAPI ERRORS AND RESOLUTIONS

Error Message	Resolution
Unable to open XAPI session to Organisation XXXXXX – <b>no available LanPak</b>	Wait for a LanPak to become available before re-processing.
Unable to open XAPI session to Organisation XXXXXX – <b>bad User ID</b> or <b>bad password</b>	Correct the User ID and/or Password for the target company in the IET setup screen. Use: <ul style="list-style-type: none"> <li>• IET <a href="#">Entity Database Mappings</a> for IY Transactions</li> <li>• <a href="#">Trade Organisation</a> Setup for IY Trade</li> </ul>
Unable to open XAPI session to ORGANISATION XXXXXX – <b>cannot create session</b>	Ensure the Database Setup ORGID matches the ORGID in the appropriate IET Setup screen: <ul style="list-style-type: none"> <li>• Use Entity Database Mappings for IY Transaction and Cash Management</li> <li>• Use Trade Organisation Setup in IY Trade.</li> </ul>
Unable to open XAPI session to Organisation XXXXXX – <b>no available IAP</b>	Deselect "This workstation uses IAPs for external applications" on all workstations. Refer to Turn off

IAP Users.
------------

## Can I run an AP Aged Trial Balance across multiple companies?

The Consolidated AP Aged Trial Balance Report provides a consolidated Open Aged Payables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

**Requirement!** Inter-Entity Transactions Multi Edition

[Consolidated AP Aged TB - Printing](#)

## Can I run an AR Aged Trial Balance across multiple companies?

The Consolidated AR Aged Trial Balance Report provides a consolidated Open Aged Receivables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

**Requirement!** Inter-Entity Transactions Multi Edition

[Consolidated AR Aged TB - Printing](#)

## What fields can I map when creating Bank Entries in Cash Management?

In Cash Management, the bank entry is created with the standard Transaction numbering setup in Bank Services.

You can map some additional fields in Inter Entity Setup > Options > Cash Management.

**Note:**

You can only map fields for bank entries.

Cash Management 2-step processing creates AP / AR invoices, using all the values 1-1 from the source AP / AR invoice transactions. You cannot map additional fields.

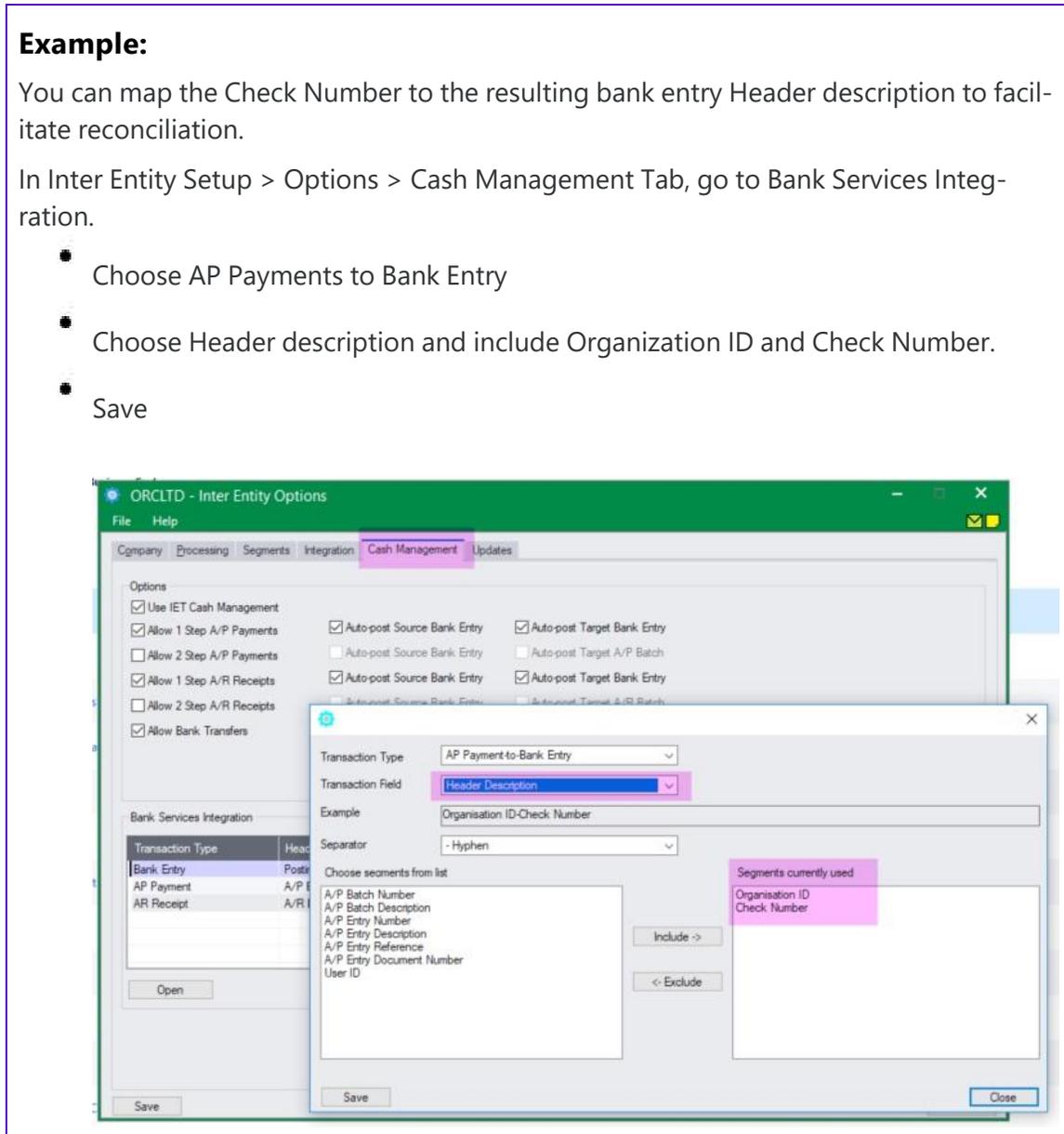
## Can I map the check number to the resulting bank entry in Cash Management?

### Example:

You can map the Check Number to the resulting bank entry Header description to facilitate reconciliation.

In Inter Entity Setup > Options > Cash Management Tab, go to Bank Services Integration.

- Choose AP Payments to Bank Entry
- Choose Header description and include Organization ID and Check Number.
- Save



## Where do I select the G/L Accounts used by Cash Management

Transaction routes are used by Inter-Entity to generate the balancing transactions with the configured loan accounts between entities.

See details in : Transaction Routes

### [Cash Management Prerequisites](#)

## Does Cash Management use the Default bank options from Bank Services?

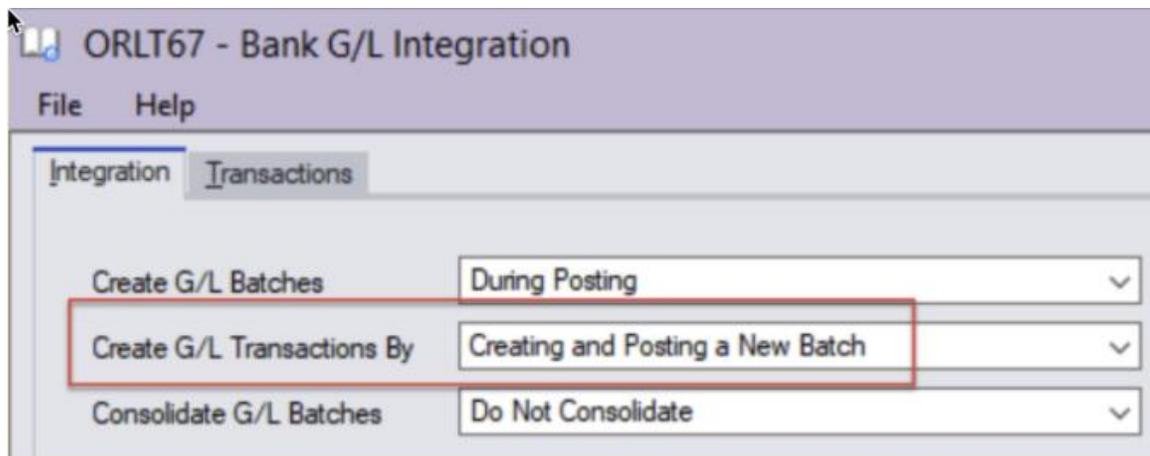
The default values in the Common Services -> Bank Services -> Bank Setup -> Bank Options > Processing tab should be blank as Cash Management will set the G/L Accounts based on the Inter-Entity transaction routes.

### [and Options](#)

## Can I auto-post G/L Batches resulting from Bank Entries created by Cash Management?

The G/L batches resulting from bank entries created by Cash Management can be auto-posted, depending on the G/L Integration options in Bank Services.

### Bank Setup G/L Integration Tab



### Option 1: Configure the Create G/L Transactions by option to Creating and Posting a new batch

The resulting G/L Batches for all Bank Entries (both auto-created by Inter-Entity Transactions and manually entered Bank Entries) are auto-posted, except G/L Batches resulting from reversal bank entries created by Cash Management.

When posting a reversal in Bank Services, you get the error message "No active transactions allowed for auto-post."

This is because you have configured the G/L Integration option in Common Services > Bank Services > Bank Setup to "Create G/L Transactions by" to "Creating and Posting a New Batch".

Although you get the error above when posting an A/P or A/R reversal in Bank Services, Cash Management is actually creating the bank entries according to the configuration for banks configured in Cash Management. The resulting G/L Batch is created correctly. But you need to post the resulting G/L Batch manually.

[and Options](#)

## Cash Management Setup

For an overview of Cash Management, refer to What does Cash Management do? on page 4

### SETUP CASH MANAGEMENT

Cash Management is included in Inter-Entity Transactions multi database.

For details on setting up Cash Management :



### INTER-ENTITY TRANSACTIONS CASH MANAGEMENT PREREQUISITES

Inter-Entity (Cash Management) is generally used in conjunction with other functionality of Inter-Entity Transactions. You need to configure some Inter-Entity Transactions options before you can setup the Cash Management options.

#### In Sage 300

You must add G/L Segments, G/L Segment Codes, G/L Accounts, G/L Source Codes and Banks in Bank Services.

Setup General Ledger for Inter-Entity Transactions

## Inter-Entity Transactions minimum setup for Cash Management

### I/Y Options

You must configure the Cash Management Tab in I/Y Options.

You must also check the Inter-Entity Transactions Processing options and Segments Tab.

For details, see Inter-Entity Options Screen Guide and Field List

### Configure entities and what G/L Accounts to use

As Cash Management is used across multiple Sage 300 databases, you must save details of the databases and configure transaction routes.

You can add the Sage 300 databases and the connection details in Entity Database Mappings on page 58

Transaction routes are used by Inter-Entity to generate the balancing transactions with the configured loan accounts between entities.

See details in : Transaction Routes on page 57

### Next Steps

IET Cash Management Bank Setup on page 41

## CASH MANAGEMENT OPTIONS

Use IY Options > Inter-Entity (Cash Management) Tab to configure the functionality you want to use and to map fields when Inter-Entity (Cash Management) creates transactions automatically.

## Cash Management Fields and Controls

### Use Cash Management

Select **Use IET Cash Management** if you want to set up IY Cash Management – to automatically create Bank Entries, A/R and A/P payment and receipt batches based on the IY Bank Setup .

**Note:** If you need to process correcting entries that do not require inter entity cash management, but use bank accounts configured in Cash Management, deselect the option, save and process the correcting entries. You can then enable the option for regular processing.

## Allow 1 Step A/P Payments

- Select the **Allow 1 Step A/P Payments** option to allow A/P Payments posted in the source company to be transferred as a bank entry to the target company.
- Select **Auto-Post Source Bank Entry** to post the source bank entry automatically
- Select **Auto-post Target Bank Entry** to post the target bank entry automatically

## Allow 2 Step A/P Payments

- Select the **Allow 2 Step A/P Payments** option to allow the A/P invoices allocated to the payment to be transferred to the target company
- Select **Auto-Post Source Bank Entry** to post the source bank entry automatically
- Select **Auto-post Target Bank Entry** to post the target bank entry automatically

## Allow 1 Step A/R Receipts

- Select the **Allow 1-step A/R Receipts** option to allow A/R Receipts posted in the source company to be transferred as a bank entry to the target company.
- Select **Auto-Post Source Bank Entry** to post the source bank entry automatically
- Select **Auto-post Target Bank Entry** to post the target bank entry automatically

## Allow 2-step A/R Receipts

- Select the **Allow 2-step A/R Receipts** option to allow the A/R Invoices allocated to the Receipts to be transferred to the target company
- Select **Auto-Post Source Bank Entry** to post the source bank entry automatically
- Select **Auto-post Target Bank Entry** to post the target bank entry automatically

## Allow Bank Transfers

- Select the **Allow Bank Transfers** option to allow bank transfers in the source company to be transferred as a bank entry to the target company
- Select **Auto-Post Source Bank Entry** to post the source bank entry automatically
- Select **Auto-post Target Bank Entry** to post the target bank entry automatically

## Bank Services Integration

In Cash Management, the bank entry is created with the standard Transaction numbering setup in Bank Services.

You can map some additional fields in Inter Entity Setup > Options > Cash Management.

**Note:**

You can only map fields for bank entries.

Cash Management 2-step processing creates AP / AR invoices, using all the values 1-1 from the source AP / AR invoice transactions. You cannot map additional fields.

## Overview

- Select the Cash Management option and click Open to determine what fields to include in the target Bank Entries.
- Select segments from the source fields and select a separator to build the target field.

## Bank Entry Integration

CM Bank Transfers generate a bank entry in the source bank and a bank entry in the target bank.

Select **Bank Transfer** to **Bank Entry** to map fields.

Clicking "OPEN" when the Bank Entry Integration group is active lets you determine what Source Bank Transfer data to include in the Bank Entry Header description, Detail reference, description, comments and entry number fields.

**Note:** If you are sending the source entry number to the target bank entry number, we would be sending batch number "-" entry number, to ensure the target transaction number is unique. If you are creating bank entries in the target company from multiple source companies, you should include the organisation id as well, so that the target bank entry number is ORGID-BATCHNO-ENTRYNO

## AP Payment Integration

Cash Management 1 Step and 2 Step AP Payment processing generates a Bank Entry in the source company.

- Select **AP Payment** to **Bank Entry** to map fields for 1-step processing.
- Clicking "OPEN" when the AP Payment Integration group is active lets you determine what Source AP Payment data to include in the Bank Entry Header description, Detail reference, description, comments and Entry number fields.

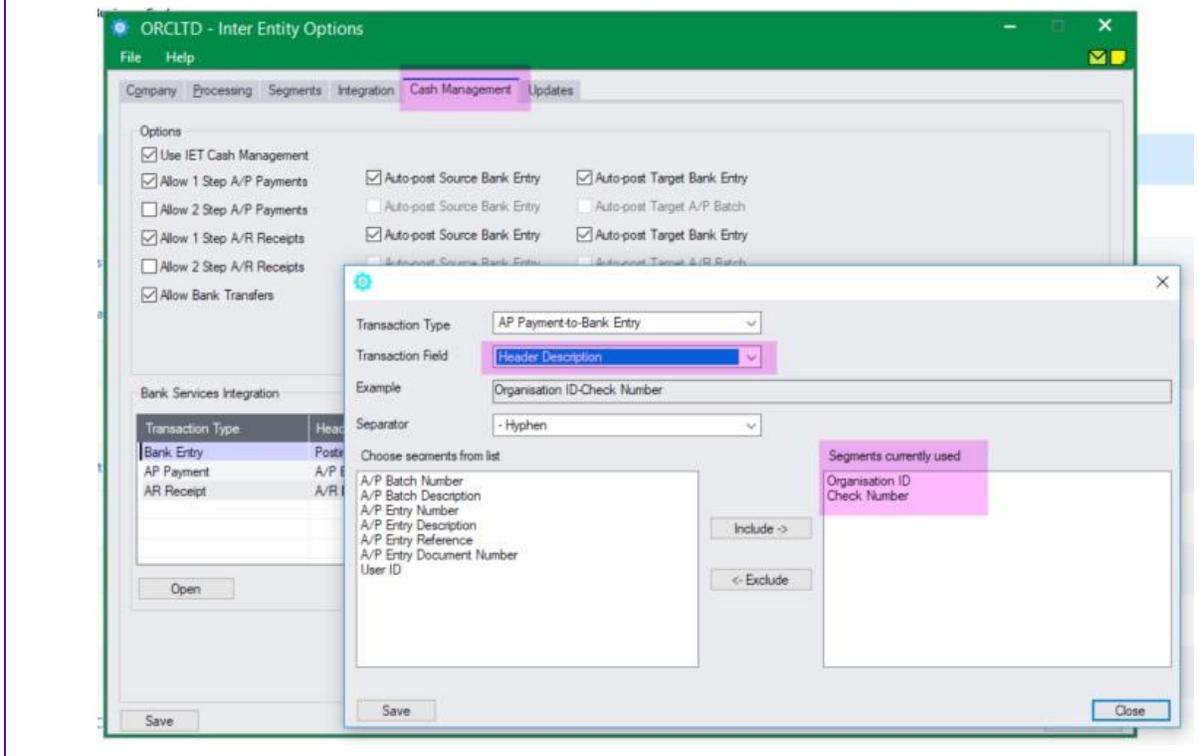
**Note:** Fields available include: A/P Batch Number, A/P Batch Description, A/P Entry Number, A/P Entry Description, A/P Entry Reference, A/P Entry Document Number, Check Number, User ID and Organisation ID

**Example:**

You can map the Check Number to the resulting bank entry Header description to facilitate reconciliation.

In Inter Entity Setup > Options > Cash Management Tab, go to Bank Services Integration.

- Choose AP Payments to Bank Entry
- Choose Header description and include Organization ID and Check Number.
- Save



**AR Receipt Integration**

CM 1 Step and 2 Step AR Receipt processing generates a Bank Entry in the source company.

You can only map fields for bank entries.

Cash Management 2-step processing creates AP / AR invoices, using all the values 1-1 from the source AP / AR invoice transactions. You cannot map additional fields.

How to use:

- Select AR Receipt to Bank Entry to map fields for 1-step processing.
- Clicking "OPEN" when the AR Receipt Integration group is active lets you determine what source

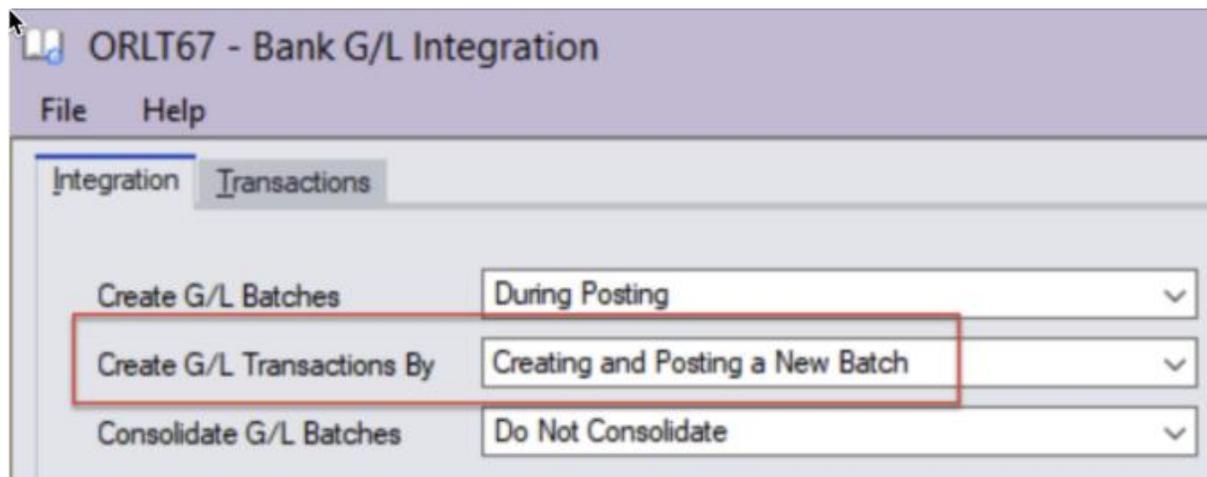
AR Receipt data to include in the Bank Entry Header description, Detail reference, description and comments fields.

## INTER-ENTITY (CASH MANAGEMENT) AND SAGE 300 OPTIONS

### G/L Integration Option in Bank Services

The G/L batches resulting from bank entries created by Cash Management can be auto-posted, depending on the G/L Integration options in Bank Services.

#### Bank Setup G/L Integration Tab



#### Option 1: Configure the Create G/L Transactions by option to Creating and Posting a new batch

The resulting G/L Batches for all Bank Entries (both auto-created by Inter-Entity Transactions and manually entered Bank Entries) are auto-posted, except G/L Batches resulting from reversal bank entries created by Cash Management.

When posting a reversal in Bank Services, you get the error message "No active transactions allowed for auto-post."

This is because you have configured the G/L Integration option in Common Services > Bank Services > Bank Setup to "Create G/L Transactions by" to "Creating and Posting a New Batch".

Although you get the error above when posting an A/P or A/R reversal in Bank Services, Cash Management is actually creating the bank entries according to the configuration for banks configured in Cash Management. The resulting G/L Batch is created correctly. But you need to post the resulting G/L Batch manually.

## Inter-Entity Transactions - Cash Management

This error message is a known issue because Cash Management supports additional sub-classing of Bank Reversals, but Bank Services does not.

This option is a good choice if you want to auto-post G/L batches and rarely create bank reversals, as long as you're okay with ignoring the occasional error message.

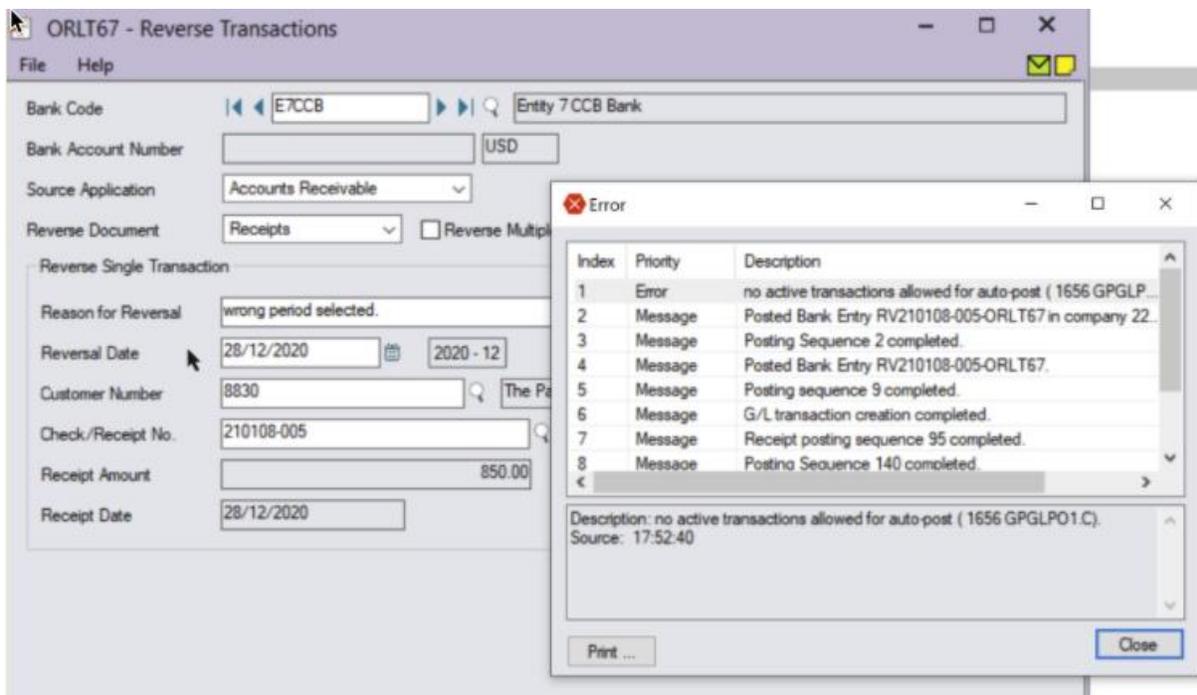
### Option 2: Configure the "Create G/L Transactions by" to "Creating a New Batch"

The resulting G/L Batches for all Bank Entries (both auto-created by Inter-Entity Transactions and manually entered Bank Entries) must be posted manually.

1. You will not receive an error message when using Bank Services -> Bank Transactions -> Reverse Transactions.
2. You will need to post all G/L Batches resulting from Bank Entries manually.

This option is suitable if you don't want to auto-post batches in the G/L or frequently create bank reversals and find the error message confusing.

### The error message that you can ignore if using option 1



### Default Options in Bank Options

The default values in the Common Services -> Bank Services -> Bank Setup -> Bank Options > Processing tab should be blank as Cash Management will set the G/L Accounts based on the Inter-Entity transaction routes.

**Note:** This applies to AP/AR 1-step and AP/AR 2-step processing transactions.

**Note:**

If you have configured "Default Options" for your Bank Options in the company where Bank Entries are created, the IE auto-generated Bank Entry will fail with the following message:

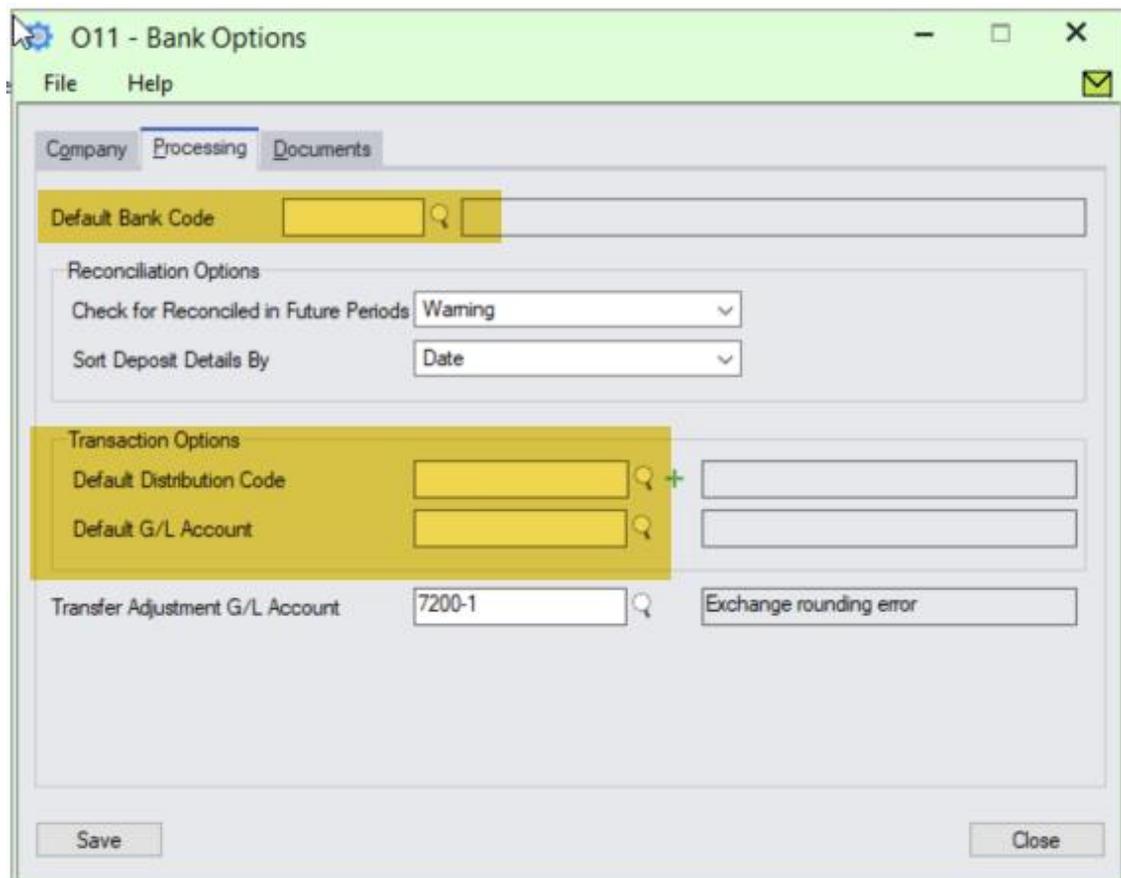
Error: Bank Entries Header. Attempt to change read-only field 'Bank Entry Type'.

If you get this error, remove all Default Options in Bank Options in the Bank Options and use IET Periodic Processing - Cash Management Tab on page 51 to process the transactions in error.

## Bank Options Fields on Processing Tab

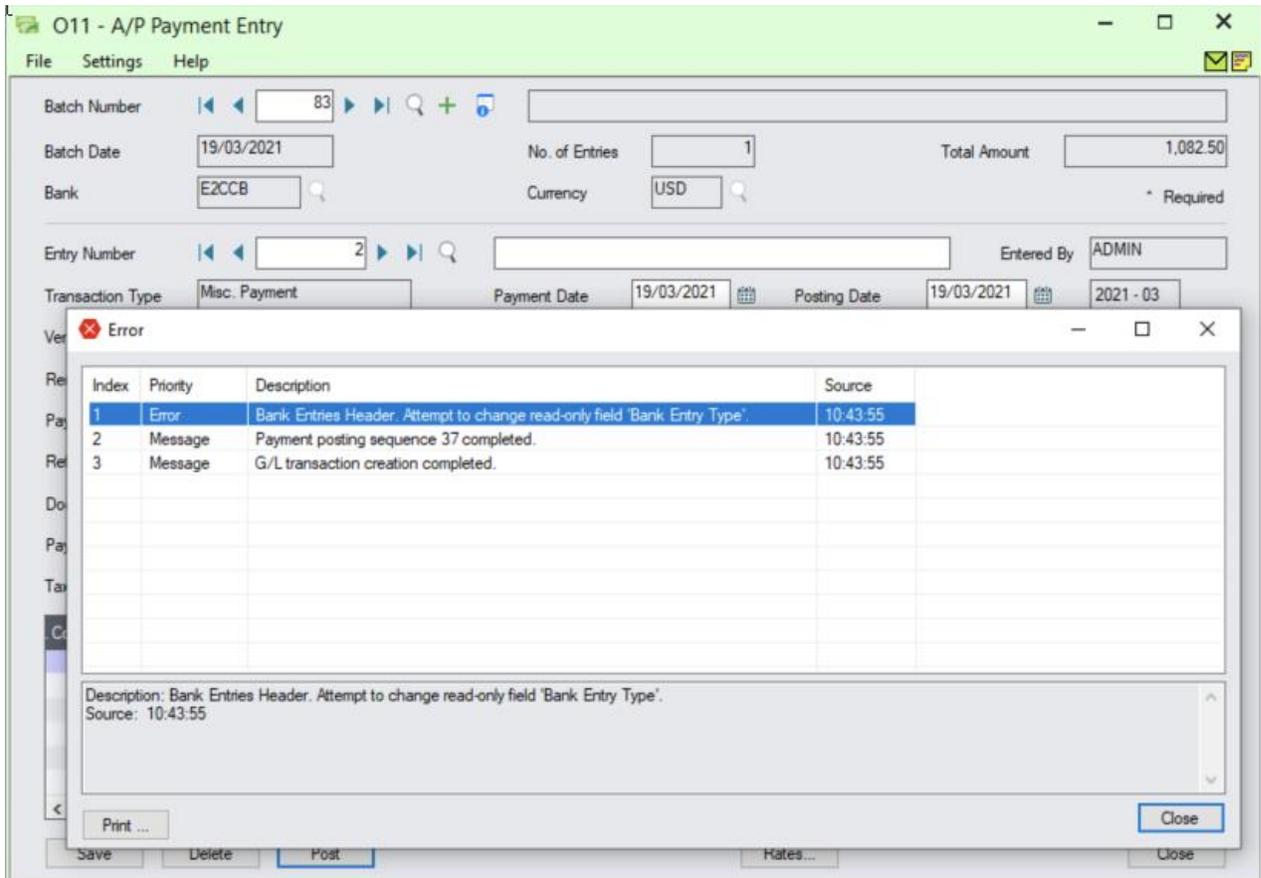
### Default Bank Code

### Default Distribution Code and Default G/L Account in Transaction Options

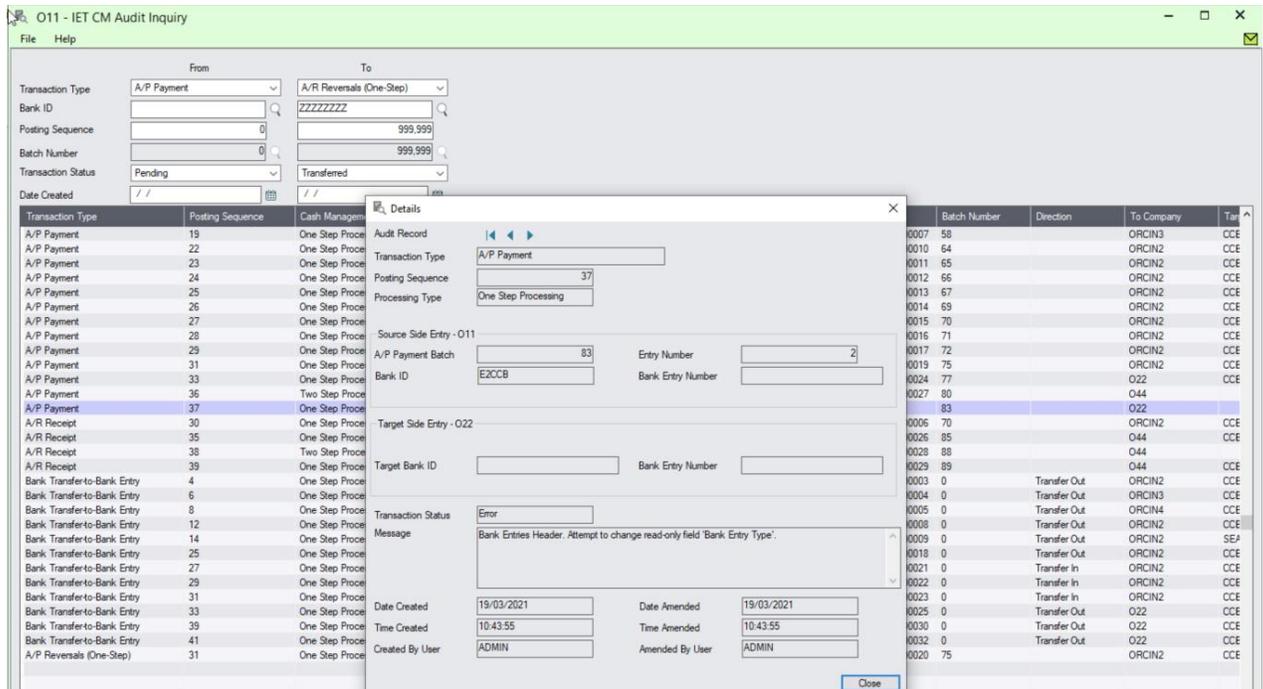


## Error message examples

When posting a transaction



In the IET Cash Management Audit log



## IET CASH MANAGEMENT BANK SETUP

### Using the Cash Management Bank screen

Use this screen to create "virtual" banks in your Sage 300 databases to be used by Inter-Entity Cash Management.

For details on using Inter-Entity (Cash Management), refer to Using Cash Management on page 47.

You configure Sage 300 Banks in the Cash Management Bank screen to automate :

- Bank Transfers from one Sage 300 Company {database} to another Sage 300 Company {database} without recording the transaction twice.
- Payment and receipt processing across multiple companies to enable
  - **One-Step Cash Management processing** : where you run a management company to enable AR Invoices and AP Invoices to be recorded in one central database, but where the payment is to be made from or the receipt is to be processed into a second database.
  - **Two-Step Cash Management processing** : where you enter AP invoices and AR invoices in multiple Sage 300 databases for statutory and tax reporting, but wish to transfer the documents to a management company for consolidated payment and

receipting.

## G/L ACCOUNTS USED IN CASH MANAGEMENT

The bank entry in the source company reduces/increases the Clearing Bank Account to zero.

The bank entry in the target company reflects the original transaction entered in the source entity - using the pre-defined loan accounts between the source entity and the target entity as defined in the IET Transaction Routes for the entity relating to the actual bank account configured for the Clearing Bank Account in IET Cash Management Banks in the source entity.

See: Transaction Routes on page 57

## Sage 300 options and Cash Management

Some options in Common Services > Bank Services impact the functionality of Inter-Entity (Cash Management).

For detailed examples, review

Inter-Entity (Cash Management) and Sage 300 Options on page 37

## Cash Management and Reversals

Reversals in Bank Services are processed differently if using Cash Management 1-step or 2-step.

For details, Cash Management and Reversals on page 52

## IET CASH MANAGEMENT AP / AR SETUP - OVERVIEW

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

If "Allow 2 step A/P Payments" is selected in IET Setup Options on the Cash Management tab and vendor codes in the source and target entities are different, then you need map AP vendor in the Source database to AP Vendor codes in the target database.

**Tip:** If you use the same vendor code across the multiple databases, then you do not need to map vendor codes.

If "Allow 2 step A/R Receipts" is selected in IET Setup Options on the Cash Management tab and the customer codes in the source and target entities are different, then you need to define which AR Customer in the target database the AR Customer in the Source database maps to.

**Tip:** If you use the same customer code across the multiple databases, then you do not need to map customer codes.

**FIELDS AND CONTROLS**

CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).

Select the Target Entity (refer to Entity Database Mappings on page 58)

Select the Target Vendor Code (the Vendor name will display)

CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).

Select the Target Entity (refer to Entity Database Mappings on page 58)

Select the Target Customer Code (the Customer name will display)

**IET SETUP- RECEIPT/REFUND SELECTION CODES**

Use this screen to configure Receipt/Refund Selection Codes to create A/R Receipt or A/R Refund batches based on the criteria configured for each Receipt/Refund Selection code. For an overview, IET Setup - Receipt Selection Codes Overview

**Note:** The values entered in the IET Setup > IET Receipt/Refund Selection Codes are used as Default Values when using the Create Receipt/Refund Batch function (see IET Create Receipt/Refund Batch on page 48 for details on how to use).

**Select tab**

If you are using Inter-Entity Transactions to process A/R Receipt or Refund Batches, use this tab to specify details about the receipt batches to be created by Inter-Entity Transactions.

**FIELDS AND CONTROLS**

**Document Type:** Select the type of batches you want to create: A/R Receipt, A/R Zero value receipt to apply documents or A/R Refund.

**Batch Description:** Description of the batch

**Entry Description:** Entry description on the generated entries

**Bank ID:** This field will populate the Bank code on the generated batch. This is the bank where the funds are deposited into.

**Payment Code:** Specify a payment code to identify the type of payment

**Tip:**

- The payment type "CASH or CHECK" configured on the Payment Code in A/R Setup is used to determine the A/R Refund payment type.
- All details in the refund use the same payment type.
- If no payment code is selected, the Refund payment type is set to "Cash".
- You can amend the payment types before posting the A/R Refund batch if you don't auto-post the batch.

**PROCESS SINGLE RECEIPT PER NATIONAL ACCOUNT**

Select "**No**" if you require one receipt per AR Customer

Select "**Yes**" if you want to create one receipt per National Account for those AR Customers assigned to an AR National Account

**Note:** This option does not apply when creating A/R Refund in line with Sage's rules for A/R Refund.

**POST RECEIPT BATCH**

Post Receipt Batch will Create the Receipt Batch AND Post the receipt batch after it has been created.

**ONE RECEIPT PER INVOICE**

Select Yes if you want separate receipts per outstanding invoice,

Select No to include all invoices in a single receipt per customer.

You can set the default value in the Receipt Select Codes Setup screen and change it at runtime when you use the "Create Receipt/Refund" process.

## Criteria tab

Use this Tab to select the Documents to include in the Receipt Batches.

The values setup on the specified receipt selection code appear as the default in the Create Receipt Batch form, but you can change the values before creating the batch.

You can:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

**FIELDS AND CONTROLS**

**Customer:** Select the customer range

**Batch:** Select the batch range

**Invoice Date:** Enter the Invoice date range

**Due From:** Enter the Due From date range

**Customer Balance:** Enter a range for the Customer's Balance (this is the total amount outstanding)

**Tip:** When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

**Invoice Balance:** Enter a range for the Invoice Balance (optional)

**Account Set:** Specify the range of account sets that you want included in the A/R Receipt/Refund Batch, or leave the To field blank and specify ZZZZZZ in the To field to select from customers with any account sets.

**Customer Terms Code :** Specify the range of Customer terms code that you want included in the A/R Receipt/Refund Batch.

**Invoice Terms Code:** Specify the range of Invoice terms code that you want included in the A/R Receipt Batch. This doesn't apply to A/R Refund batches

**Billing Cycle:** Specify the Customer billing cycle range that you want included in the A/R Receipt/Refund Batch.

**Interest Profile:** Specify the Customer interest profile range that you want included in the A/R Receipt/Refund Batch.

**Payment Code:** Specify the range of payment codes that you want included in the A/R Receipt/Refund Batch.

**Customer Price List:** Specify the customer price list range that you want included in the A/R Receipt/Refund Batch.

**Group Code:** Specify the Customer Group Code range that you want included in the A/R Receipt/Refund Batch.

### **CUSTOMER OPTIONAL FIELDS**

This field appears if you use Sage 300 Optional Fields

You can use the Customer Optional Fields box to specify a customer optional field as a criteria for selecting customers for a receipt batch. If you specify an optional field, you can then select which optional field values to include in the Receipt batch.

**Tip:** Select All to select All optional field values and Double click on the Yes field in the Selected column to remove the values to exclude from the batch.

### **INVOICE HEADER OPTIONAL FIELDS**

This field appears if you use Sage 300 Optional Fields.

You can use the A/R Invoice Header Optional Fields box to specify an invoice optional field as a criteria for selecting documents for a receipt batch. If you specify an optional field, use the Information icon to select which Optional field values to include.

**Tip:** When creating A/R Refund, this criteria doesn't apply.

## Documents Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

### FIELDS AND CONTROLS

#### Include Credit Notes

Select "Yes" if you want to include any open Credit Notes in the calculation of the document value.

#### Include Prepayments

Select "Yes" if you want to include any open Prepayments in the calculation of the document value.

#### Include Unapplied Cash / Receipts

Select "Yes" if you want to include any open Unapplied Cash or Receipt Transactions in the calculation of the document value.

#### Include Debit Notes

Select "Yes" if you want to include any open Debit Notes in the calculation of the document value.

#### Include Interest Invoices

Select "Yes" if you want to include any open Interest Invoices in the calculation of the document value.

## Exclusions Tab

Use this tab to list the customer(s) which are to be excluded from the document selection process and/or the Customer(s) and Document(s) combinations to be excluded from the document selection process.

**Note:** If you enter a National Account Customer Number, then all child accounts are also excluded.

**Note:** When you create the AR Batch, excluded customers and documents are included in the Receipt Batch Audit Log. Refer to EFT Receipt Batch Audit Log

## Using Cash Management

### CASH MANAGEMENT TRAINING VIDEO



### FOR BANK TRANSACTIONS

As you post Bank transactions (withdrawals and deposits) in the source company for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries to the target database.

After posting the Bank Transfer using a CM configured clearing account, IET CM generates a) a bank entry in the source to reverse the transaction in the source bank and b) a bank entry in the target to do the withdrawal or deposit.

Cash Management also supports Bank reversals if using 1-step processing.

**Note:** Bank entries themselves in the source company are not a trigger for Cash management to create bank entries in the target companies automatically.

### FOR ACCOUNTS PAYABLE PAYMENTS

If using One-step processing, when you post an A/P Payment batch for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries (withdrawals) to the target database

**If using Two-step processing,**

## Inter-Entity Transactions - Cash Management

---

Once a payment batch has been generated and posted in Accounts Payable, if the bank against which the receipt is being posted has been set up as a "CM Bank" with the "two step CM process" selected then IET will create loan account entries and AP Invoice batch in the target Entity {database} as defined on the CM Bank for all invoices against which the Posted AP Payment has been applied.

**Note:** AP Debit Notes and AP Credit Notes are not transferred to the target company. If doing credit notes, it is suggested to first apply the AP Credit Note to the AP Invoice, and then do the AP Payment for the remaining amount.

This will enable the target company to create AP Payments applied to documents originating in several databases and consolidate processing (e.g. management company paying on behalf of several subsidiaries).

## FOR ACCOUNTS RECEIVABLE RECEIPT PROCESSING

If using One-step processing, when you post an A/R Receipt batch for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries (deposit) to the target database.

### If using 2-step processing

When you post an A/R Receipt batch for a bank set up as a "CM Bank" with the "two step CM process" selected, then IET will create an AR Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices and credit notes against which the Posted AR Receipt has been applied.

**Note:** AR Debit Notes are not transferred to the target company.

This will enable the target company to create A/R Receipts applied to documents originating from several source companies and therefore consolidated processing of receipts (e.g. management company collecting deposits on behalf of several subsidiaries).

In addition, Inter-Entity includes a flexible function to create A/R Receipt batches.

Refer to IET Create Receipt/Refund Batch below for details.

### For Details On Using Cash Management :

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## IET CREATE RECEIPT/REFUND BATCH

### How to use

The default values are determined by the Receipt/Refund Selection Code. You can amend the values for the specific receipt batch you need to create.

See IET Setup- Receipt/Refund Selection Codes on page 62

**Step 1:** Enter a Receipt/Refund Batch Date .

**Step 2:** Update the default batch and entry descriptions if required.

**Step 3:** Select "Create" to generate the batch.

The process displays a message with the batch number created and the number of entries.

If the process is unable to find documents within the selection criteria, it returns a message "Nothing to receipt".

**Step 4:** If the created batch is not auto-posted, you can edit the batches in A/R Transactions. When the batch is posted, you can use it in Create EFT File as if you had manually created the A/R Receipt or A/R Refund batch.

## A/R Receipt batches

When creating A/R Receipt batches, Inter-Entity Transactions creates a new receipt and applies all the documents that meet the criteria selected. Invoices and the documents selected on the "Documents" tab are included.

## A/R Receipt Batches - Zero value

This is used to match documents (invoices and Credit notes) to a receipt.

**Note:** If the customer's net balance is in credit, you can then use "Create A/R Refund batch" to create a refund applied to the pending credit transactions.

### Tips:

You need to select at least one of Credit Notes, Prepayments or Unapplied Cash on the Documents Tab.

When creating Zero value A/R Receipt batches, Inter-Entity Transactions evaluates the credit balance based on the selection parameters. Invoice and other debit balances are applied to the credit balance until the balance is zero.

If the credit balance is greater than the Debit balance, the most recent credit transaction will end up with a pending balance. If the debit balance is greater than the credit balance, the most recent debit transaction will end up with a pending balance.

## See also

For details on the selection criteria, please refer to

IET Setup- Receipt/Refund Selection Codes on page 62

# INTER-ENTITY (CASH MANAGEMENT) AUDIT INQUIRY

## Inter-Entity Transactions - Cash Management

Inter-Entity Cash Management Audit Inquiry displays the history of the Inter-Entity Cash Management transactions.

This screen displays transactions that are waiting to be processed (pending), those that have been processed successfully (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

Use Cash Management Periodic Processing to process transactions in error after fixing the underlying cause of the error.

See IET Periodic Processing - Cash Management Tab on the facing page.

IET Inquiries (IET CM Audit Inquiry)

Licensed to: info@orchid.systems, Orchid Business Systems  
 Dealer: www.orchid.systems  
 CC: support@orchid.systems

IET Audit Inquiry IET Account Balance IET G/L Triggers Audit Inquiry AP/AR Trade Audit Inquiry OE/PO Trade Audit Inquiry **IET CM Audit Inquiry**

ORCLTD - IET CM Audit Inquiry

File Help

From To

Transaction Type A/P Payment A/R Reversals (One-Step)

Bank ID 22222222

Posting Sequence 0 999,999

Batch Number 0 999,999

Transaction Status Pending Transferred

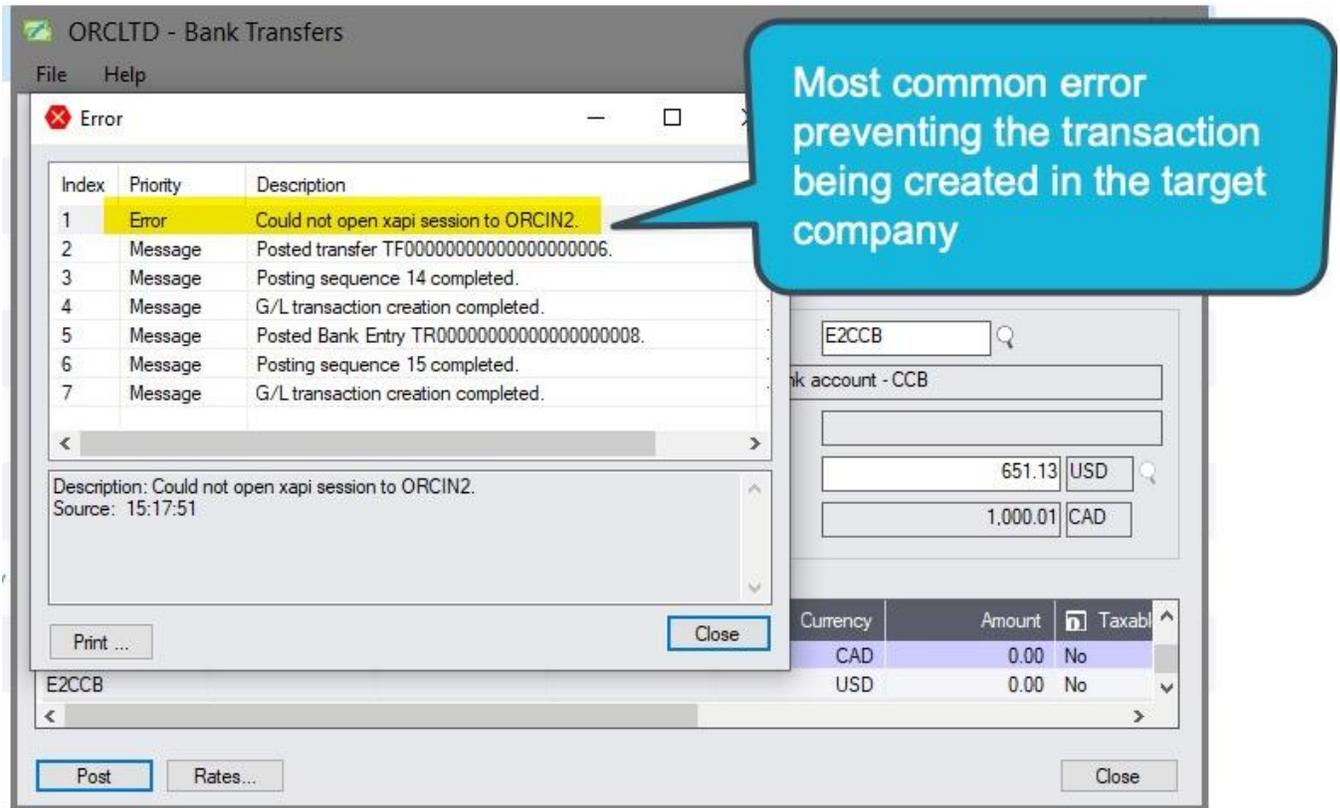
Date Created //

Transaction Type	Posting Sequence	Transaction Status	Message	Cash Management Processing Type	From Company	Bank ID	Bank Transfer #	Bank Entry Number	Batch
A/P Payment	19	Transferred		One Step Processing	ORCLTD	E3CCB		TR000000000000000000000005	59
A/R Receipt	30	Transferred		One Step Processing	ORCLTD	E2CCB		TR000000000000000000000004	66
Bank Transfer-to-Bank Entry	4	Transferred		One Step Processing	ORCLTD	E2CCB	TF000000000000000000000002	TR000000000000000000000003	0
Bank Transfer-to-Bank Entry	8	Transferred		One Step Processing	ORCLTD	E2CCB	TF000000000000000000000003	TR000000000000000000000006	0
Bank Transfer-to-Bank Entry	10	Transferred		One Step Processing	ORCLTD	E2CCB	TF000000000000000000000004	TR000000000000000000000007	0
Bank Transfer-to-Bank Entry	14	Error	Could not open xapi session to ORCIN2.	One Step Processing	ORCLTD	E2CCB	TF000000000000000000000006	TR000000000000000000000008	0

## Troubleshooting Inter-Entity Cash Management

One of the most common error when using Inter-Entity occurs when there are no Lanpak available to connect to the target database.

See Troubleshooting XAPI Errors



## IET CM AUDIT REPORT - PRINTING

Inter-Entity Transactions Cash Management Audit Report displays the history of the Inter-Entity Cash Management transactions.

### When to print

Print and file the Inter-Entity Transactions Cash Management Audit Report when you wish to see transactions that are waiting to be processed (pending status), those that have been processed (transferred status) and those that have not been processed due to an error (error status). You can also filter the Inter-Entity Transactions Cash Management audit records by Target Organisation id, Posting Sequence range and Cash Management Transaction type.

### How to print

Choose Inter-Entity Transactions Cash Management Audit Report in the IY Processing Reports folder then click the Print button.

For more information on the contents of this report, see IET CM Audit Report - Features on page 66

## IET PERIODIC PROCESSING - CASH MANAGEMENT TAB

Select the transaction types of Cash Management entries to be (re) processed

## Inter-Entity Transactions - Cash Management

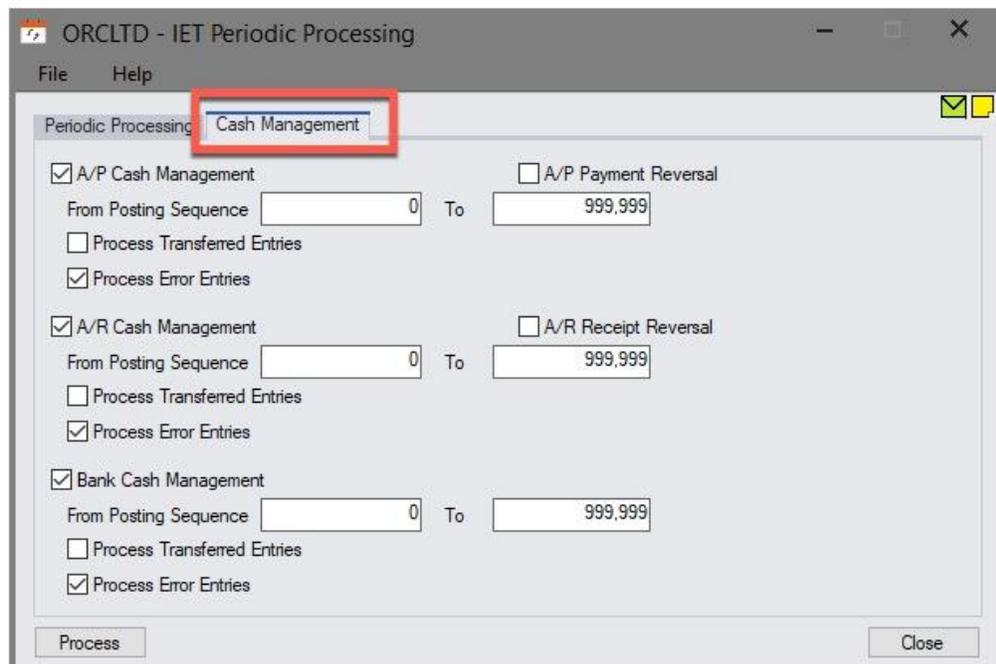
- A/P Cash Management
- A/R Cash Management
- Bank Cash Management

And for each of the selected cash management transaction types select the posting sequence range and

- Process Transferred Entries to re-process already processed entries. Note this should only be done if target databases have been restored to a point in time prior to the current status of the source database as this will double up entries
- Process Error Entries to process entries which are flagged to be in error. The error in the target database should be corrected prior to processing error entries.

### IET Periodic Processing (IET Periodic Processing)

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## CASH MANAGEMENT AND REVERSALS

Cash Management 1-step processing caters for bank reversals done in Bank Transactions. If using 1-step processing, Cash Management will generate the bank entries for the reversal in the source and the target companies.

If you use 2-step processing, Cash Management doesn't cater for A/P and A/R Reversals done in Bank Transactions. When A/P or A/R Transactions relating to a bank configured in Inter-Entity (Cash Management) two-step processing are reversed, A/P and A/R Credit Notes need to be manually entered in the target databases and applied to the A/P and A/R Invoices generated by Inter-Entity.

## Inter-Entity Transactions - Cash Management Reports

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### IET SETUP REPORTS

Use Inter-Entity Setup Reports to check the options and setup records entered in your database.

#### Cash Management Bank Setup Report

##### **When to print**

Print and file the CM Bank Setup Report when you wish to document the Cash Management Banks set up in your Inter-Entity Transactions system.

##### **How to print**

Choose IET CM Bank Setup Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see Cash Management Bank Setup Report Features on page 66

#### IET Cash Management AP/AR Setup Report - Printing

##### **When to print**

Print and file the CM AP/AR Setup Report when you wish to document the Cash Management 2-Step AP/AR vendor-customer mappings set up in your Inter-Entity Transactions system.

##### **How to print**

Choose IET CM AP/AR Setup Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see Cash Management AP/AR Setup Report — Features on page 66

## IET PROCESSING REPORTS

Inter-Entity Processing Reports include:

### Consolidated AP Aged TB - Printing

The Consolidated AP Aged Trial Balance Report provides a consolidated Open Aged Payables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

**Requirement!** Inter-Entity Transactions Multi Edition

#### When to print

Print the Consolidated AP Aged Trial Balance when you want to see your Vendor aged open transactions across all the online companies defined in IY Entity Database Mappings.

#### How to print

Choose Consolidated AP Aged TB in the IY Processing Reports folder then click the Print button.

#### Before printing

Follow the steps common to the AP and AR Trial Balance:

##### Running Consolidated Aged Trial Balance

- Configure Entity Database Mappings in IY Setup.
- Copy the amended IY reports from the IY XXA\ENG directory to the APXXA\ENG directory: (e.g. IY72A for version 2025) or
- It is recommended to use Customization Directories. See Using Customization Directories

**Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IY72\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

- Ensure you have already run the AP Aged Trial Balance at least once from each workstation. The IY Consolidated AP Aged TB uses the AP Aged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen.

**Important!**

The amended reports cannot be run from a company where Inter-Entity Transactions is not activated. You should only overwrite the original reports if all companies in the group will have Inter Entity Transactions activated.

## Consolidated AR Aged Trial Balance

The Consolidated AR Aged Trial Balance Report provides a consolidated Open Aged Receivables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

**Requirement!** Inter-Entity Transactions Multi Edition

### When to print

Print the Consolidated AR Aged Trial Balance when you want to see your Customer aged open transactions across all the online companies defined in IY Entity Database Mappings.

### How to print

Choose Consolidated AR Aged TB in the IY Processing Reports folder then click the Print button.

### Before printing

- Configure Entity Database Mappings in IY Setup.
- Copy the amended IY reports from the IY XXA\ENG directory to the ARXXA\ENG directory: (e.g. IY72A for version 2025) or
- It is recommended to use Customization Directories. See Using Customization Directories

**Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IY72\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

- Ensure you have already run the AR Aged Trial Balance at least once from each workstation. The IY Consolidated AR Aged TB uses the AR Aged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen.

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# Inter-Entity Transactions - Cash Management Screen Guides

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<b>Inter-Entity Transactions - Cash Management Reports Features</b> .....	<b>66</b>

## INTER-ENTITY TRANSACTIONS SETUP SCREEN GUIDE

For an overview of Inter-Entity Transactions setup, refer to Adding Inter-Entity Transactions Setup Records

### Transaction Routes

Transaction routes are used by Inter-Entity to generate the balancing transactions with the configured loan accounts between entities.

Transaction routes are used in Inter-Entity Transactions and Inter-Entity (Cash Management).

**Important!** There must be at least a route between each entity and the default entity and between each transacting entity.

Direct routes between entity 1 and entity 2 can be setup as well as more complex, indirect routes using multiple links between entity 1 and 2 (i.e. from entity 1 to entity 3, from entity 3 to entity 4, from entity 4 to entity 2).

**Note:** Income statement accounts which are entity related should close to a retained earnings account for that entity. In this case, prior year adjustments will automatically adjust the correct retained earnings entity account. If the entity related income statement accounts do not close to a retained earnings account for the appropriate entity, prior year adjustments to appropriate entity loan accounts will have to be done manually.

### To create a new route

1. Choose Entity 1 by typing the segment code / codes or Click the Zoom button ( or press F9) to open the [Construct Entity Number](#) form.
2. Choose Entity 2 by typing the segment code / codes or Click the Zoom button ( or press F9) to open the [Construct Entity Number](#) form.
3. Click the Save Button when the route is complete.

## TRANSACTION ROUTES SETUP FIELD LIST

**Route Entity 1:** Choose Entity 1 based on the General Ledger Segments defined in Inter-Entity Options Setup.

**Route Entity 2:** Choose Entity 2 based on the General Ledger Segments defined in Inter-Entity Options Setup.

**Link Entity 1:** Link Entity 1 is the starting point of the detail transaction route. Link Entity 1 is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

For direct routes, Link Entity 1 is Route Entity 1.

For indirect routes, Link Entity 1 can be Route Entity 1 or any intermediary Entity.

**Link Entity 1 Due From Account:** Link Entity 1 Due From is the Due From Entity 2 Account for Link Entity 1

Inter-Entity ensures that the Link Entity 1 Due From contains Link Entity 1 segment.

**Link Entity 1 Due To Account:** Link Entity 1 Due To is the Due To Entity 2 Account for Link Entity 1

### Link Entity 2

Link Entity 2 is the starting point of the detail transaction route. Link Entity 2 is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

For direct routes, Link Entity 2 is Route Entity 2.

For indirect routes, Link Entity 2 can be Route Entity 2 or any intermediary Entity.

**Link Entity 2 Due From Account:** is the Due From Entity 1 Account for Link Entity 2

**Link Entity 2 Due To Account:** is the Due To Entity 1 Account for Link Entity 2

**Note:** Inter-Entity ensures that the Link Entity 1 Due From and Due To contains Link Entity 1 segment and that the Link Entity 2 Due From and Due To contains Link Entity 2 segment.

**Note:** Link Entity 1 Due From Account and Link Entity 2 Due To Account should be setup as Linked Accounts in Linked Accounts and Link Entity 2 Due From Account and Link Entity 2 Due To Account should be setup as Linked Accounts in Linked Accounts as Linked accounts are used as the basis for the [Inter-Entity Account Balance report](#).

## Entity Database Mappings

Entity Database Mappings are used by the Inter-Entity module to generate the balancing transactions in the [Target](#) Databases. Details on how these databases will receive the transactions are set up here.

There must be an Entity Mapping for each [Target](#) Entity that has its own database.

It is recommended that a new Sage 300 user is created for Inter-Entity, and this user must have full rights to post in the General Ledger.

## Notes regarding Sage 300 user

At the time of creating entries in the target entity, Inter Entity will use an additional Sage 300 License if the configured User ID specified in this screen is not the same as the user posting the source transaction.

It is recommended to:

- Create a dedicated IETUSER for use in Inter-Entity
- Set the password to "Never expire"
- "Reserve" a LanPak for the IET User ID defined in this screen. (particularly in high volume sites with many users).
- Ensure the User ID has security rights to create (and post - if Autopost Exported Batches is selected) in the target company. See details below: [Database Entity Mapping Setup Overview](#).

**Note:** In earlier versions of Sage 300 prior to version 2022, Sage was using a Lanpak or an IAP Licence., depending on how the "This workstation uses Integration Access Pack Licenses for external applications" is set up (see Help\IAP Users...). It is recommend to turn off the "Use IAP Licence for External applications" for all users and all workstations.

**Note:** If the Inter-Entity user changes the Sage 300 password, then the password also needs to be changed in the Database Entity Mapping setup.

## To create a Entity Database Mapping

1. Choose Entity 1 by typing the segment code / codes or Click the Zoom button ( or press F9) to open the [Construct Entity Number](#) form.
2. Choose Entity 2 by typing the segment code / codes or Click the Zoom button ( or press F9) to open the [Construct Entity Number](#) form.

## Database Entity Mapping Setup Field List

**Entity:** Entity is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

**On-line Databases:** For [On-line](#) Databases, the Entity needs to be flagged as On-line. An On-line database is a [Target](#) Sage 300 database that exists within the same Sage 300 environment as the [Source](#) Database. Transactions will be automatically generated in this On-line Database. If the Entity database exists in a different environment, then it is a [Remote](#) Database, and transactions will be exported to a spreadsheet for this database for importing.

**Transfer Using Home Currency:** Select "Yes" if both the source and target databases have the same functional/home currency and you want both the source and functional amounts to be transferred to the

## Inter-Entity Transactions - Cash Management

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target database. Select "No" if you want the source amount only to be transferred to the target database, and the currency table in the target database will be used to convert the source amount to a functional amount.

**User ID:** For [On-line](#) Databases, the Sage 300 Database User ID needs to be entered. This ID is used to log on to the [Target](#) Sage 300 database for creating the Inter-Entity transactions.

**Password:** For [On-line](#) Databases, the Sage 300 Database Log on Password needs to be entered. This password is used to log on to the [Target](#) Sage 300 database for creating the Inter-Entity transactions.

**Export File Path:** For [Remote](#) Databases, this file location is where the export file will be placed when Inter-Entity Transactions are created.

**G/L Source Type:** The Source Type Inter-Entity will use when creating G/L transactions in the target database.

**Important!** Ensure that there is a default Source code in G/L Options in the target database.

**Tip:** Setup a new G/L Source Code called **IE** in the target entity to identify easily inter-entity transactions received by the target company.

**Autopost Exported Batches:** Select **Yes** if you want batches created in the target company to be auto posted. Select **No** if you want the batch to be created in the target company, but not posted.

**Tip:** You must deselect the "Force Listing of Batches" in the target company (GL Setup → Options Posting tab)

**Note:** If your GL Batches are set to auto-post and the user posting in AP (or any sub-ledger) does not have access to Edit/Post GL Batches, the batch will not auto-post. Similarly, if they are using Norming GL Security and the users posting in the sub-ledger has restrictions on the account or account segments in the GL, the batch will not auto-post.

Click the Save Button when complete.

**Note:** The Entity segments in the Link Entity 1 Due From Account and Link Entity 2 Due To Account should be setup as Entities in Entity Database Mapping, unless the Entity resides in the Source Database.

## Use Cash Management

Use Inter-Entity Cash Management or not:

Tick if you want to set up I/Y Cash Management – to automatically create Bank Transfers, A/R and A/R payment and receipt batches based on the IY Bank Setup.

**Note:** Deselect to enter correcting entries that do not require Inter-Entity cash management account processing, but do use bank accounts which have been set up across entities.

## Cash Management Bank Setup

Use this screen to create "virtual" banks in your Sage 300 databases to be used by Inter-Entity Cash Management

### FIELDS AND CONTROLS

#### SOURCE BANK ACCOUNT/NAME :

Select the source bank account which has been set up as the "virtual" bank account in the source company to represent the bank account in the target entity. The Source Bank Name will be displayed.

#### CM PROCESSING TYPE :

Select either

- One Step Processing - to enable AP Payments and AR Receipts processed in the source company in the "virtual" bank to be "transferred" to the target company as a Bank Entry deposit or withdrawal.
- Two Step Processing - to enable the applied documents for AP Payments and AR Receipts processed in the source company in the "virtual" bank to be "transferred" to the target company as a AP Invoices & Credit notes and AR Invoices & Credit Notes for payment and receipt processing.

#### TARGET ENTITY :

Enter the target entity which must be set up in IET Entity Database Mappings

#### TARGET BANK ACCOUNT/NAME :

Select the target bank account which is the bank account associated with the source "virtual" bank account in the target company. The Target Bank Name will be displayed.

#### CASH MANAGEMENT CLEARING ACCOUNT :

Only applicable to Bank Transfers and 1-step processing. This G/L Account is required when the IET Route between the Target Entity and the Source Bank Code Entity (derived from the Common Services Banks \ Account tab, "Bank Account" field) is multi-level.

Specify the clearing account to be used in the Source Bank Entry and Target Bank Entry.

**Note:** 2-step processing does not support multi-level IET Routes.

## IET Cash Management AP/AR Setup

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

**CM Type : Select either**

## Inter-Entity Transactions - Cash Management

- AP-AP : to define a vendor mapping
- AR-AR : to define a customer mapping

### FIELDS AND CONTROLS

CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).  
Select the Target Entity (refer to Entity Database Mappings on page 58)  
Select the Target Vendor Code (the Vendor name will display)

CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).  
Select the Target Entity (refer to Entity Database Mappings on page 58)  
Select the Target Customer Code (the Customer name will display)

Back to IET Cash Management AP / AR Setup - Overview on page 42

## IET Setup- Receipt/Refund Selection Codes

Use this screen to configure Receipt/Refund Selection Codes to create A/R Receipt or A/R Refund batches based on the criteria configured for each Receipt/Refund Selection code. For an overview, IET Setup - Receipt Selection Codes Overview

**Note:** The values entered in the IET Setup > IET Receipt/Refund Selection Codes are used as Default Values when using the Create Receipt/Refund Batch function (see IET Create Receipt/Refund Batch on page 48 for details on how to use).

### Select tab

If you are using Inter-Entity Transactions to process A/R Receipt or Refund Batches, use this tab to specify details about the receipt batches to be created by Inter-Entity Transactions.

### FIELDS AND CONTROLS

**Document Type:** Select the type of batches you want to create: A/R Receipt, A/R Zero value receipt to apply documents or A/R Refund.

**Batch Description:** Description of the batch

**Entry Description:** Entry description on the generated entries

**Bank ID:** This field will populate the Bank code on the generated batch. This is the bank where the funds are deposited into.

**Payment Code:** Specify a payment code to identify the type of payment

**Tip:**

- The payment type "CASH or CHECK" configured on the Payment Code in A/R Setup is used to determine the A/R Refund payment type.
- All details in the refund use the same payment type.
- If no payment code is selected, the Refund payment type is set to "Cash".
- You can amend the payment types before posting the A/R Refund batch if you don't auto-post the batch.

**PROCESS SINGLE RECEIPT PER NATIONAL ACCOUNT**

Select **"No"** if you require one receipt per AR Customer

Select **"Yes"** if you want to create one receipt per National Account for those AR Customers assigned to an AR National Account

**Note:** This option does not apply when creating A/R Refund in line with Sage's rules for A/R Refund.

**POST RECEIPT BATCH**

Post Receipt Batch will Create the Receipt Batch AND Post the receipt batch after it has been created.

**ONE RECEIPT PER INVOICE**

Select **Yes** if you want separate receipts per outstanding invoice,

Select **No** to include all invoices in a single receipt per customer.

You can set the default value in the Receipt Select Codes Setup screen and change it at runtime when you use the "Create Receipt/Refund" process.

**Criteria tab**

Use this Tab to select the Documents to include in the Receipt Batches.

The values setup on the specified receipt selection code appear as the default in the Create Receipt Batch form, but you can change the values before creating the batch.

You can:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

**FIELDS AND CONTROLS**

## Inter-Entity Transactions - Cash Management

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**Customer:** Select the customer range

**Batch:** Select the batch range

**Invoice Date:** Enter the Invoice date range

**Due From:** Enter the Due From date range

**Customer Balance:** Enter a range for the Customer's Balance (this is the total amount outstanding)

**Tip:** When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

**Invoice Balance:** Enter a range for the Invoice Balance (optional)

**Account Set:** Specify the range of account sets that you want included in the A/R Receipt/Refund Batch, or leave the To field blank and specify ZZZZZZ in the To field to select from customers with any account sets.

**Customer Terms Code :** Specify the range of Customer terms code that you want included in the A/R Receipt/Refund Batch.

**Invoice Terms Code:** Specify the range of Invoice terms code that you want included in the A/R Receipt Batch. This doesn't apply to A/R Refund batches

**Billing Cycle:** Specify the Customer billing cycle range that you want included in the A/R Receipt/Refund Batch.

**Interest Profile:** Specify the Customer interest profile range that you want included in the A/R Receipt/Refund Batch.

**Payment Code:** Specify the range of payment codes that you want included in the A/R Receipt/Refund Batch.

**Customer Price List:** Specify the customer price list range that you want included in the A/R Receipt/Refund Batch.

**Group Code:** Specify the Customer Group Code range that you want included in the A/R Receipt/Refund Batch.

### CUSTOMER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields

You can use the Customer Optional Fields box to specify a customer optional field as a criteria for selecting customers for a receipt batch. If you specify an optional field, you can then select which optional field values to include in the Receipt batch.

**Tip:** Select All to select All optional field values and Double click on the Yes field in the Selected column to remove the values to exclude from the batch.

### INVOICE HEADER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields.

You can use the A/R Invoice Header Optional Fields box to specify an invoice optional field as a criteria for selecting documents for a receipt batch. If you specify an optional field, use the Information icon to select which Optional field values to include.

**Tip:** When creating A/R Refund, this criteria doesn't apply.

## Documents Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

### FIELDS AND CONTROLS

#### Include Credit Notes

Select "Yes" if you want to include any open Credit Notes in the calculation of the document value.

#### Include Prepayments

Select "Yes" if you want to include any open Prepayments in the calculation of the document value.

#### Include Unapplied Cash / Receipts

Select "Yes" if you want to include any open Unapplied Cash or Receipt Transactions in the calculation of the document value.

#### Include Debit Notes

Select "Yes" if you want to include any open Debit Notes in the calculation of the document value.

#### Include Interest Invoices

Select "Yes" if you want to include any open Interest Invoices in the calculation of the document value.

## Exclusions Tab

Use this tab to list the customer(s) which are to be excluded from the document selection process and/or the Customer(s) and Document(s) combinations to be excluded from the document selection process.

**Note:** If you enter a National Account Customer Number, then all child accounts are also excluded.

**Note:** When you create the AR Batch, excluded customers and documents are included in the Receipt Batch Audit Log. Refer to EFT Receipt Batch Audit Log

## INTER-ENTITY TRANSACTIONS - CASH MANAGEMENT REPORTS FEATURES

Detailed content of setup and processing reports can be found below:

### Cash Management AP/AR Setup Report — Features

The IET CM AP/AR Setup Report lists all the AP-AR Vendor-Customer mappings and AR-AP Customer-Vendor mappings which have been set up for Cash Management 2 step process in the IET CM AP/AR setup area.

The report shows

- Source Account Code and name
- Target Entity, Target Account code and name

### Cash Management Bank Setup Report Features

The IET CM Bank Setup Report lists all the Banks which have been set up for Cash Management in the IET CM Banks setup area.

The report shows

- Source Bank Code and Name
- Target Entity, Target Bank Code and Name

### IET CM Audit Report - Features

Inter-Entity Transactions Cash Management Audit Report displays the history of the Inter-Entity Transactions Cash Management transactions generated by IET.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (transferred status) and those that have not been processed due to an error (error status).

The report shows

- Posting Sequence and Organisation ID. Source Batch Number and Entry number or Bank Entry from the source database,

- The Cash Management type, Account Code and Target Bank Entry Number from the target data-base,
- The transaction status (pending status, transferred status and error status) and associated error message if applicable

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