SmartStream®

FSRP15 End User Training for Receivables

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Note: This is a Year 2000 Readiness Disclosure

Contents

(continued)

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(continued)

Lesson 7 Processing and Error Correction

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Glossary

Introduction

This course is intended for those individuals responsible for hands-on, day-to-day ongoing maintenance, input and approval of SmartStream Receivables.

Prerequisities

None

Method of Instruction

Certified Geac instructors teach implementing SmartStream Receivables at your site and in Geac education centers. Your instructor will lead you through the major tasks of implementing and using Receivables.

Throughout this course the following instructional methods are used:

- Lecture - Your Instructor will describe a concept, demonstrate a function, lead you through an exercise and explain practical applications of key product features.
- Discussion - You are encouraged to participate in discussing what you are learning. Every effort will be made to answer any questions that you have.
- Individual Exercises - You will have the opportunity to apply what you are learning in a number of exercises that provide you with specific instructions for accomplishing a task.
- Periodic reviews - To verify that you understand key concepts taught in this course, periodically you will be asked to answer review questions that test your comprehension of the subject matter.

Documentation and Reference Tools

Online Documentation Documentation is available online as follows:

Tool	Description	Access
Online Help	Available on the Main toolbar in SmartStream. All window and field descriptions as well as procedures for using the product are available. Help also provides a glossary of commonly used terms, a search feature, and information about the Microsoft Help facility.	Choose Help (the yellow question mark) on the SmartStream toolbar to access Help for the field in focus and the Help contents. Press **Alt+F1** to present Help for the active window. Press **F1** to present Help for a particular field.
SmartStream Library (Also referred to as DocLink SmartStream Library)	Contains application and technical guides for all SmartStream products and platform components. Provides information on implementation and daily use of the system including policy decisions, running jobs, daily processing and reporting.	SmartStream Library can be accessed directly from the SmartStream Help menu. **Note:** If you have purchased StreamBuilder, an additional volume is available on the menu.
SmartStream Reference Tool	Allows you to query your server to access information about SmartStream databases, such as database table and column detail and table differences.	Available as an Activity

Receivables Documentation

Application documentation for Receivables is available from the DocLink component of AnswerLink under **SmartStream/SmartStream** *version number***/Financials/Receivables.**

The Receivables technical documentation is under **SmartStream/SmartStream** *version number***/Technical Reference/Financials/Receivables.**

Installation Guide

The SmartStream *Installation Guide* provides step-by-step instructions for installing SmartStream products. This guide is available under **SmartStream/SmartStream** *version number***/Installation/Installation Guide**.

AnswerLink

AnswerLink is the Web-enabled suite of support tools for Geac Enterprise Solutions™. It provides one-stop shopping for all information needs. You can look up documentation, search for solutions, check out the latest bulletins, submit a case, and interface with peers, all using the same product..

You can access AnswerLink using your internet Web browser by typing **Answerlink.geac.com** in the browser Address bar.

Components	Description	Access
Solutions	Solutions document known issues with Geac products and may have attached files that contain corrective code or updates based on periodic tax or regulatory changes. You can sign up for an in-progress solution that applies to your case, product, or environment and receive e-mail notification when the solution is complete.	Choose Solutions on the AnswerLink menu.
Cases	Cases are the method for logging issues and communicating with support representatives. You can indicate that you want to receive an e-mail notification without continually checking on your case. You will be notified when a contribution is made.	Choose Cases on the AnswerLink menu.
Newsgroups	Newsgroups provide a forum for discussing problems and successes with other customers. Newsgroups are a great opportunity to work through problems and glean some new ideas.	Choose Newsgroups on the AnswerLink menu.
Bulletin Board	Geac Support posts general and product-specific information on a variety of topics, including year-end processes, certified environments, and support policies on the Bulletin Board.	Choose Bulletin Board on the AnswerLink menu.
DocLink	DocLink, the online library for Geac, consists of most of the published documentation available. It provides access to the most up-to date product information, which can be viewed on line or downloaded in PDF format and printed.	Choose DocLink on the AnswerLink menu.

About this course

End User Training for SmartStream Receivables provides instruction and exercises in:

- Review of receivable policies
- Create and maintain Receivable Account information
- Record invoices
- Record cash application
- Record and maintain invoice and cash application changes
- Provide reporting on Accounts Receivable information

This course concentrates on online daily activity, online and batch processing.

Course Objectives

The objective of the course is to educate the end user on all the features and functionality available within SmartStream Receivables. If needed, the basics of using the SmartStream Browser will also be covered.

1 Getting Started

Lesson Contents

Objectives

After completing this lesson, you will be able to

- List the information sources used with SmartStream Receivables
- Describe the relationship of Receivables and Credit Management enterprise policy
- Log on to SmartStream
- Set up and organize your desktop
- Identify the components of Receivables.

About the Receivables View of Enterprise Policy

Use the Receivables view of enterprise policy to define options that SmartStream Receivables uses to process your receivables. This section presents information you need when defining these options.

Options

The following table provides an overview of the options in the Receivables view of enterprise policy. The information given for each option is the

- Possibility of overriding the option using other policies
- Products where you can override the option
- Names of the windows or views where you can override the option.

Option	Can you override it?	Where?	On what window or view?
Receivable Control Groups Required	No		
Process Documents in Unbalanced Control Groups	No		
Validate Tax Rules	No		
Generate Tax Summaries	No		
write-off Type	Yes	Receivables	Receivable Entity Policy: Defaults and Options
Maximum Tolerance Currency	Yes	Receivables	Receivable Entity Policy: Defaults and Options
Maximum Tolerance Amount	Yes	Receivables	Receivable Entity Policy: Defaults and Options
Percentage of Remittance	Yes	Receivables	Receivable Entity Policy: Defaults and Options
Use Algorithm Allocation	Yes	Receivables	Receivable Account: General Information
Algorithm Policy	Yes	Receivables	Receivable Account: General Information

Note: These options serve as defaults on the window or view listed in the last column. For more information about overriding these options, see the *Receivables guide*.

Prerequisite Information

If you want to define remittance allocation tolerance you must first set up the associated write-off policy. For more information about setting up write-off policies, see the *Receivables guide* topic on Setting Up Receivables Policies.

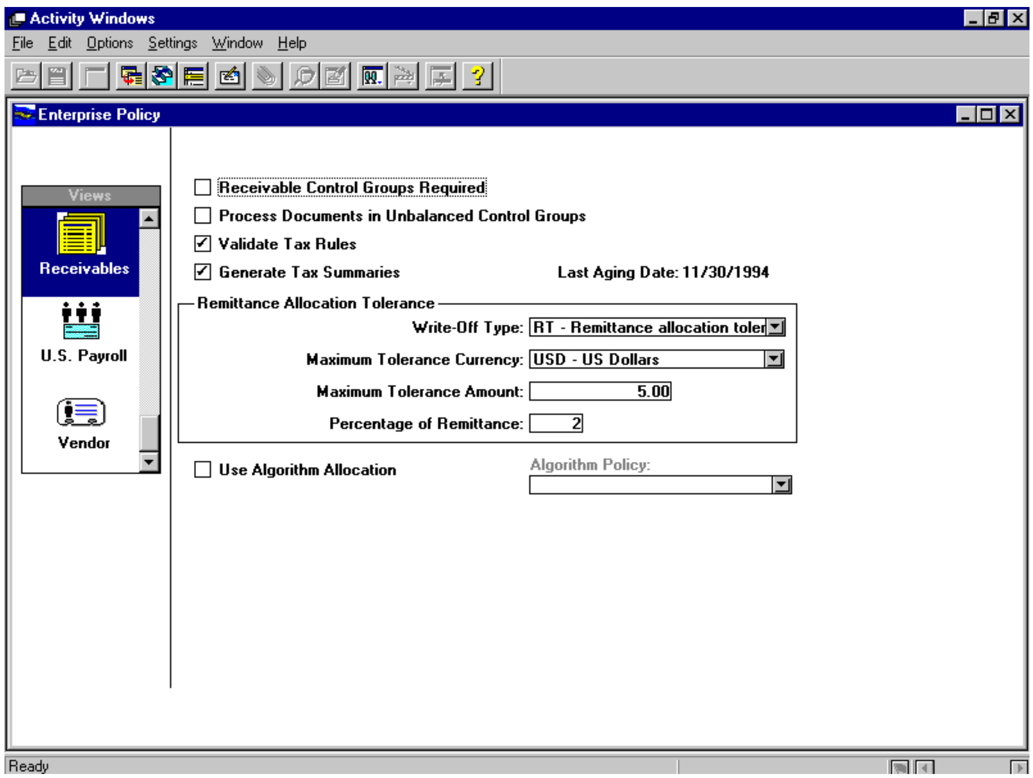
Enterprise Policy Window: Receivables View

Use the Receivables view of the Enterprise Policy window to add or update options used by this product. This view also displays the date and time that the aging process was last run.

Accessing the Window

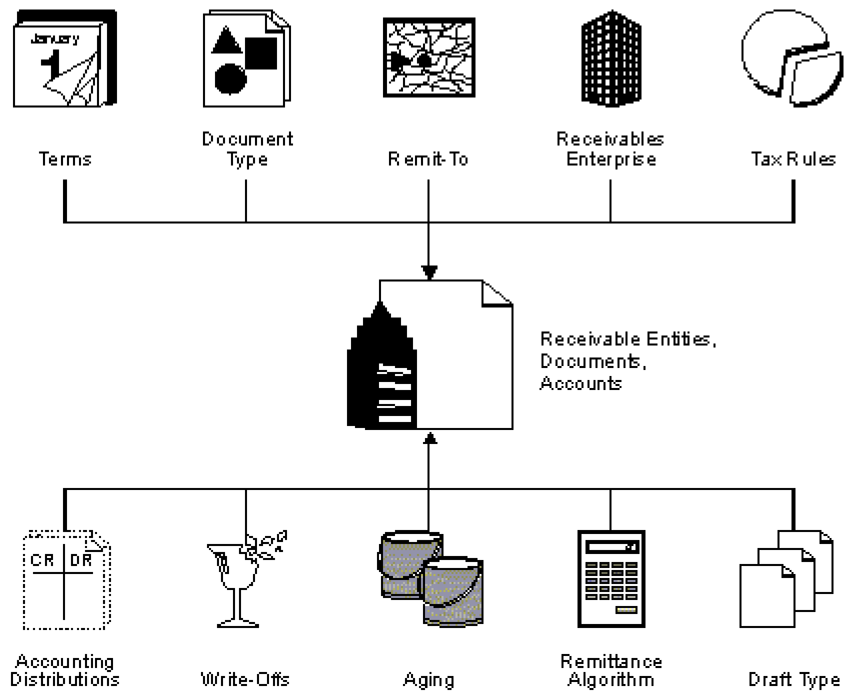
Access this view by choosing Receivables from either the Views menu or the Views list on the Enterprise Policy window.

Receivables View



Overview of Receivable Policies

Receivable policies provide rules your enterprise uses to control the processing of receivables. They identify the way you handle taxes, terms of payment, aging, write-offs, remittance allocation tolerance, and accounting distributions.



Receivable Entities

When you set up receivable policies, you determine how many different sets of rules, or *receivable entities,* you need, then specify the processing preferences for each.

Receivable Documents

Your receivables policy also controls how you process receivable documents. A *receivable document* is a record of money due for payment of goods received or services rendered. An example is an invoice.

When you process receivable documents, your receivables policy controls how Receivables processes the documents.

Components of Receivables Policy

To establish policies for receivables processing, you define valid values and set up options and defaults in each of the following policy components:

In this policy component ...	Establish this information...
Tax	Rules and rates for processing taxes you receive and report
Terms	Terms of payment, including how to handle discounts
Remit-To	Where customers should mail remittances
Aging	Rules for aging receivable documents and accumulating aging totals
Document Types	Sets of processing options for different types of receivable documents
Draft Types	Sets of processing options for different types of receivable drafts
Write-off	Rules for writing off amounts on a receivable document
Receivable Entity	Set of receivables processing options for the user-defined divisions of your enterprise
Accounting Distributions	Rules for generating journal entries for your ledger
Remittance Algorithm	Rules for setting up remittance algorithms for an account

These policy rules affect how you add and maintain receivable entities and receivable accounts and how you process receivable documents and allocate remittances.

Your Enterprise

Before you use Receivables, you must design the structure of your *enterprise*. The enterprise you design represents all the components of your business operations and provides the framework for setting up your policies for using Financial Stream.

Accounting Distributions

After you enter policy information and set up your receivable entities, you need to establish integration with your ledger. You can set up *accounting distributions* to make posting journal entries to your ledger easy and efficient. Accounting distributions are the processing by which journal entries are posted to the correct locations in your financial records.

An accounting distribution has two parts that point to an account in the ledger chart of accounts:

- Entity
- Up to 12 elements

You do not need to enter all of these elements when you enter an accounting distribution for the document type. Receivables can use defaults defined in receivable entity policy, or you can enter all or some of the appropriate elements during document entry.

Aliases

When you set up an accounting distribution, you can also define an *alias*, or short identifier, for that distribution. Using aliases can streamline entering accounting distribution information when you define document type policies.

Benefits of Using an Alias

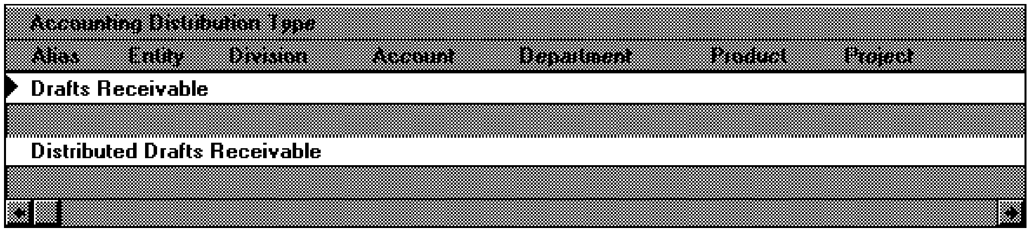
You cannot always assign complete accounting distributions as policy defaults for all the types of distributions you use. For example, the values for your accounting distribution elements might vary depending on the goods delivered or services rendered or the person in charge. In such cases, you must enter the values for accounting distributions directly when you add each receivable document.

When adding a receivable document or assigning a default accounting distribution, you can simplify entering the values for an accounting distribution by entering just the alias for the distribution. When you enter the alias of an accounting distribution on one of your Receivables windows then move out of the entry field, Receivables automatically displays all the accounting distribution information associated with that alias.

Using aliases to define your accounting distributions can also help you improve accuracy. Instead of entering each accounting distribution element every time you want to define a distribution, you can enter the alias.

Example

You define a document type for computer parts. For sales, you enter the SSALE (Sales) alias.



Policy Defaults

To simplify entering receivable documents and processing remittances, you can define *default* options and values in several components of policy.

Defining Defaults

When you add and maintain receivable documents and process remittances, the default options and values you define for your receivable entities and accounts automatically apply to the receivable document and remittances you process.

If you establish defaults based on your present business practices, you need to take into account the ways in which your practices may change in the future. You can use defaults to simplify your receivables processing, while allowing for maximum flexibility in maintaining your receivables policies.

Example

Your enterprise presently deals only in U.S. dollars, but in the future you plan to expand your operations to Mexico, Australia, and France. To allow maximum flexibility, you define your enterprise for multiple currencies even though you use only one currency at present. When you add a receivable entity, it is initially defined for single currencies. You can change it to multiple currency if necessary.

Overriding Defaults

Receivables is flexible in using defaults.

For example, when you enter receivable documents and allocate remittances for a receivable entity, you can override defaults for the following policy options:

- Currency
- Document type for remittance-on-account entries
- Terms
- Write-off type for remittance allocation tolerance

For some policy options, defaults defined in one type of policy take precedence over the corresponding defaults defined in another type of policy. For example, receivable document options always take precedence over receivable entity default options.

How You Set Up Policies

The following table summarizes the tasks you perform to set up receivables policies.

Stage	Description
1	Set up your enterprise: ▪ Accounting key ▪ Currency codes ▪ Calendar ▪ Currency ▪ General Enterprise Policy
2	▪ Add receivables policy information: ▪ Tax rule ▪ Term ▪ Remit-to ▪ Aging ▪ Document type ▪ Write-off type ▪ Receivable entity ▪ Receivable entity accounting distribution ▪ Remittance Algorithm
3	▪ Receivable Enterprise Policy

After you set up your policies and policy options, you can begin adding accounts, documents and remittances.

About the Credit Management View of Enterprise Policy

Use the Credit Management view of enterprise policy to define options related to account activity statistics and credit accounts. Account activity statistics are the statistics you generate to track account activity for receivable or credit accounts.

This section presents information you need when defining these options. The decisions you make affect processing in

- Credit Management
- Receivables.

Options

The following table provides an overview of the options in the Credit Management view of enterprise policy. The information given for each option is the

- Possibility of overriding the option using other policies
- Products or activities where you can override the option
- Names of the windows or views where you can override the option.

Option	**Can you override it?**	**Where?**	**On what window or view?**
Activity Statistics Policy	Yes	Activity Statistics	Microsoft Access Account Activity Statistics
Periodic Calendar	No		
Period Type	Yes	Activity Statistics	Microsoft Access Account Activity Statistics
Dunning Policy	Yes	Credit Management	Credit Accounts: Dunning

Note: These options serve as defaults on the window or view listed in the last column. For more information about overriding these options, see the *Credit Management guide*.

Prerequisite Information

Before you define credit management enterprise policy, you must define the

- Account activity statistics policy
- Periodic calendar
- Period type
- Dunning policy.

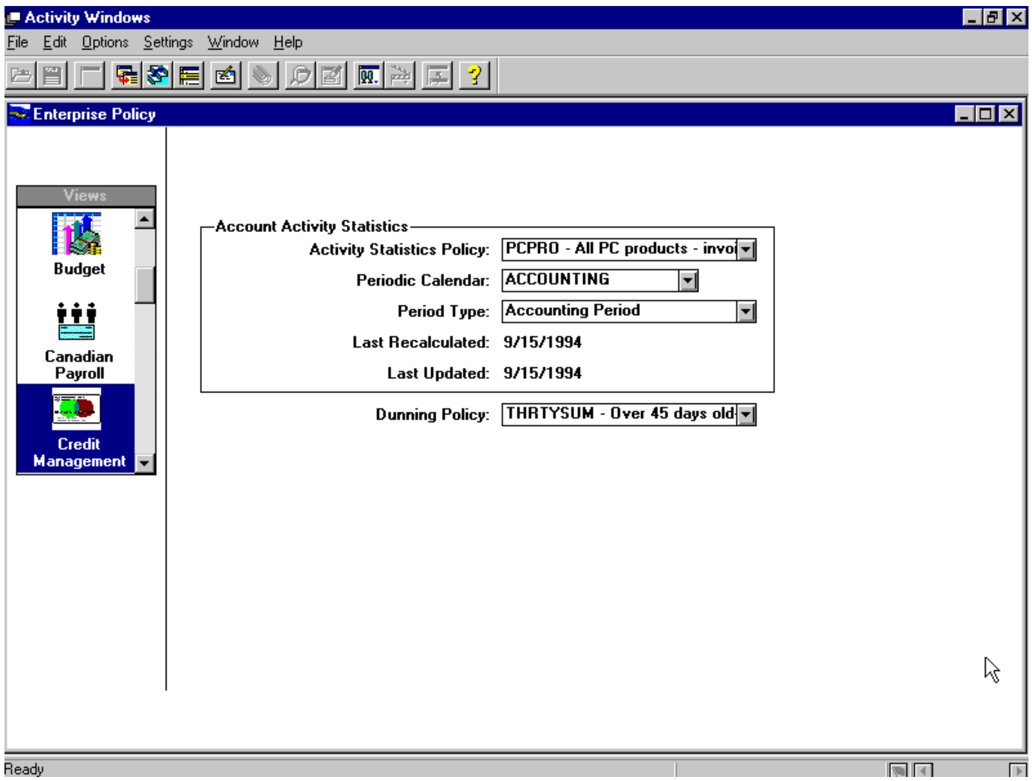
Enterprise Policy Window: Credit Management View

Use the Credit Management view of the Enterprise Policy window to add or update options used by Receivables and Credit Management. This section contains an example of the Credit Management view.

Accessing the Window

Access this view by choosing Credit Management from either the Views menu or the Views list on the Enterprise Policy window.

Credit Management View



Review Questions

1. Name the components in SmartStream Financials.

 ____

 ____

 ____

 ____

2. What function key do you use to access field-level help?

 ____

3. What combination of key strokes do you use to access window-level help?

 ____

4. True or false. Procedures for how to perform tasks are in the online Help.

5. Match the action that Receivables takes based on the remittance tolerance decision.

If you...	Receivables...
A. Set up the maximum tolerance amount, but no percentage	__ Uses the lesser of the two amounts.
B. Specify a percentage, but no maximum tolerance amount	__ Does not calculate a tolerance amount.
C. Do not specify a maximum tolerance amount or a percentage	__ Uses the percentage with no limit.
D. Define a percentage and a tolerance amount	__ Compares the specific amount to the absolute value of the remaining amount.

2 Receivable Policy

Lesson Contents

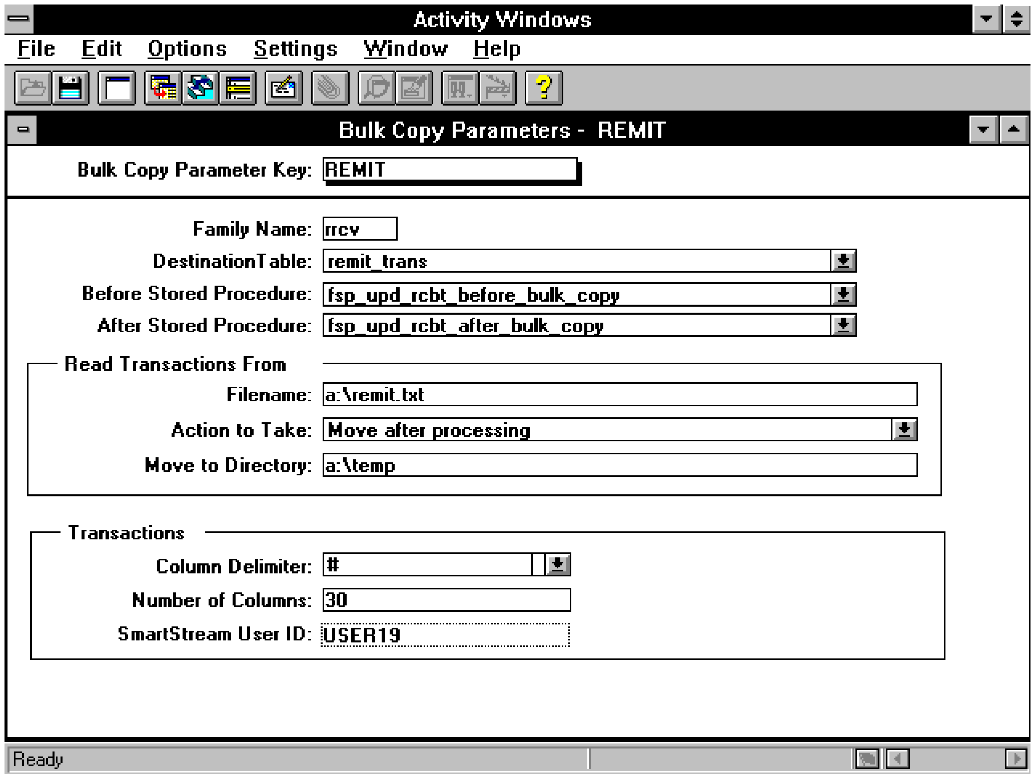
Objectives

Receivable policies are programmed rules governing transaction processing and journal posting. After this lesson, you will understand the policy requirements and how to establish them.

Bulk Copy Parameters

Use the Bulk Copy Parameters window to specify the key, table name, file name, and SmartStream user identifier for copying transactions to remittance tables.

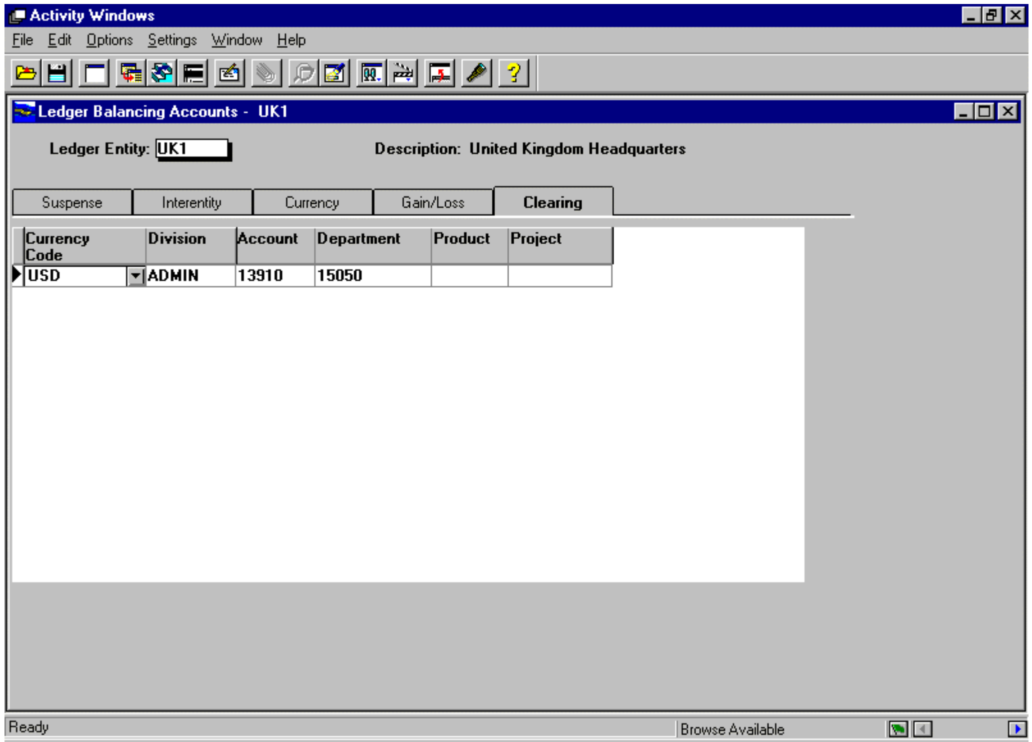
Sample Window



Ledger Balancing

Use the Ledger Balancing window to add accounts to balance specific transactions.

Sample Window



Ledger Alias

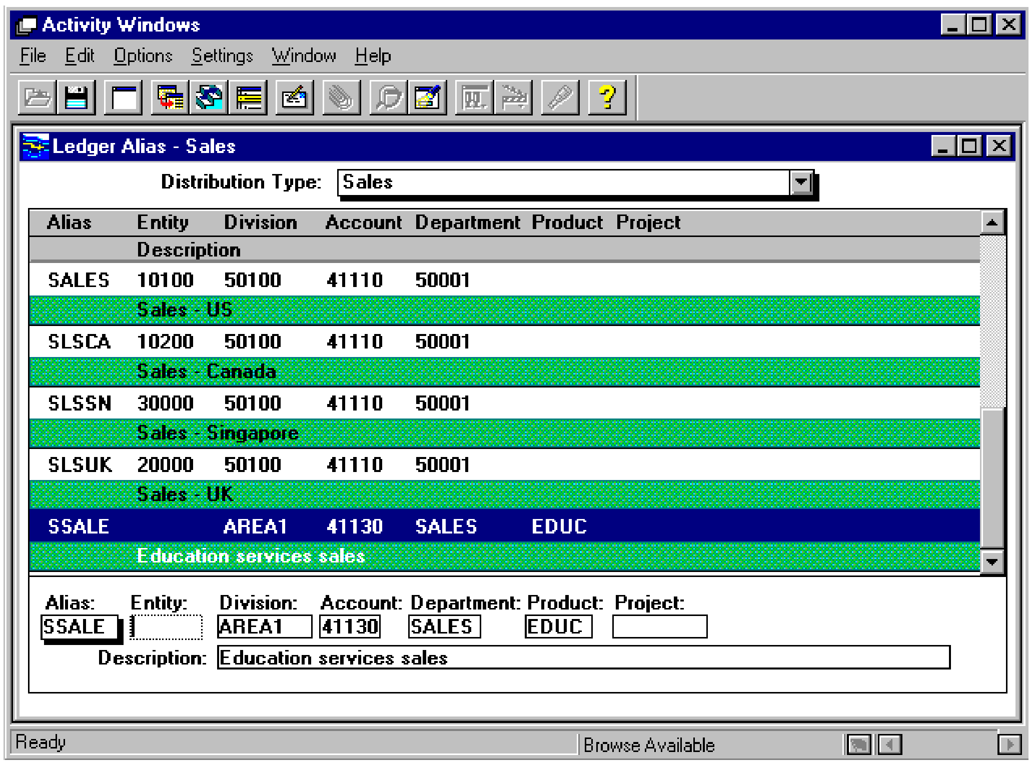
Use the Ledger Alias window to add, delete, change, and display aliases with their associated accounting key information.

Parts of the Window

The Ledger Alias window displays three sections of information:

- Header field - Distribution Type. Enter a distribution type in this field.
- List area. Aliases and their accounting key information appear here.
- Entry and maintenance fields for the accounting key ledger entity and elements.

Sample Window

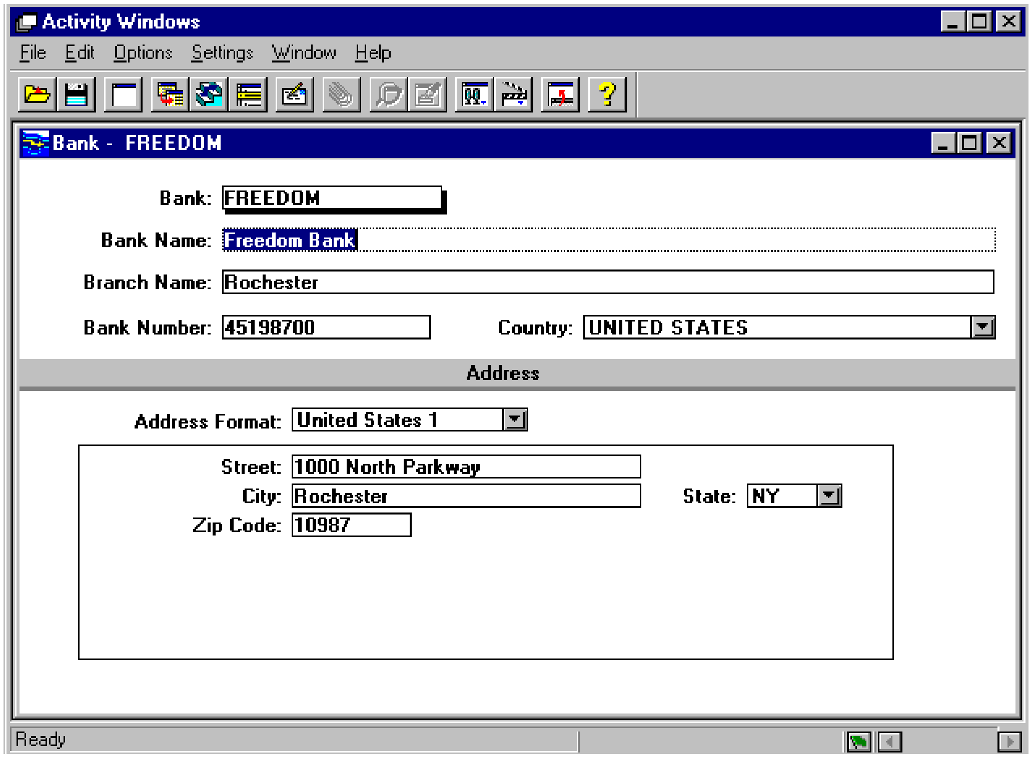


Bank

Use the Bank window to add a bank, to display or change information for an existing bank, and to inactivate or reactivate a bank. Receivables does not use the Prenotification view; SmartStream Human Resources uses that view for payroll direct deposits.

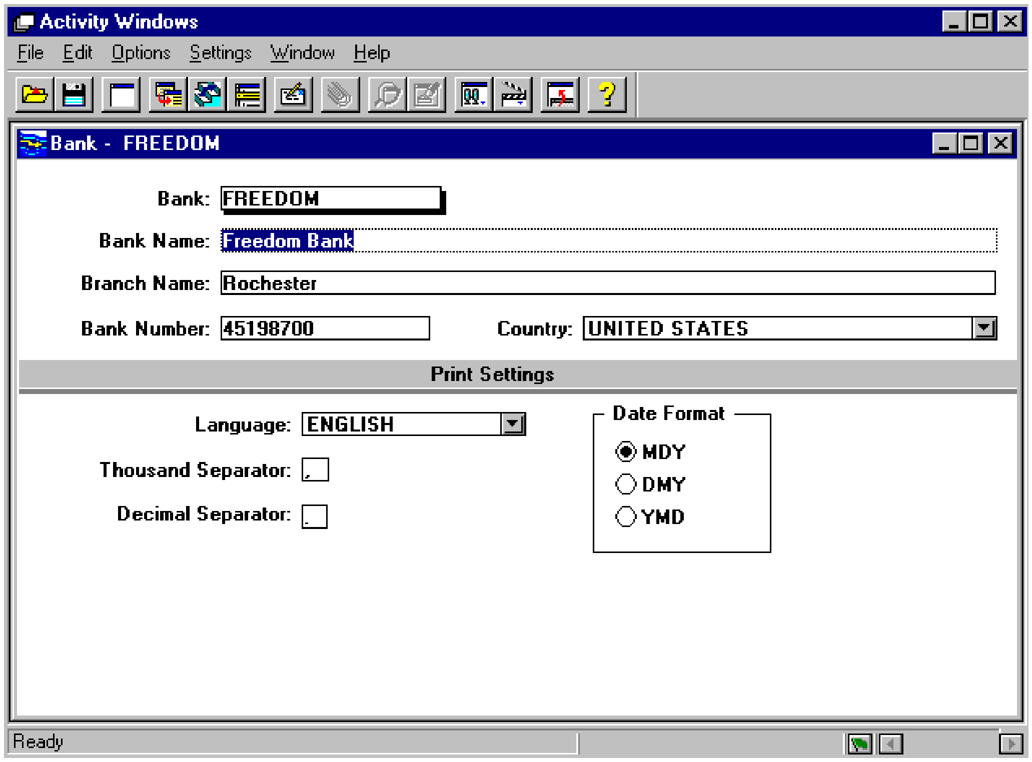
Address View

Use the Address view of this window to add or change address information for a bank.



Print Settings View

Use the Print Settings view to indicate the way text appears on printed documents and correspondence.



Bank Contacts

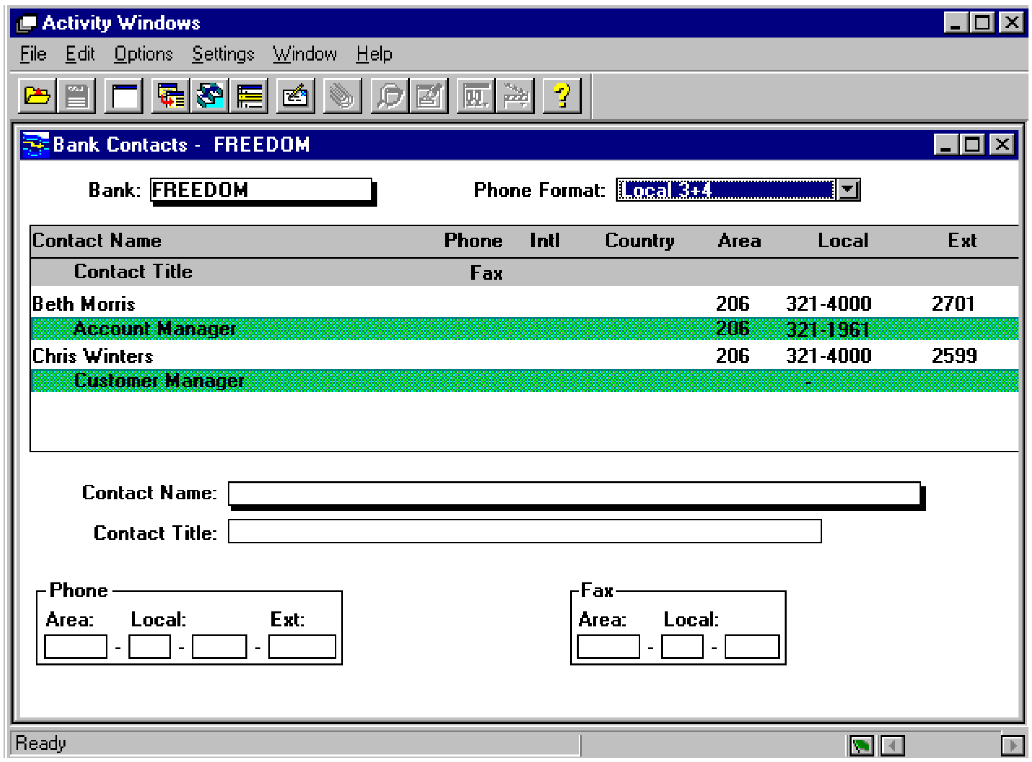
Use the Bank Contacts window to add, change, delete, or display information about individuals you communicate with at the bank.

Accessing the Window

Use one of the following methods to access this window:

- Choose Bank Contacts from your Activity List.
- After adding a bank, choose Next Step from the Bank window.
- Choose the task of adding bank contacts from your To Do List.

Example Window



Bank Account

Use the Bank Account window to add, display, or change bank account information. You can also use the window to inactivate or reactivate a bank account.

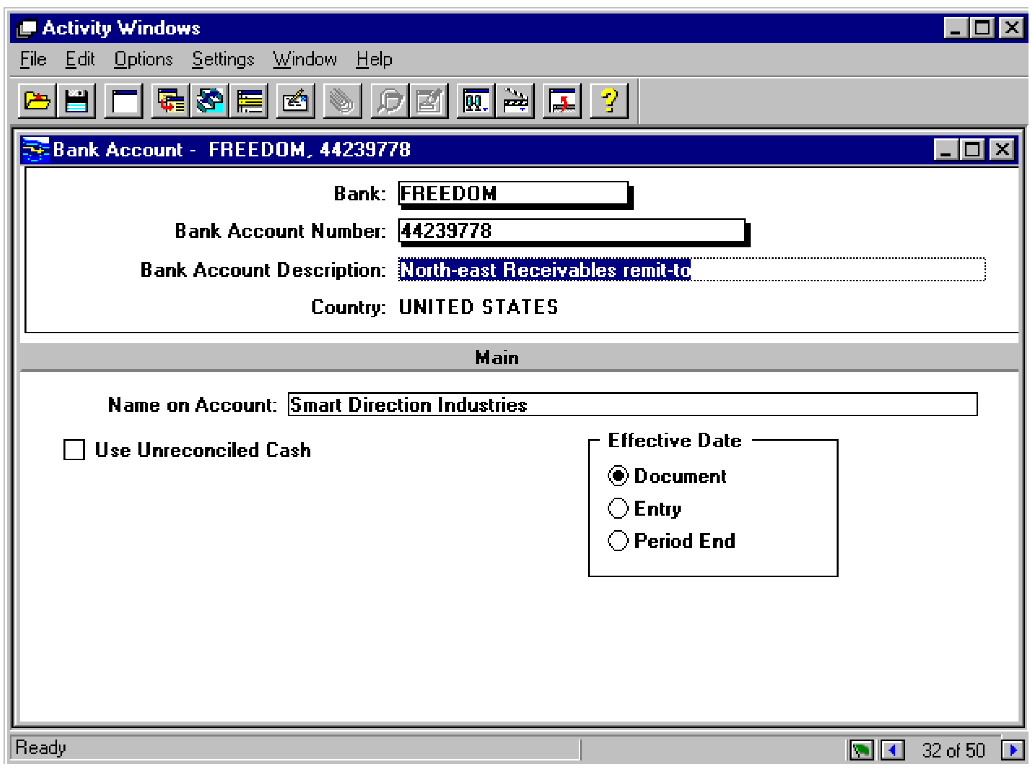
The Bank Account window has three views: Main, Currency, and Deposit. For a single currency enterprise, the Currency view is not available.

Accessing the Window

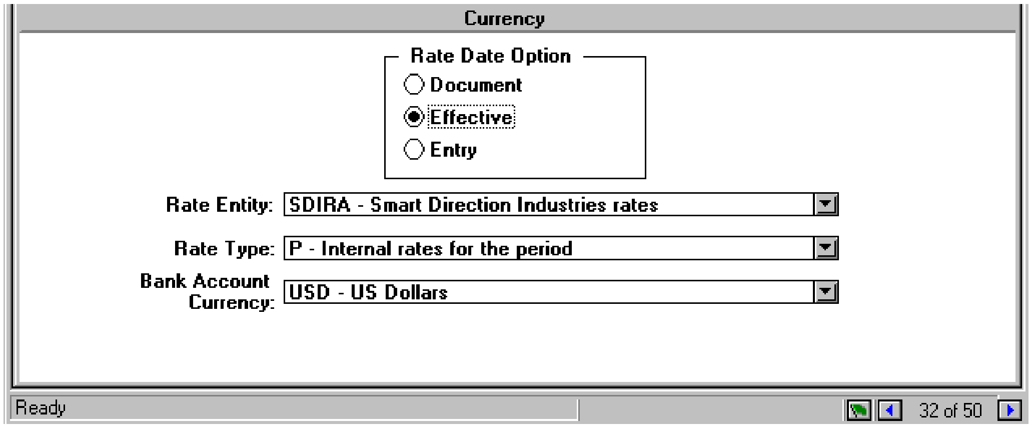
Use one of the following methods to access this window:

- Choose Bank Account from your Activity List. You must have previously added the bank for the account.
- Choose Next Step from the Bank window.
- Choose the task of adding a bank account from your To Do List.

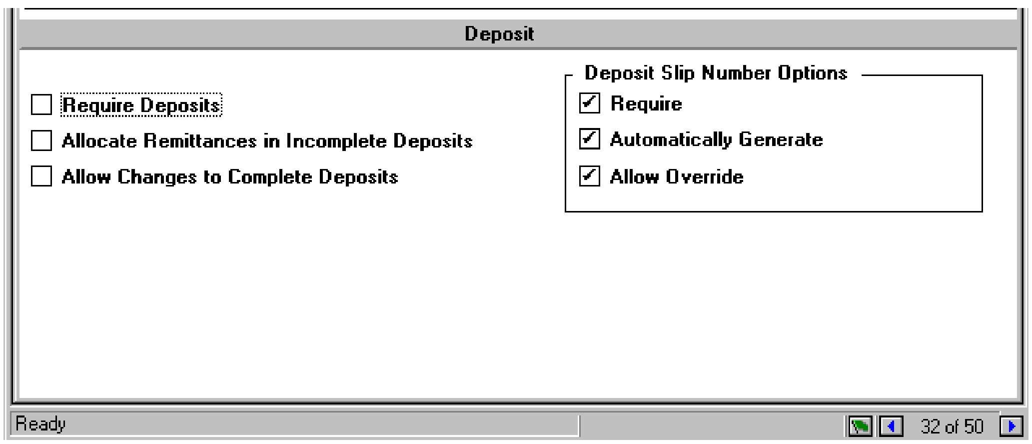
Main View



Currency View



Deposit View



Bank Account Accounting Distributions (CASH)

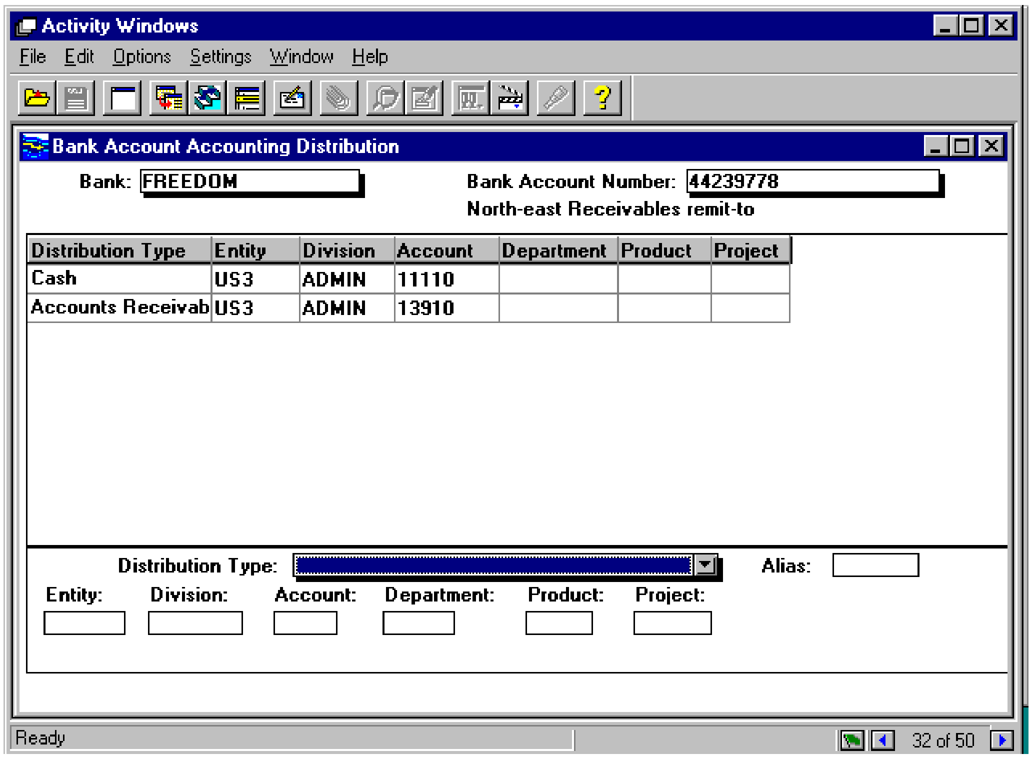
Use the Bank Account Accounting Distribution window to add, maintain, delete, or display account distributions for a bank account.

Accessing the Window

Use one of the following methods to access this window:

- Choose Bank Account Accounting Distribution from your Activity List. You must have previously added the bank account.
- Choose Next Step from the Bank Account window.
- Choose the task of adding a bank account accounting distribution from your To Do List.

Example Window



Tax Rule Policy

Use the Tax Rule Policy window to add or change tax rules for Receivables.

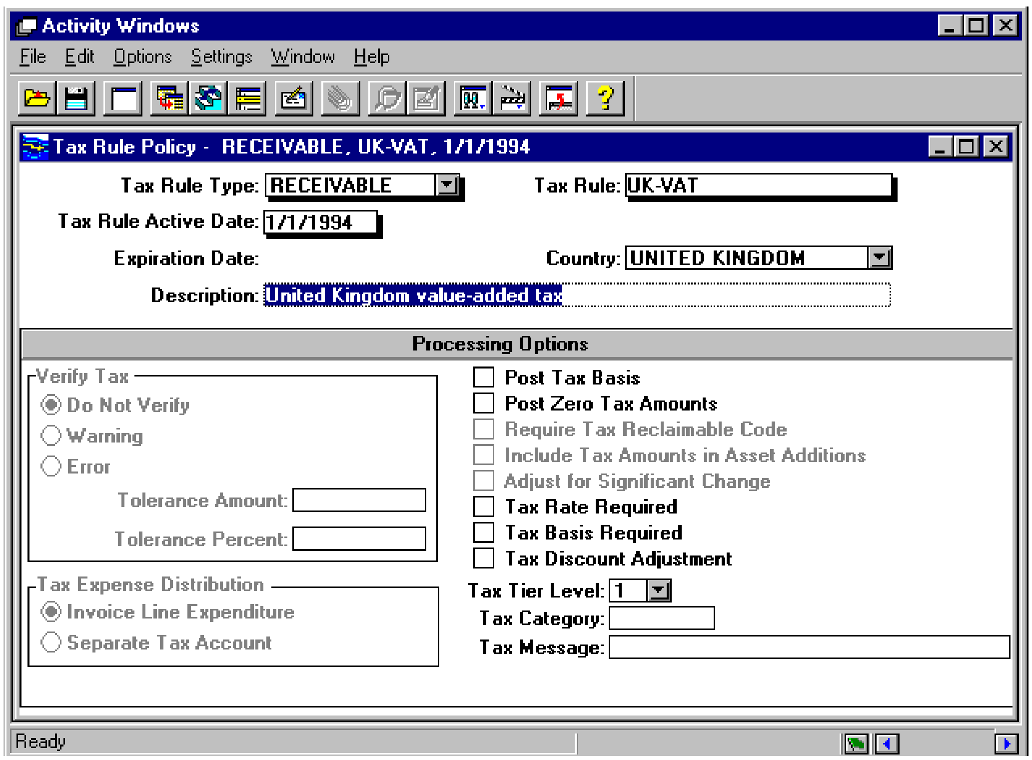
Views

The Tax Rule Policy window has the following views:

- Processing Options (initial view)
- Calculations Options

The Calculations Options view is not available for Receivable tax types.

Processing Options View



Tax Rule Accounting Distributions

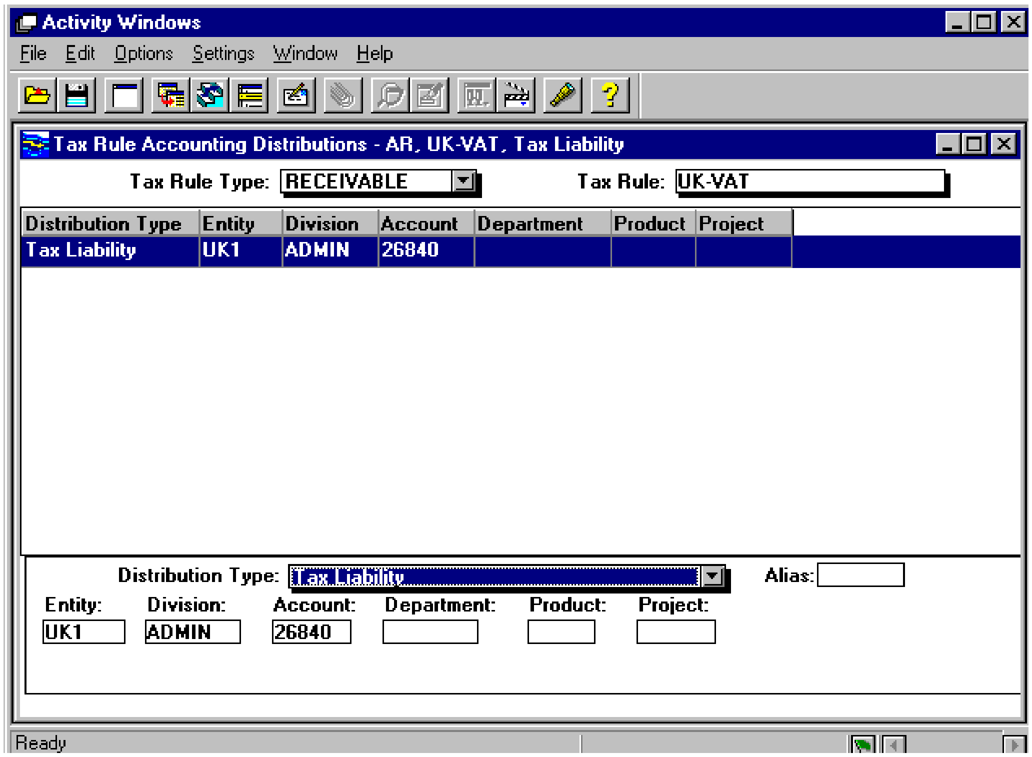
Use the Tax Rule Accounting Distributions window to add or change accounting distributions for the tax rules you define.

Accessing the Window

Access this window in one of the following ways:

- Choose Tax Rule Accounting Distributions from your Activity List
- Choose Next Step from the Tax Rule Policy window if you just added a tax rule.

Sample Window



Tax Rate Policy

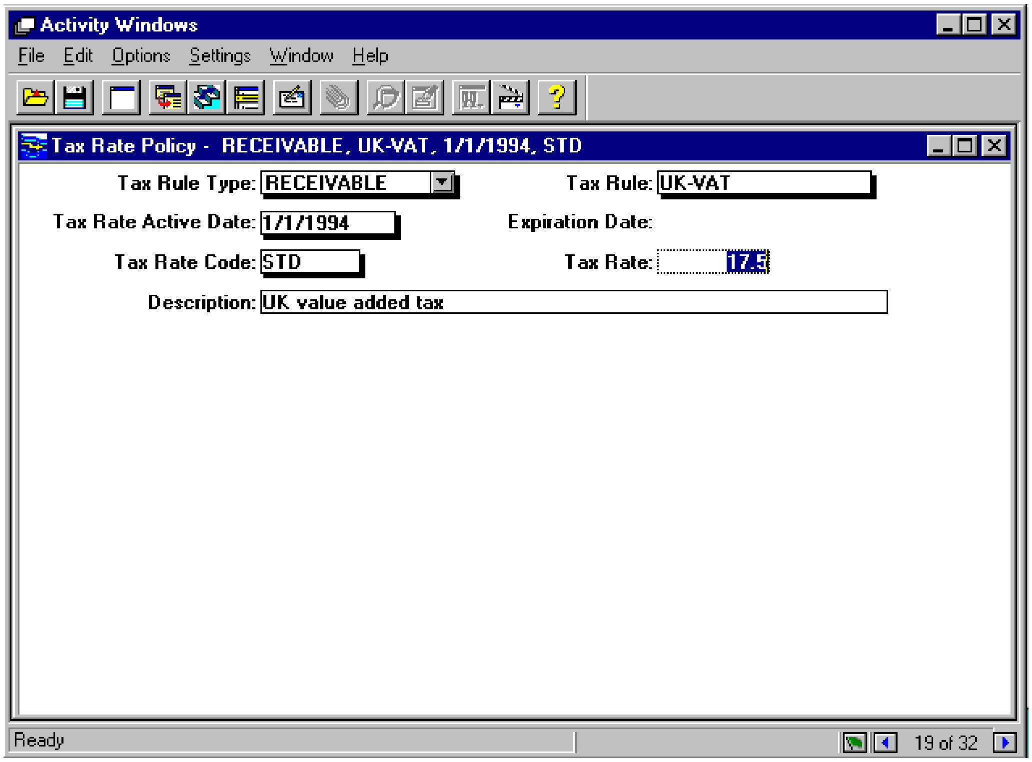
Use the Tax Rate Policy window to add or change tax rates for Receivables.

Accessing the Window

Access this window in one of the following ways:

- Choose Tax Rate Policy from your Activity List.
- Choose Next Step from the Tax Rule Policy window if you just added a tax rule.

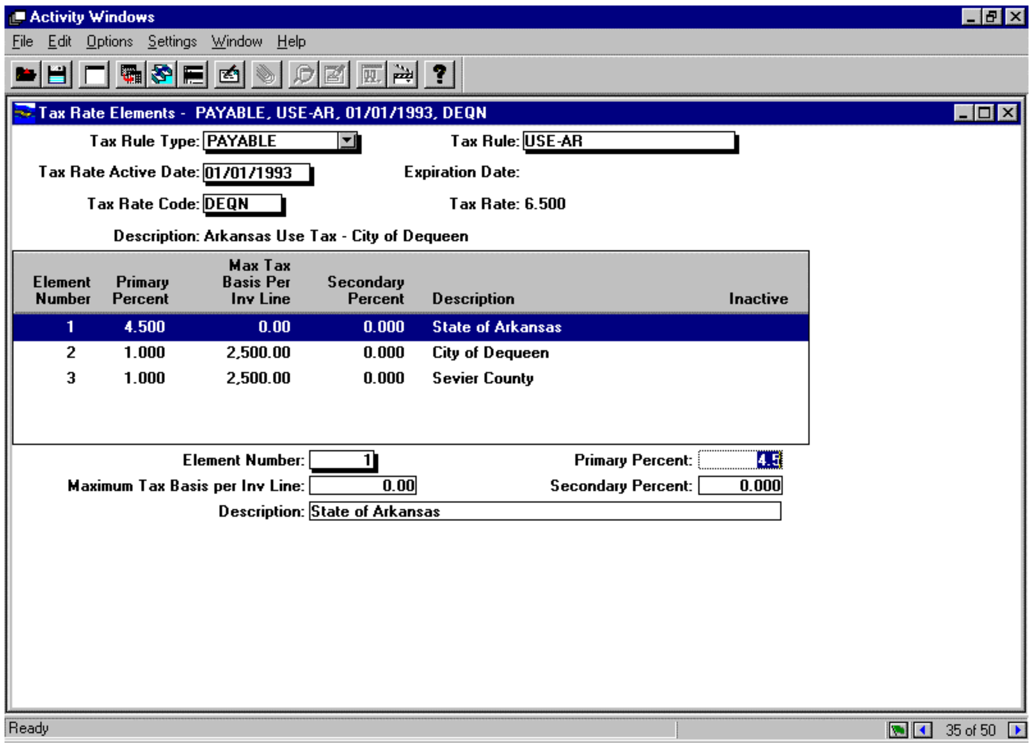
Sample Window



Tax Reclaimable Policy

The Tax Reclaimable Policy window is used to maintain tax reclaimable codes used for tax rules.

Sample Window



Tax Rate Accounting Distributions

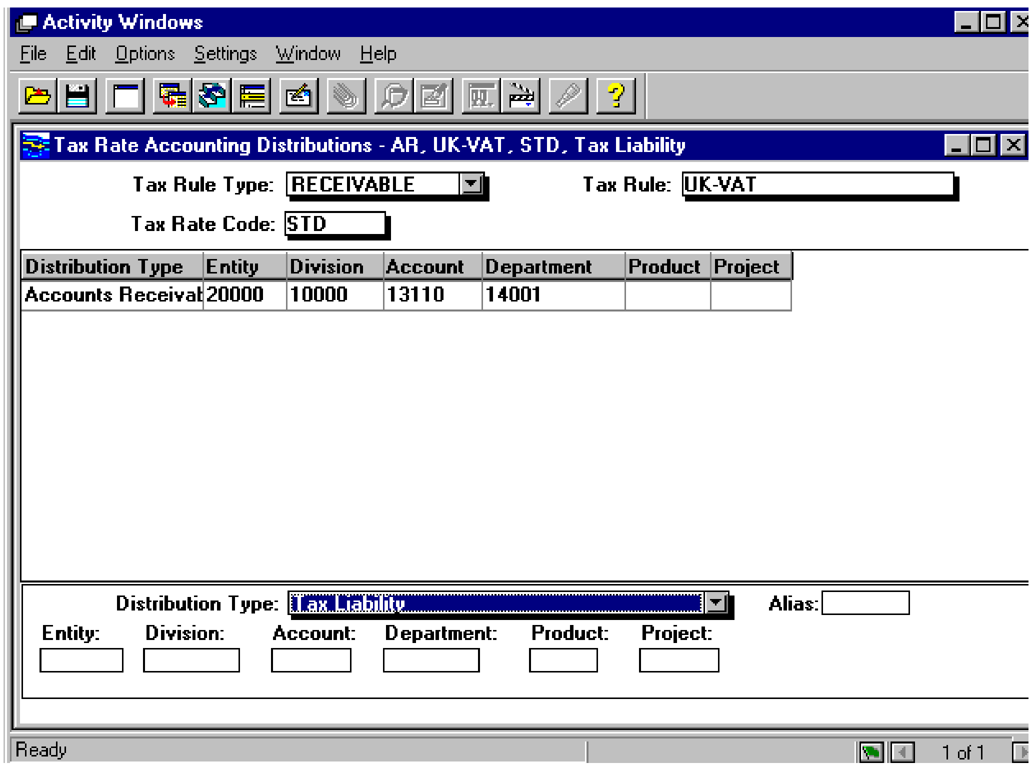
Use the Tax Rate Accounting Distributions window to add or change accounting distributions for the tax rates you define.

Accessing the Window

Access the Tax Rate Accounting Distributions window in one of the following ways:

- Select Tax Rate Accounting Distributions from your Activity List
- Select Next Step from the Tax Rate Policy window if you just added a tax rate.

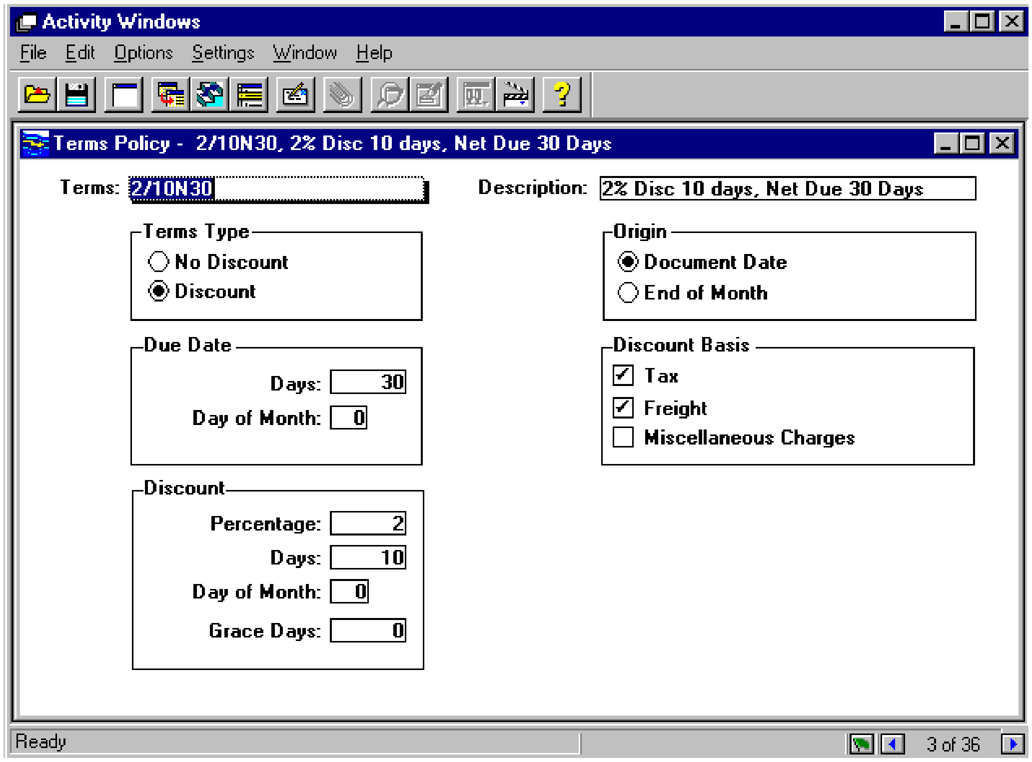
Sample Window



Terms Policy

Use the Terms Policy window to add, change, or display options for your terms policy.

Sample Window

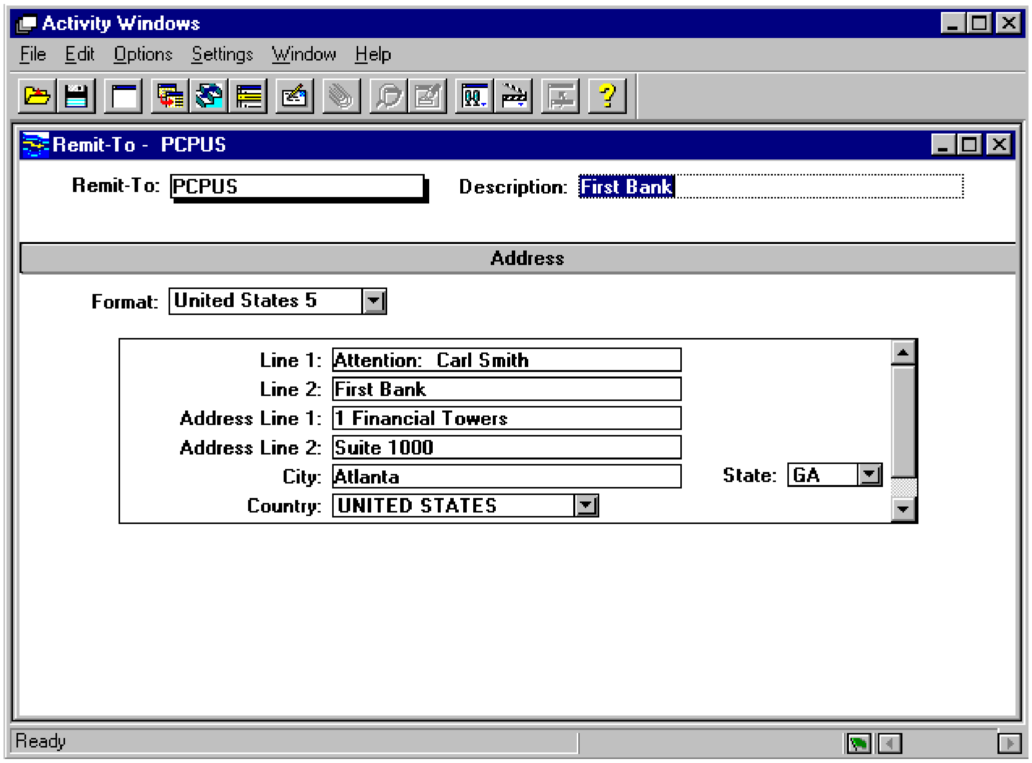


Remit To

Use the Remit-To window to add, change, or display address, facsimile, and telephone information for a receivable entity or account.

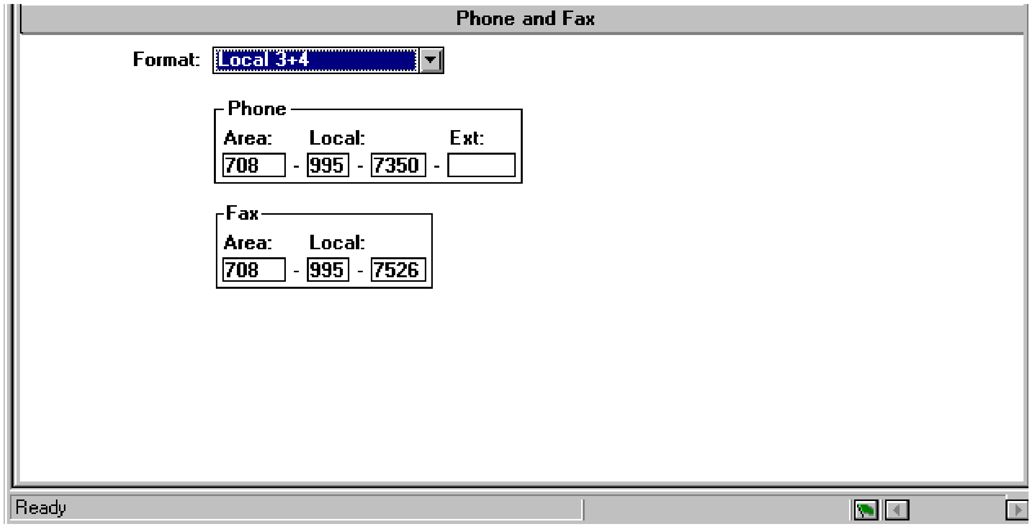
Address View

Use this view to add or change remit-to address information for a receivable account, credit account, or receivable entity.



Phone and Fax View

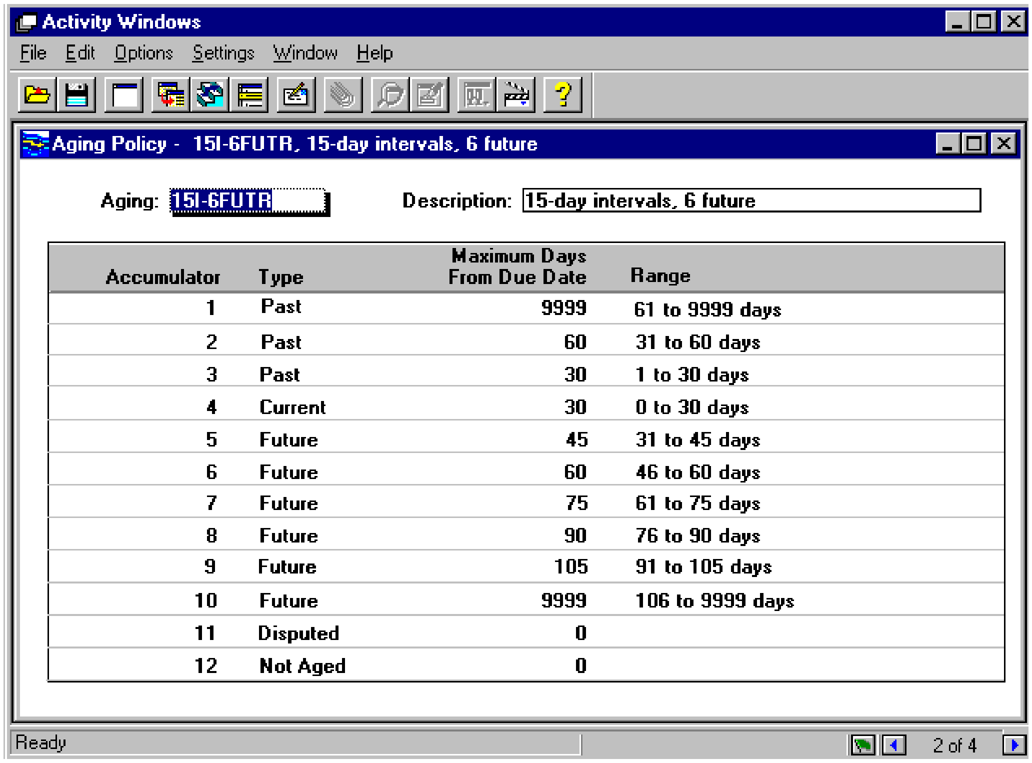
Use this view to add or change remit-to telephone and facsimile information for a receivable or credit account.



Aging Policy

Use the Aging Policy window to establish your aging policy.

Sample Window

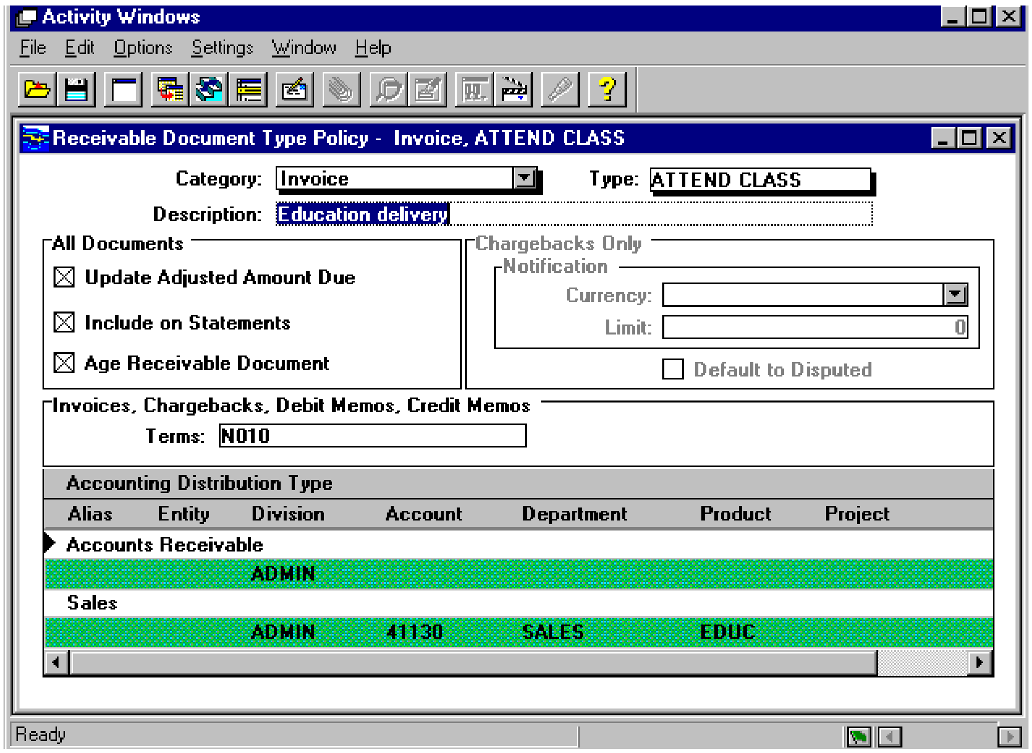


Accumulator	Type	Maximum Days From Due Date	Range
1	Past	9999	61 to 9999 days
2	Past	60	31 to 60 days
3	Past	30	1 to 30 days
4	Current	30	0 to 30 days
5	Future	45	31 to 45 days
6	Future	60	46 to 60 days
7	Future	75	61 to 75 days
8	Future	90	76 to 90 days
9	Future	105	91 to 105 days
10	Future	9999	106 to 9999 days
11	Disputed	0	
12	Not Aged	0	

Document Type Policy

Use the Receivable Document Type Policy window to add, change, or display policy information for each document type.

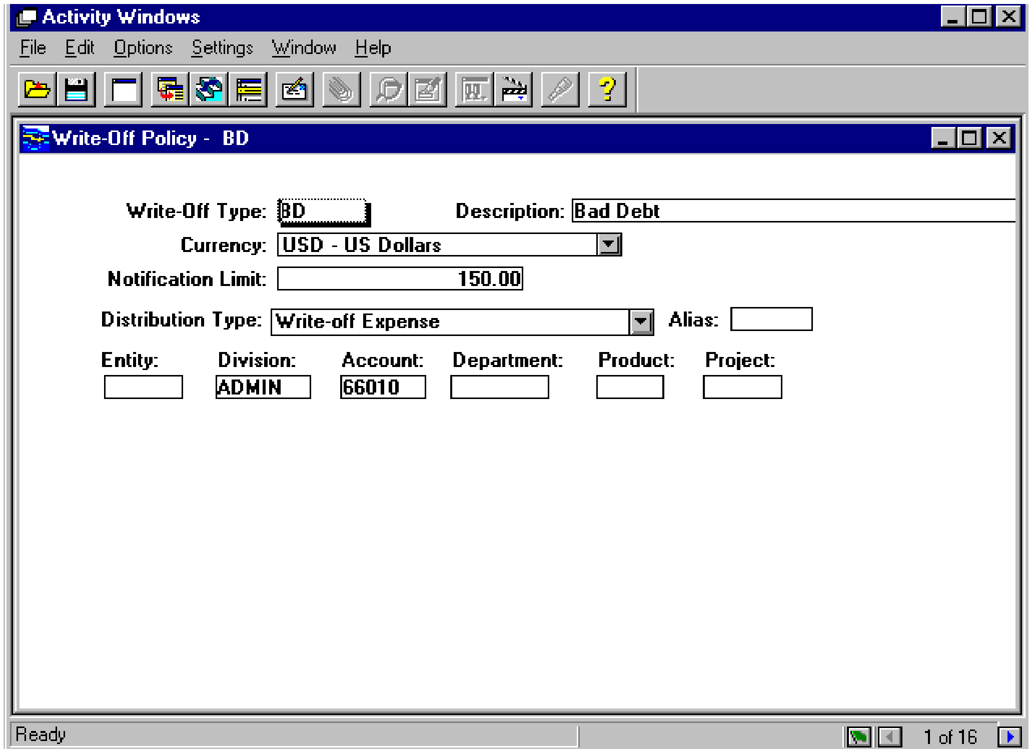
Sample Window



Write-Off Policy

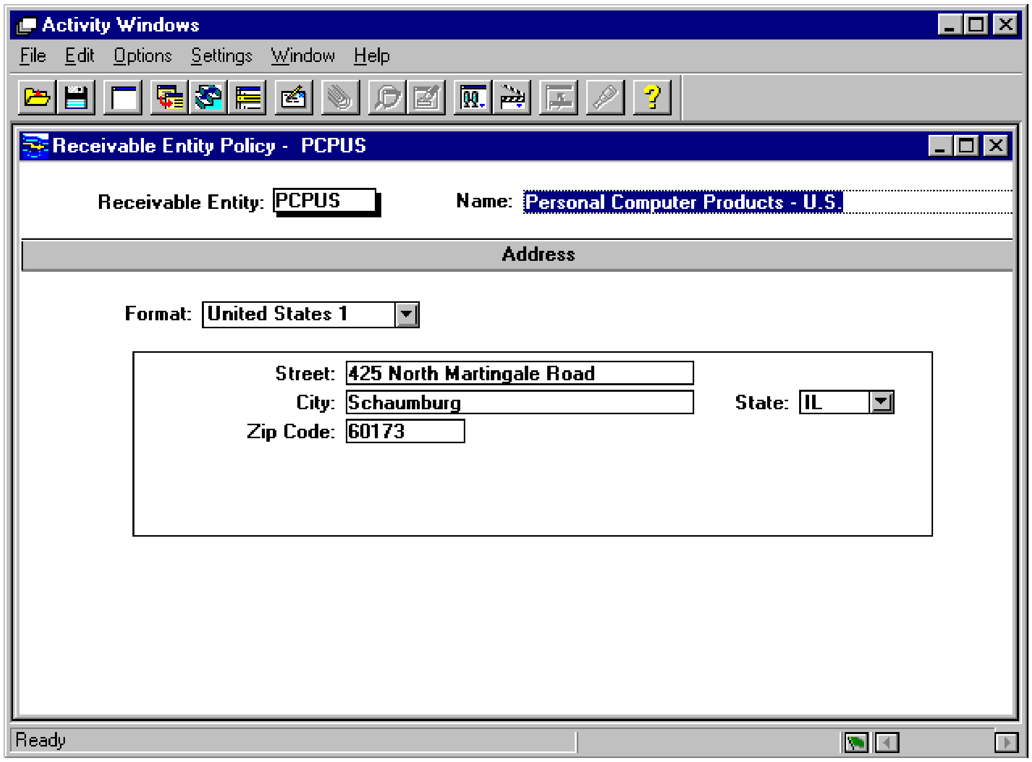
Use the Write-Off Policy window to add, change, or display policy for write-off types.

Sample Window



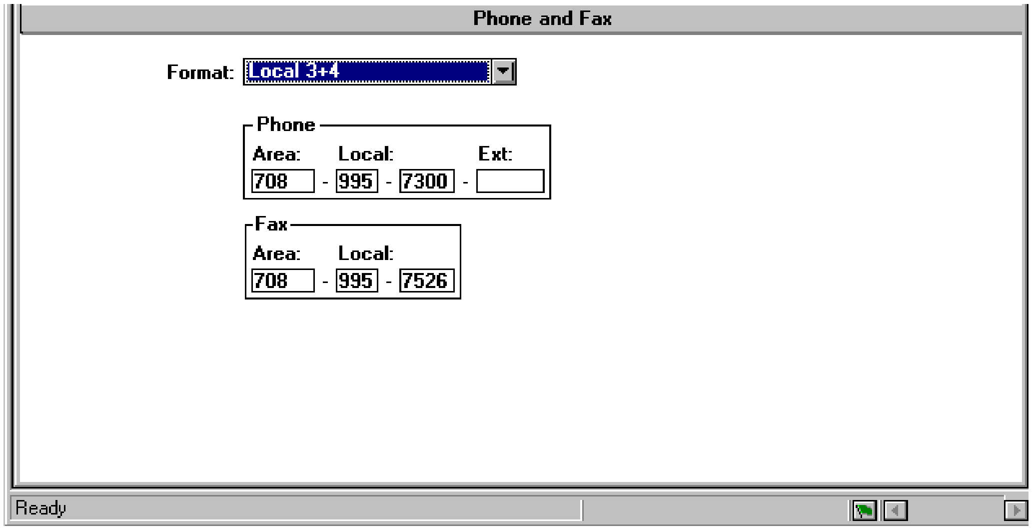
Receivable Entity Address View

Use the Address view of the window to add or change address information for a receivable entity.



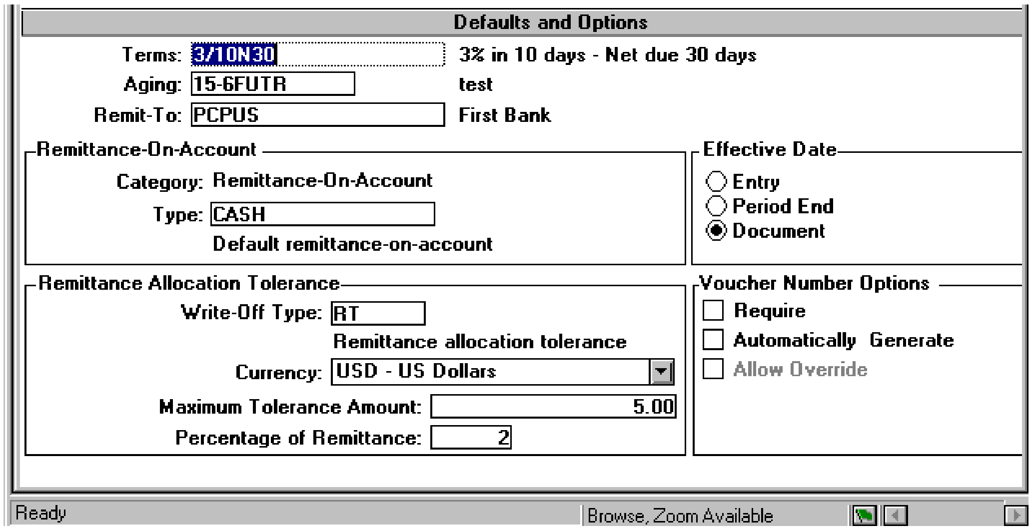
Receivable Entity Phone and Fax View

Use the Phone and Fax view of the window to add or change telephone and facsimile information for a receivable entity.



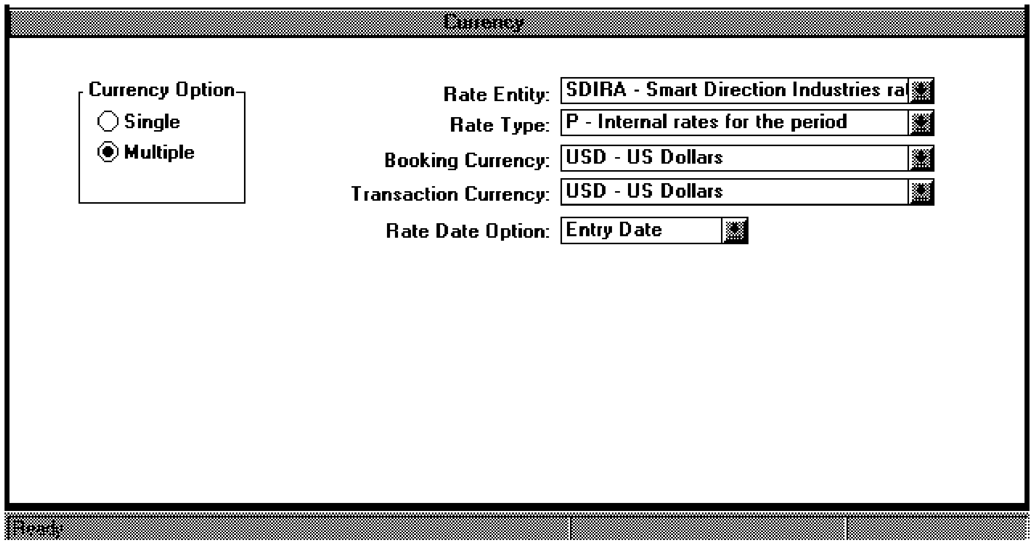
Receivable Entity Defaults and Options View

Use the Defaults and Options view of the Receivable Entity Policy window to add or change defaults and processing options for a receivable entity.



Receivable Entity Currency View

Use the Currency view of the Receivable Entity Policy window to add or change currency options for a receivable entity.

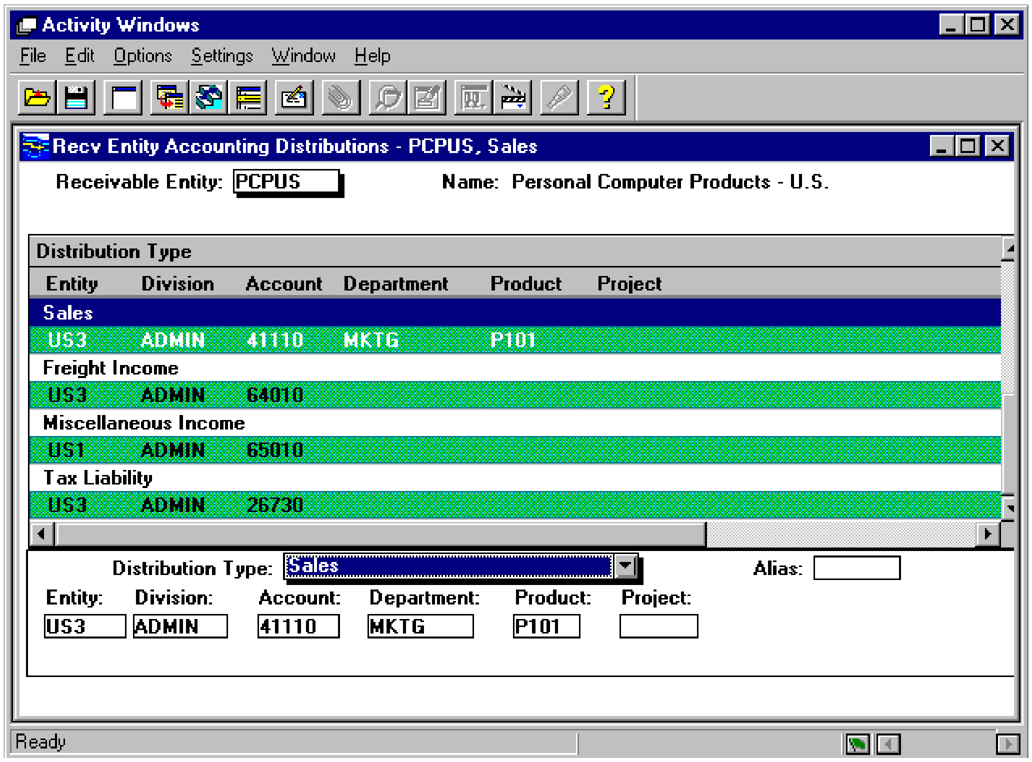


Note: If you selected Single as the currency option in enterprise policy, you cannot access the Currency view of the Receivable Entity Policy window.

Receivable Entity Accounting Distribution

Use the Receivable Entity Accounting Distributions window to set up accounting distributions for a receivable entity.

Sample Window

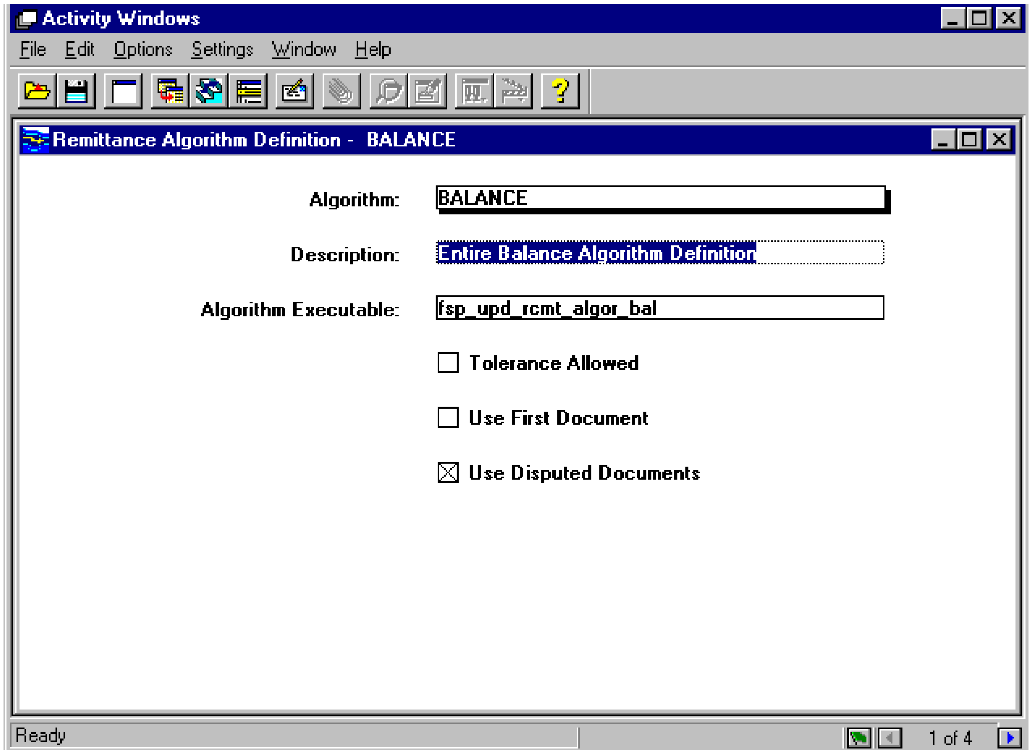


Remittance Algorithm Definition

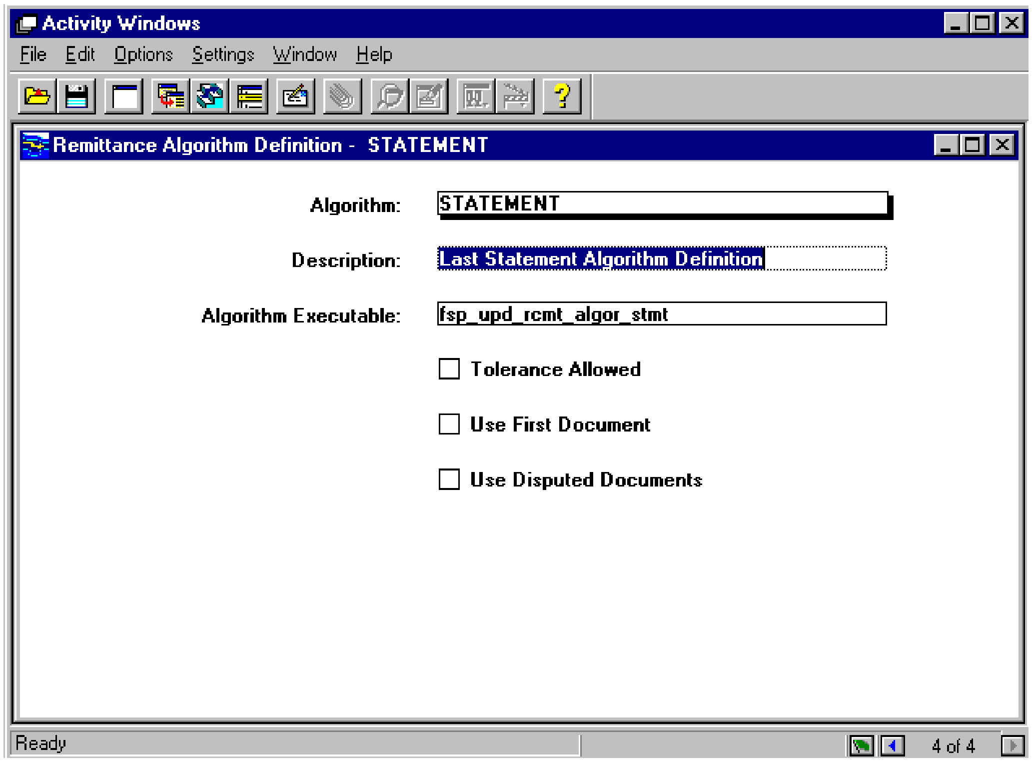
Use the Remittance Algorithm Definition window to define a specific algorithm.

Sample Window

The following window is an example of the Remittance Algorithm Definition window for paying the entire balance:



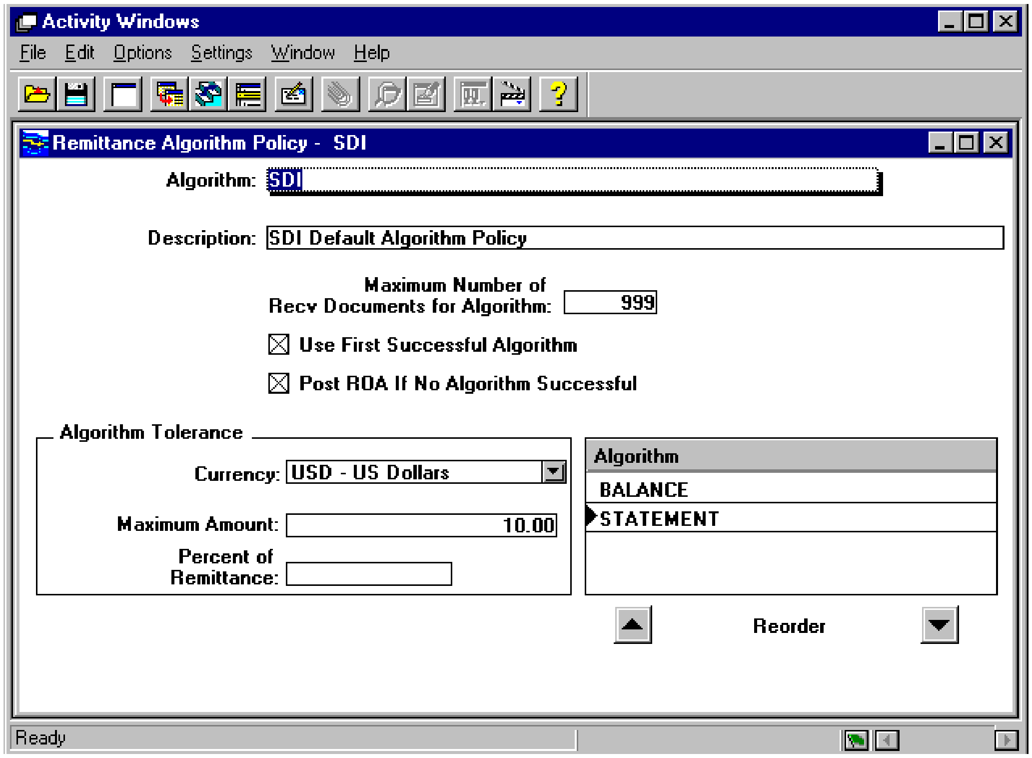
The following window is an example of the Remittance Algorithm Definition window for paying the last statement items:



Remittance Algorithm Policy

Use the Remittance Algorithm Policy Window to define policy for an account, using defined algorithms in a specific sequence.

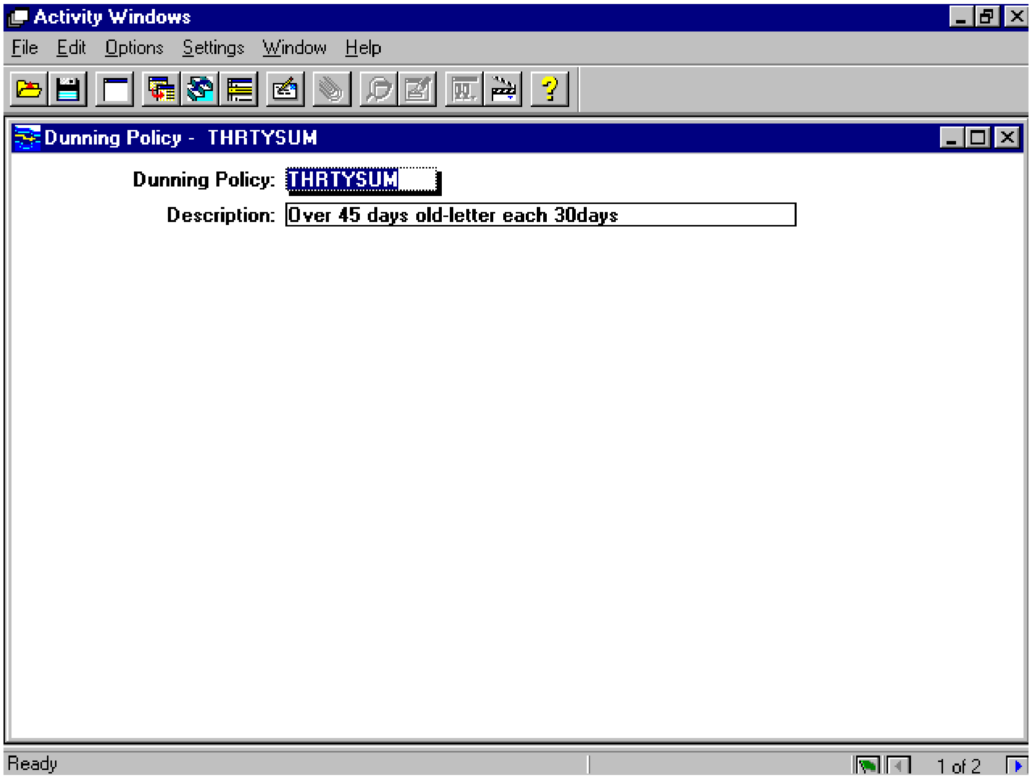
Sample Window



Dunning Policy

Use the Dunning Policy window to identify dunning policies for credit accounts.

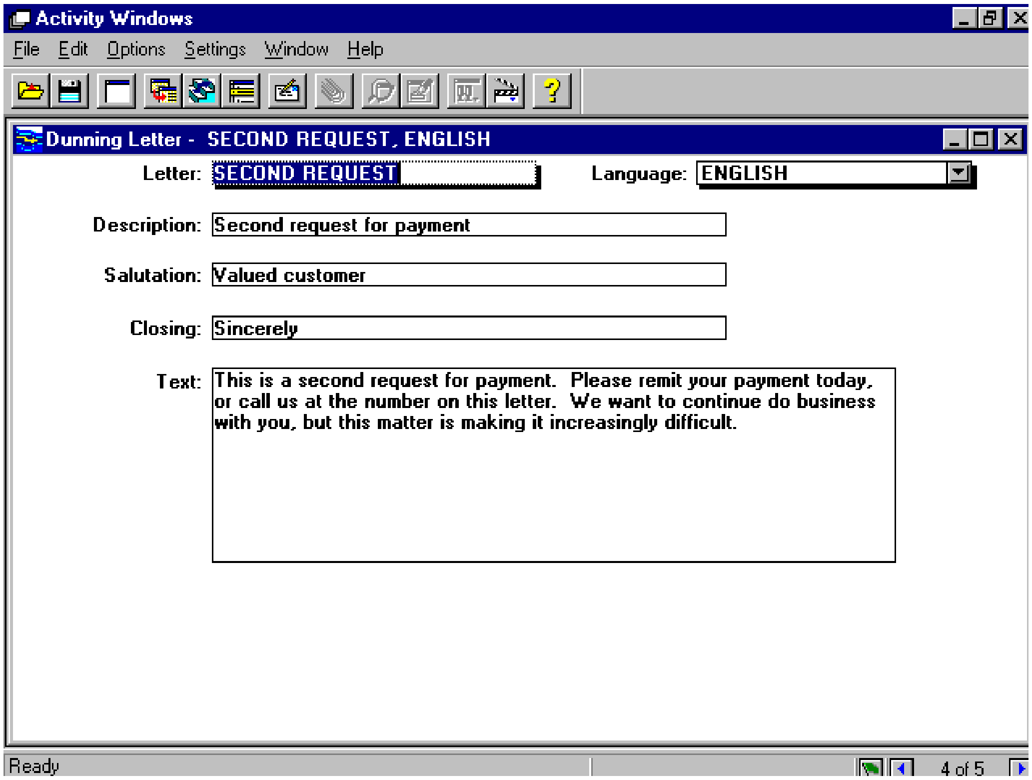
Sample Window



Dunning Letter

Use the Dunning Letter window to enter the text that you want to use in a dunning notice.

Sample Window



3 Credit Accounts

Lesson Contents

Objectives

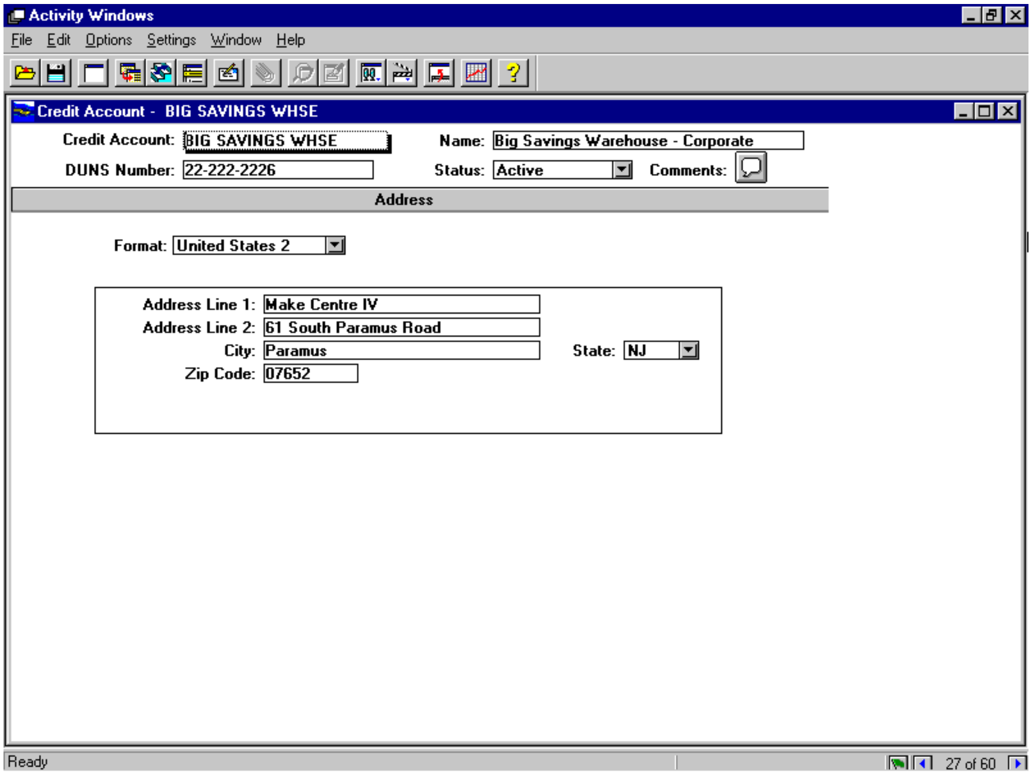
After completing this chapter, you will understand and be able to set up credit accounts, the use of tolerance, the purpose of notification, and user fields.

Use this window to add or change credit account information for new or existing credit accounts.

Credit Account Window and Views

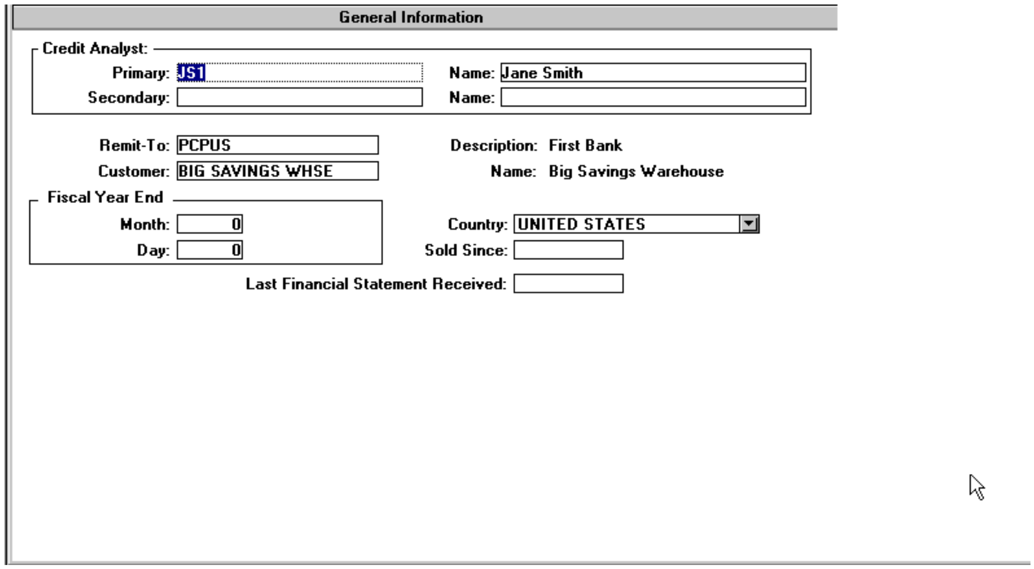
Address View

Use this view to add, maintain, and display the address for the credit account customer.



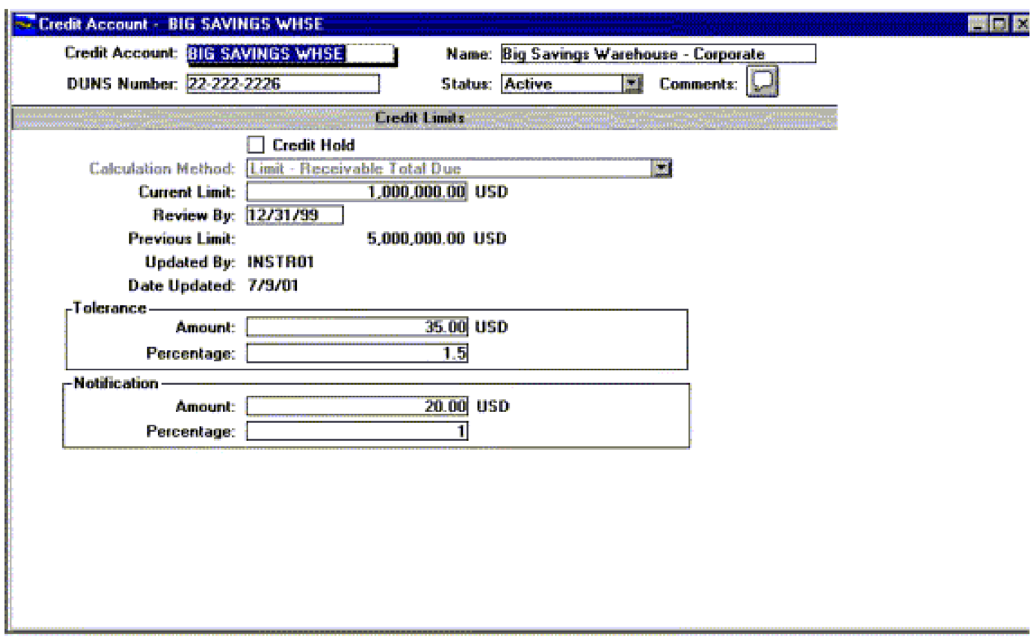
General Information View

Use this view to add, change, and display general credit account information.



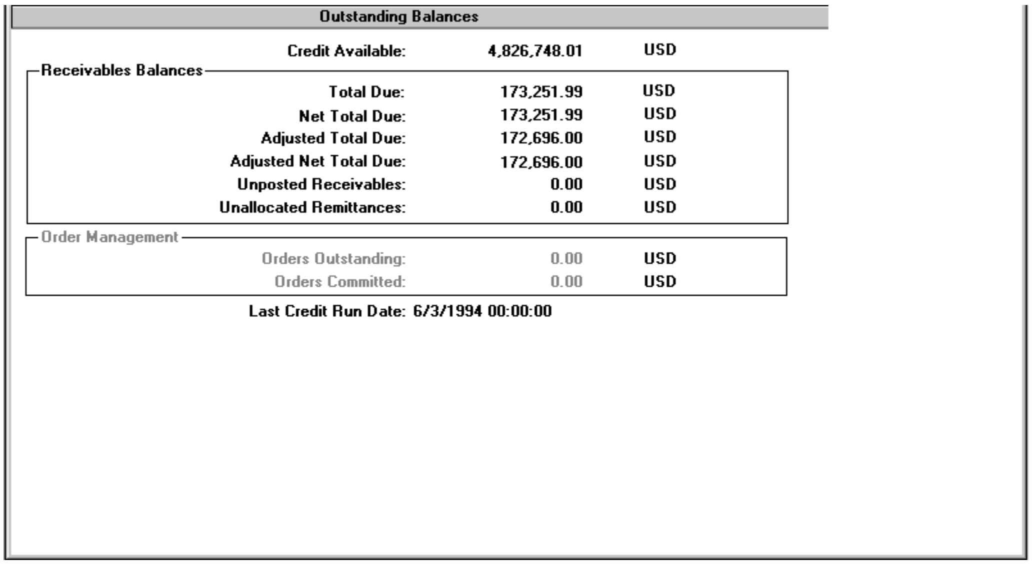
Credit Limits View

Use this view to add, change, and display information associated with the credit limit for a credit account.



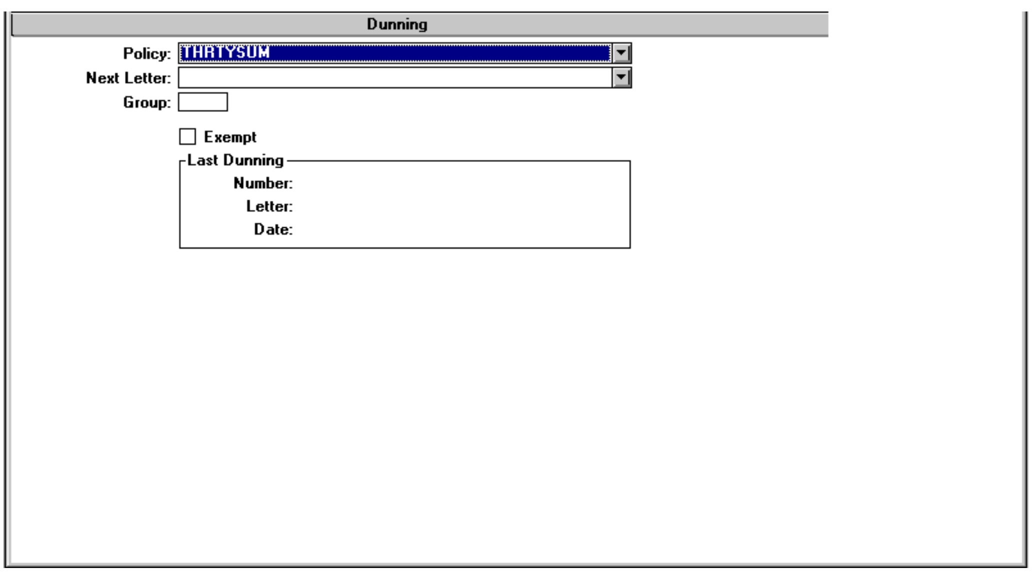
Outstanding Balances View

Use this view to display the current balances for outstanding receivables and orders.



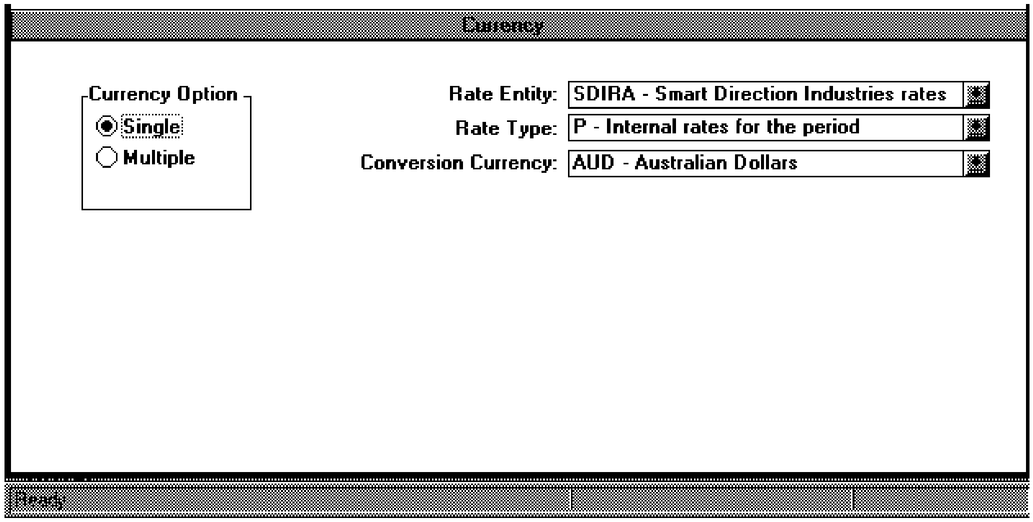
Dunning View

Use this view to select the dunning policy for your credit account, specify dunning information, and display the dunning history for a credit account.



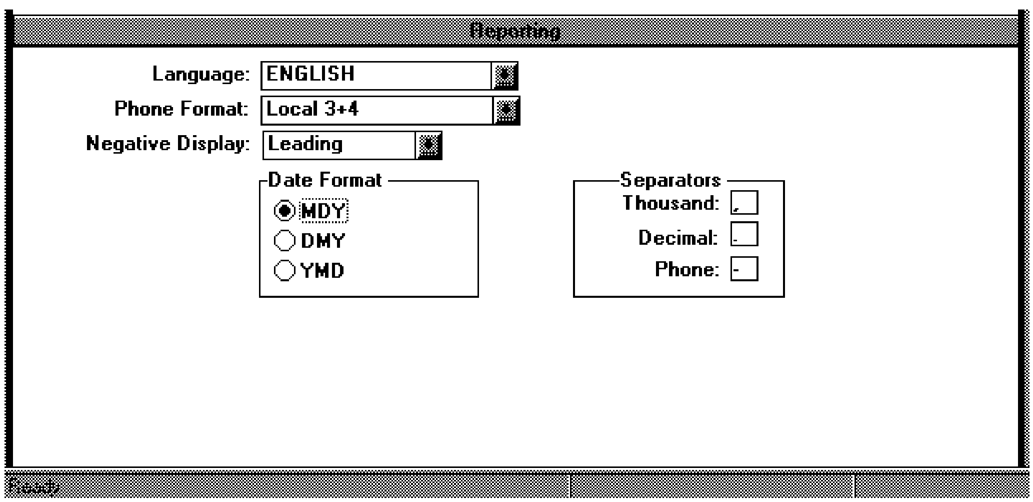
Currency View

Use this view to add, change, and display currency options for a credit account.



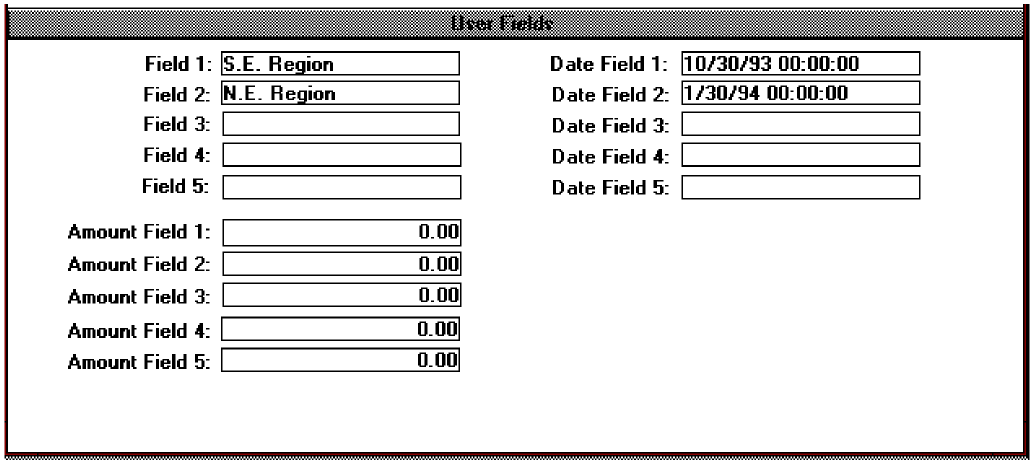
Reporting View

Use this view to specify formatting information for correspondence and reports.



User Fields View

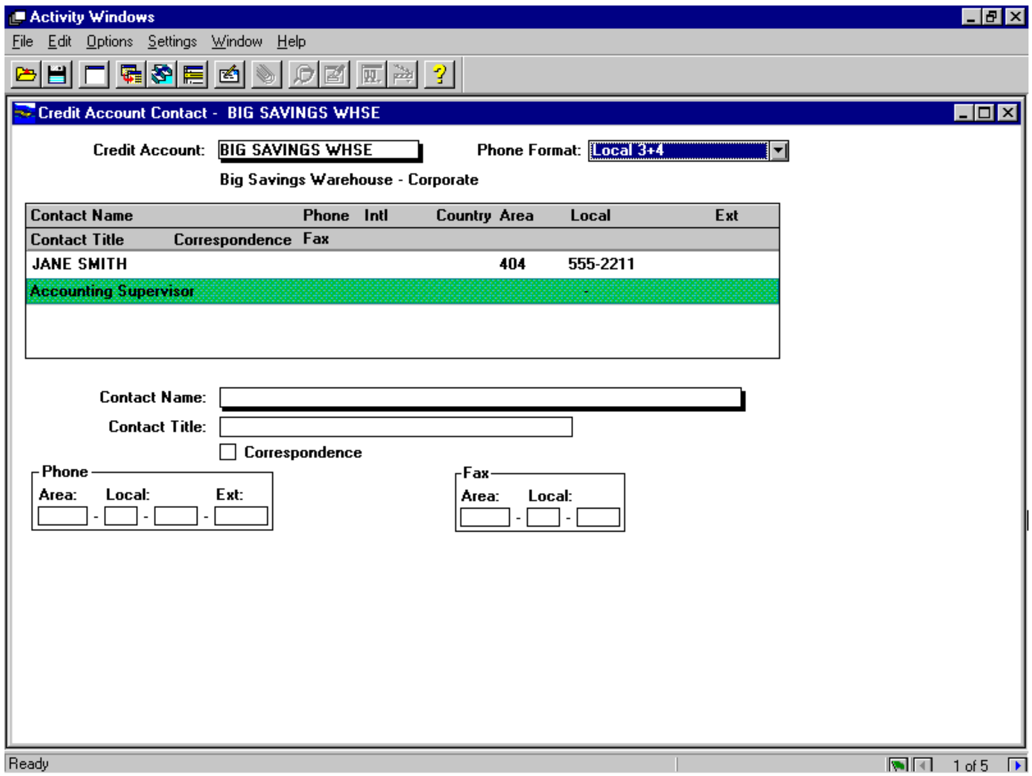
Use this view to define fields to store additional information for a credit account.



Credit Account Contact Window

Use this window to add, change, and display contact information for a credit account. The contact you specify receives all correspondence for a credit account.

Sample Window



Credit Account Transaction Maintenance Window

Use this window to correct credit account information entered through a scheduled process.

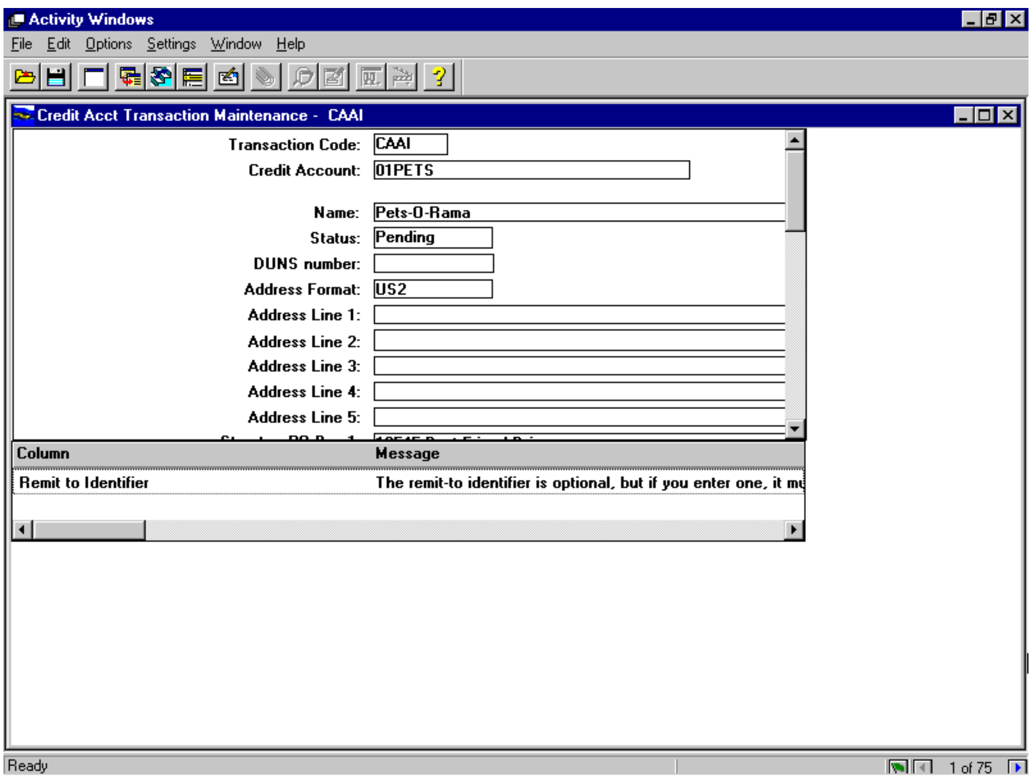
After you choose the task of correcting rejected credit account transactions from your To Do List, Credit Management displays a window showing the fields for the first invalid transaction. A list area at the bottom of the window provides the column and message text for each error Receivables found. You can then scroll to the incorrect field or fields and make corrections to the scheduled transaction.

Accessing the Window

Access this window in one of the following ways:

- Choose correct rejected credit account transaction tasks assigned to you from your To Do List.
- Choose Credit Account Transaction Maintenance from your Activity List. Select Open from the File menu to choose the transaction.

Sample Window



Credit Account Snapshot Window

Use the Credit Account Snapshot window to review credit and sales information for a specific credit account.

Credit Management consolidates information from several sources and displays it on this window.

After you set up credit accounts, two scheduled processes can affect the Credit Account Snapshot window information:

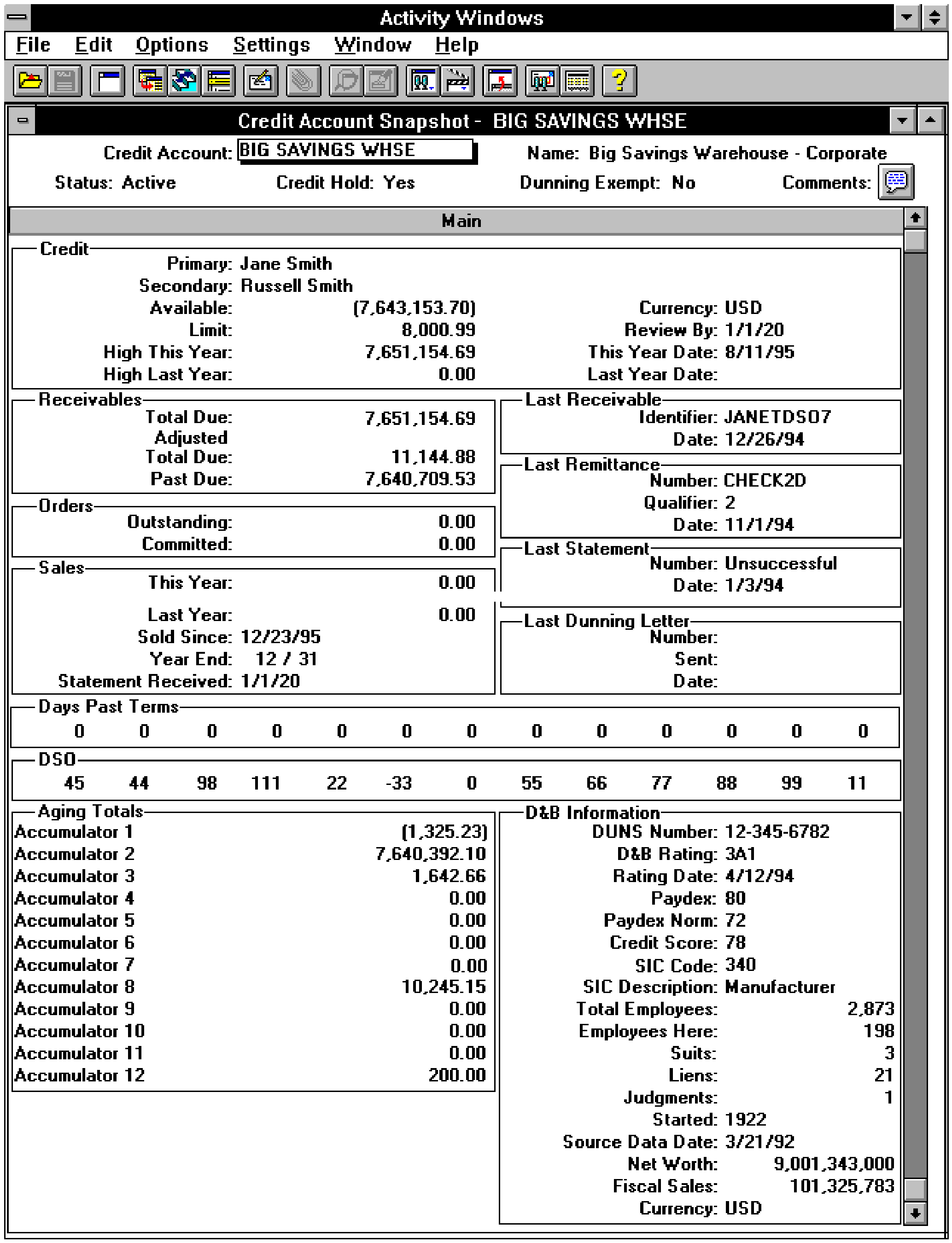
- Days Past Terms (DPT)
- Days Sales Outstanding (DSO)

Enter additional credit account snapshot information using the following windows:

- DUNS Name
- Geac Information

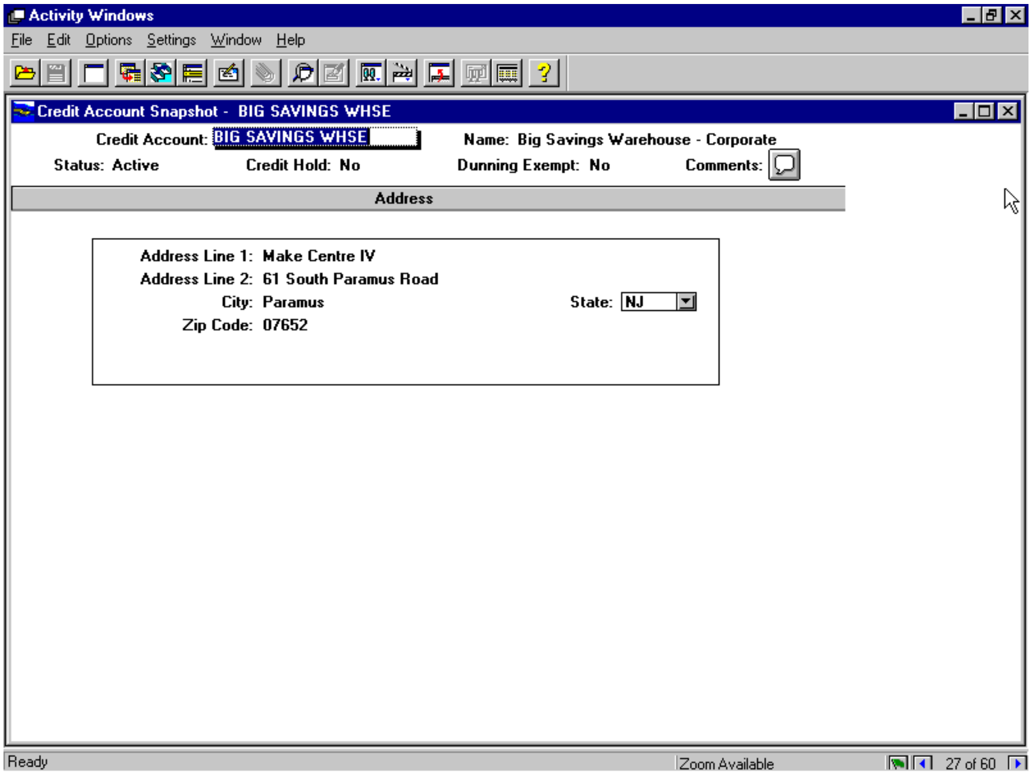
Main View

Use this view to display credit and risk information for a credit account.



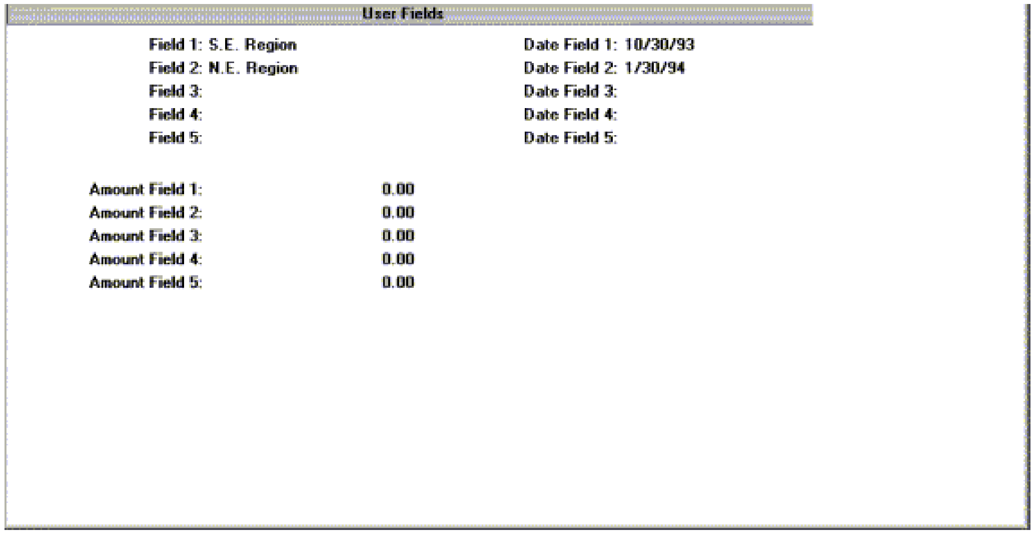
Address View

Use this view to add, maintain, and display the address for the credit account customer.



User Fields View

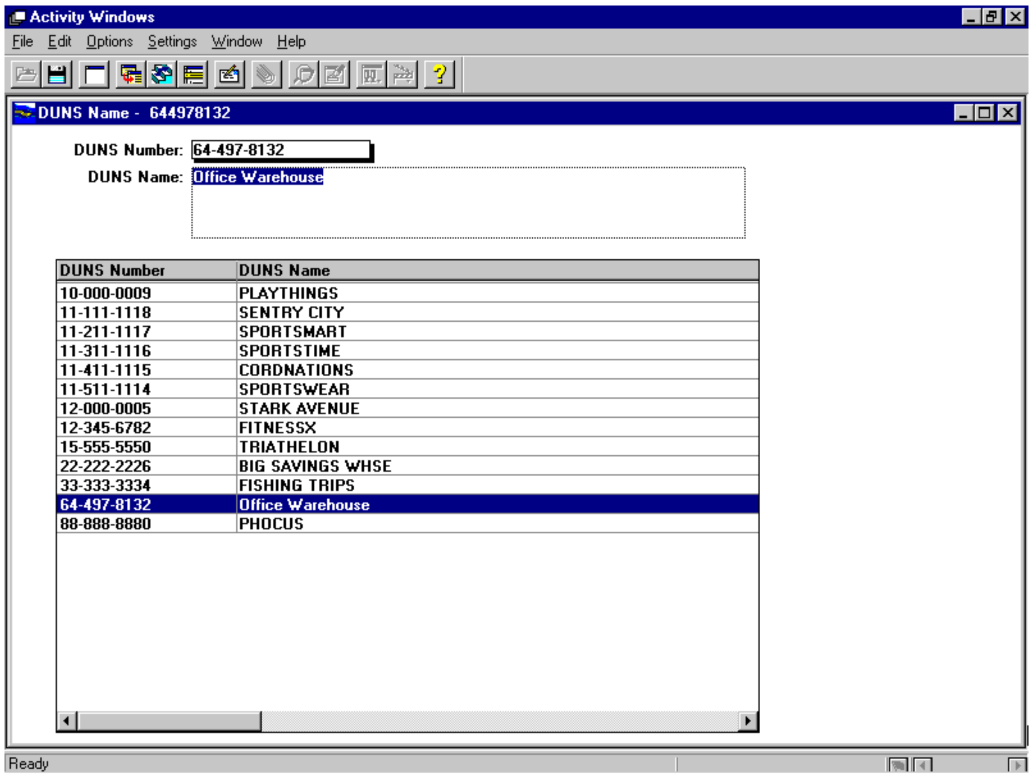
Use this view to define miscellaneous information for a credit account.



DUNS Name Window

Use this window to create a table of Data Universal Numbering Systems (DUNS) numbers and names. You cannot reference a DUNS number in any activity until it is defined using this window.

Sample Window



Dun & Bradstreet Information Window

Use this window to add, change, or review information about a specific business firm, as referenced by its DUNS number.

The information is provided by Dun & Bradstreet Information Services and can help you minimize risks usually associated with credit management activities.

Views

The Dun & Bradstreet Information window has the following views:

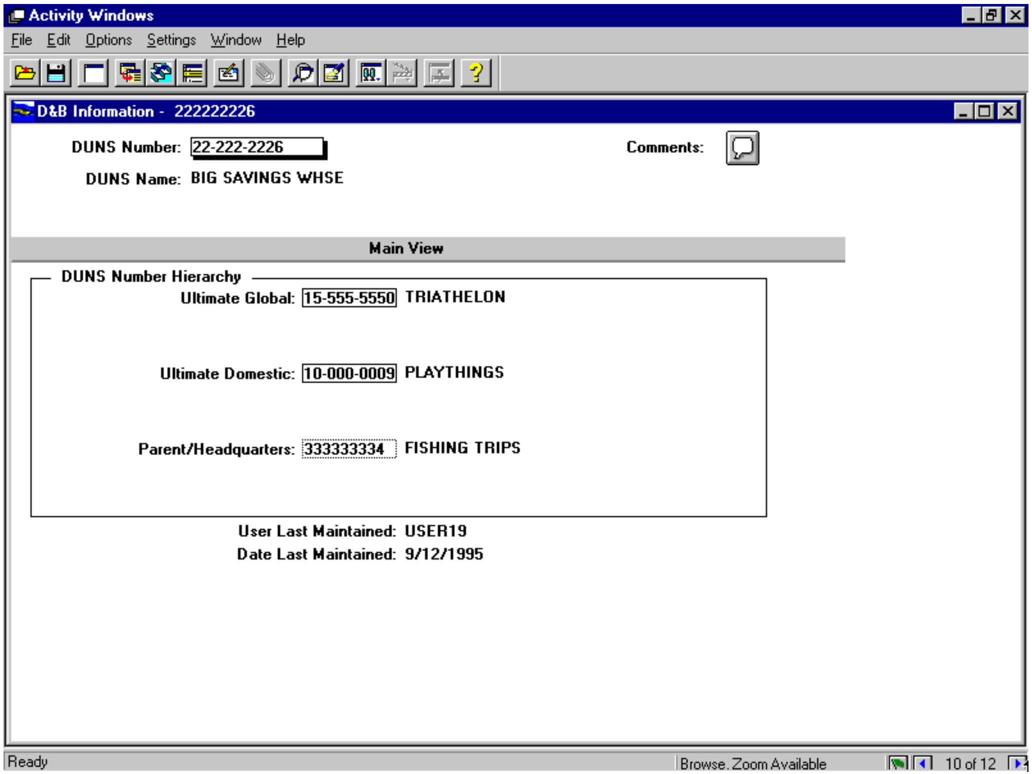
- Main
- Credit Management
- Supplier Management

The Supplier Management view is used to store Purchasing and Payables information.

Currently, you can only enter the information contained on these views using the Dun & Bradstreet Information and DUNS Name windows; you cannot use scheduled processes.

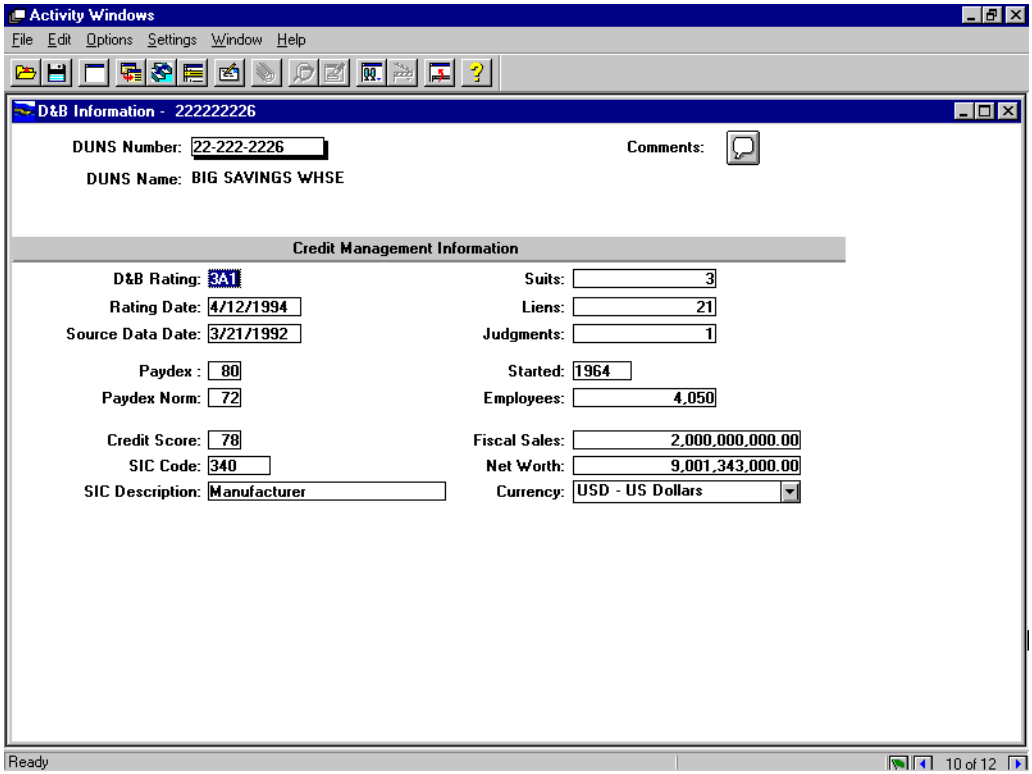
Main View

Use this view to create a logical link between several firms owned by a single business entity. You can target receivable collections, leverage your purchasing power, and analyze your financial exposure to a single multilevel corporation.



Credit Management Information View

Use this view to set up credit limits for a customer.



4 Receivable Accounts

Lesson Contents

Objectives

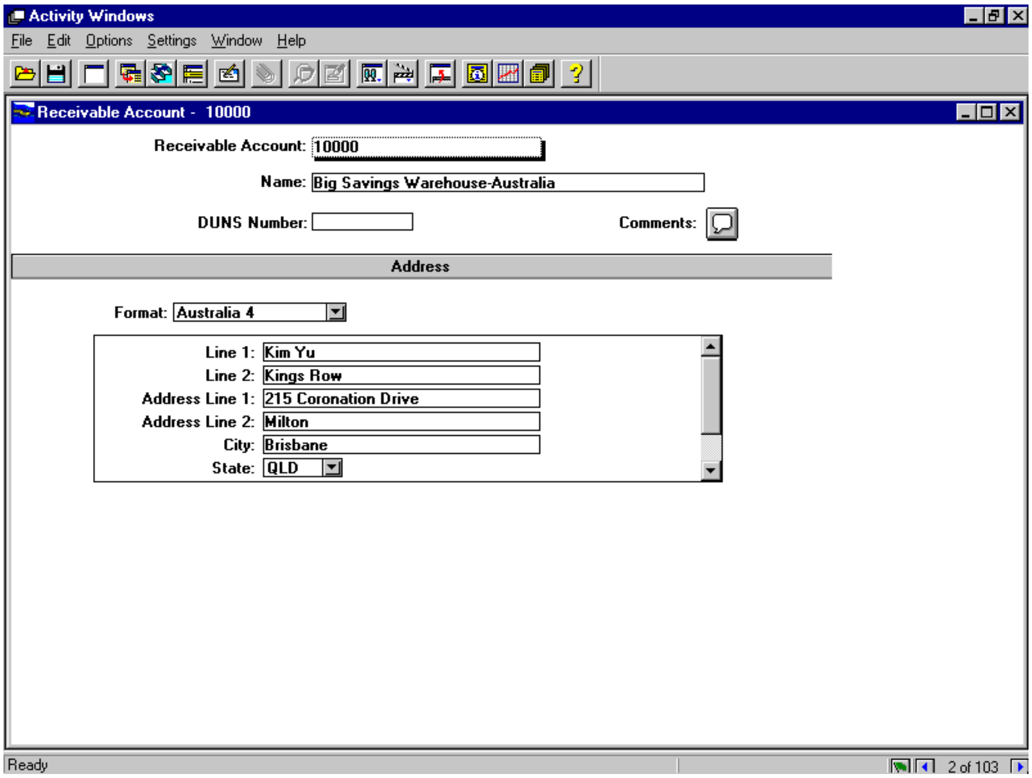
After completing this lesson you will be able to add, display, change, inactivate, and delete receivable accounts.

Receivable Account Window and Views

Use this window to add, display, and maintain the information and defaults for a receivable account.

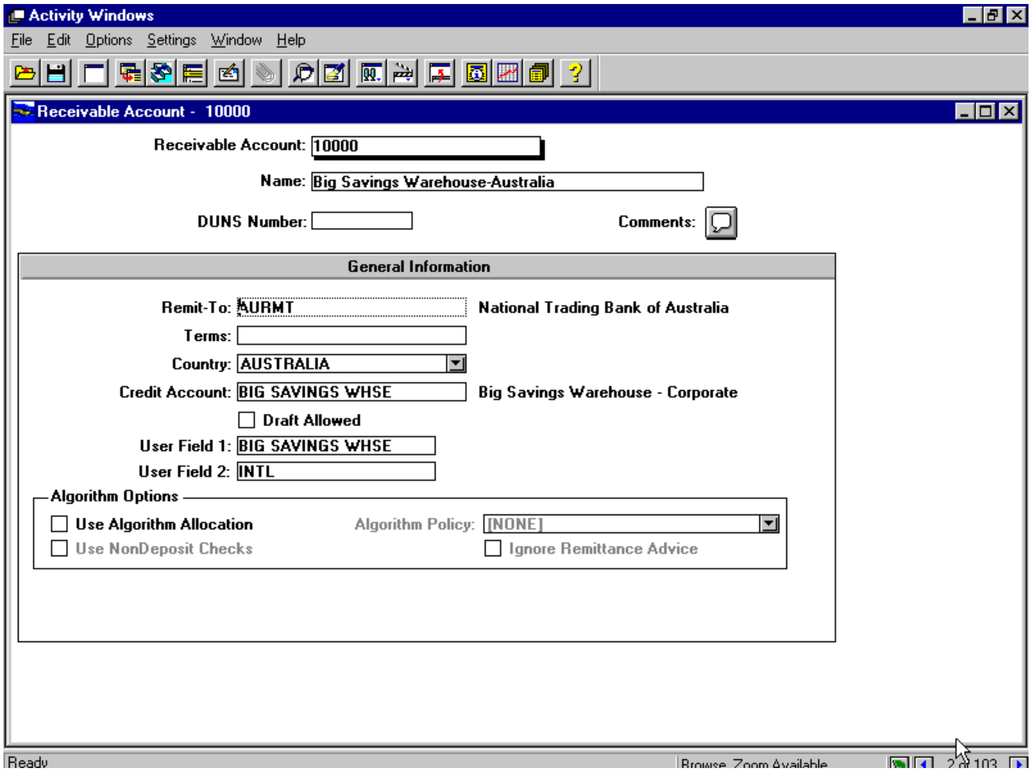
Sample Window and Address View

Use this view to add, change, and display the billing address for the account.



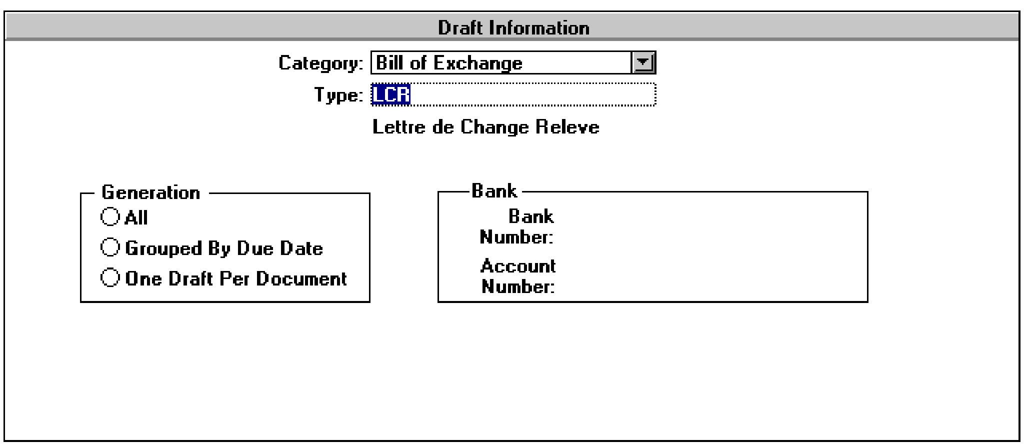
General Information View

Use this view to add, change, and display remittance, customer, and credit information for the account.



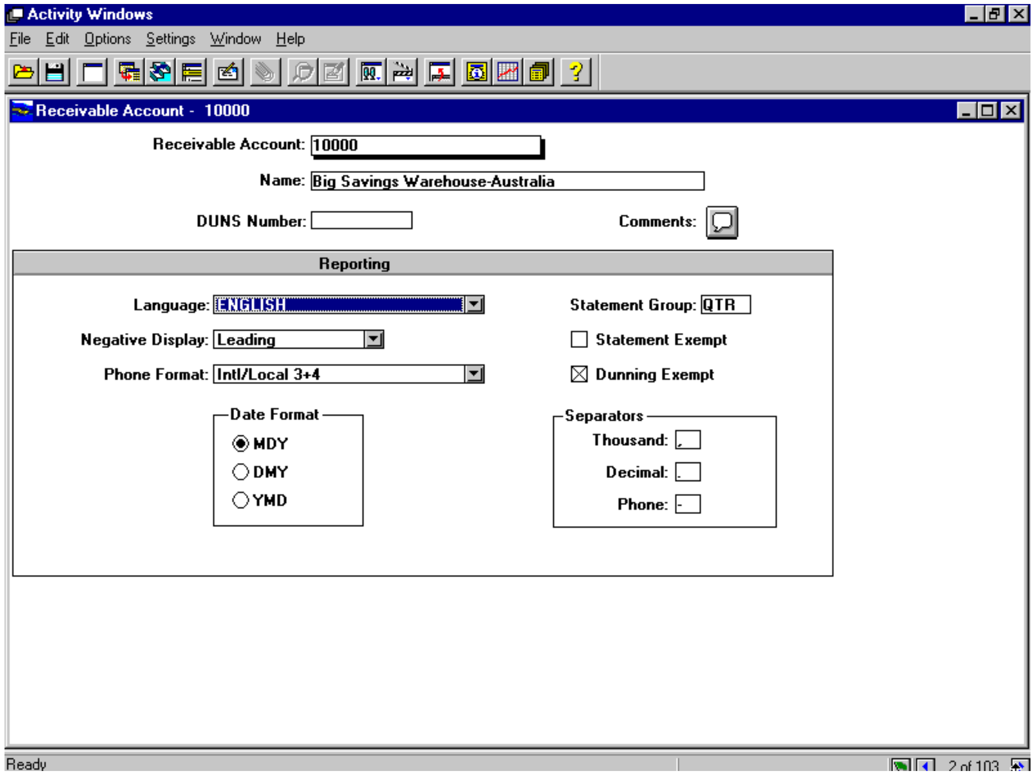
Draft Information View

Use this view to add, change, and display information about receivable drafts for an account.



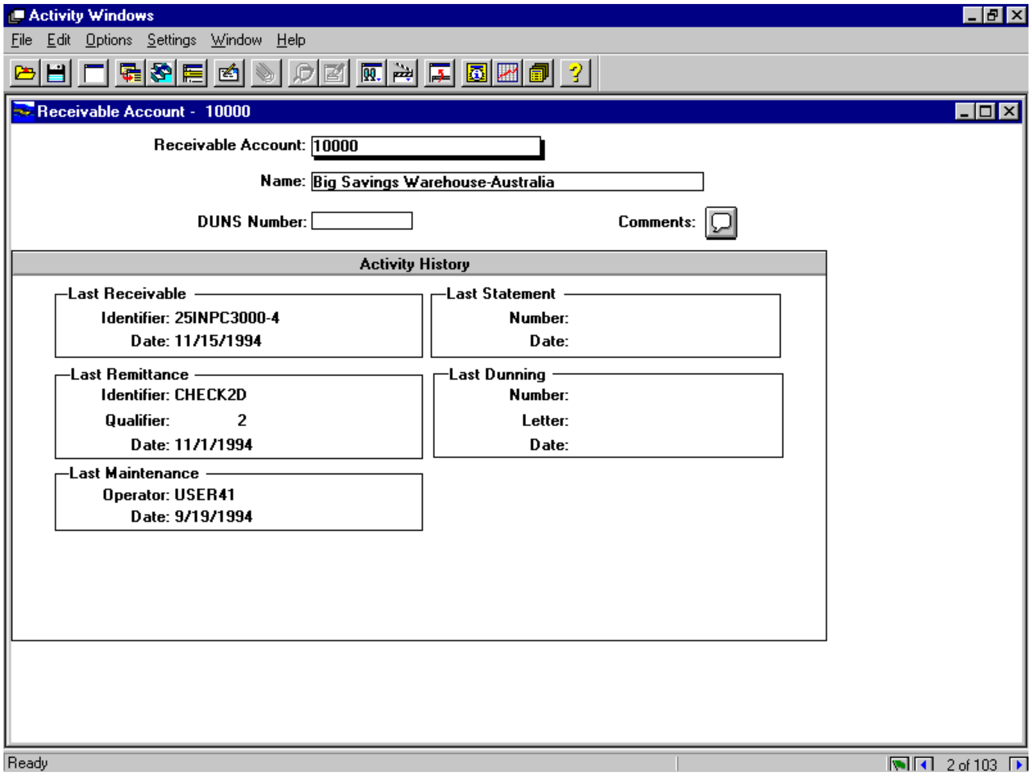
Reporting View

Use this view to add, change, and display the report formatting defaults.



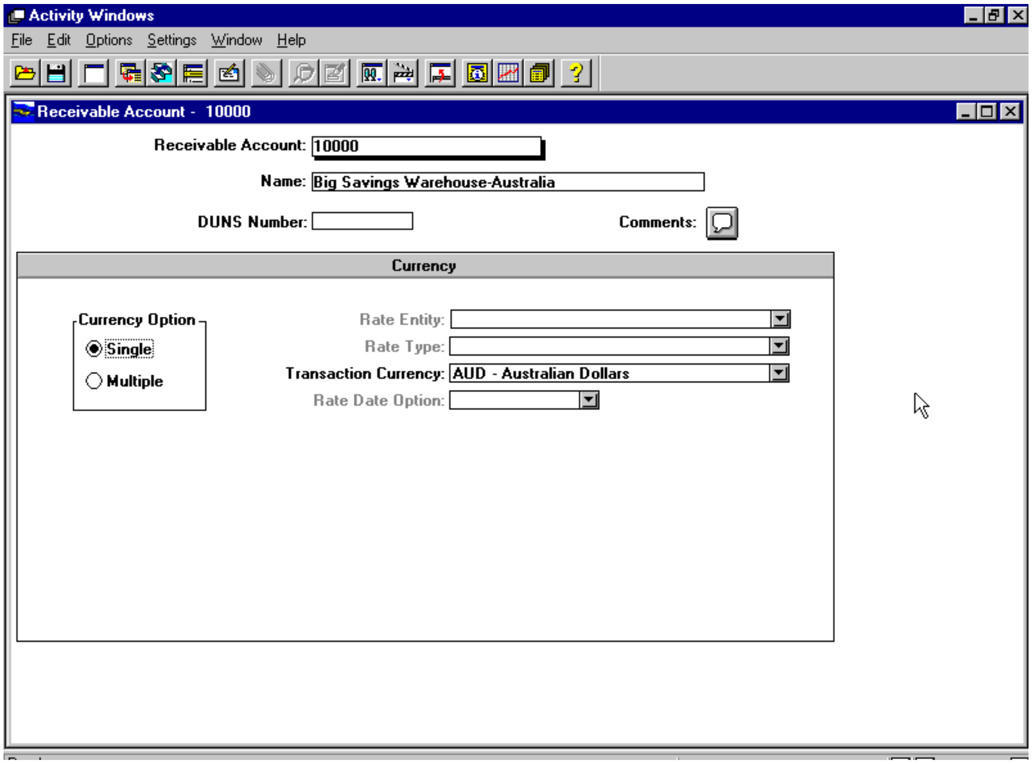
Activity History View

Use this view of the Receivable Account window to display information about the latest account activity. The Activity History view is an inquiry only view.



Currency View

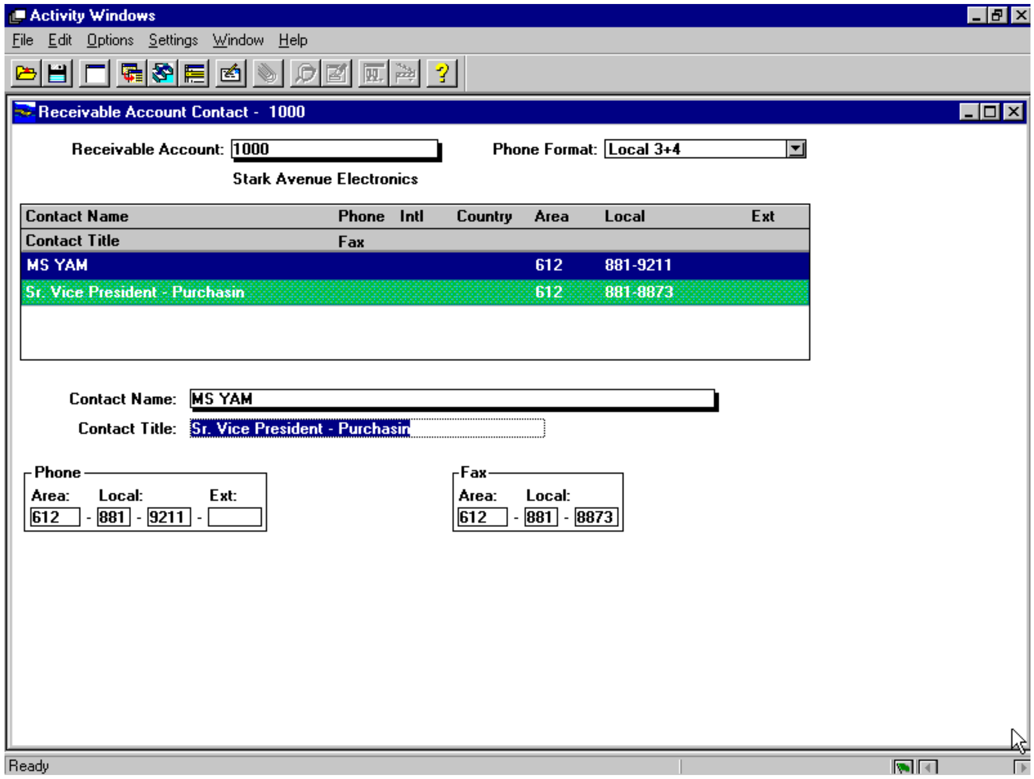
Use this view to add, change, and display the currency exchange information for the account.



Receivable Account Contact Window

Use this window to add, change, and display contact information for the account.

Sample Window

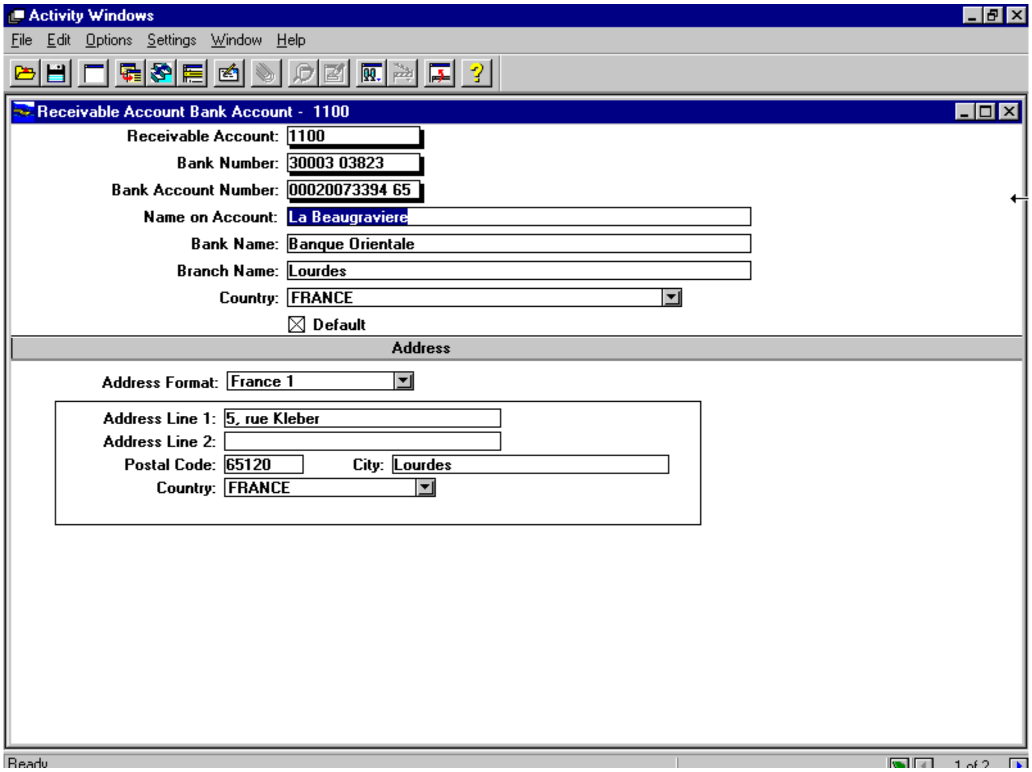


Receivable Account Bank Account Window and Views

Use this window to add, display, and maintain the information and defaults for a bank account you want to associate with a receivable account.

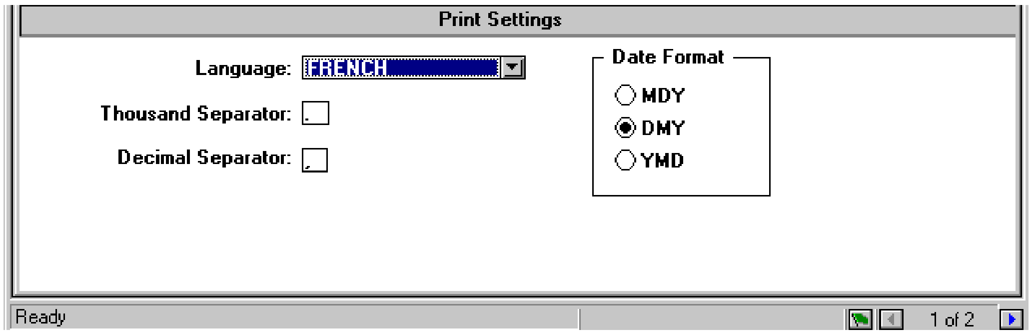
Sample Window and Address View

Use this view to add, change, and display the address information for the receivable account bank account.



Print Settings View

Use this view to control how Receivables prints the information for a receivable account bank account.



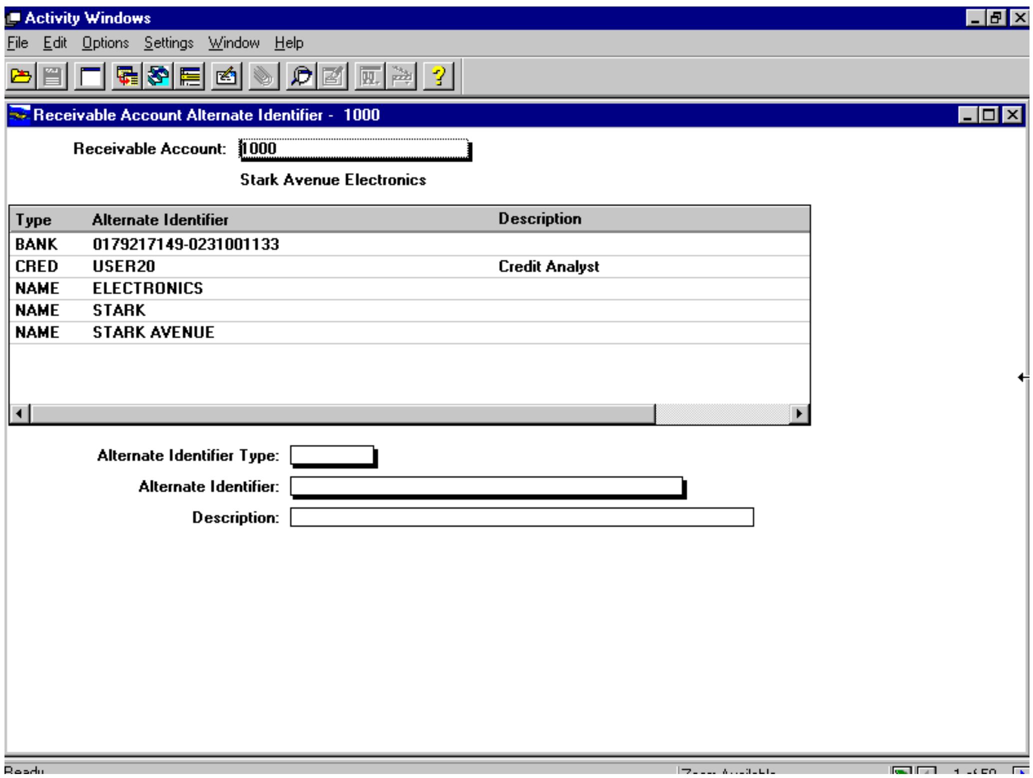
Receivable Account Alternate Identifier Window

You can use alternate identifiers to:

- Help identify the account during remittance processing
- Classify important account information, such as bank account numbers
- Store miscellaneous user-defined account information.

Use this window to add, maintain, and display alternate identifiers for the account.

Sample Window



Receivable Account Totals Window

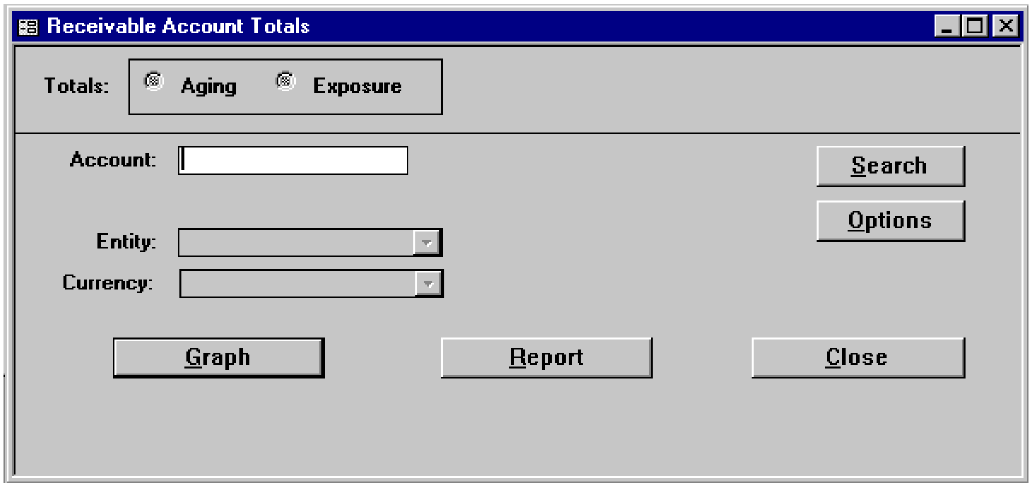
Use the Microsoft Access Receivable Account Totals window to display receivable account totals.

Accessing the Window

Access the window using one of the following methods:

- Choose Receivable Account Totals from your Activity List.
- Choose Zoom to Totals from the Receivable Account window.

Sample Window



5 Entering Documents

Lesson Contents

Objectives

After completing this lesson, you will be able to :

- Add, display, change, and delete control groups
- Add, display, and maintain receivable documents
- Delete a receivable document
- Write off a receivable document

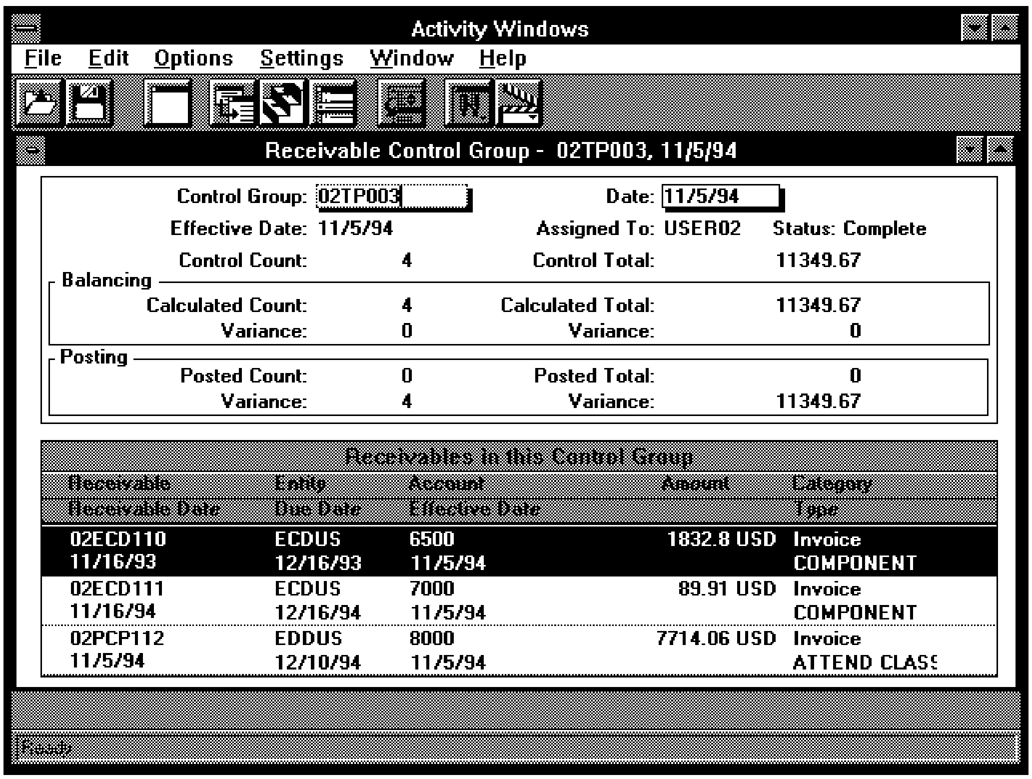
Receivable Control Group Window

Use this window to add or display the following information for a control group:

- Control group identifier
- Date
- Effective date
- Control count and total
- Balancing information including the calculated count, calculated total and variance amounts for each.
- Posting information including the posted count, posted total and variance amounts for each.

This window also displays detail for each receivable document in the control group.

Sample Window

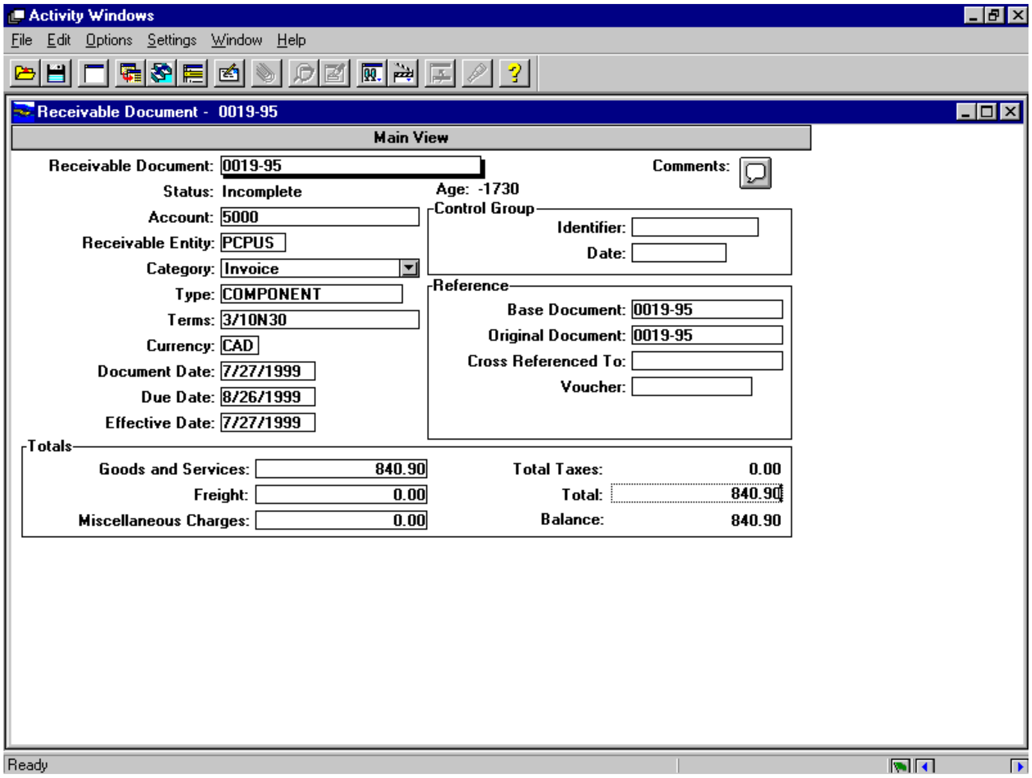


Receivable Document Window

Use this window to add, change, or display receivable documents.

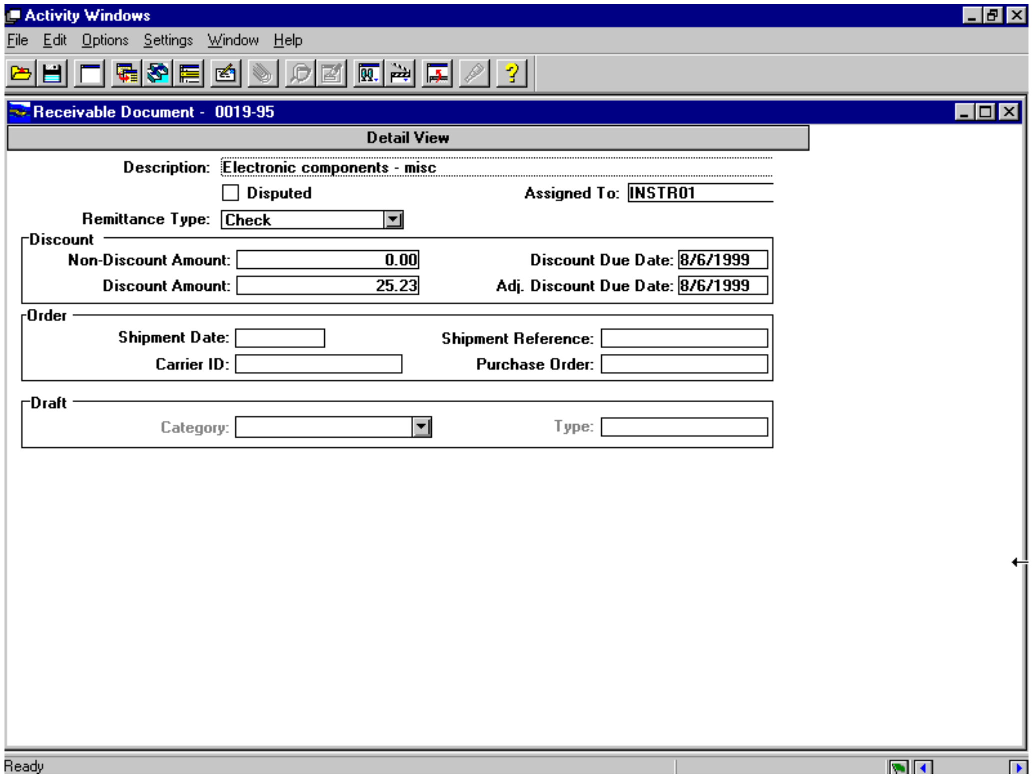
Main View

Use this view to add, change, post, and write off receivable documents.



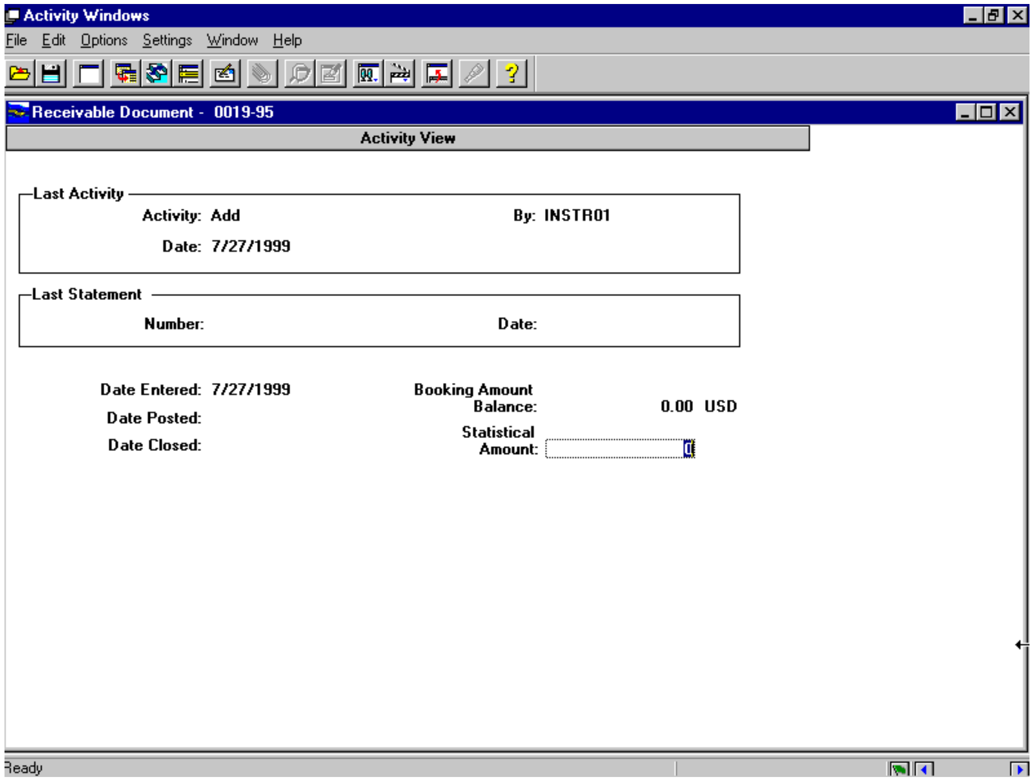
Detail View

Use this view to enter additional information about a receivable document such as a description and discount, and order information.



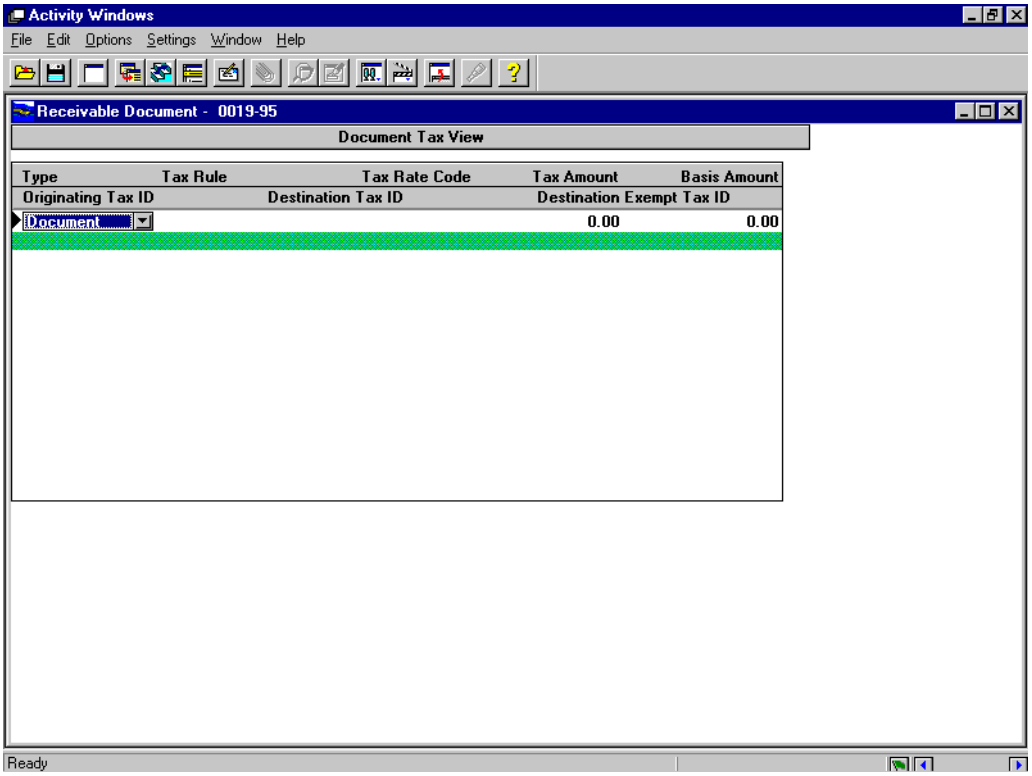
Activity View

Use this view to review activity information including information on the last activity for the document, the last statement on which the receivable document occurred, and the dates the document was entered, posted, and closed. You can also enter or display a statistical amount on this view.



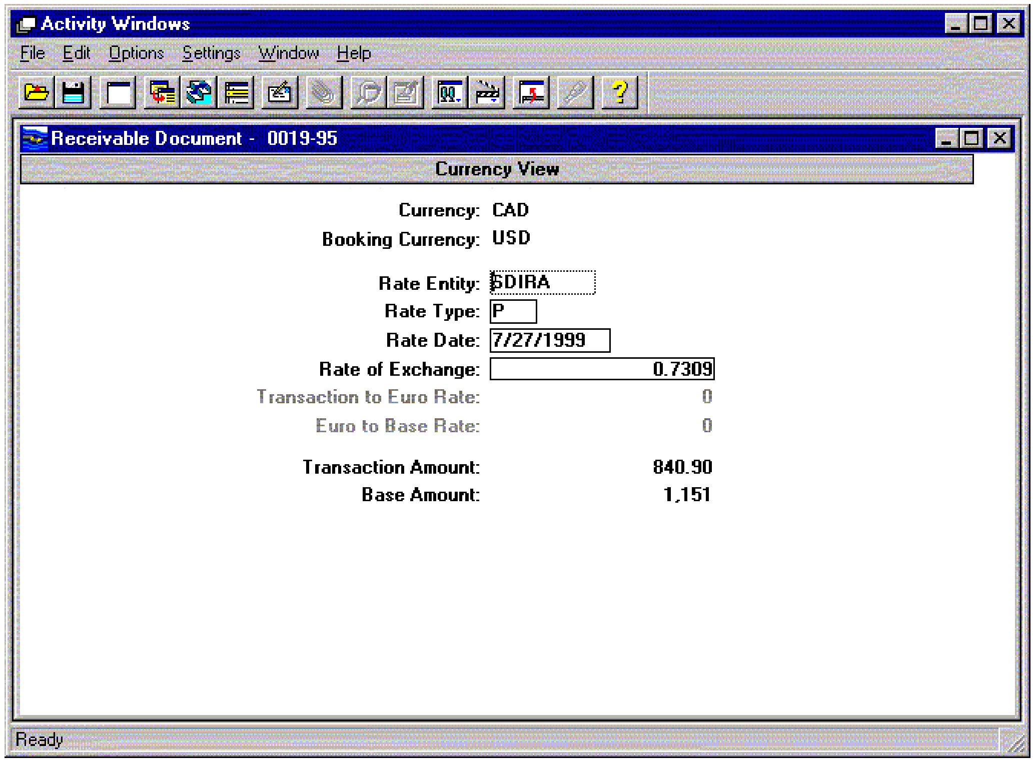
Document Tax View

Use this view to enter taxes for receivable document, freight, or miscellaneous charge amounts.



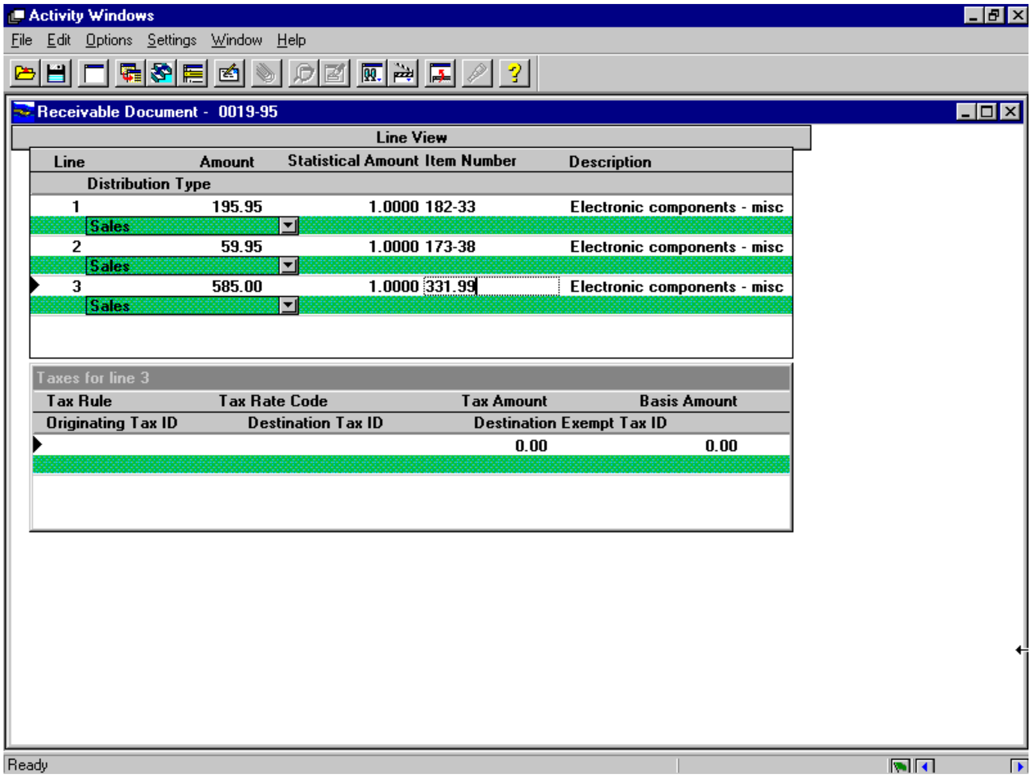
Currency View

Use this view to display currency information for multicurrency documents. A *multicurrency document* is one whose transaction currency differs from its booking currency. If a document is not a multicurrency document, you cannot access this view.



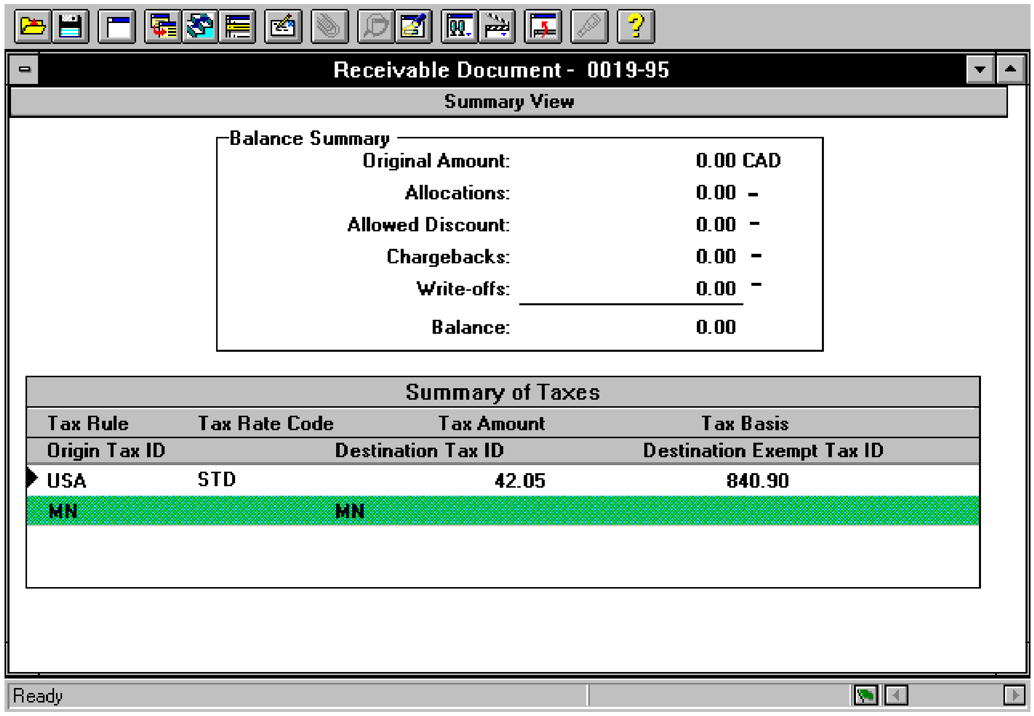
Line View

Use this view to enter lines for a receivable document with line items. You can also enter different taxes for specific line items on the receivable document. Specify the individual line amount and accounting distribution for each line.



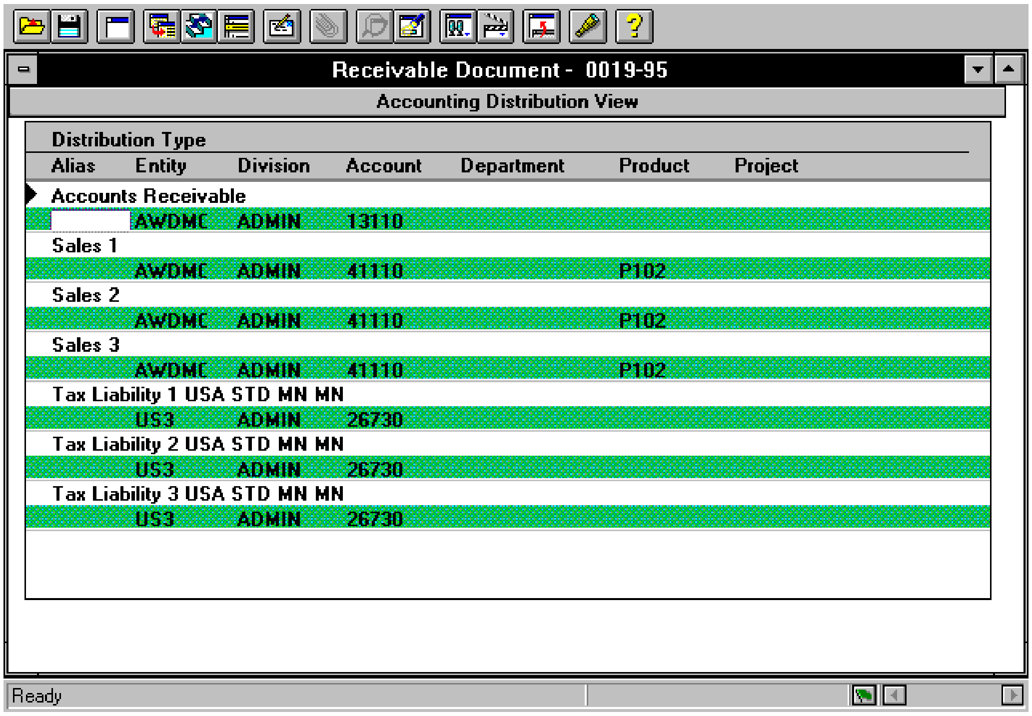
Summary View

Use this view to display an audit of a particular document's balance. Receivables displays document tax totals at the bottom.



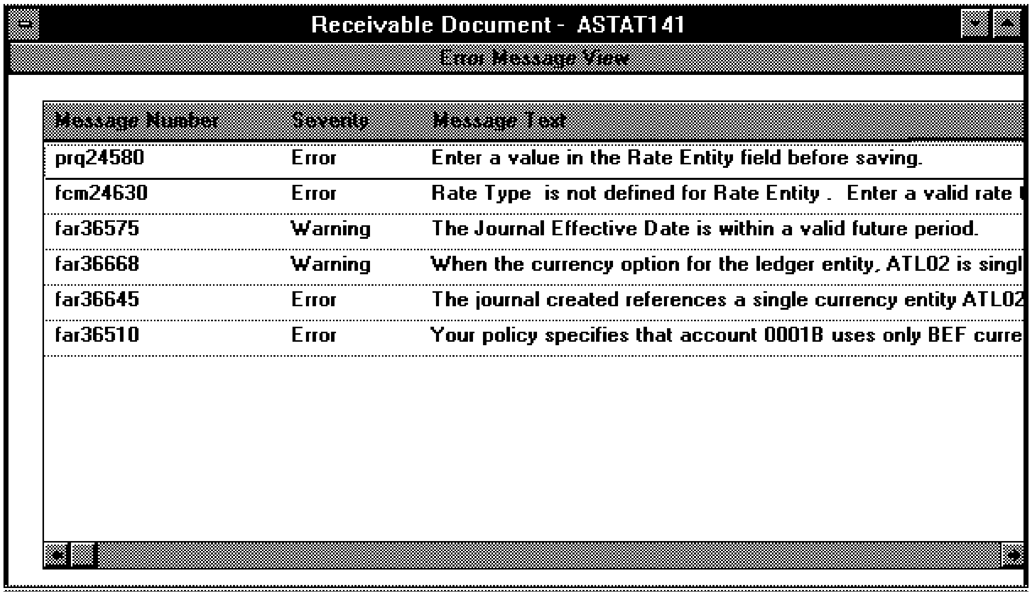
Accounting Distribution View

Use this view to review or change the accounting distributions for accounts receivable, sales, freight, tax, and miscellaneous charges. Use the view to override the default accounting distributions set up for receivables.



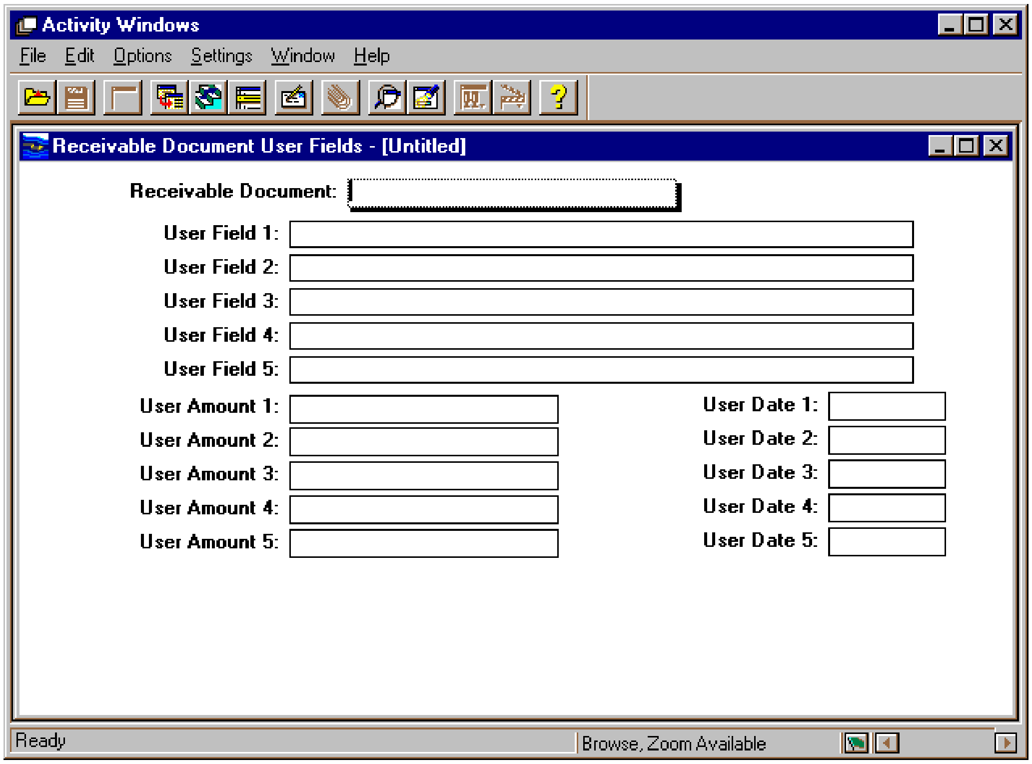
Error Message View

Use this view to review error messages for incomplete documents generated through scheduled processing. You can use these messages to correct and complete the scheduled transactions for loading and validation.



Receivable Document User Fields Window

This window allows you to retain unique, user-defined information on a receivable document.

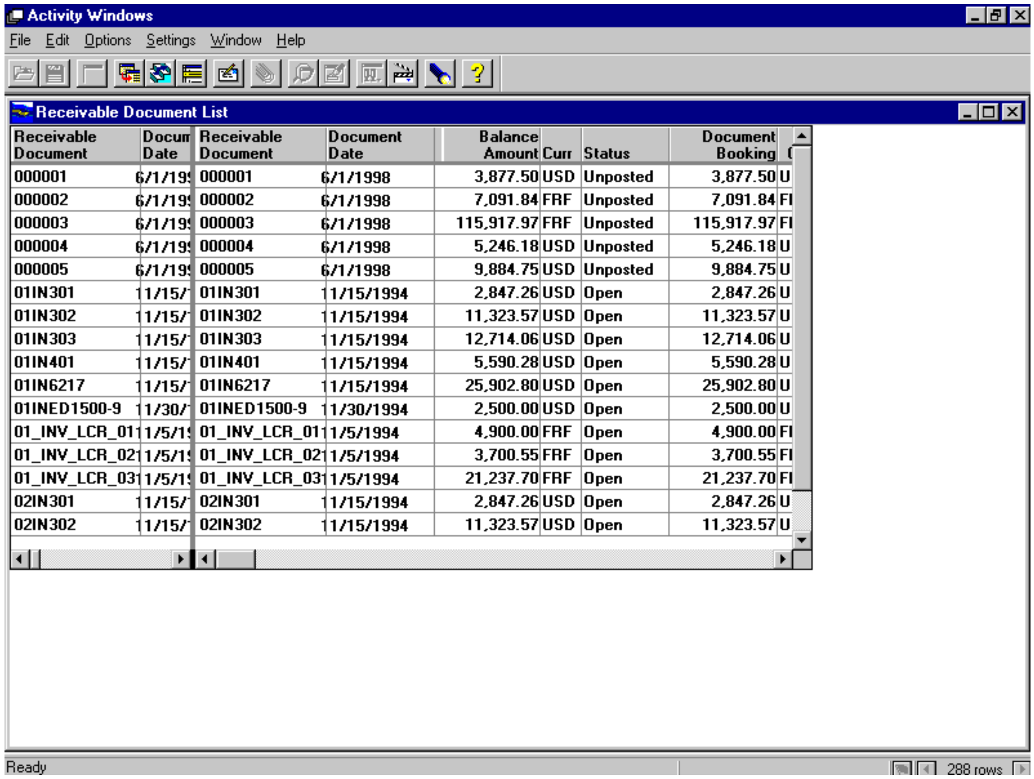


These fields are informational only and do not effect process logic

Receivable Document List Window

Use this window to select, sort, and list receivable documents.

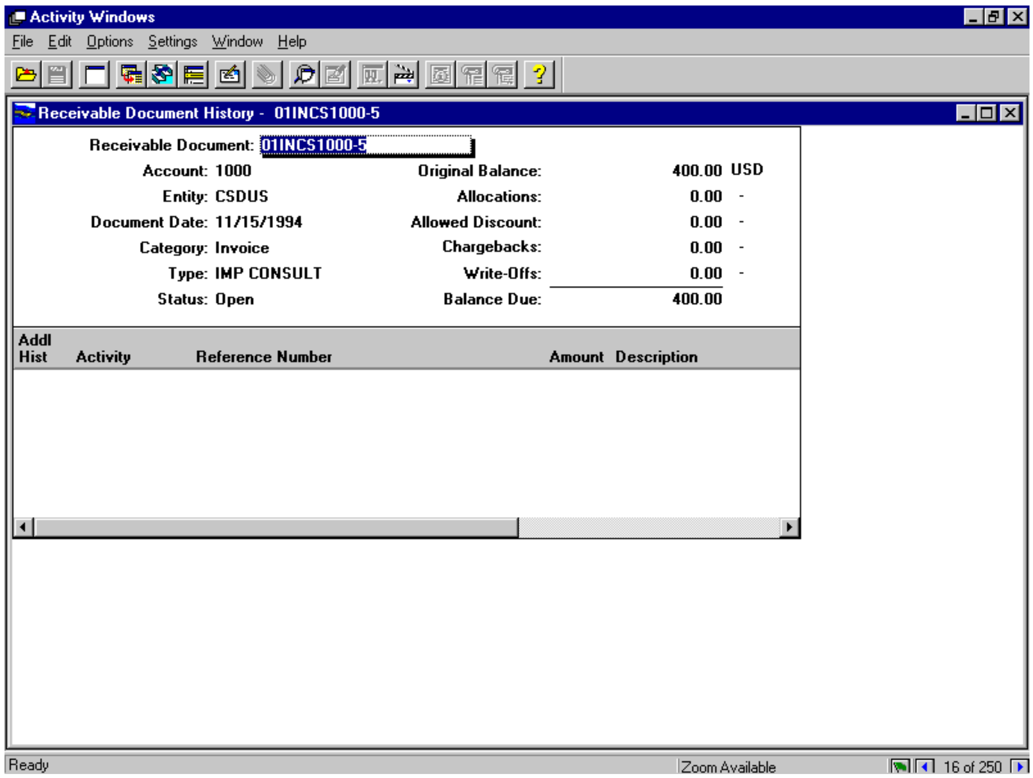
Sample Window



Receivable Document History Window

Use this window to review historical information for a receivable document along with a list of any activity for the document.

Sample Window



Note: A document could have been allocated by a remittance or draft in another currency than the document currency. Even in that case, all information displayed on this window is expressed in the currency of the document.

6 Deposits, Remittances, Allocating Remittances

Lesson Contents

Objectives

After this lesson, you will be able to :

- Add, change and delete deposits
- Add Remittances
- Allocate Remittances
- Complete remittance allocations with adjustments
- Update clearance information using Bank windows.

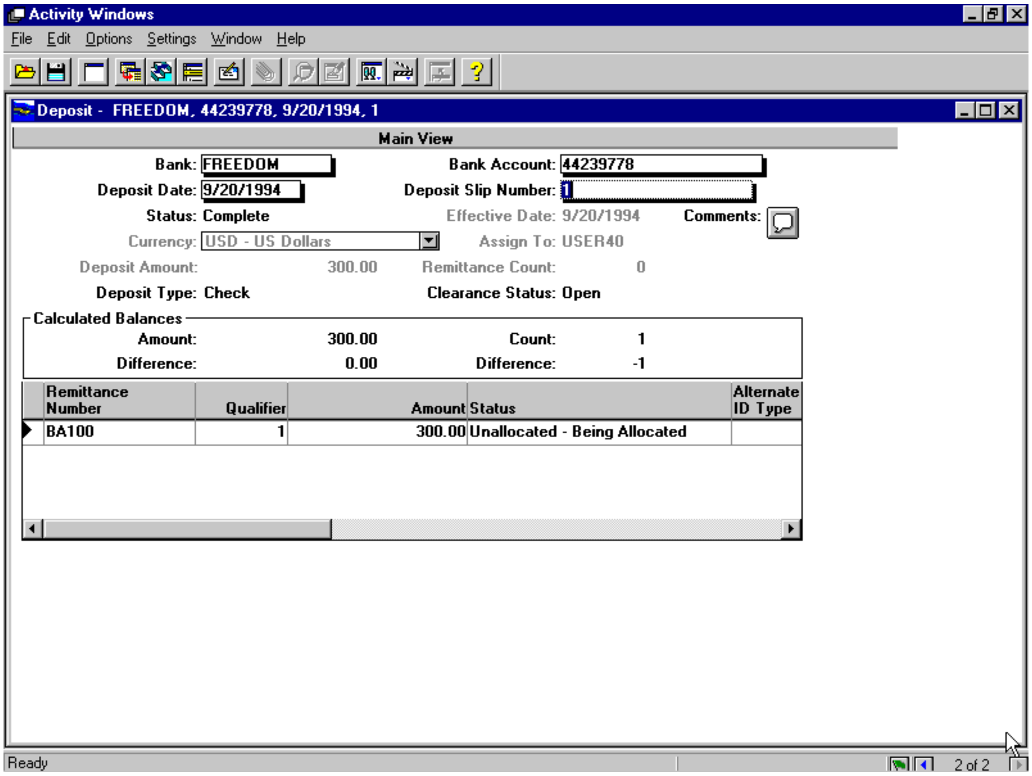
Deposit Window and Views

Use this window to add, display, change, and delete deposits and associated remittances.

Main View

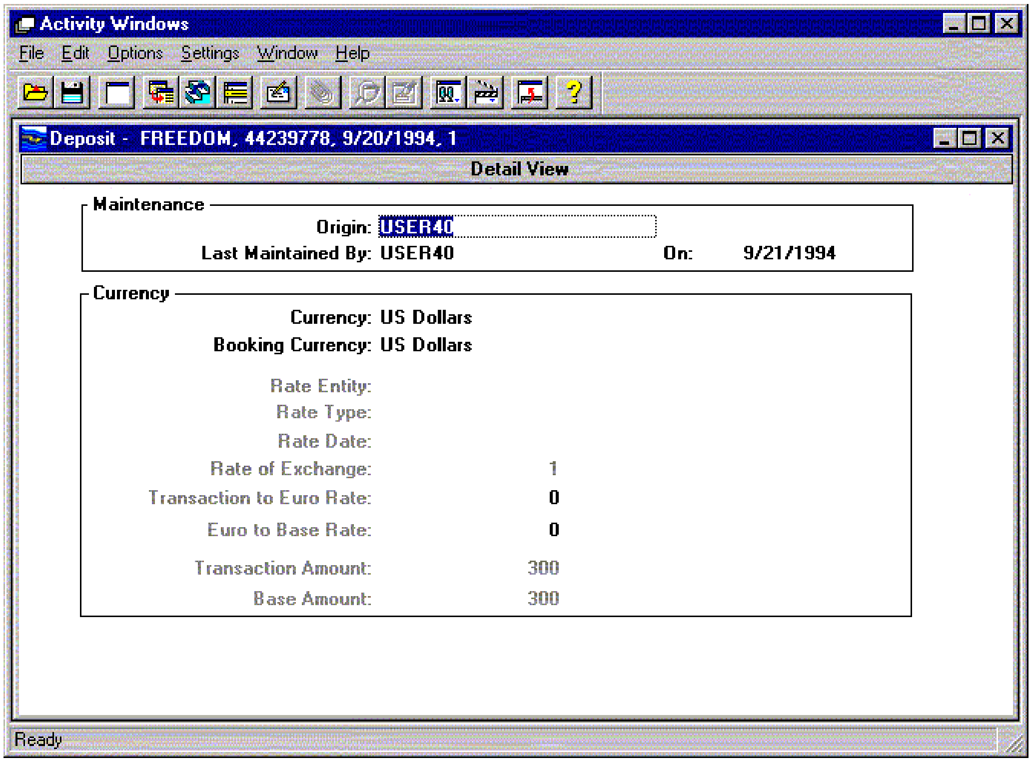
Use this view to

- Work with information for deposits
- Add and maintain remittances associated with deposits.



Detail View

Use this view to work with maintenance and currency information for deposits.

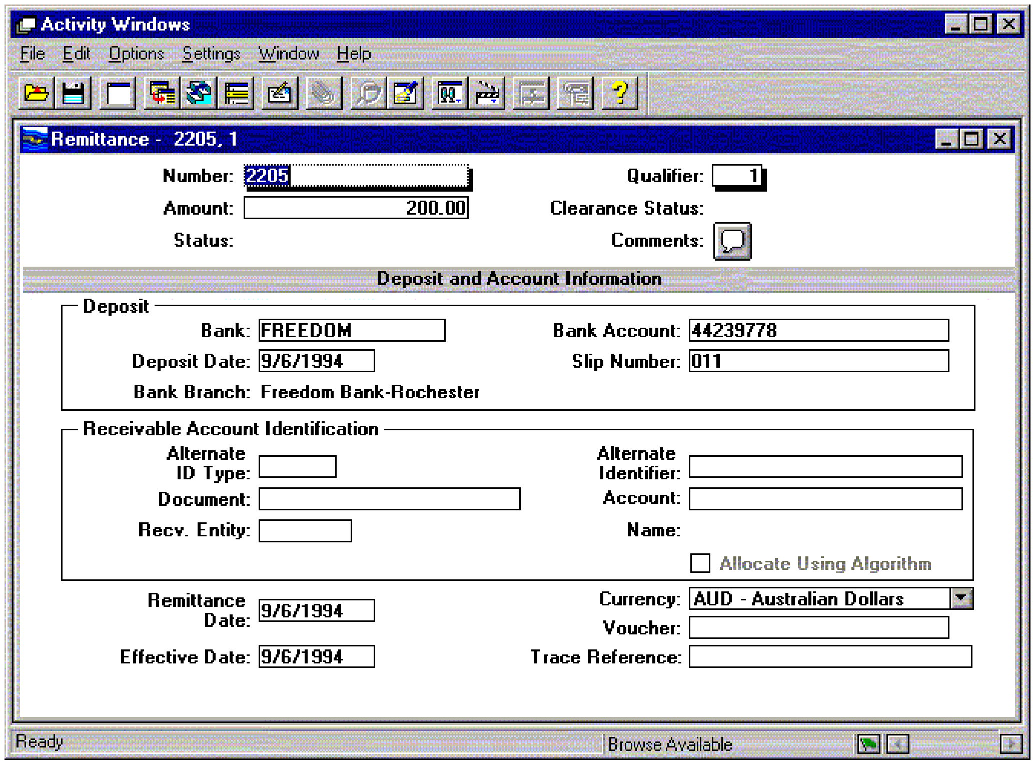


Remittance Window and Views

Use this window to add, display, change, and delete remittances.

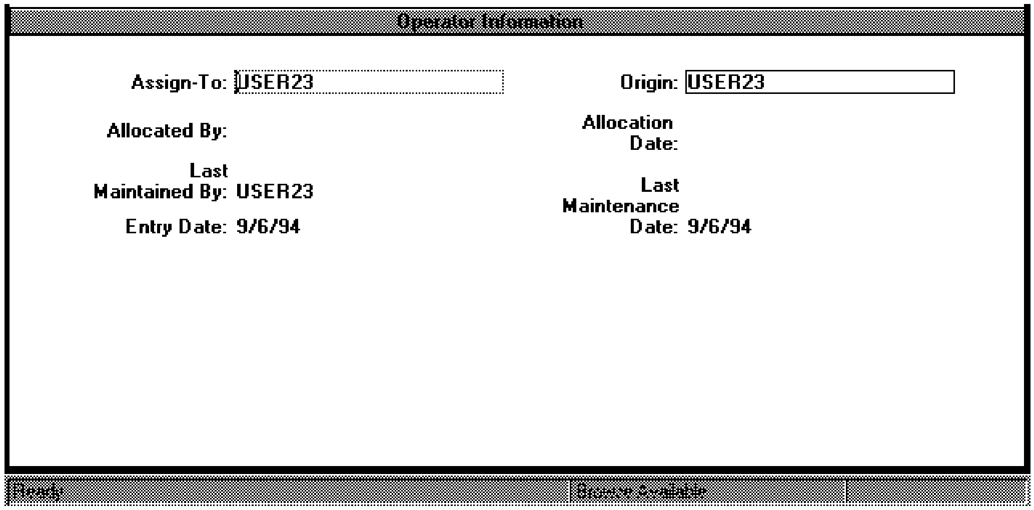
Deposit and Account Information View

Use this view to work with deposit and receivable account information for a remittance.



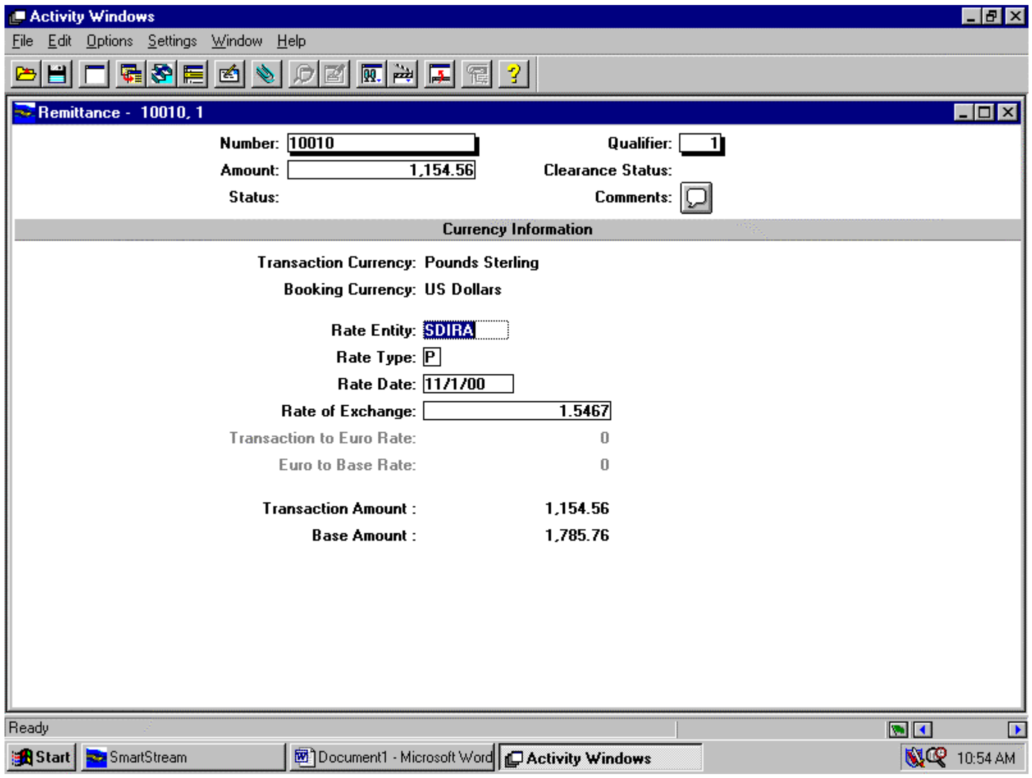
Operator Information View

Use this view of the Remittance window to work with information about the person adding, maintaining, and allocating receivable document remittances.



Currency Information View

Use this view of the Remittance window to work with currency information for a receivable document remittance. This view is available only if your enterprise uses multiple currencies.



Setting up Remittance Allocation Preferences

Use the questions in this section to review and determine your Remittance Allocation options. Use the Remittance Allocation Preferences window to enter these options.

Confirm Deletion of Allocation

Do you want to receive a confirmation prompt when deleting an allocation? If so, select this option.

Display Select Documents Prompt

Do you want Receivables to allow you to specify documents selection criteria every time you begin or continue a remittance allocation? Activate this option to provide an opportunity to enter limiting criteria for the documents that will be included in the document list for each remittance being allocated.

Prompt if Remaining Amount Is Zero

Do you want Receivables to notify you when the allocation being worked is ready to be completed because the remaining amount is zero? Activate this option to get a prompt when the remittance allocation remaining amount is equal to zero or could be equal to zero if tolerance were included in the allocation.

Prompt if Document Type Differs from Remittance Type

Do you want Receivables to warn you if the document you choose during remittance allocation has a remittance type that differs from the type of remittance you are allocating? Choosing this option provides notification if a document expected to be paid with a draft is selecting with a check remittance and if a document expected to be paid with a check remittance is selected with a draft.

Automatically Calculate Tolerance

Do you want Receivables to automatically calculate tolerance? Choose this option if you want tolerance calculated each time a logical unit of work is processed. Receivables processes a logical unit of work each time you change views or when you choose the Complete action.

Default Main View to Direct Document Entry

Which view of the Remittance Allocation window do you want as your default? You can specify a preference to use the Direct Document Entry view of the Remittance Allocation window as your default view instead of the Document List view, where Receivables lists the documents to which you can allocate a remittance.

Post Immediately

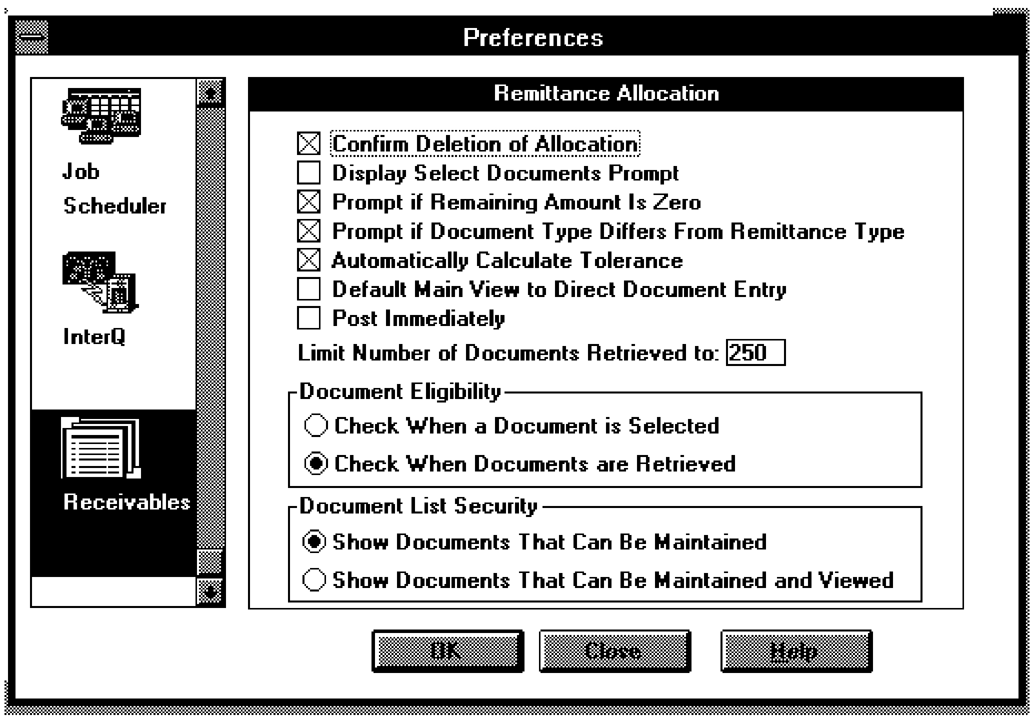
Do you want the ability to post remittances using the Remittance Allocation window instead of using a scheduled process? You can choose whether to post remittance allocations immediately. If you choose not to post remittance allocations immediately, you can use the Remittance Allocation Posting scheduled process instead. You must also establish the appropriate Job Scheduler preferences in your dbsched.ini file for this feature to work. Refer to Job Scheduler online Help for detailed instructions.

Document Eligibility

When do you want Receivables to check whether or not documents are eligible to have remittances allocated against them? If you choose Check When Documents Are Retrieved, you receive immediate visual confirmation for ineligible documents. You can then avoid selecting these documents during the allocation process. If you choose Check When a Document Is Selected, you are notified of ineligibility after selecting the document during the allocation process.

Document List Security

Which documents do you want Receivables to display on the document list during remittance allocation? You can choose to display only those documents that you can actually allocate against, or you can display documents to review and maintain. Notification of documents that you can review but not maintain can help you resolve remittance allocations.



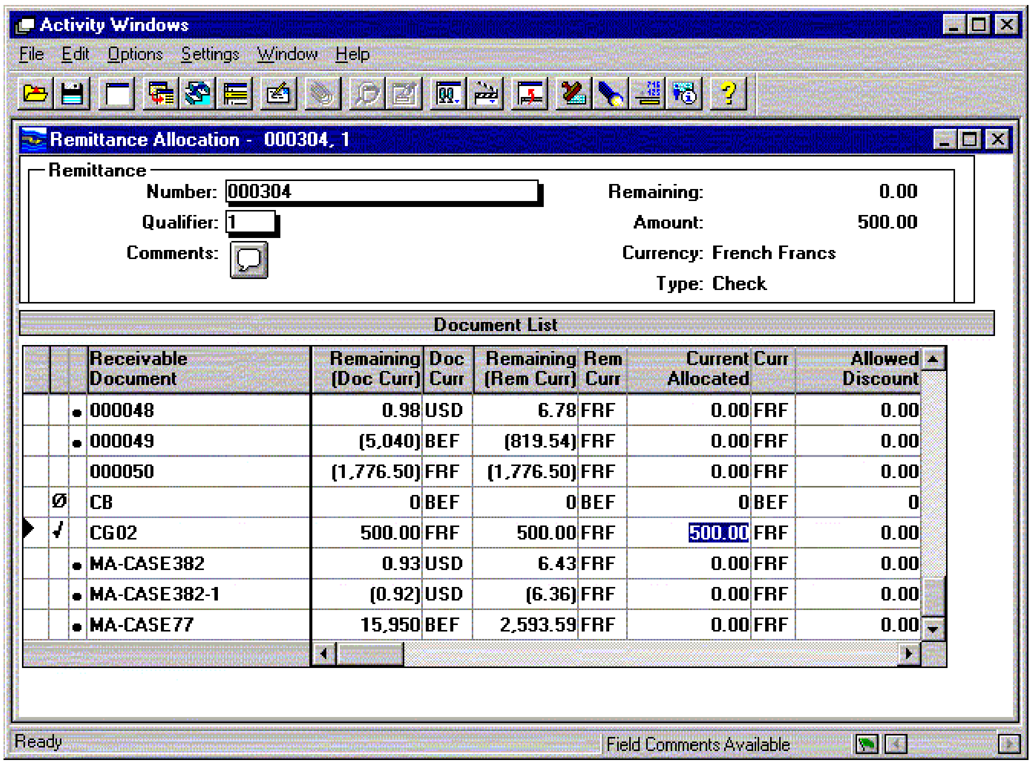
Remittance Allocation Window and Views

Use this window to pay receivable documents and drafts due or to add remittance-on-account funds to reduce the account balance.

You can also add comments to explain decisions you make during remittance allocation.

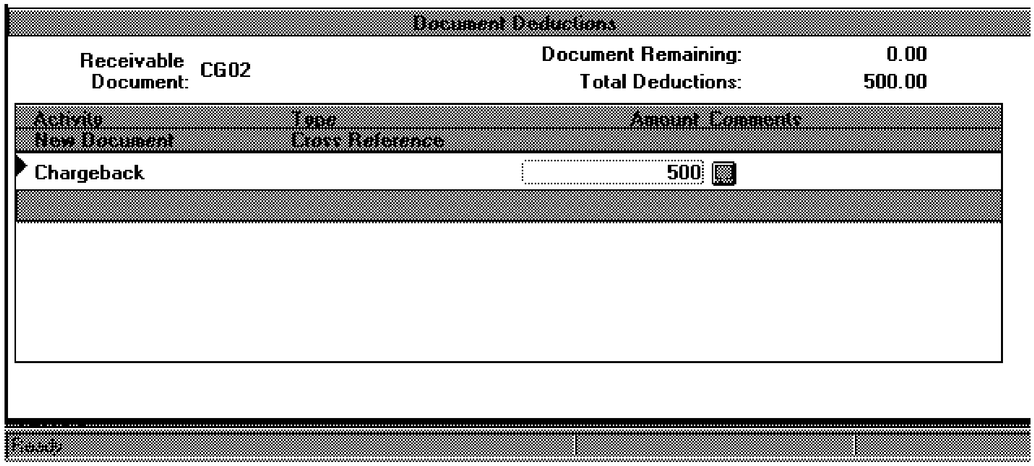
Document List View

Use this view to select receivable documents to which you want to allocate a remittance or add deductions.



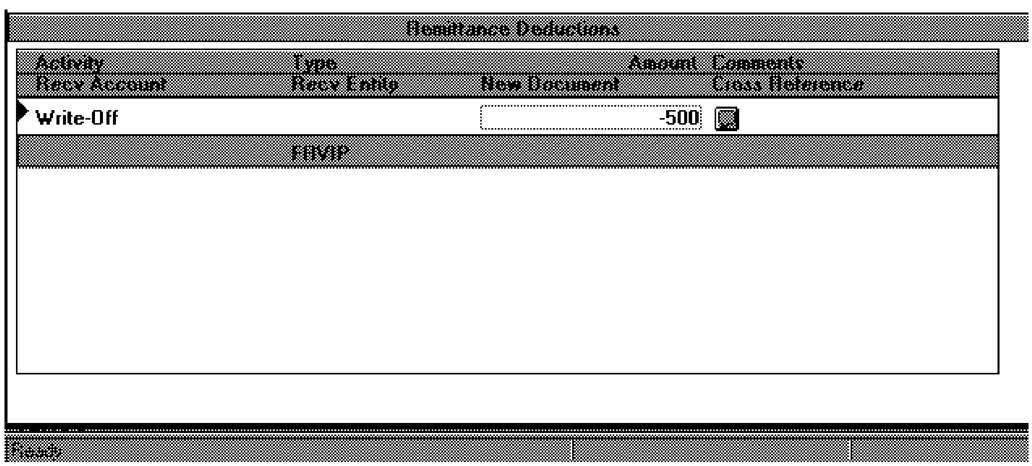
Document Deductions View

Use this view to add or change deductions for specific receivable documents.



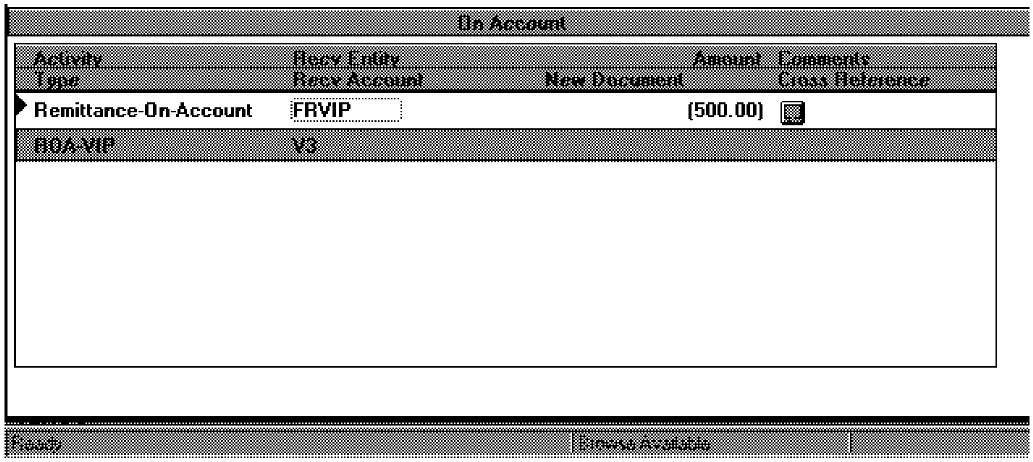
Remittance Deductions View

Use this view to add or change remittance deductions.



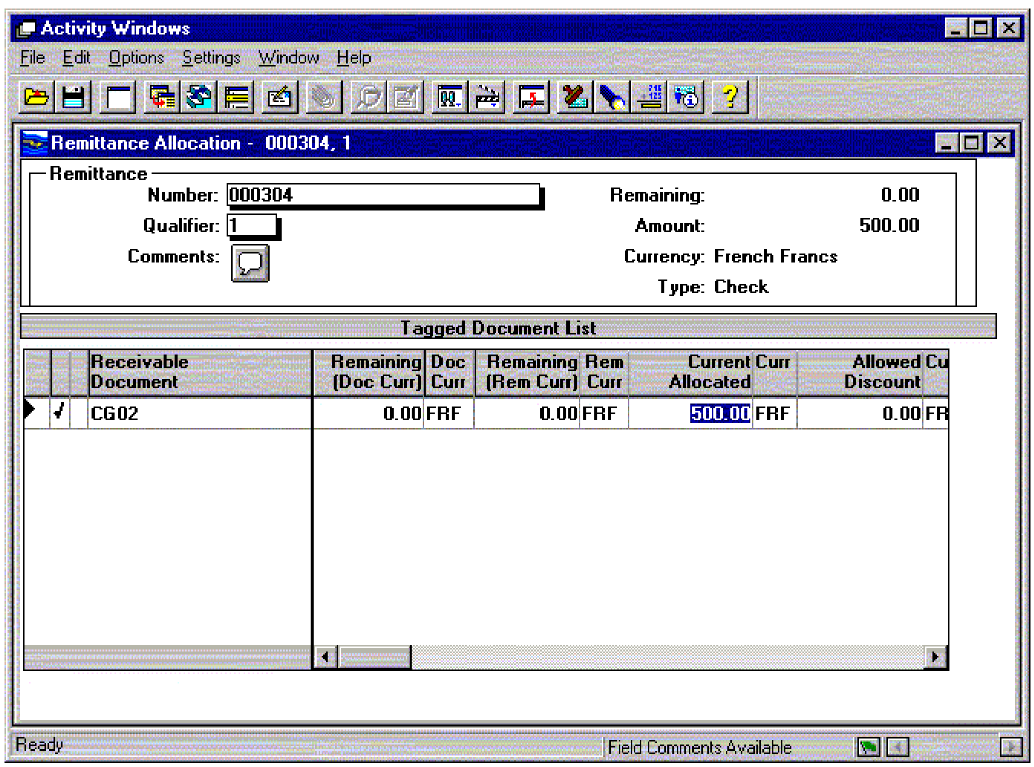
On-Account View

Use this view to add or change remittance-on-account entries.



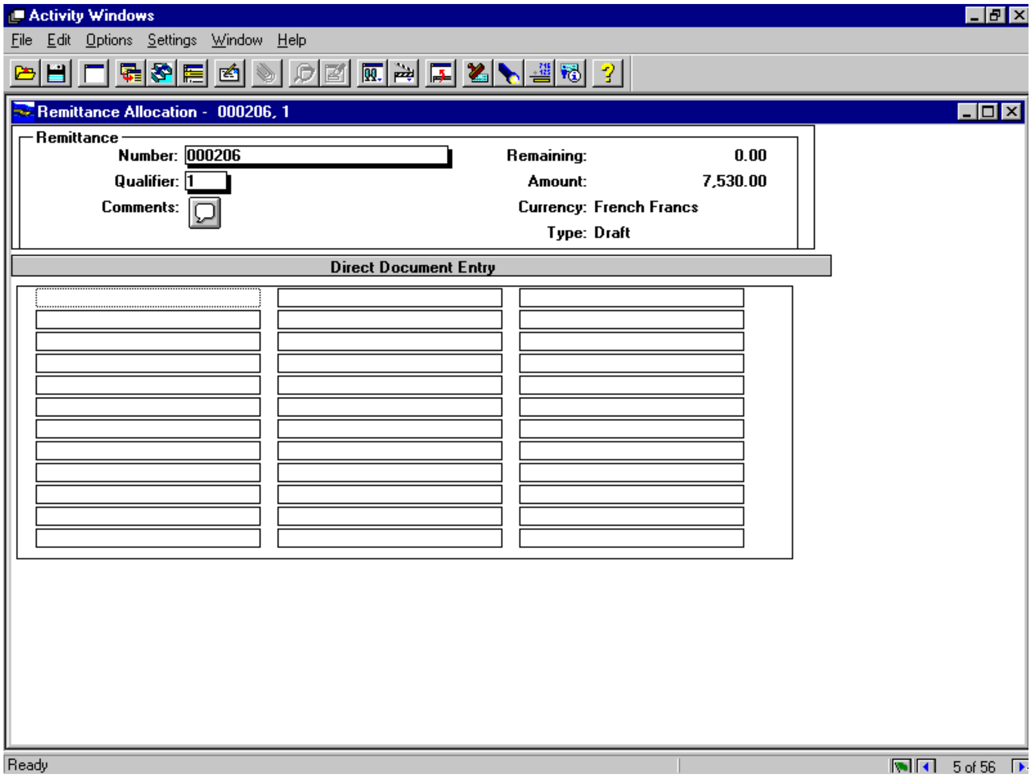
Tagged Documents View

Use this view to display a list of receivable documents tagged for allocation during the current session.



Direct Document Entry View

Use this view to enter identifiers for specific receivable documents or a range of receivable documents to which you want to allocate a remittance.



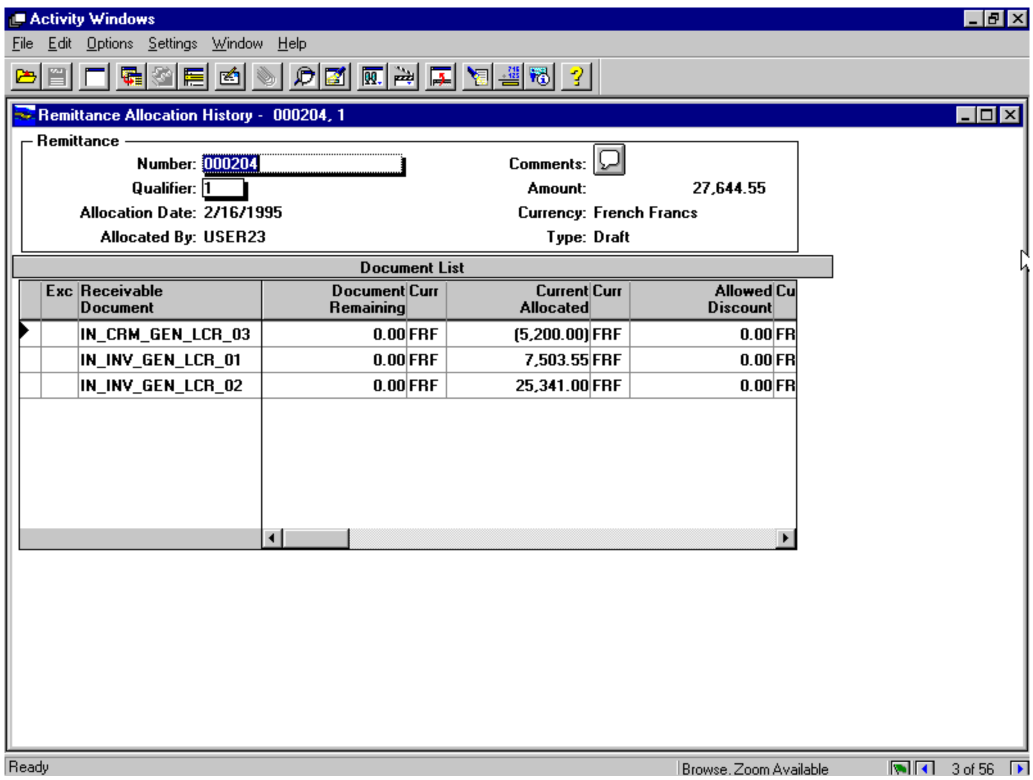
Remittance Allocation History Window and Views

Use this window to see how remittances were allocated and posted to pay receivable documents.

You can add and display comments to describe the allocation process for the remittance. You can also see comments you enter on this window on the Remittance window or the Receivable Draft window for a receivable draft remittance.

A remittance could have been allocated to documents in another currency than the remittance currency. Even in that case, all information displayed on this window is expressed in the currency of the remittance. You can see the original document currency code in the last field on the tabular (Recv Doc Curr Code). Also if you select a document in the tabular and use the zoom to Receivable Document History, you will see the allocation information in document currency

Sample Window



Bank Clearance Window

Use this window to clear items including payments, deposits, and remittances.

Use the top part of the window to select the items you want to consider for clearance. Bank then displays those items in the list area where you can select them for clearance.

If your enterprise uses multiple currencies, information displayed on the views of this window includes the currency identifiers you defined. Some field names on a single-currency window are different from those on a multi-currency window. The following illustrations are for a multi-currency environment.

Accessing the Window

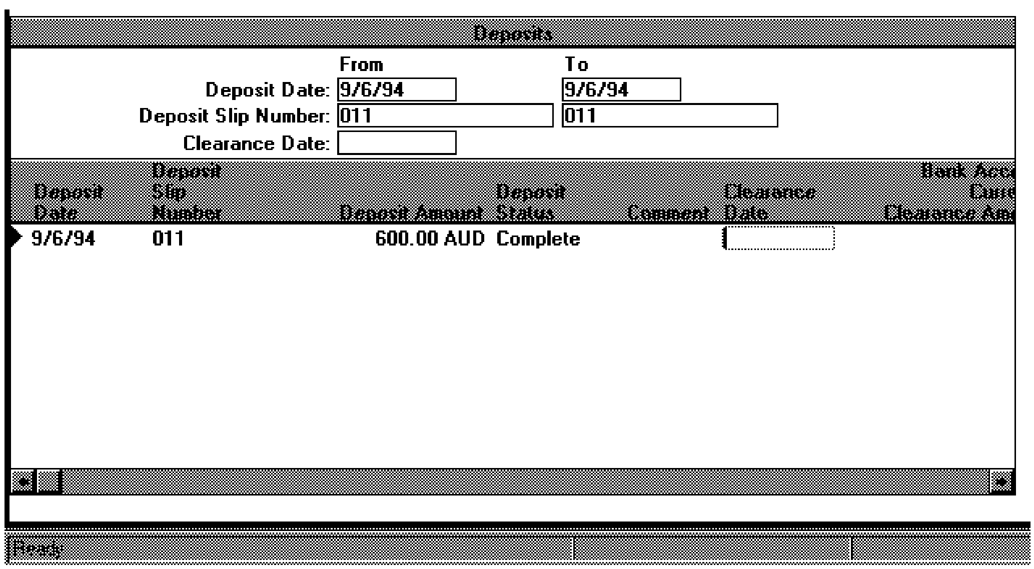
Use one of the following methods to access this window:

- Choose Bank Clearance from your Activity List.
- Choose Next Step from the Bank Statement Summary window.

Receivables does not use the Payments view of the window.

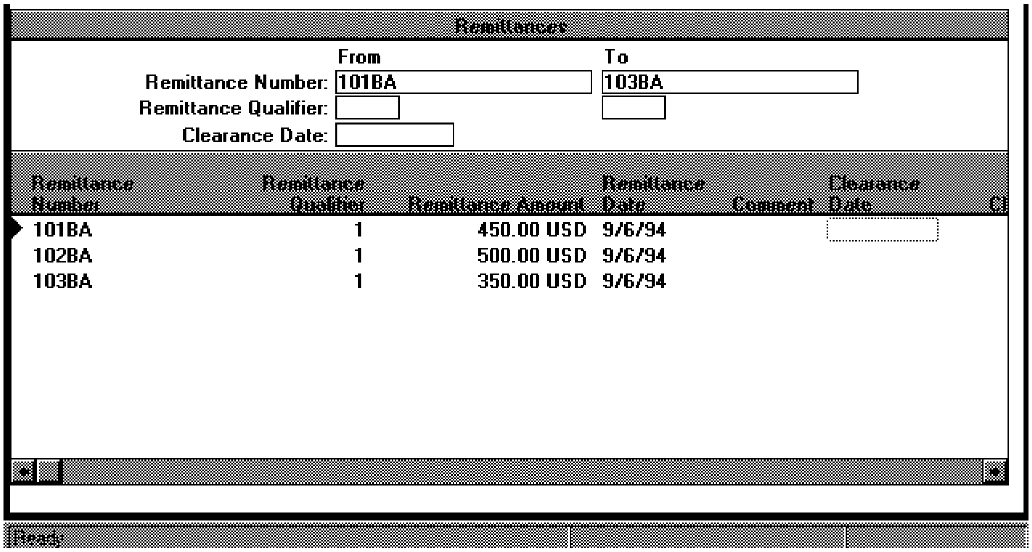
Deposits View

Use this view of this window to clear deposits.



Remittances View

Use this view of this window to clear remittances



Deposit Clearance Detail Window

Use this window to track clearance information for a deposit.

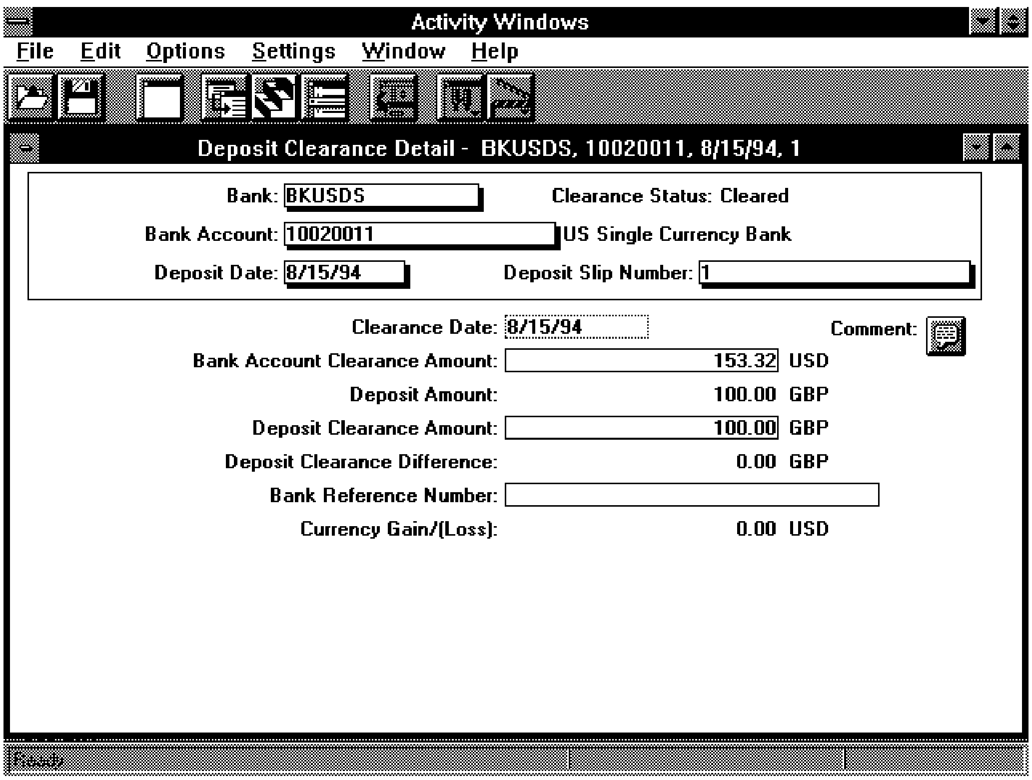
If your enterprise uses multiple currencies, information displayed on this window includes the currency identifiers you defined. The following illustration is for a multi-currency environment.

Accessing the Window

Use one of the following methods to access this window:

- Choose Deposit Clearance Detail from the Activity List.
- Choose Zoom from the Bank Statement Summary window.
- Choose the task of reviewing bank clearance difference from the To Do List.

Sample Window



Remittance Clearance Detail Window

Use this window to track clearance information for a remittance.

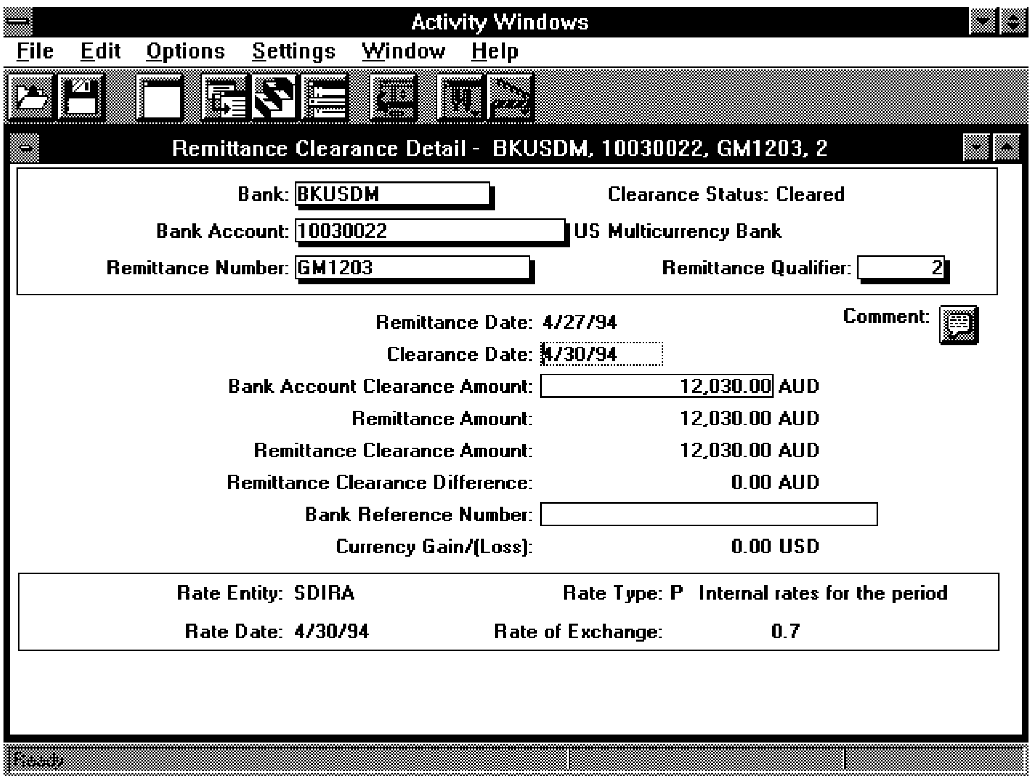
If your enterprise uses multiple currencies, information displayed on this window includes the currency identifiers you defined. The following illustration is for a multi-currency environment.

Accessing the Window

Use one of the following methods to access this window:

- Choose Remittance Clearance Detail from the Activity List.
- Choose Zoom from the Bank Statement Summary window.
- Choose the task of reviewing bank clearance difference from the To Do List.

Sample Window



7 Processing and Error Correction

Lesson Contents

Objectives

After completing this chapter, you will be able to process credit management and accounts receivable processes.

Scheduled Processing

Description	Program Name	Parameters	Prerequisite Jobs
Load Credit Accounts	Windows or Windows NT: FCRW0400.exe UNIX: FCRC0400	None	Use Dbsbulk.exe to load Credit transactions(CAAI, CACT, CACM, CACL, CACU, CADP, CAUF) to the cr_acct_trans table. **Before Stored procedure:** fsp._upd_crbt_before_bulk_copy **After Stored Procedure:** fsp._upd_crbt_after_bulk_copy Number of Columns: 30
Load AR Accounts	Windows or Windows NT: FARC4450.EXE UNIX: FARC4450	None	Credit Accounts must be loaded first if you are going to associate credit accounts with the Receivable Accounts. Use Dbsbulk.exe to load Account transactions (RAAA, RAAH, RARI, RADR, RACM, RAAI, RAAC, RADL) to the recv_acct_trans table. **Before Stored procedure:** fsp_upd_rabt_before_bulk_copy **After Stored Procedure:** fsp_upd_rabt_after_bulk_copy Number of Columns: 30

(continued)

Description	Program Name	Parameters	Prerequisite Jobs
Load AR Documents	Windows or Windows NT: FARC0101.EXE UNIX: FARC0101	None - Loads and posts receivable documents. NO_POST - Only loads receivable documents. Status remains "Unposted." If Enterprise policy sets Funds Control for Receivables documents, the Receivable Document Transaction program runs with the NO_POST parameter. To post the documents, run the Receivable Document Posting program (farc0120). NEW_DOCS_ONLY - Only processes documents currently being loaded. Incomplete receivable documents previously loaded will not be processed. This parameter reduces the amount of time required to load new documents.	Use Dbsbulk.exe to load Document transactions (RRCG, RRCV, RRCD, RRTX, RRLN, RRLT, RRCM) to the recv_trans table. **Before Stored procedure:** fsp_upd_rrbt_before_bulk_copy **After Stored Procedure:** fsp_upd_rrbt_after_bulk_copy Number of Columns: 52
Document Posting	Windows or Windows NT: FARC0120.EXE UNIX: FARC0120	None	When scheduling Receivable documents, you can run the Receivable Transaction Load program (farc0101) with the NO_POST parameter and then run the Receivable Document Posting program (farc0120).
Add Remittance Transactions	Windows or Windows NT: FARC2200.EXE UNIX: FARC2200	Y - If criteria select one or more ineligible documents, allocation is not completed. N or blank - Allocation is completed regardless of the fact that one or more selected documents are ineligible.	Use Dbsbulk.exe to load Remittances transactions (DEP, DEC, REM, RAA, RAD, RAR, RAC) to the remit_trans table. **Before Stored procedure:** fsp_upd_rcbt_before_bulk_copy **After Stored Procedure:** fsp_upd_rcbt_after_bulk_copy Number of Columns: 26

(continued)

Description	Program Name	Parameters	Prerequisite Jobs
Algorithm Processing	Windows or Windows NT: FARC2400.EXE UNIX: FARC2400	None	None: Reads and allocates the existing eligible remittances to receivable documents, according to the rules established by the specific algorithms used.
Post Cash	Windows or Windows NT: FARC2000.EXE UNIX: FARC2000	None	None: The Remittance Allocation Posting program processes all existing remittances, deposits, and remittance allocations that are awaiting posting.
Receivable Draft Load	Windows or Windows NT: FARC6500.EXE UNIX: FARC6500	None	Use Dbsbulk.exe to load Draft transactions (DRAD, DRDA, DRCM) to the recv_draft_trans table. **Before Stored procedure:** fsp_upd_rfbt_before_bulk_copy **After Stored Procedure:** fsp_upd_rfbt_after_bulk_copy Number of Columns: 16
Receivable Draft Generation	Windows or Windows NT: FARC6000.EXE UNIX: FARC6000	Run options identifier from the Receivable Draft Generation Options window.	None. Reads the open receivable documents and generates drafts based on Receivables policy. You can use this program in conjunction with the Receivable Draft Load program. You also can use this program instead of the Receivable Draft Load and the Remittance Allocation Posting program.
Receivable Draft Bank Distribution	Windows or Windows NT: FARC6100.EXE UNIX: FARC6100	Run options identifier from the Receivable Draft Bank Distribution Options window.	None. Groups receivable drafts belonging to a bank and distributes them to the bank for payment processing

(continued)

Description	Program Name	Parameters	Prerequisite Jobs
Receivable Draft Maturity	Windows or Windows NT: FARC6400.EXE UNIX: FARC6400	None	None. Reads the draft due dates and updates the cash account. This program makes drafts available for bank clearance.
Aging	Windows or Windows NT: FARC0210.EXE UNIX: FARC0210	Age of documents in yy/mm/dd or yyyy/mm/dd format. Current date is the default.	None. Ages all open receivable documents and drafts.
Credit Update	Windows NT: fcrw0105.exe UNIX: FCRC0105	None	Run Aging. Adds receivable account totals for each **credit** account and updates **credit** account amounts.
Activity Statistics Update	Windows NT: FCRW0201.exe UNIX: FCRC0201	U = Update R = Recalculate If entering the Recalculate mode, the date format is yy/mm/dd or yyyy/mm/dd. The date determines the point at which you want recalculation to start.	Run Credit Update. Reads information from Receivables tables and creates or updates daily **activity** records.
Days Sales Outstanding	Windows NT: FARC0250.EXE UNIX: FARC0250	Starting and ending date of period to be examined; format is yy/mm/dd, yyyy/mm/dd, yy-mm-dd, yyyy-mm-dd, yy.mm.dd, or yyyy.mm.dd.	Run Activity Statistics update. Analyzes Receivable documents and drafts, then extracts and stores data that you can use as input to a user-written DSO calculation. You can see DSO on the Credit Account Snapshot window.
Days Past Terms	Windows NT: FCRW0102.exe UNIX: FCRC0102	The beginning and ending dates of the period for which the DPT calculation is to be performed. Valid date formats are YYYY/MM/DD, YYYY-MM-DD, YYYY.MM.DD. Account Activity Statistics Policy ID required.	Run Days Sales Outstanding Calculates the weighted measure of the difference between the number of **days** granted a customer to make payment and the number of **days** that actually transpire before the customer makes the payment. The Credit Account Snapshot window displays the last 13 DPT calculations.

(continued)

Description	Program Name	Parameters	Prerequisite Jobs
Ledger Posting	Windows NT: FGLC0900.exe UNIX: FGLC0900	**Posting Request ID** **Posting Step:** S = summarize T = transfer V = validate P = update Blank = all steps **Journal processing parameter:** P2 = process journals and journal lines in parallel P1 = process only journals in parallel If you do not include a parameter, the program will determine which method is more appropriate for a particular journal. Entries must be separated by a space.	

Receivable Transaction Maintenance Window

Use this window to correct information you enter through scheduled processes.

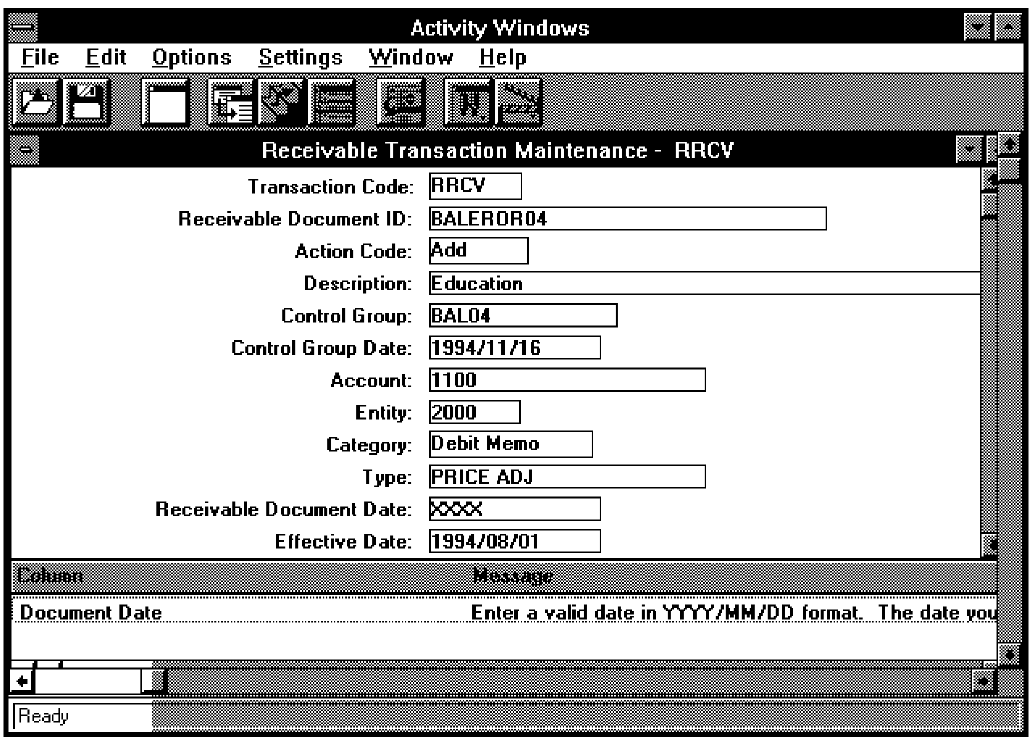
After you choose a rejected receivable transaction task from the To Do List, Receivables displays a window showing the fields in the first scheduled receivable transaction with errors. A list area shows the column and message text for each Receivables error found. You can then scroll to the incorrect field or fields and make corrections to the scheduled transaction.

Accessing the Window

Access this window in one of the following ways:

- Choose a correct rejected transaction task from your To Do List.
- Choose Receivable Transaction Maintenance from your Activity List.

Sample Window



Remittance Transaction Maintenance Window

Use this window to correct information entered through a scheduled process.

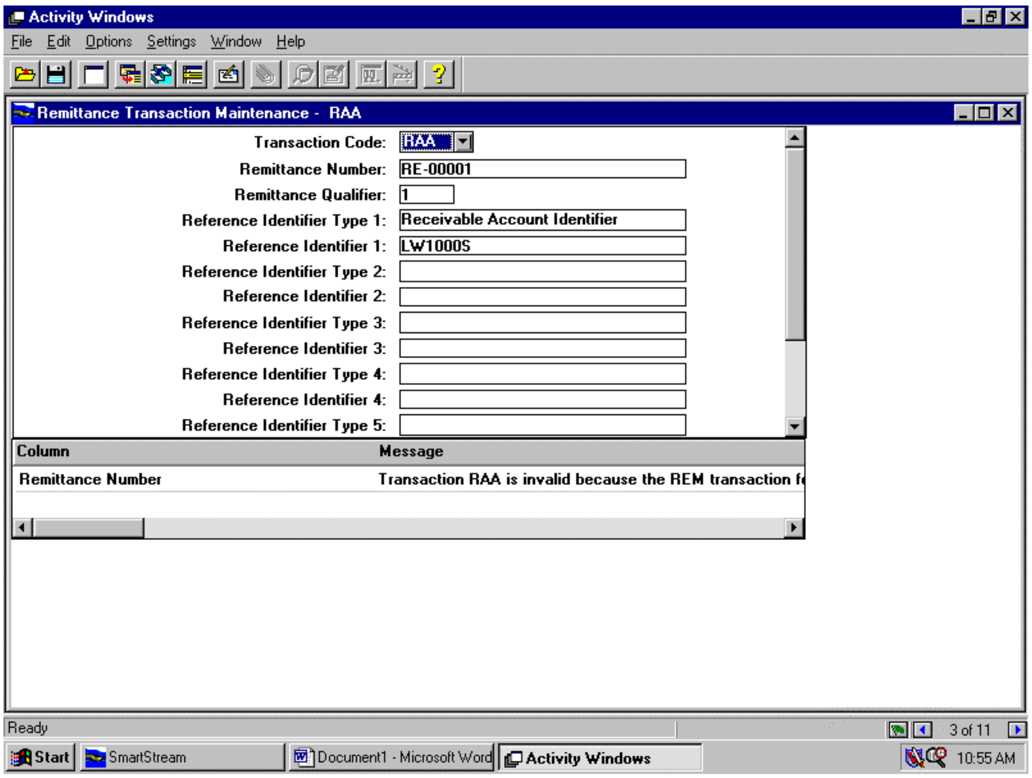
After you choose the task of correcting rejected remittance transactions from your To Do list, SmartStream Receivables displays a window showing the fields for the first invalid scheduled remittance. A list area provides the column and message text for each error that Receivables found. You can then scroll to the incorrect field or fields and make corrections to the scheduled transaction.

Accessing the Window

Access this window in one of the following ways:

- Choose rejected remittance transaction tasks assigned to your To Do List
- Choose Remittance Transaction Maintenance from your Activity List

Sample Window



8 Receivables Reports

Lesson Contents

Objectives

After completing this lesson, you will be able to:

- Select reports online on demand
- Schedule reports with the job scheduler

Running Reports on Demand

Receivables uses Microsoft Access to produce reports. You can choose activities from your Activity List to generate the reports that are described in the following table.

Report	Activity	Program Name
Displays details of account balances including aging information.	Aged Trial Balance	faratb32.mdb
Previews results of transactions that you archived when you execute with the P parameter.	Recv Archive & Purge Reports	farpur32.mdb
Prints notices of assessed finance charges.	Finance Charge Notice Print	farfcp32.mdb
Displays results of balancing, auditing, and reviewing receivables and remittances.	Receivables/Remittances Balancing	farbal32.mdb
Produces reconciliation reports for receivables and remittances.		
Prints statements.	Receivable Account Statements	farstm32.mdb
Displays exposure or aging totals for a specified account.	Receivable Account Totals	fartot32.mdb
Displays statistics on all remittances applied by algorithm for a specified date range.	Remittance Algorithm Statistics Report	farasr32.mdb
Prints drafts.	Receivable Draft Print	fardrp32.mdb

Scheduling Receivable Reports

You can schedule a report to run standalone or as a part of other scheduled jobs. For example, you can schedule statement production after Receivables posting.

When you schedule a report, you must specify a report option as part of the program parameters. This report option identifies a set of report parameters you defined on the aged trial balance and statement input windows. List program parameters on one line, separated by forward slashes (/). Be sure to enter a forward slash after the last parameter.

Scheduling Parameters

Use the following parameters to schedule statements, the Aged Trial Balance, and drafts:

Program	Parameter Set
msaccess.exe	Access mdb Name /CMD /User ID/Password/ Language/Dialect/Report Option/

This table describes each parameter and gives examples:

Parameter	Description	Example
Access mdb Name	Fully qualified location of the Access database file. You must enter the complete directory path.	c:\sstrm*xx*\farstm32.mdb for statements or c:\sstrm*xx*\faratb32.mdb for ATB
/cmd	Separator that tells Access information is being passed to this mdb.	**/**cmd
/User ID	Identifier for the user who runs the report.	/user04
/Password	Password of the user who runs the report.	/logon
/Language	A two-digit code for the language Access uses to display error messages and other information.	/EN
/Dialect	Code for the language dialect Access uses to display error messages and other information. **Note:** Currently, you must enter a blank space for this parameter.	**/**

(continued)

Parameter	Description	Example
/Report Option/	Name of the report parameters you previously set up in the mdb.	/STMT1/ – statements /ATB/ – aged trial balance /DRAFTS/ – drafts /RECVINPEXT/ – receivable input extract /RECVRECONEXT/ – receivables reconciliation extract /REMINPEXT/ – remittances input extract /REMRECONEXT/ – remittances reconciliation extract

Example

The complete set of parameters used in the Example column is as follows:

- c:\sstrm*xx*\farstm32.mdb /cmd/user04/logon/EN/ /STMT1/ for statements
- c:\sstrm*xx*\faratb32.mdb /cmd/user04/logon/EN/ /ATB1/ for the aged trial balance report.

Note: Currently, English is the only valid value for the Language parameter, and a blank is the only valid value for the Dialect parameter. You must enter a forward slash (/) followed by a blank space as the value for this parameter.

Special Considerations

Before scheduling these reports, make sure

- The appropriate Receivables .mdb resides on the Job Server in the same directory as the Poll that you plan to use to run this job.
- The location of the .mdb is specified in your parameters from the point of view of the Job Server.
- The report option ID is saved to the .mdb version that is visible to the Job Server.

Glossary

Adjusted Discount Due Date Date payment is due to qualify for the discount according to the terms in effect. Will be calculated if not entered. Does not include grace days.

Age Category Code Indicated the aging type into which the document tell the last time the aging processor was executed. The types are defined on the Aging Policy activity window for each Aging Policy. The aging policy is set at the Receivable Entity level. The possible values are :

- N – Documents that are Current
- A – Not Aged. ROA and chargebacks depending on if the document type policy is set to age
- D – Disputed document
- F – Documents that are aged for future
- P – Past Due
- Blank – Not been through the aging processor yet (Incomplete or Unposted status)

Age in Days Age of the receivable document. The age is calculated by subtracting the document due date from the Enterprise Aging Date which can be seen on the Enterprise Policy – Receivables view. A negative age indicates a future or current document. A positive age indicates a past due document.

Aging Date Date by which documents are aged. If a specified when farc0210 is run. Defaults to the current date.

Base Receivable Document ID Unique code that cross-references a receivable document to the first document in a series of documents that the document originates from.

Credit Account A credit account is a way to set up policies for credit approval and to provide information about a customer's credit balance. You can use the customer account to determine the credit worthiness and grant credit approval. One credit account can be associated with one to many receivable accounts, but a receivable account can only be associated with one credit account. The credit account is similar to the receivable account, but the credit account is where the credit limit is accessed.

Control Group Date	Date of the control group. Must be entered.
Control Group Deletions	You can delete a control group if: ▪ The status of the control group is Posted(P); that is, the control group and all of the documents in the control group are posted, or ▪ The status of the control group is Incomplete (I) or Complete (C); that is the control group and none of the document in the control group are posted. If you delete a control group before posting any of the documents, Receivables automatically deletes all documents in the control group.
Control Group Effective Date	Date the posting is effective in Ledger. Defaults to the control group date.
Control Group Status	The status of a control group indicates its current stage in receivables processing. ▪ Incomplete – – The control group fails application edits – The control group is not balanced or – The control group is balanced but it is not marked complete ▪ Complete – All receivable documents are added, all control group totals balance with the calculated totals, and the control group is error free. ▪ Posted – Every receivable document in the control group is posted
Discount Due Date	Date payment is due to qualify for the discount according to the terms in effect. Will be calculated if not entered. Does no include grace days.
Dispute Date	Date document is assigned a disputed status.
Document Effective Date	Date to use for posting the document to Ledger. If no entered, the default is the control group effective date. If the document is not associated with a control group, or no control group date is entered, the default is determined by the Receivable entity policy. It can be the document date, the document entry date, or period end date.
Due Date	Date payment is due. Can be entered or calculated based on the payment terms in effect.
Originating Receivable Document ID	Unique code that cross-references a receivable document to the most recent document the receivable originates from. For example, if a base document that is an invoice results in two chargebacks, the originating document for the first chargeback is the invoice, and the originating document for the second chargeback is the first chargeback.

Receivable Account

A receivable account is just a way to collect information that is used to process money for goods and services. One credit account can be associated with one to many receivable accounts, but a receivable account can only be associated with one credit account.

Receivables Accounting Distribution Type Codes

- 500 – Cash – Update on Bank Account
- 501 – Unreconciled Cash – Drafts
- 504 – Unreconciled Cast – Remittances – Update on Bank Account
- 506 – Remittance-on-Account Clearance – Update on receivable document type
- 507 – Unrealized Remittance-on-Account Clearance – Update on Receivable document type
- 600 – Accounts Receivable – Update on receivable document or receivable document type
- 601 – Drafts Receivables – Update on receivable draft or receivable draft type
- 602 – Allowed Discount
- 603 – Distributed Drafts – Update at Receivable Draft or Receivable draft type
- 604 – Remittance Allocation Tolerance
- 606 – Write-off Expense
- 700 – Unrealized Currency Gain – Update on Ledger Entity/Currency
- 701 – Currency Clearing – Update on Ledger Entity/Currency
- 702 – Unrealized Currency Loss - Update on Ledger Entity/Currency
- 704 – Realized Currency Gain – Update on Ledger Entity/Currency
- 706 – Realized Currency Loss – Update on Ledger Entity/Currency
- 708 – Currency Rounding – Update on Ledger Entity/Currency
- 800 – Sales – Update on receivable document or receivable document type
- 802 – Freight Income – Update on receivable document
- 804 – Miscellaneous Income – Update on Receivable document
- 806 – Tax Liability
- 808 – Tax Liability – Freight
- 810 – Tax Liability – Miscellaneous Charges
- 990 – Interentity Payable – Update on Ledger Entity
- 992 – Interentity Receivable – Update on Ledger Entity

Receivable Cross Reference ID

Unique number linking this receivable document to a related receivable document. For example, a credit memo can be cross-referenced to an earlier invoice using this number.

Receivable Date

Date of the document. Corresponds to the date of the invoice, credit memo, debit memo, or chargeback. Default is the current date.

Receivable Document Category Code

Classification of the receivable

- INV – Invoice
- DM – Debit memo
- CM – Credit memo
- ROA – Receivable on account
- CBK – Chargeback

Receivable Document Status codes

Status of receivable:

- U – Unposted – Added, edited, validated, but not posted
- O – Open – Valid and posted, and ready for remittance allocation
- C – Closed – Balance is zero
- I – Incomplete – Incomplete or contains errors
- X – Exception – Insufficient funds if Funds Control is installed. The icon appears to the right of the document status.

Receivable Last Activity Code

Indicates type of activity that was last performed on this document:

- P – Posted
- Y – Payment
- C – Chargeback
- W – Writeoff
- I – Incomplete
- A – Active (someone is currently using this document)

Remittance Allocation Activity Codes

The valid values and definitions for the remit_recv_alloc_activity_code on the remit_recv_alloc_activity table are:

- ALL – Allocated ROA
- OFF – Allocated Credit Memo
- REM – Allocated Payment

Remittance Date
Date that the remittance is added. Defaults to the deposit date if the remittance is associated with a deposit. If there is no deposit date, the entry date is used.

Remittance Effective Date
The date the posting is effective in Ledger. If the remittance is associated with a deposit, the deposit effective date is used. Otherwise, the date is generated based on the effective date option selected on the bank account policy. The date must be for an open period in Ledger.

Remittance Rate Date
Date to use when retrieving the currency exchange rates for the remittance. Defaults to the deposit rate date if the remittance is associated with a deposit. Otherwise, defaults to the rat date generated according to the bank account policy.

Remittance Status Codes

- A – Allocated
- AW – Allocated - Awaiting Posting
- UA – Unallocated Available
- UB – Unallocated - Transaction Pending - Being Allocated
- UT – Unallocated - Being Allocated