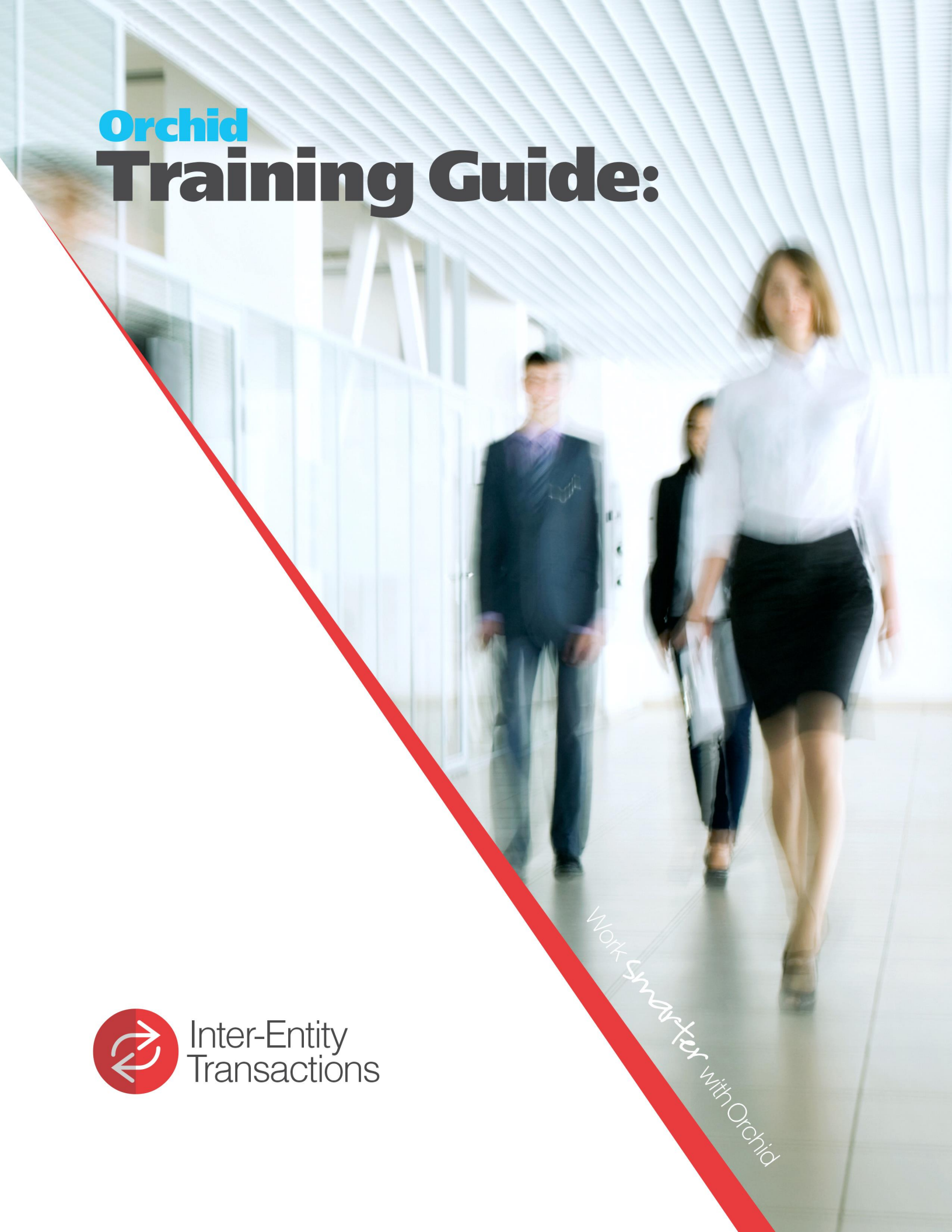
Orchid Training Guide:



Inter-Entity Transactions

Table of Contents

Inter-Entity Transactions - Cash Management Tutorials ... *5*

Cash Management Tutorial: Bank Transfers between Companies ... **6**
Setup Required ... **6**
Process Bank Transfer in Source ... **8**
Post the bank transfer ... 9
Cash Management 1-step Tutorial: Payments/Receipts from another Company's Bank Account ... **12**
Cash Management Setup ... **12**
Process Payment/Receipt in Source ... **14**
Post payments/Receipts ... 14
Cash Management 2 step tutorial: Consolidate Payments/Receipts across Companies ... **19**
G/L and Bank Setup ... **19**
Cash Management Setup ... **20**
IET Options ... 20
Configure Cash Management Bank ... 21
Map Vendor or Customer codes ... 21
Process Payments/Receipts ... **21**
Post Payment ... 22

Cash Management Overview ... *25*

IET Cash Management Bank Setup ... **26**
Using the CM Bank screen ... 26
Cash Management and Reversals ... 26
G/L Integration Option ... 26
Default Options in Bank Options ... 27
G/L ACCOUNTS USED IN CASH MANAGEMENT ... 28
IET Cash Management AP / AR Setup - Overview ... **28**
IET Create Receipt/Refund Batch ... **29**
How to use ... 29
A/R Receipt batches ... 29
A/R Receipt Batches - Zero value ... 29
See also ... 29
Inter-Entity (Cash Management) Audit Inquiry ... **30**

Inter-Entity Transactions - Cash Management Reports ... *30*

IET Setup Reports ... **30**
Cash Management Bank Setup Report ... 30
When to print ... 30
How to print ... 31
IET Cash Management AP/AR Setup Report - Printing ... 31
IET Processing Reports ... **31**
Consolidated AP Aged TB - Printing ... 31
Consolidated AR Aged Trial Balance ... 32

Inter-Entity Transactions - Cash Management Screen Guides *35*

Inter-Entity Transactions Setup Screen Guide **35**

Cash Management Bank Setup 35

IET Cash Management AP/AR Setup 36

IET Setup- Receipt/Refund Selection Codes 36

Select Tab 40

Criteria Tab 41

Document Tab 41

Receipt Selection Code: Exclusions Tab 41

Inter-Entity Transactions - Cash Management Reports Features **41**

Cash Management AP/AR Setup Report — Features 41

Cash Management Bank Setup Report Features 42

IET CM Audit Report - Features 42

This page intentionally left blank.

Inter-Entity Transactions - Cash Management Tutorials

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

Cash Management Tutorial: Bank Transfers between Companies 6
Setup Required 6
Process Bank Transfer in Source 8
Cash Management 1-step Tutorial: Payments/Receipts from another Company's Bank Account 12
Cash Management Setup 12
Process Payment/Receipt in Source 14
Cash Management 2 step tutorial: Consolidate Payments/Receipts across Companies 19
G/L and Bank Setup 19
Cash Management Setup 20
Process Payments/Receipts 21

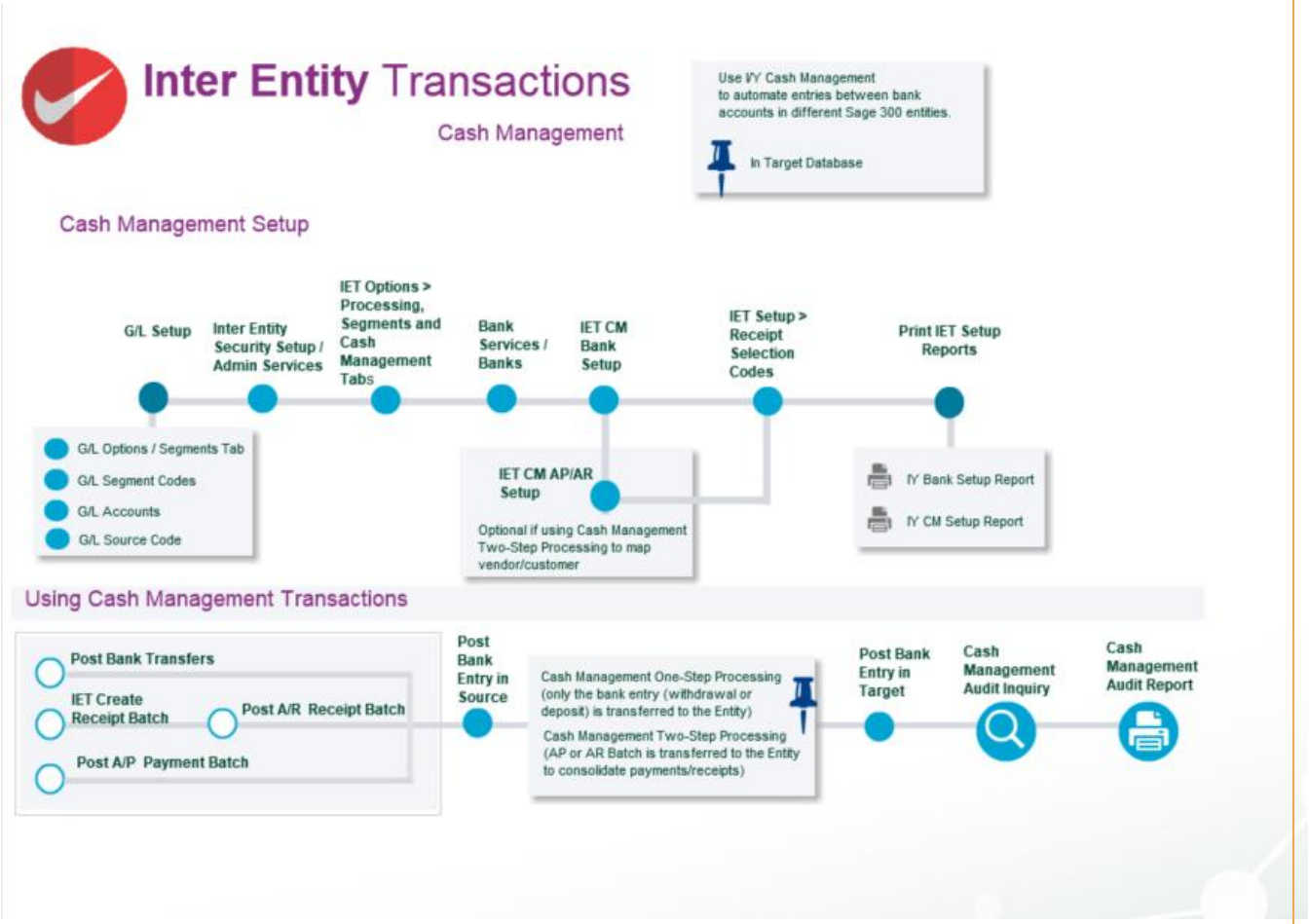
CASH MANAGEMENT TUTORIAL: BANK TRANSFERS BETWEEN COMPANIES

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

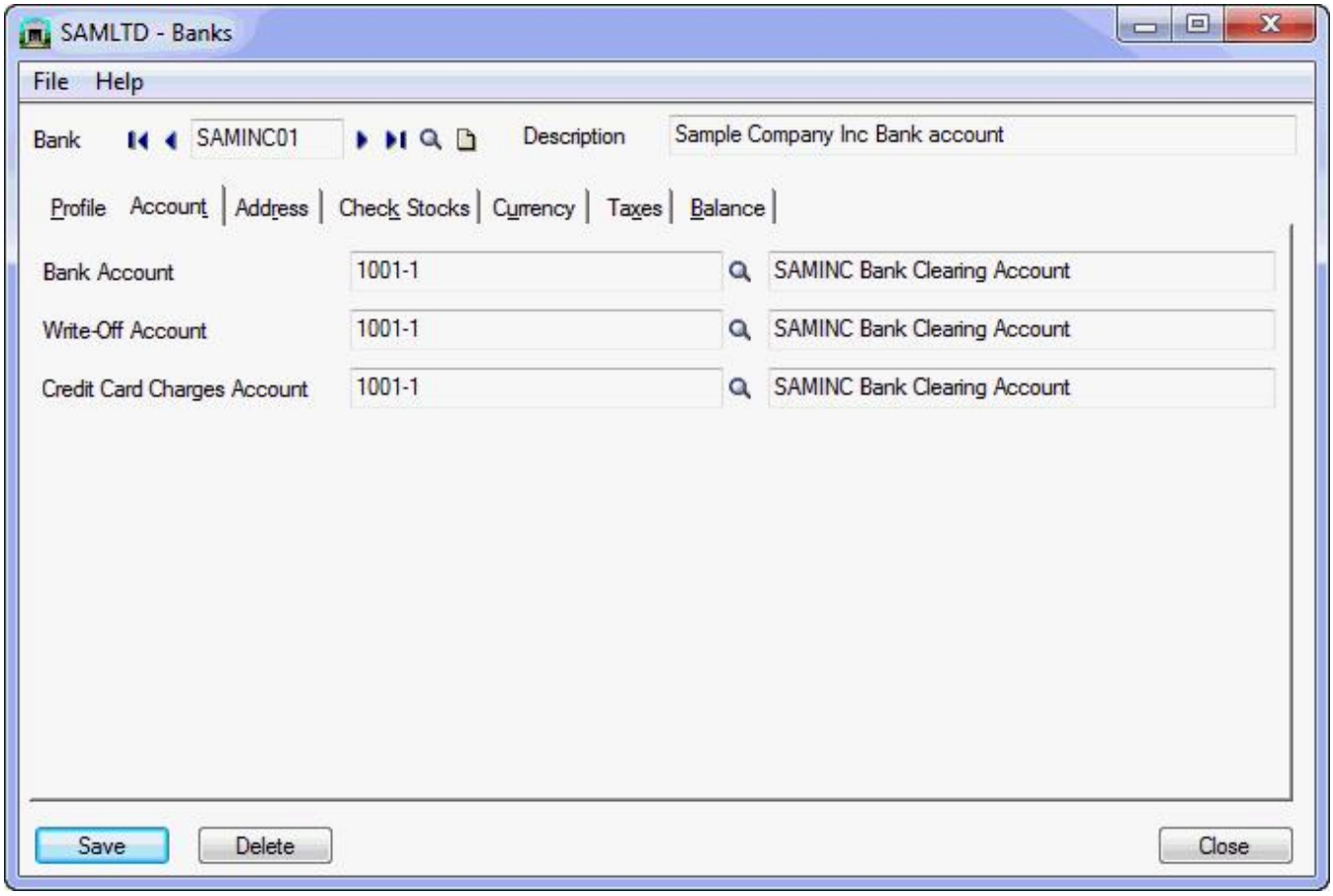
In the source company, create the following accounts (SAMLTD in the example below)

1001-1 SAMINC Bank Clearing account

-

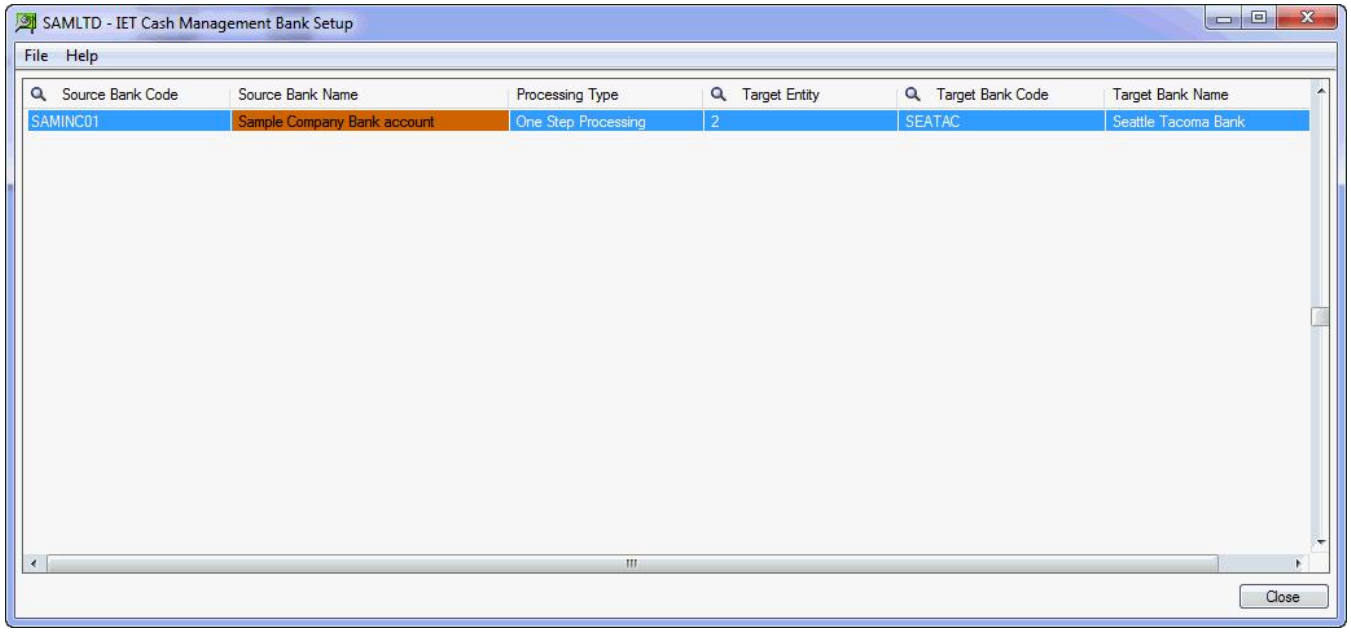
In the source company, create the following bank account (SAMLTD in the example below)

Ensure the G/L Accounts belong to the source entity



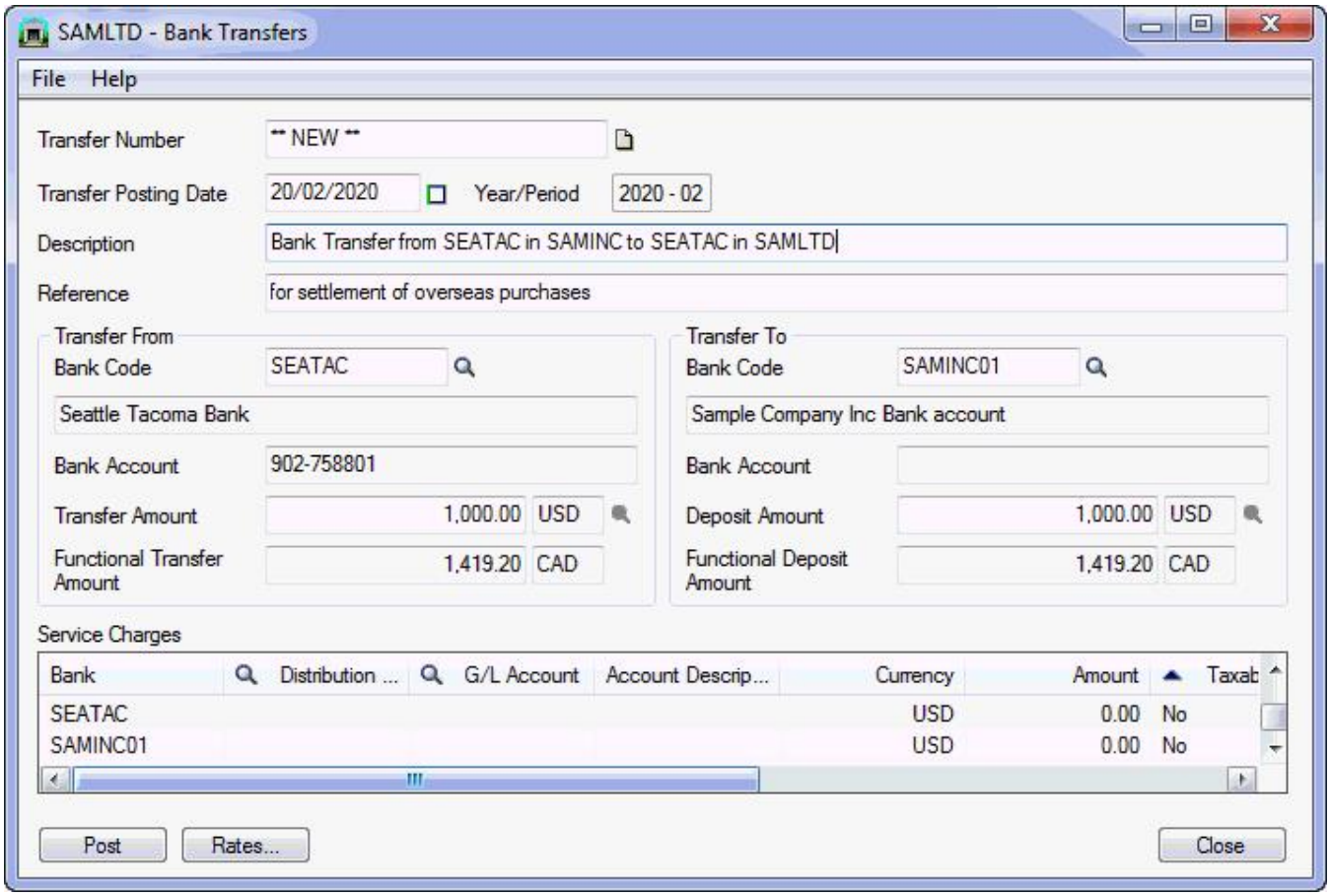
-

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



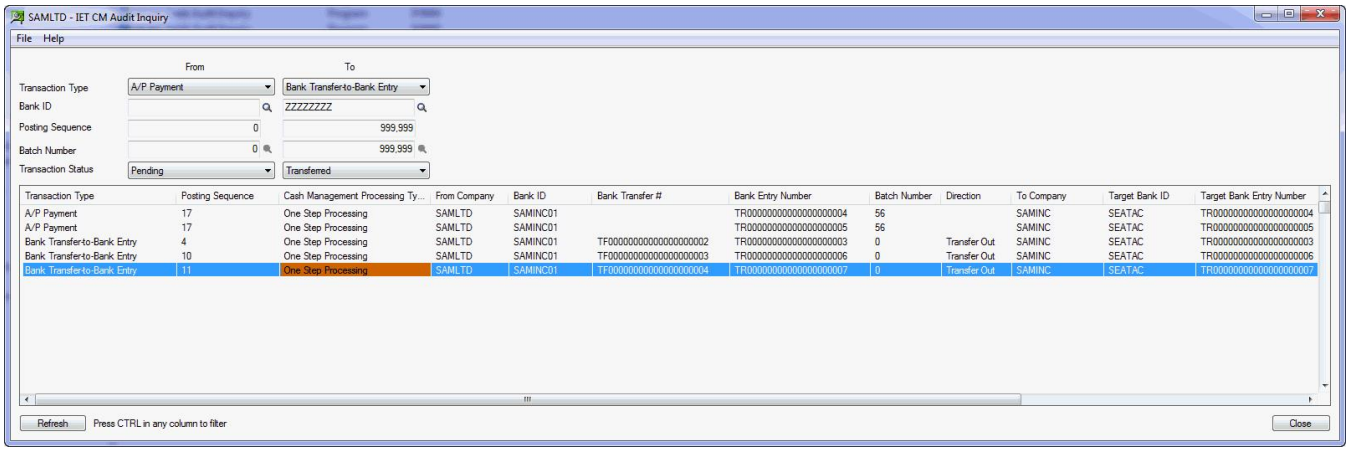
PROCESS BANK TRANSFER IN SOURCE

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

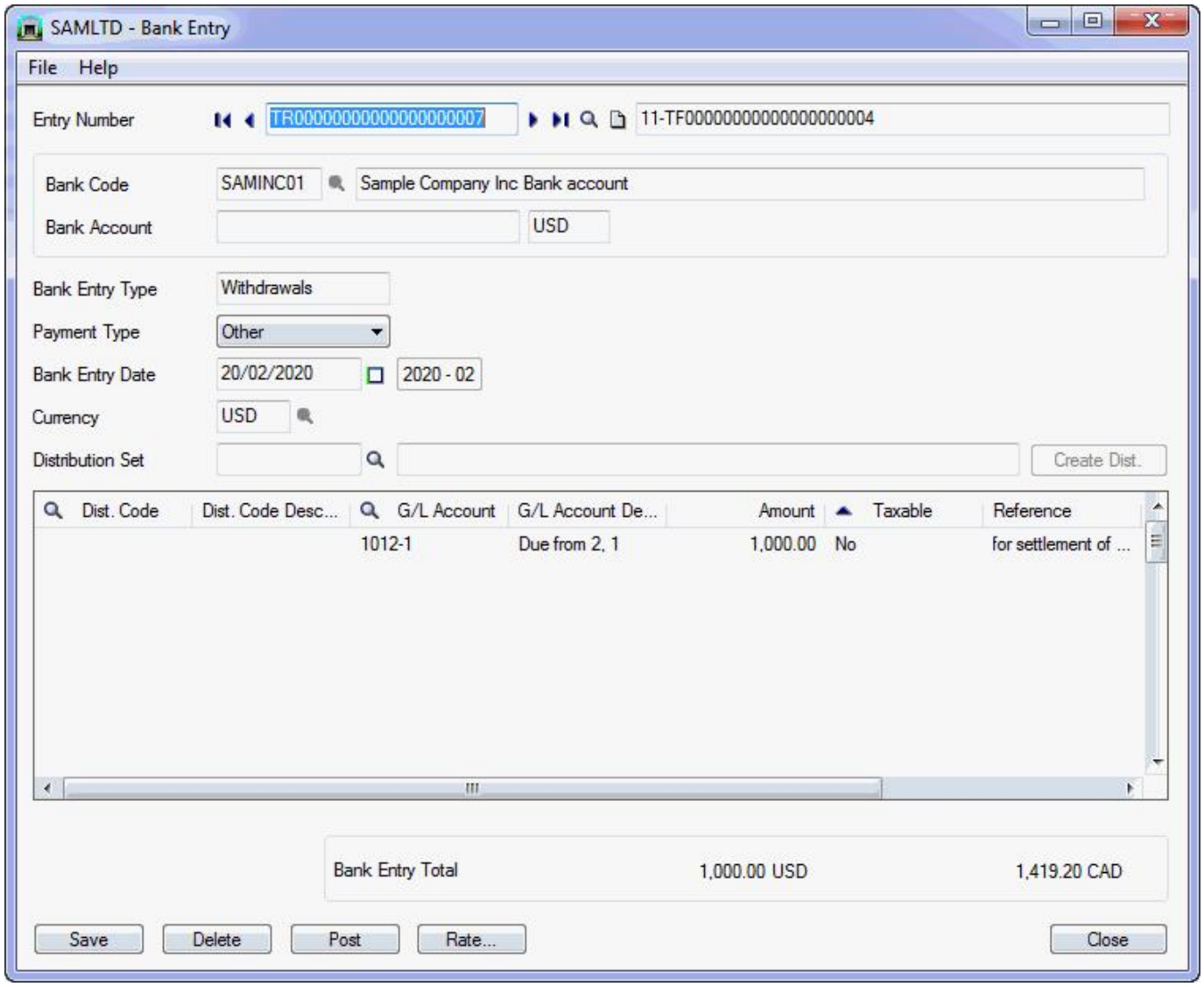


Post the bank transfer

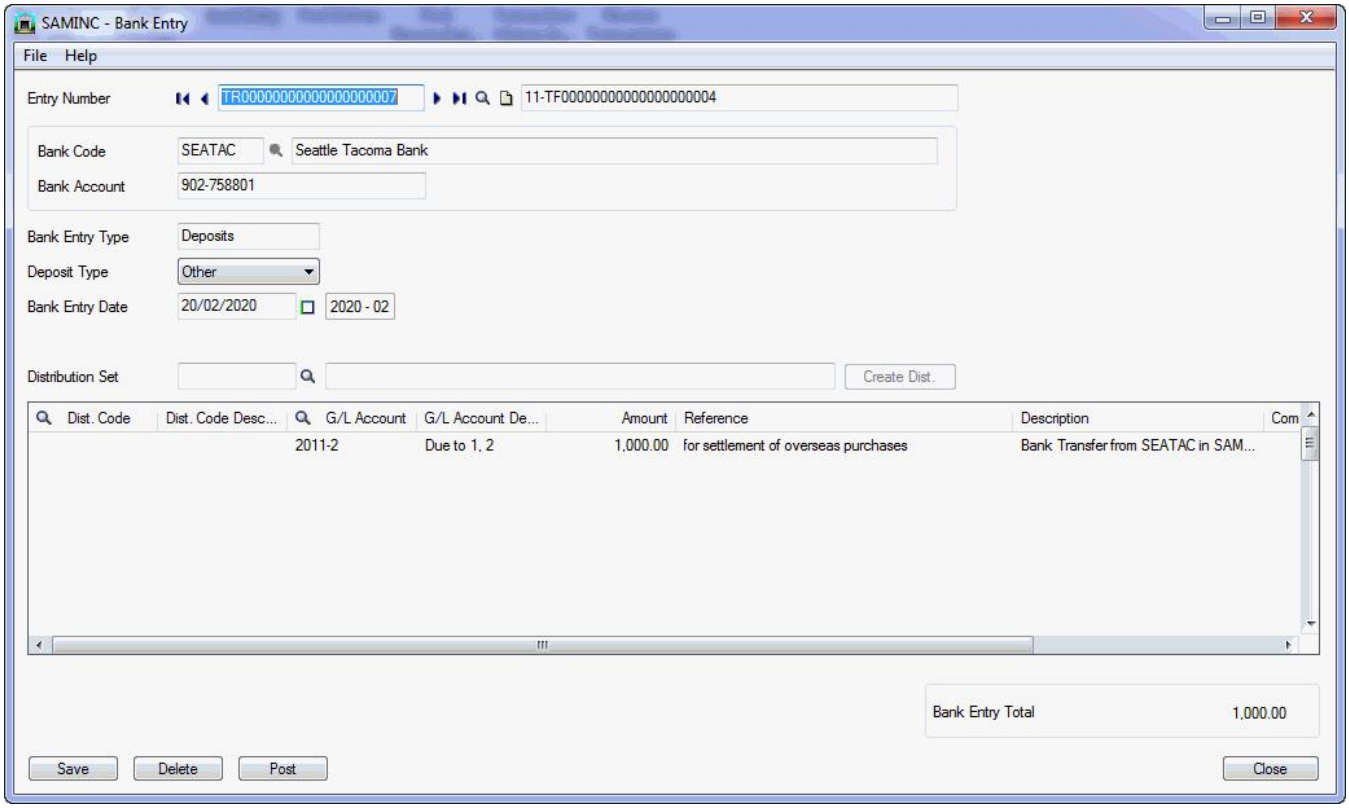
When this bank transfer is posted, bank entries are created and logged in the Inter-Entity Inter-Entity (Cash Management) Audit log.



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


SAMLTD - Bank Entry
File Help
Entry Number
TR00000000000000000007
11-TF00000000000000000004
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



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

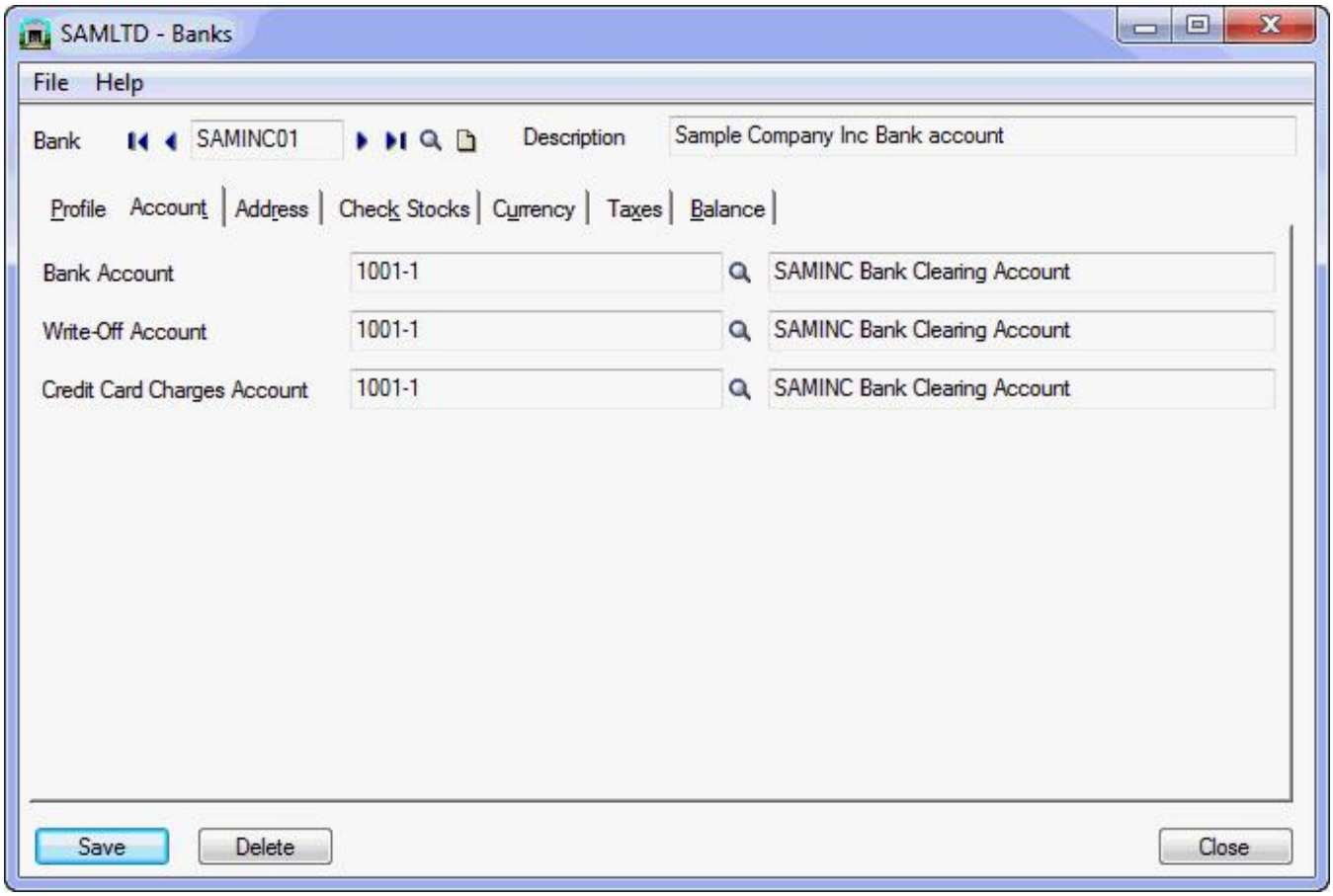
In the source company, create the following accounts (SAMLTD in the example below)

1001-1 SAMINC Bank Clearing account

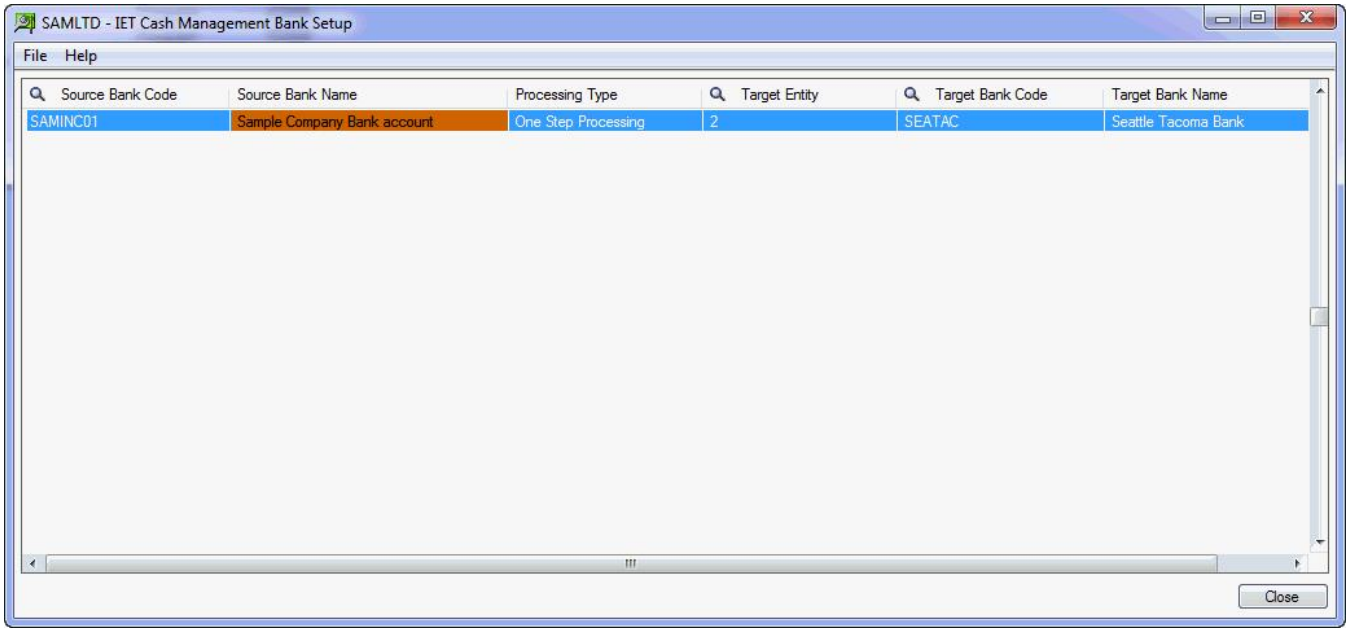
-

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

Ensure the G/L Accounts belong to the source entity



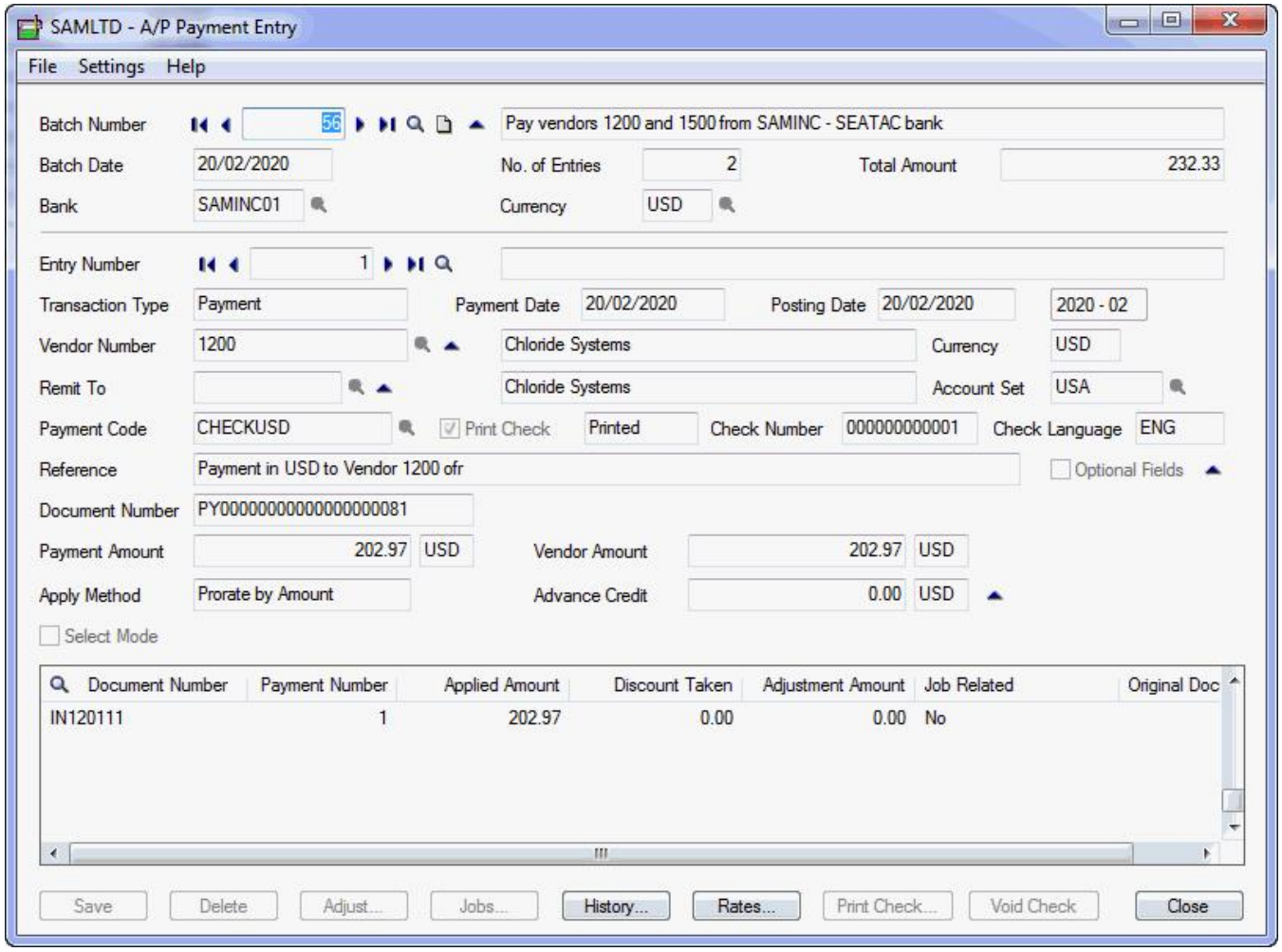
In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)



PROCESS PAYMENT/RECEIPT IN SOURCE

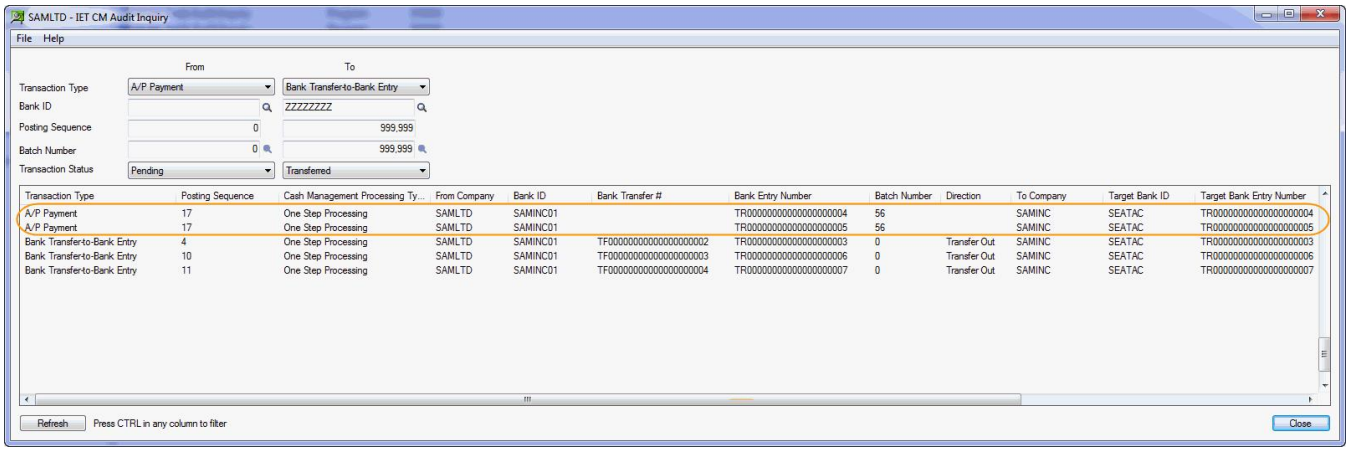
Process the required Payments/Receipts in the source company (SAMLTD)

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

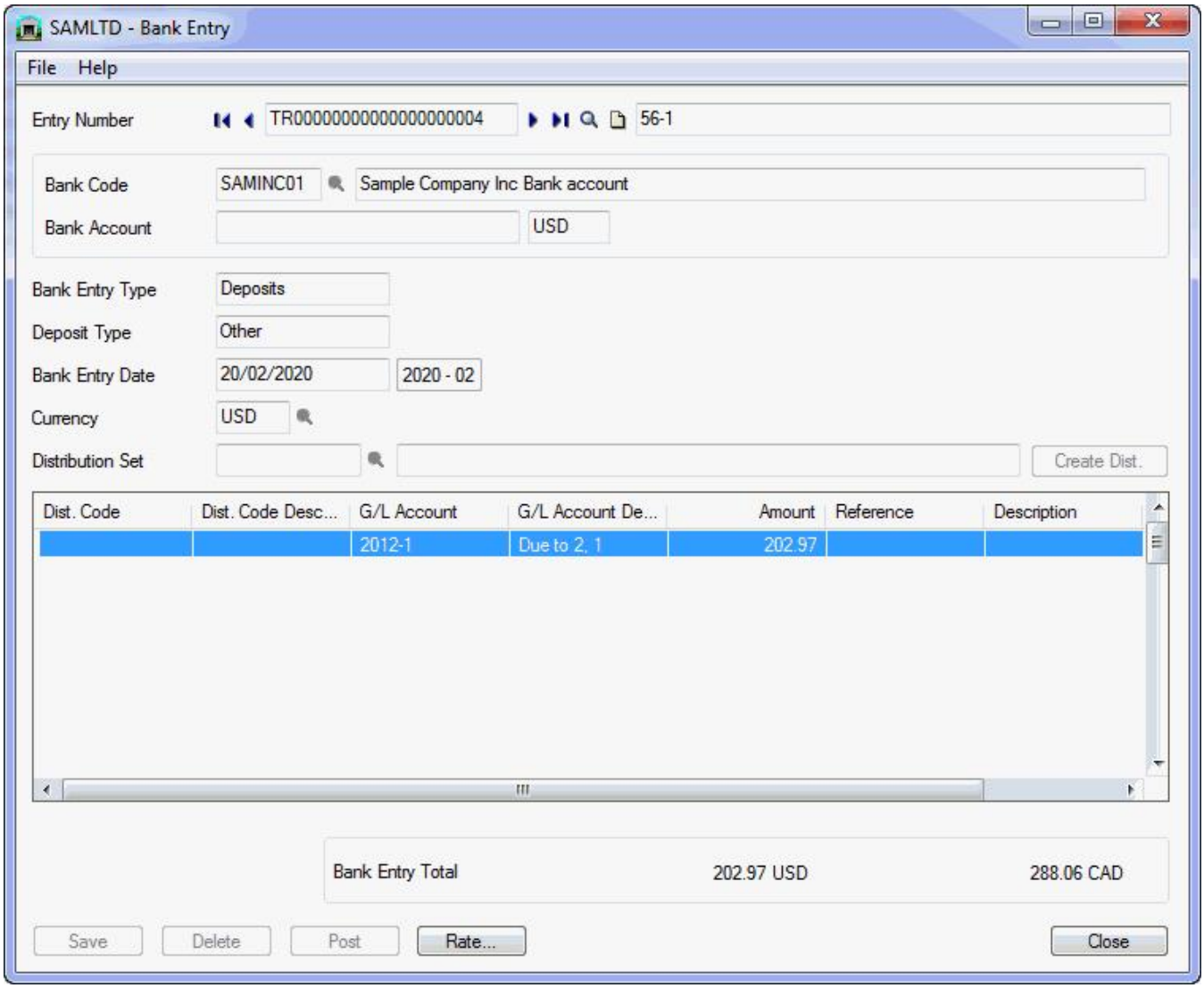


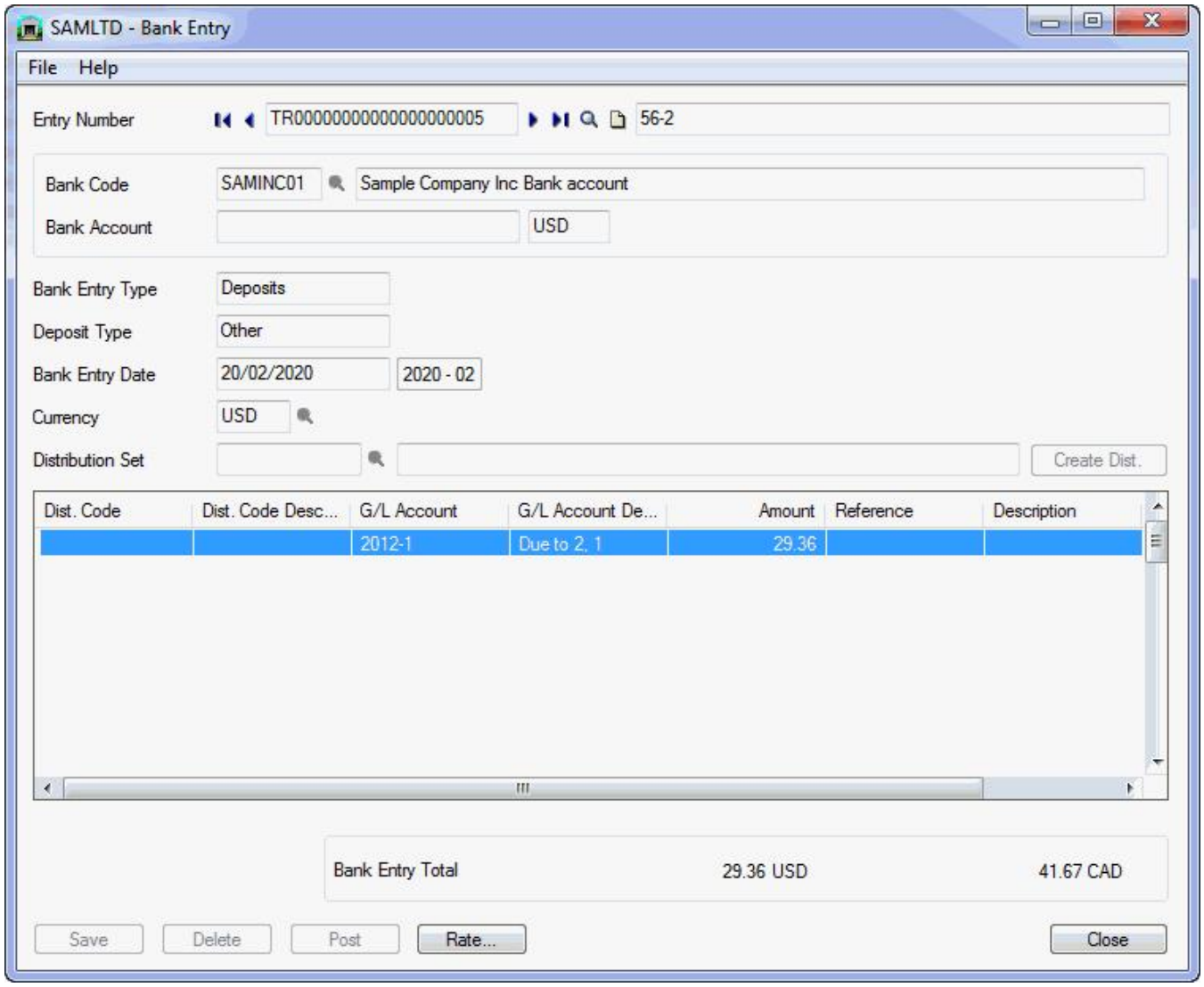
Post payments/Receipts

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

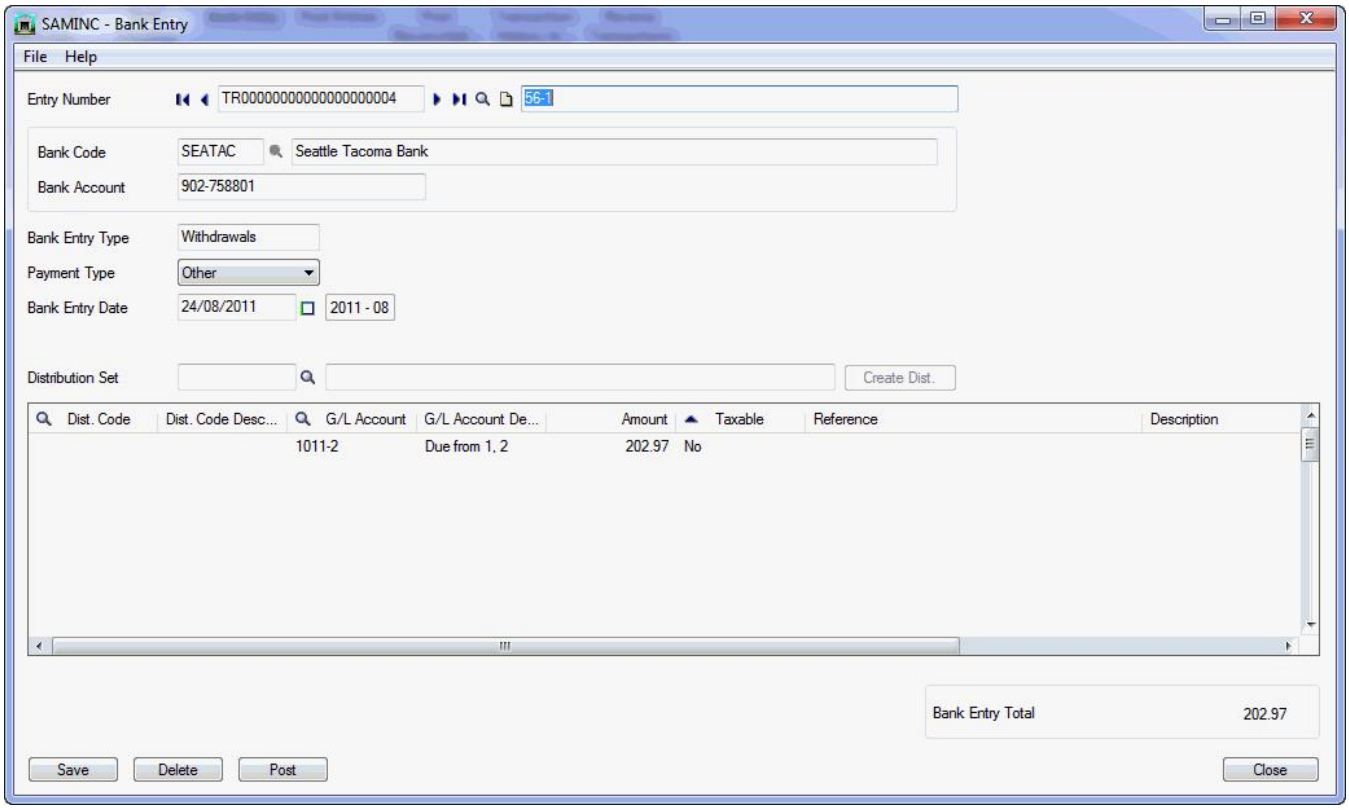


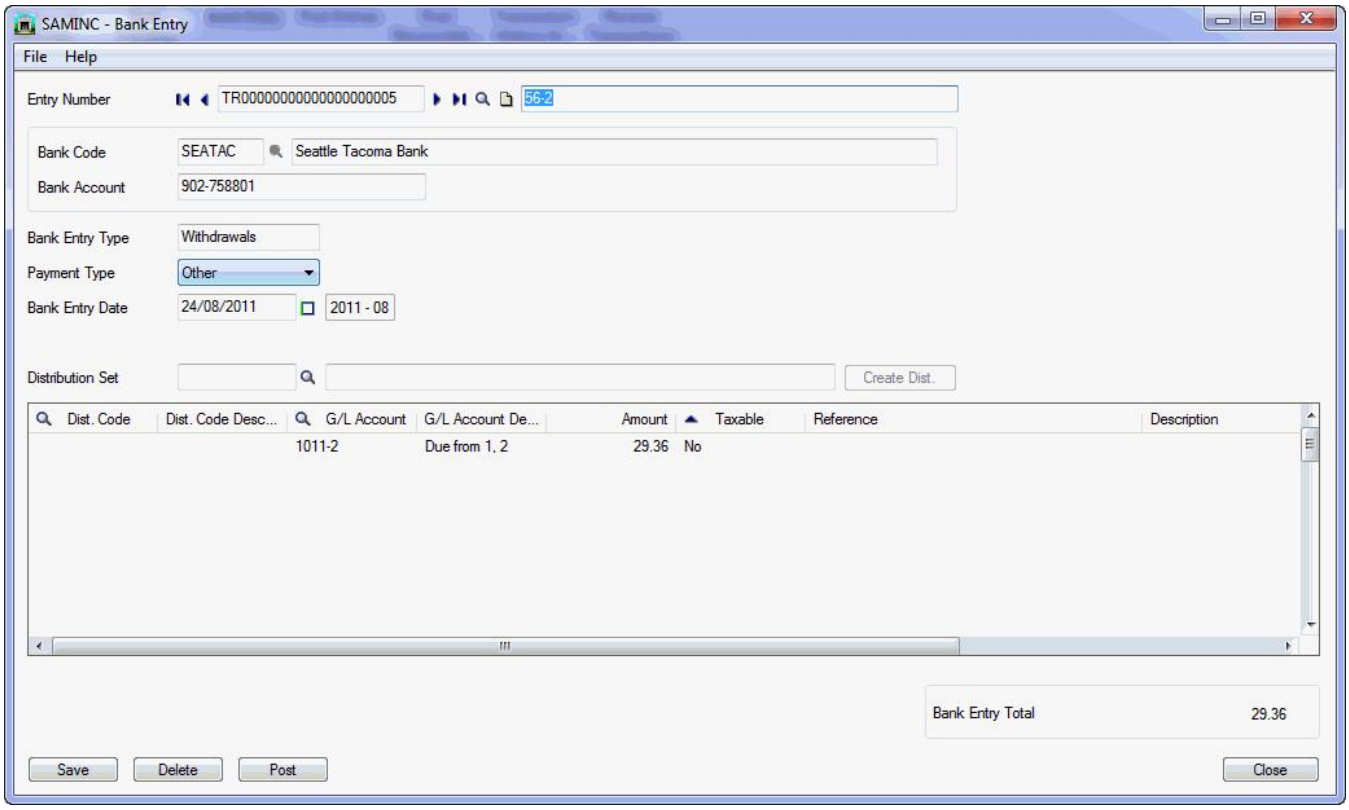
and Bank Entries recorded in SAMLTD to reverse the payment from the dummy bank account (via the loan account entries set up in IET Routes)



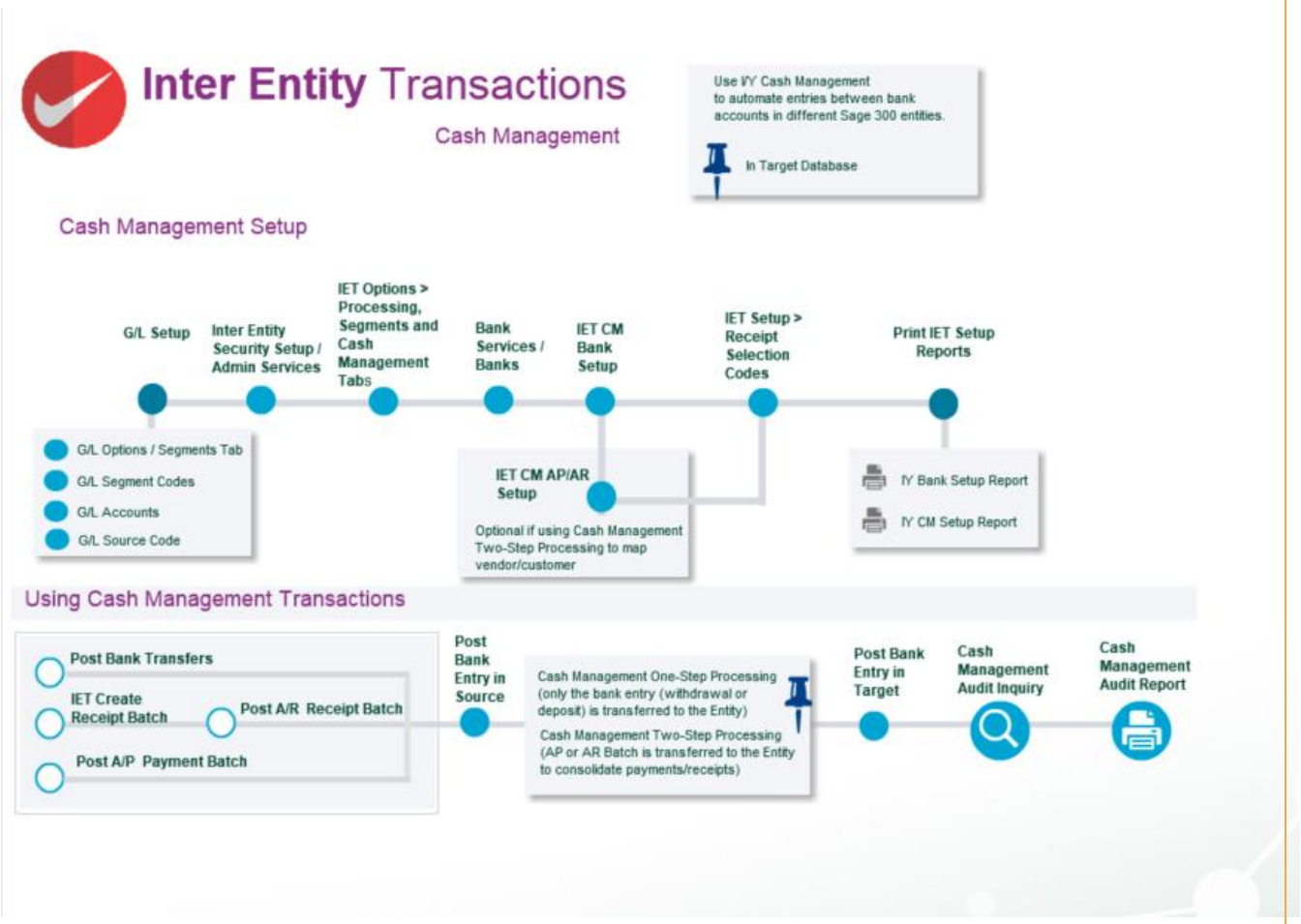


and Bank Entries recorded in SAMINC to record the payment from the bank account (via the loan account entries set up in IET Routes)


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.

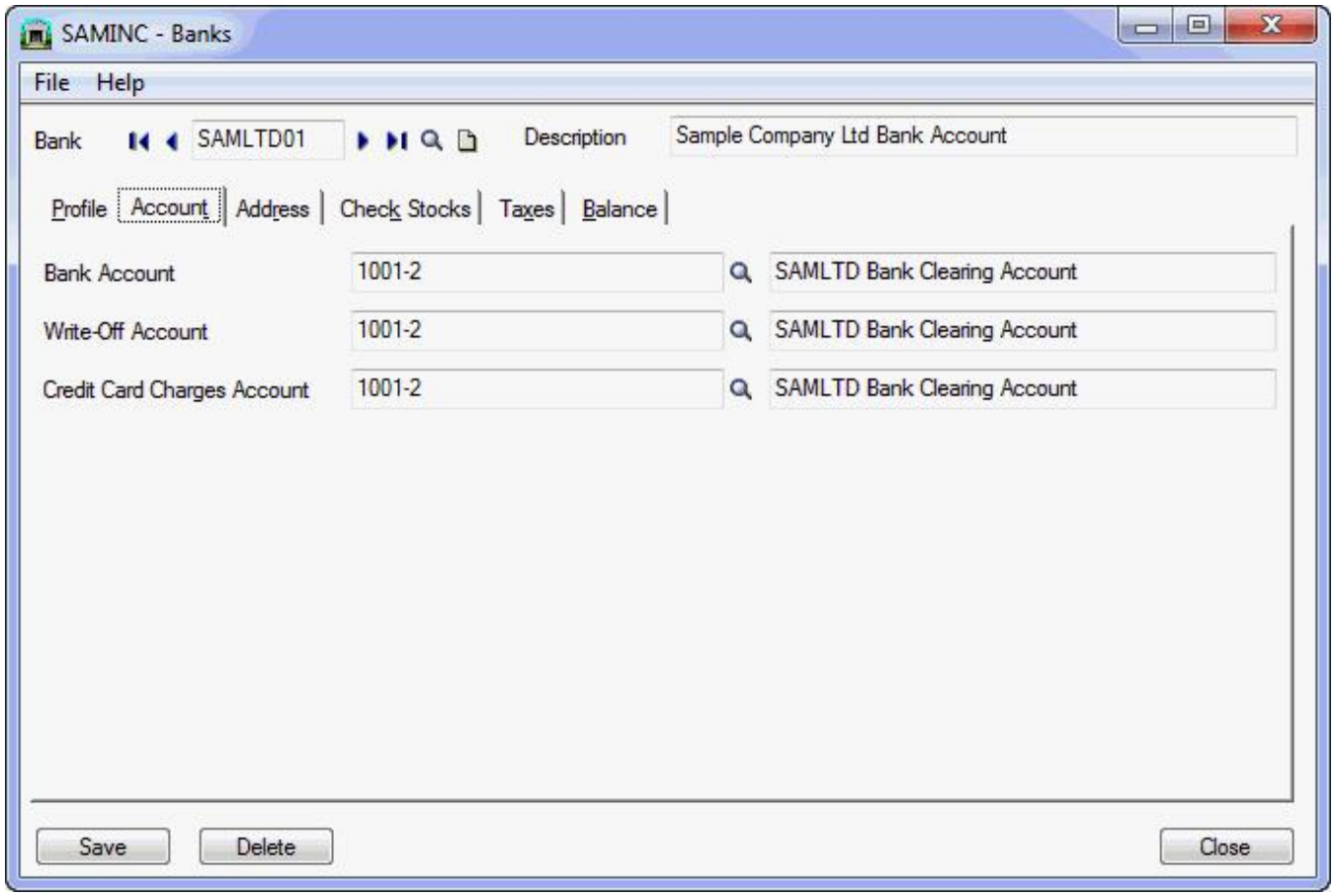
G/L AND BANK SETUP

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

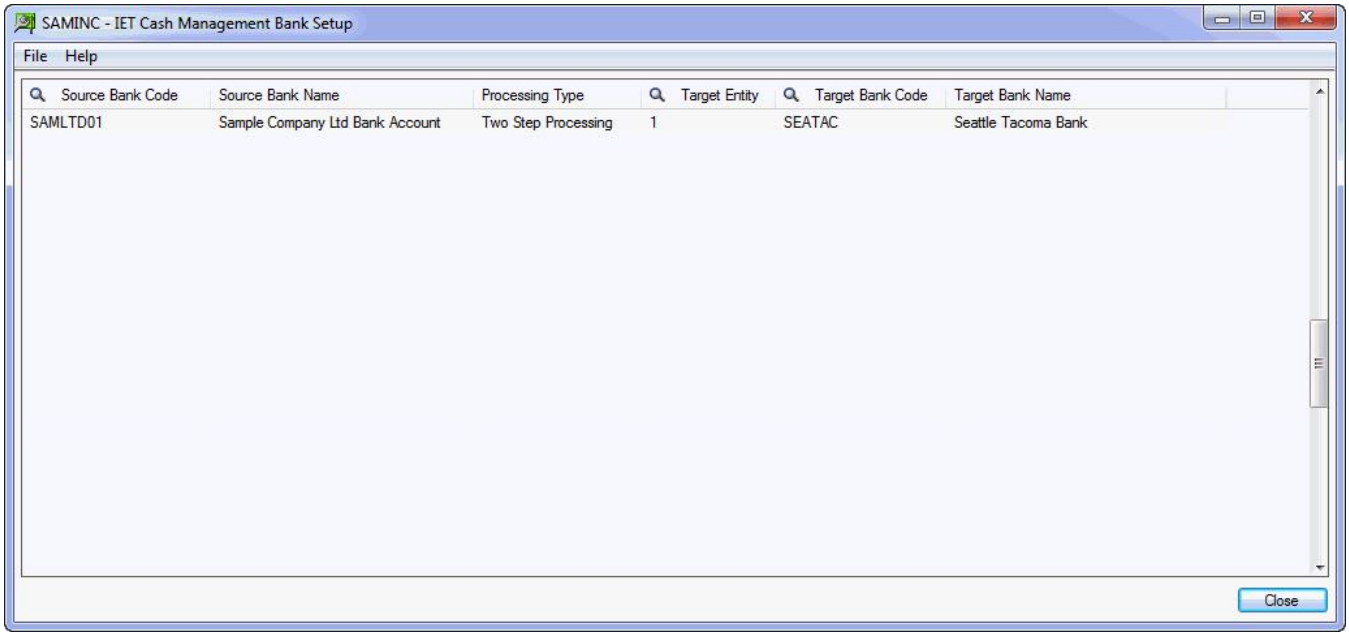
IET Options

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



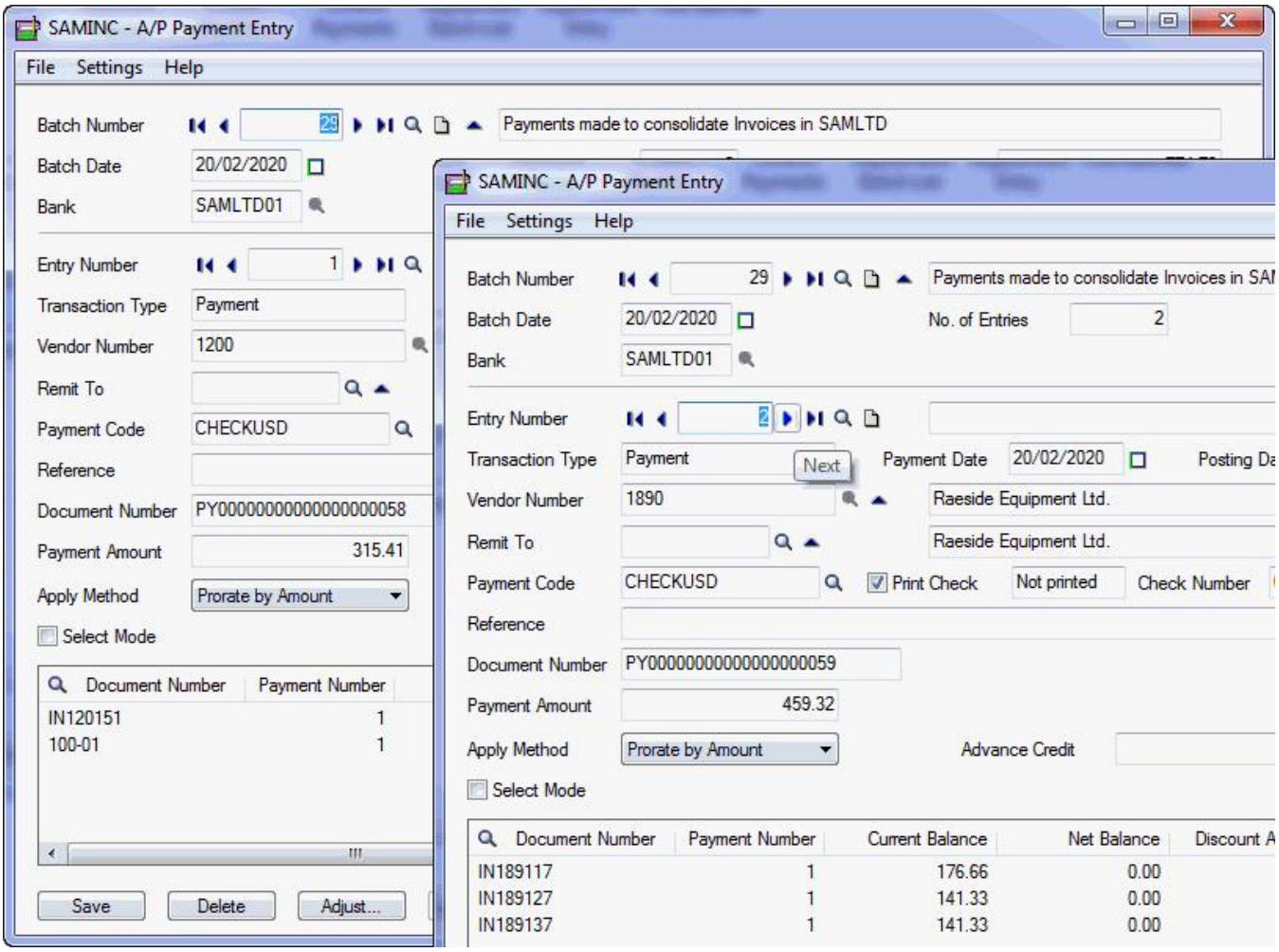
Map Vendor or Customer codes

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

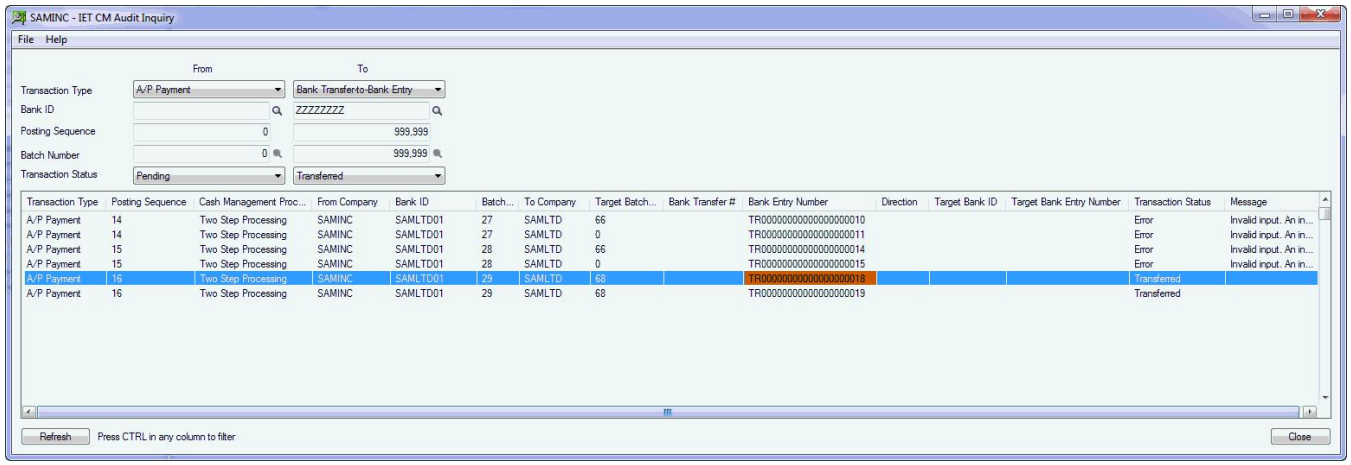
Process the required Payments/Receipts in the source company (SAMINC)

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



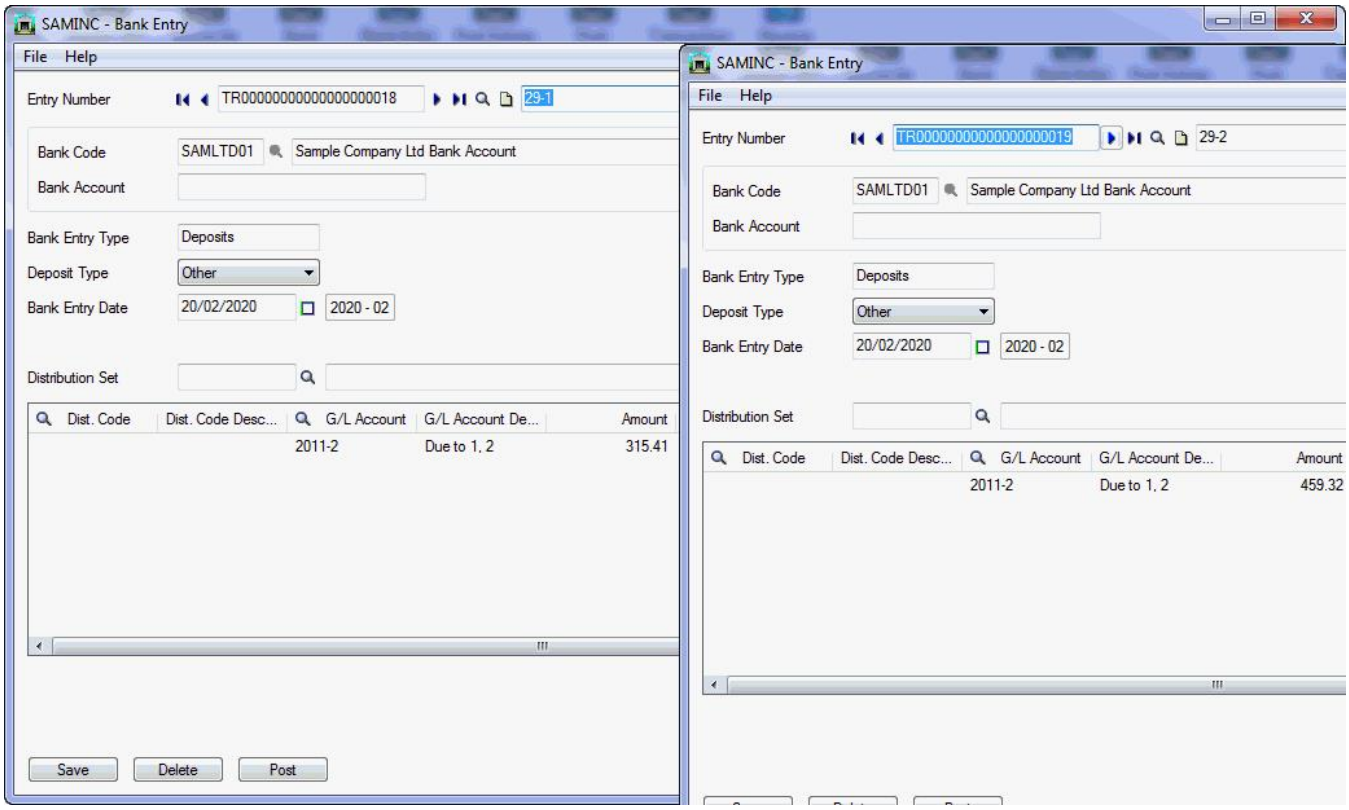
Post Payment

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.

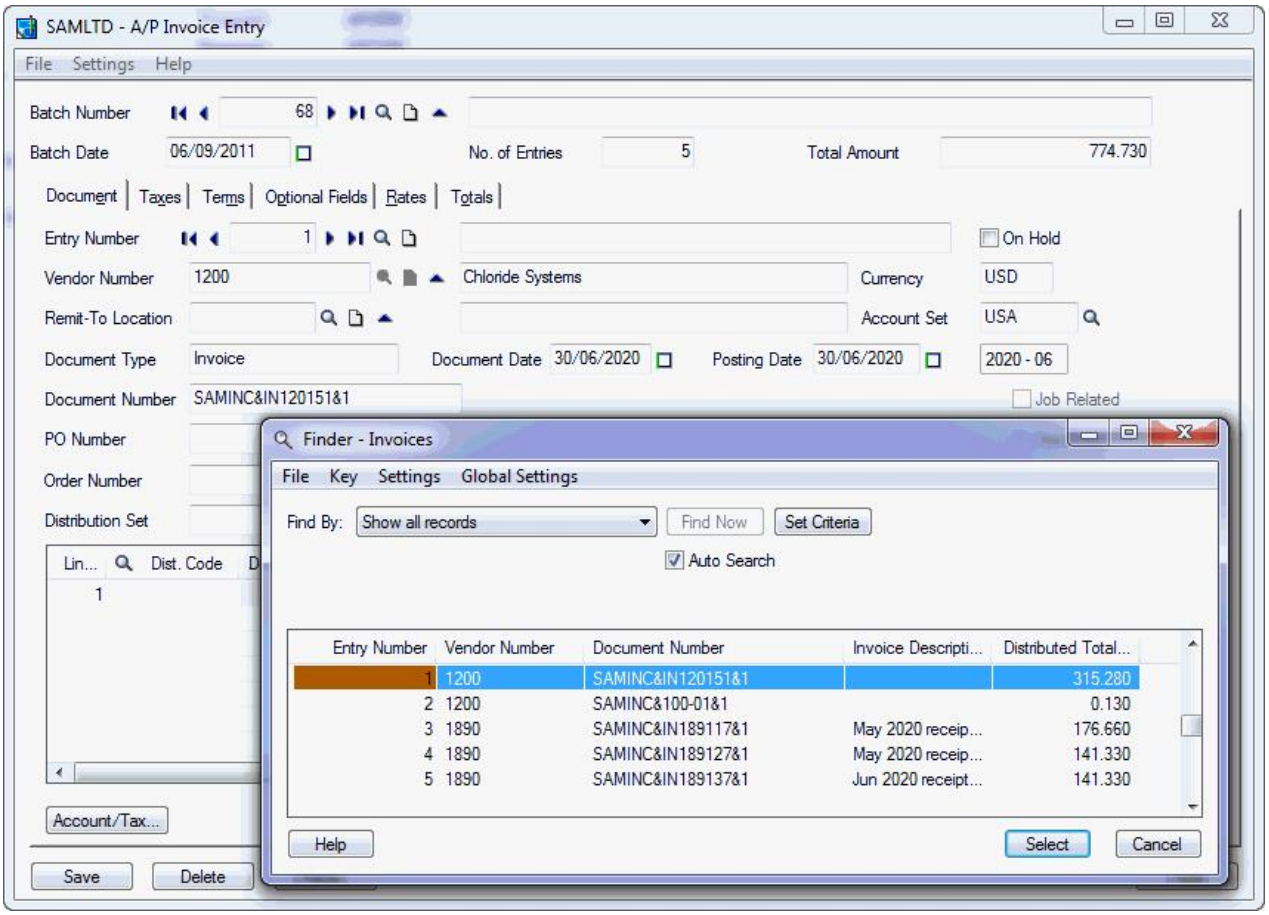
The 2 bank entries are created in SAMINC transferring the liability via the loan account between Entity 2 (SAMINC) and Entity 1 (SAMLTD).



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).



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

Cash Management Overview

Where organisations have multiple entities and bank accounts and need to transfer funds between them, Inter Entity Cash Management automates the process in Sage 300. All transactions are routed via pre-defined Inter-Entity loan accounts so they are kept in balance automatically.

Bank Transfers

- Process bank transfers between companies

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 AR 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 AR 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 AP payment out of a bank account in one company and allocate it against AP 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 AR Trial balance across multiple companies Bank transfers between bank accounts across companies.

Requirement! *Cash Management is included only in the multi database version of Inter Entity Transactions.

For details on setting up Cash Management :

IET Cash Management Bank Setup **26**
IET Cash Management AP / AR Setup - Overview **28**
IET Create Receipt/Refund Batch **29**
Inter-Entity (Cash Management) Audit Inquiry **30**

IET CASH MANAGEMENT BANK SETUP

Using the CM 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.

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.

Cash Management and Reversals

IET Cash Management 1-step processing also caters for AP and AR Reversals done in Bank Transactions. When AP or AR Transactions relating to a bank configured in Inter-Entity (Cash Management) one-step processing are reversed, bank entries in the Source and in the Target companies are created.

Note: If you are doing a reversal for an AP/AR Trade Vendor Payment/Customer Receipt - you need to do the same reversal for the AR/AP Customer Receipt/Vendor Payment manually in the target company - before re-entering the new transaction.

G/L Integration Option

If you configure 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", you will get the following error message when posting a reversal in Bank Services.

"No active transactions allowed for auto-post" .

All bank entries will be auto-posted to the G/L except for the CS Bank Reversal resulting Bank Entry when reversing AP Payments or AR Receipts that were processed across multiple entities. In this case you will receive the error message "No active transactions allowed for AutoPost" for the G/L Batch created by Bank Services for the IET Bank Entry. The G/L Batch will have to be posted manually.

If you configure the "Create G/L Transactions by" to "Creating a New Batch", the GL Batch is created, but not auto-posted. The resulting G/L Batches for all Bank Entries (both auto-created by Inter-Entity Transactions and manually entered Bank Entries) will have to be posted manually.

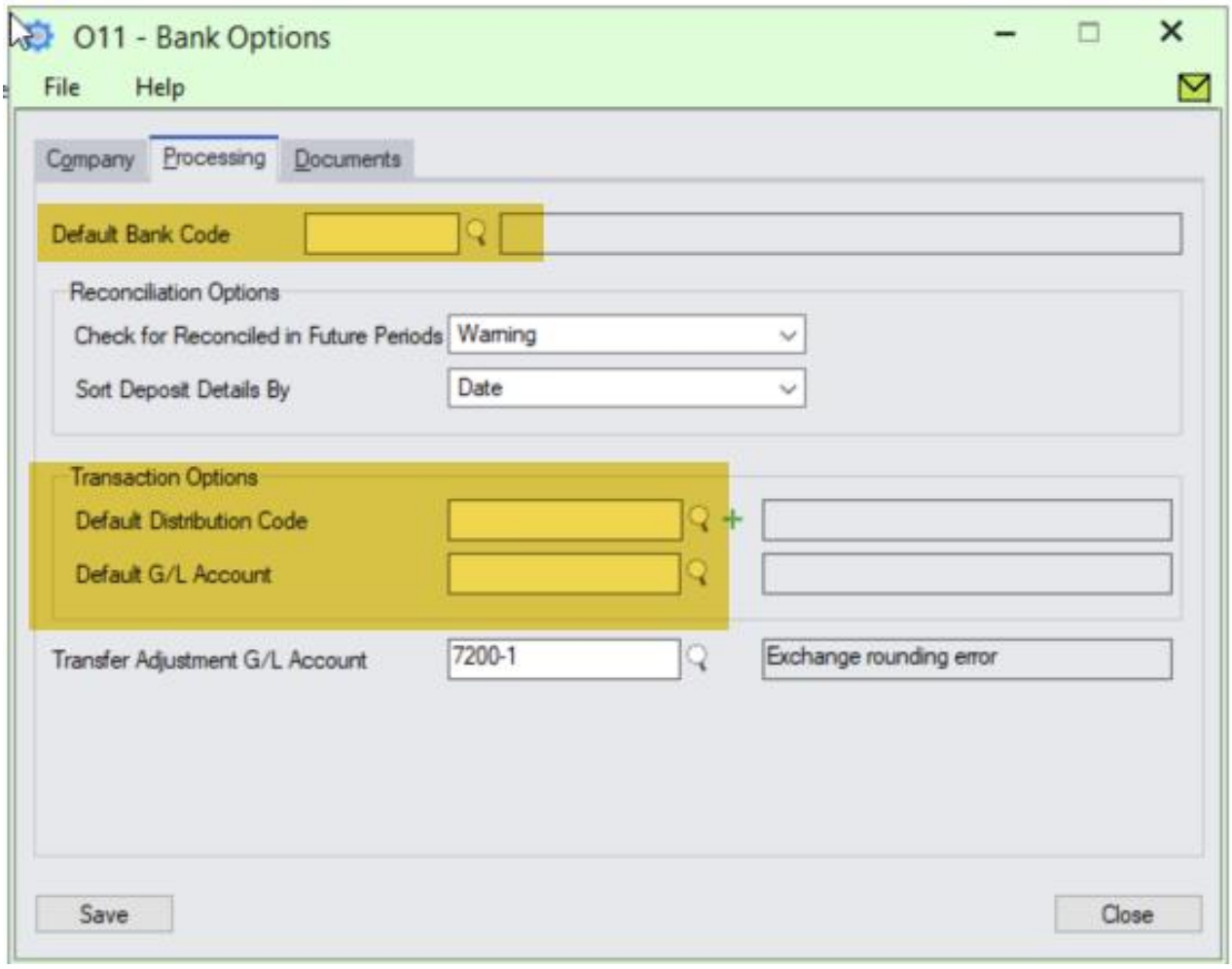
For details fields and controls, see Cash Management Bank Setup on page 35

Default Options in Bank Options

Remove all defaults in the Common Services -> Bank Services -> Bank Setup -> Bank Options > Processing tab, i.e.:

Default Bank Code

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



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'.

G/L ACCOUNTS USED IN CASH MANAGEMENT

You don't need the Default options as Cash Management needs to set the accounts.

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

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.

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 Database Entity Mapping Setup)

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 Database Entity Mapping Setup)

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

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 36

Enter a Receipt/Refund Batch Date .

Update the default batch and entry descriptions if required.

Select "Create" to generate the 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 36

INTER-ENTITY (CASH MANAGEMENT) AUDIT INQUIRY

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 (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

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.

Note:

At the time of creating entries in the target entity, Inter-Entity Trade will use an additional Sage 300 Licence. Depending on how the "This workstation uses Integration Access Pack Licences for external applications" is set up (see Help\IAP Users...), this will be either a Lanpak or an IAP Licence.

Unless you have purchased additional IAP licences, it is recommend this switch is turned off on all workstations.

Inter-Entity Transactions - Cash Management Reports

IET Setup Reports **30**
IET Processing Reports **31**

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 42

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 41

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. IY71A for version 2024) 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 IY71\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. IY71A for version 2024) 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 IY71\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.

This page intentionally left blank.

Inter-Entity Transactions - Cash Management Screen Guides

Inter-Entity Transactions Setup Screen Guide **35**
Inter-Entity Transactions - Cash Management Reports Features **41**

INTER-ENTITY TRANSACTIONS SETUP SCREEN GUIDE

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

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

- 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 Database Entity Mapping Setup)

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 Database Entity Mapping Setup)

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

Back to IET Cash Management AP / AR Setup - Overview on page 28

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 29 for details on how to use).

FIELDS AND CONTROLS

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.

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.

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 Accounts Payable 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.

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

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.

Select Tab

Use this tab to to specify details about the receipt batches to be created:

- 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

Criteria Tab

Use this tab to:

- 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.

Document 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)

Receipt Selection Code: Exclusions Tab

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

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 database,
- The transaction status (pending status, transferred status and error status) and associated error message if applicable

OrchidSystems
SYDNEY | AUSTRALIA

Office: 2/273 Alfred Street, North Sydney
New South Wales 2060 Australia

Phone: +612 9099 1077
Email: info@orchid.systems

www.orchid.systems

Sage Tech Partner

Work smarter with Orchid

© 2022 Orchid Systems