

Global 3000 Service Pack Note Cash Manager Posting

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INTRODUCTION

This service pack updates Debtors Ledger and Creditors Ledger to post the correct batch types to Cash Manager. It also simplifies the consolidation of Cash Manager postings from Debtors Ledger and Creditors Ledger.

Prior to this service pack Debtors Ledger posted customer refunds and cancelled receipts (dishonoured cheques) to Cash Manager as negative receipt batches rather than as payments, also Creditors Ledger posted supplier refunds as negative payments rather than receipts. This causes problems during reconciliation especially when statements are imported from csv files and automatically matched against un-presented items within Cash Manager.

The changes are as follows:

Postings and set-up:

- Debtors Ledger now posts customer refund and cancelled receipt (dishonoured cheque) batches to Cash Manager as payments rather than as negative receipts.
- Creditors Ledger now posts supplier refund batches to Cash Manager as receipts rather than as negative payments.
- Note: Creditors Ledger continues to post cancelled payments (void cheque) batches to Cash Manager as negative payments, this is because they are in effect just cancelling an un-presented payment, a receipt (for the cancelled payment) has not actually been received by the bank and neither has the original payment been made.
- The 'Analysis code for sending system payments when transaction type has no default' specified in Cash Manager interface definition maintenance is no longer be used when Debtors Ledger and Creditors Ledger post transactions to Cash Manager.
- The 'Interface Transaction Codes' window (within Cash Manager system parameters/Transaction Codes) has been renamed as 'Transaction Codes Used During Posting', the transaction codes within the window are validated to be the correct type as will the analysis codes which are now mandatory.

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Consolidation:

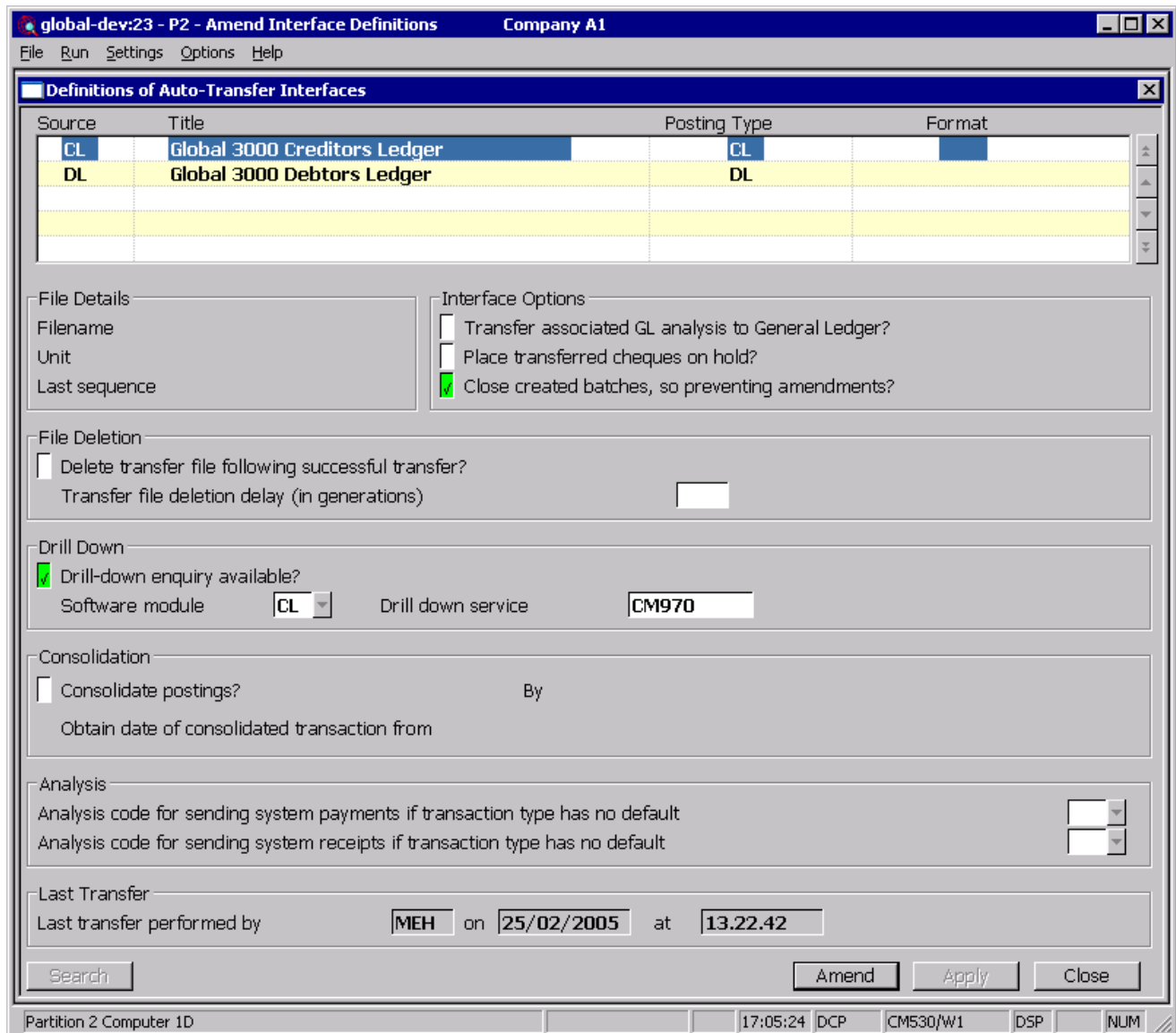
- The manual consolidation of Cash Manager postings options and dialogue have been removed from Debtors Ledger and Creditors Ledger transaction entry. The consolidation options within Cash Manager interface definition maintenance no longer apply when Debtors Ledger and Creditors Ledger post transactions to Cash Manager. Instead for batches in DL and CL that will be posted to CM a new transaction line prompt has been added (named 'Bank Ref'). The new prompt is used to consolidate postings made to CM. All transactions in a batch with the new prompt set to the same value (and not blank) are consolidated in to a single posting in CM. The consolidated posting is dated as per the latest dated transaction contributing to the consolidated transaction. This is now the only mechanism for consolidating postings from DL and CL batches to CM.
- Note: The new consolidation method (described above) does not apply to Creditors Ledger Auto-Payment runs. Postings from auto-payment runs remain consolidated based on the specific settings within CL system parameters.

Please Note: After applying the service packs you must enter the 'Cash Manager Transaction Codes Used During Posting' window (accessed by pressing the 'Next>' button within Cash Manager system parameters, Transaction Codes window) and ensure that all transaction codes and analysis codes are correct.

In addition a number of on screen references to 'dissection codes' in Cash Manager have been replaced with 'analysis codes'.

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Cash Manager Interface File Definition Window



Consolidate postings (Only available BOS format interfaces. Not available for posting types DL and CL.) Set this if the incoming transactions are to be consolidated.

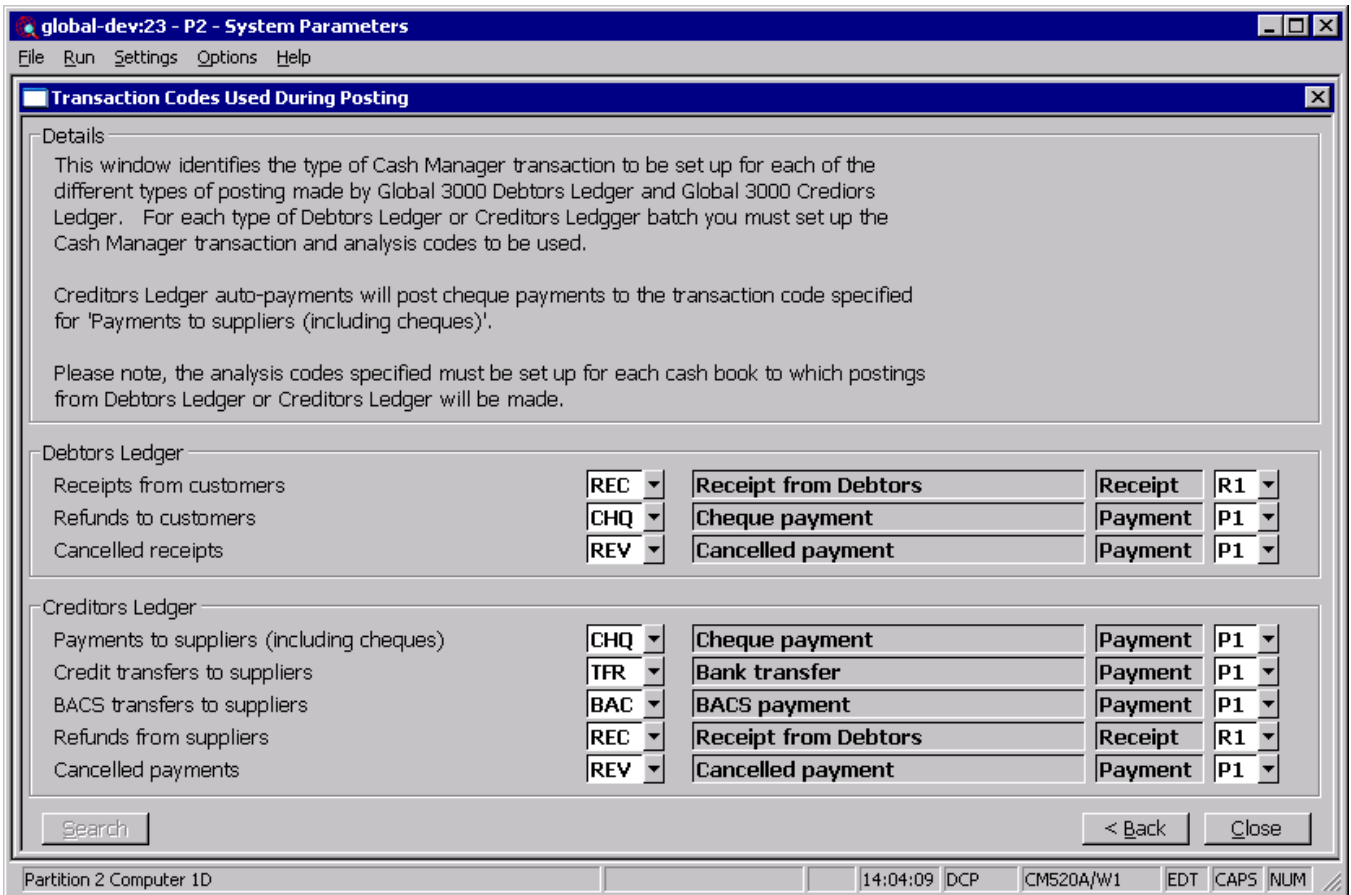
Note Postings from Debtors Ledger and Creditors Ledger are consolidated based on the 'Bank Ref' entered when the transaction is created (in DL or CL). Postings with the same 'Bank Ref' are consolidated (unless they are blank) and dated as per the latest dated transaction contributing to the consolidated transaction.

Items are not consolidated if the Cash Manager transaction code to which the (DL or CL) item type posts does not allow consolidation during auto-transfer/posting.

Analysis code for sending system payments when transaction type has no default (Not required for posting types DL and CL, for posting types DL and CL the analysis code is taken from the relevant entries in the 'Transaction codes used during posting' window.) Enter the analysis code to use when no analysis information is passed with a transaction.

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Cash Manager – Transaction Codes Used During Posting Window



This window appears on exit from Transaction Codes Maintenance window in Cash Manager System Parameters.

Purpose This window identifies the various types of Cash Manager transactions to be generated for postings from Global 3000 Debtors Ledger and Global 3000 Creditors Ledger.

The codes identifying the different types of transaction to be used must be valid Cash Manager transaction definition codes. Press Search to select from a list of valid transaction codes.

As each code is entered, the name of its associated transaction definition is displayed to confirm your selection and you are prompted for the analysis code against which the value of the transaction will be recorded.

The prompts are:

Debtors Ledger receipts from customers *(Not required unless there is a Debtors Ledger/Cash Manager interface.)*
This identifies the type of transaction to be generated when Cash Manager receives details of receipts recorded in Debtors Ledger. The transaction type must be a receipt.

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Debtors Ledger refunds to customers *(Not required unless there is a Debtors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of a refunds batch from Debtors Ledger. The transaction type must be a payment.

Debtors Ledger cancelled receipts *(Not required unless there is a Debtors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of a batch of cancelled receipts from Debtors Ledger. The transaction type must be a payment.

Creditors Ledger payments to suppliers (including cheques) *(Not required unless there is a Creditors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of manual payments and cheque payments made through Creditors Ledger transaction entry and auto-payments. The transaction type must be a payment.

Creditors Ledger credit transfers to suppliers *(Not required unless there is a Creditors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of bank transfers made from Creditors Ledger that are not via BACS. The transaction type must be a payment.

Note This transaction type is also used for payments associated with paid invoices.

Creditors Ledger BACS transfers to suppliers *(Not required unless there is a Creditors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of bank transfers made from Creditors Ledger via BACS. The transaction type must be a payment.

Creditors Ledger refunds from suppliers *(Not required unless there is a Creditors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of a supplier refund from Creditors Ledger. The transaction type must be a receipt.

Creditors Ledger cancelled payments *(Not required unless there is a Creditors Ledger/Cash Manager interface.)* This identifies the type of transaction to be generated when Cash Manager receives details of a cancelled payment batch posted in Creditors Ledger. Creditors Ledger will post a negative payment and as such the transaction type must be a payment.

Analysis *(Entered for each transaction code).* Enter the two-character analysis code to be used for transactions of this type. This is mandatory and must be valid for each cash book to which Debtors Ledger or Creditors Ledger post transactions.

Note The codes set up here are only used when postings are made to Cash Manager from Debtors Ledger and Creditors Ledger. All other Cash Manager transaction data entry programs use the codes established in the previous window.

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Creditors Ledger – Items in Batch (Manual Payments, Refunds and Cancelled Payments) Window

Bank Ref If Global 3000 Cash Manager is in use then this is used to identify and consolidate the transaction within Cash Manager. Transactions (within the current batch) with the same 'Bank Ref' are consolidated in to a single posting within Cash Manager. If Global 3000 Cash Manager is not in use then this can be used as an additional internal reference.

- Note**
- The bank ref is defaulted to the last non blank bank ref used within the batch.
 - The Bank Ref is used as the transaction reference for the Cash Manager posting, if the Bank Ref is left blank then the transaction reference of the CL transaction is used in its place.
 - Transactions with a blank Bank Ref are never consolidated.
 - Cancelled payments are never consolidated.
 - Foreign currency transactions are never consolidated.
 - Items are not consolidated if the Cash Manager transaction code to which the CL item type posts does not allow consolidation during auto-transfer/posting.
 - Consolidated transactions are dated as per the latest dated transaction contributing to the consolidated transaction.

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Debtors Ledger - Items in Batch (Manual Receipts, Refunds and Cancelled Receipts) Window

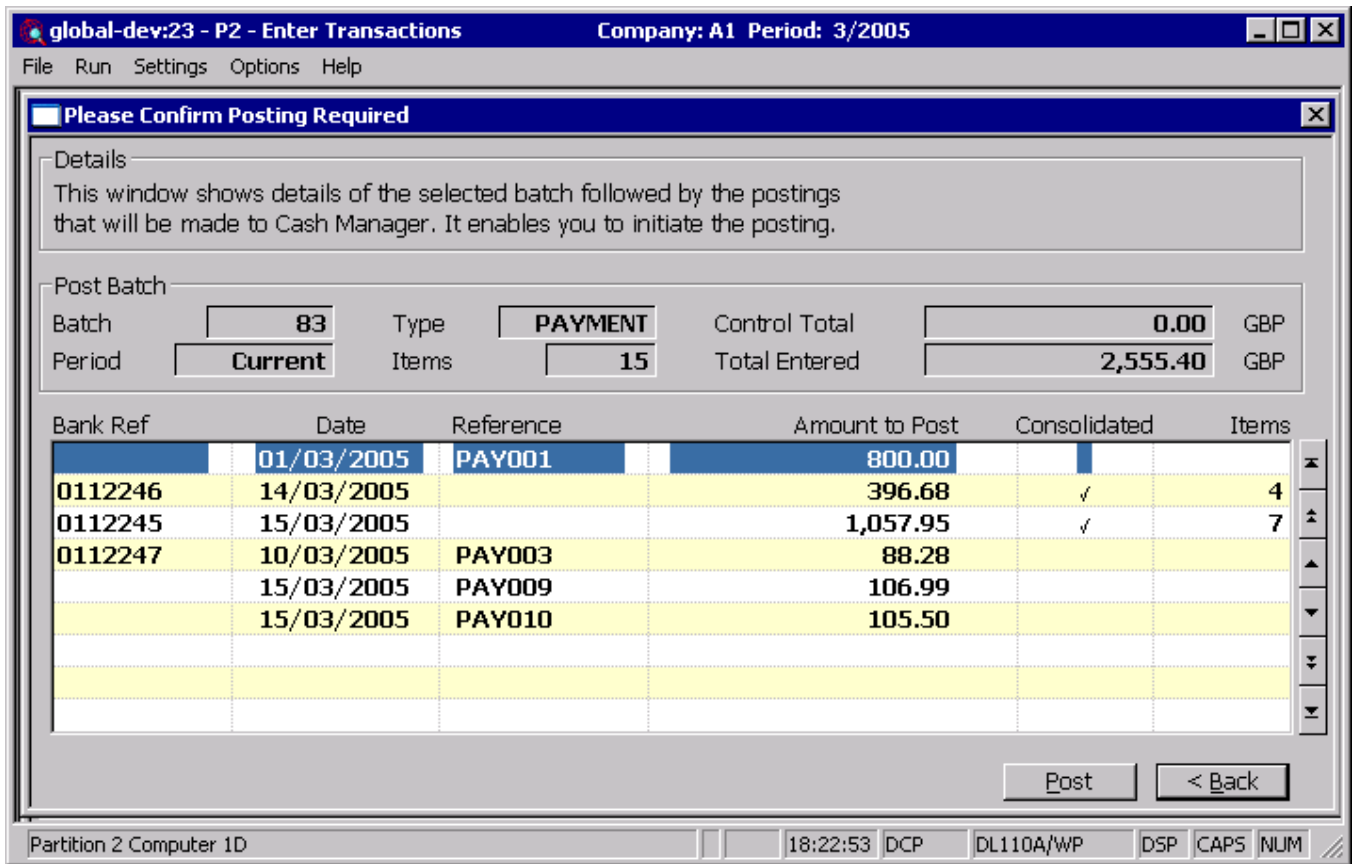
Bank Ref If Global 3000 Cash Manager is in use then this is used to identify and consolidate the transaction within Cash Manager. Transactions (within the current batch) with the same 'Bank Ref' are consolidated in to a single posting within Cash Manager. If Global 3000 Cash Manager is not in use then this can be used as an additional internal reference.

Note

- The bank ref is defaulted to the last non blank bank ref used within the batch.
- The Bank Ref is used as the transaction reference for the Cash Manager posting, if the Bank Ref is left blank then the transaction reference of the DL transaction is used in its place.
- Transactions with a blank Bank Ref are never consolidated.
- Cancelled receipts are never consolidated.
- Foreign currency transactions are never consolidated.
- Items are not consolidated if the Cash Manager transaction code to which the DL item type posts does not allow consolidation during auto-transfer/posting.
- Consolidated transactions are dated as per the latest dated transaction contributing to the consolidated transaction.

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Debtors Ledger – Please Confirm Posting Required Window



This window appears when you select the post option (from the batches window) for a receipts or refunds batch and Global 3000 Cash Manager is in use.

Purpose This window displays details of the selected batch, the postings to be made to Global 3000 Cash Manager (both consolidated and non-consolidated) and it enables you to initiate the posting process. This is the final confirmation requested by the ledger that the posting is to proceed.

When you post a batch, Debtors Ledger:

- Formally writes the transactions in the batch into their customer accounts. This includes adding the entry currency value of each transaction to the appropriate account trading currency total, and adding the base currency value recorded for each transaction to the historical base currency balances.
- Updates the company control totals.
- Marks the batch as posted. The transactions in the batch then become available for allocation.
- Realises exchange gains and losses for foreign currency batches that do not qualify for exchange gain/loss deferral.
- Posts the analysis for the batch contents to General Ledger.
- Posts receipt, refund and cancelled receipt batches to Cash Manager.

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Warning Posting a batch is irreversible, and you cannot change any of the batch or transaction details after it is posted.

It is therefore suggested that **before** you post a batch, you print and thoroughly check it and make any necessary amendments.

Note You cannot post a batch when the daybook is being printed.

The prompts in the upper part of the window are:

- Batch** (Display only.) The number of the selected batch.
- Period** (Display only.) The Debtors Ledger period to which the batch is to be posted, either current or next. All the transactions in the batch are posted to this period regardless of their transaction date.
- Type** (Display only.) The type of the selected batch.
- Items** (Display only.) The number of entries in the selected batch.
- Control total** (Display only.) The control total, if any, entered on the batch header. Debtors Ledger checks this against the 'Total entered' displayed below.
- If the Control total is set to zero, there is no control total checking.
- Total entered** (Display only.) The actual sum of the values of the entered transactions. For single currency batches, this and the control total are in the batch currency.
- For multi-currency batches this and the control total are 'hash totals'; i.e. totals of the transaction amounts including tax regardless of currency. For example, a hash total of 2350.00 French francs and 117.50 British pounds would be 2467.50.
- If the 'Total entered' differs from the 'Control total' displayed above, you are prevented from closing the batch until either the control total or the sum of the transactions has been corrected.

The prompts in the lower part of the window are:

- Bank Ref** (Display only.) The bank ref of the posting to be made to Cash Manager.
- Consolidated** (Display only.) This column indicates whether or not the Cash Manager posting is a consolidated posting, if it is it also shows the number of items from the batch that contribute to the consolidated posting.
- Date** (Display only.) The date of the transaction or consolidated posting.
- Reference** (Display only, not shown for consolidated postings.) The transaction reference of the item giving rise to the posting.
- Amount** (Display only.) The amount to be posted.

The buttons are:

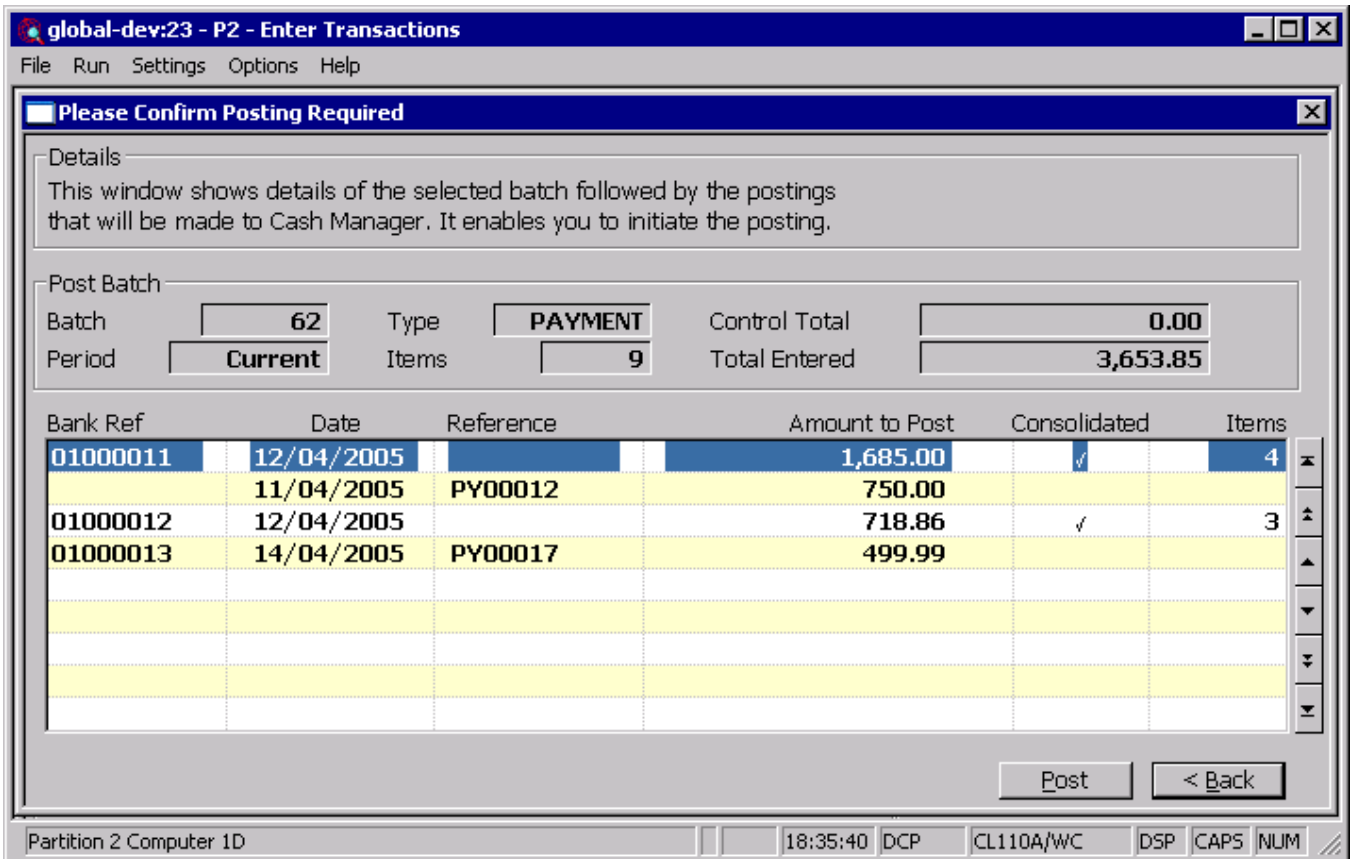
Post Select this to proceed with the batch posting.

Note If, for any reason, the posting does not complete, the batch is given the '*POST' status. To recover the batch, take any necessary corrective action, and then restart the posting by reselecting the Post option from the Batches window.

<Back Select this to return without closing the selected batch.

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Creditors Ledger – Please Confirm Posting Required Window



This window appears when you select the post option (from the batches window) for a payments or refunds batch and Global 3000 Cash Manager is in use.

Purpose This window displays details of the selected batch, the postings to be made to Global 3000 Cash Manager (both consolidated and non-consolidated) and it enables you to initiate the posting process. This is the final confirmation requested by the ledger that the posting is to proceed.

When you post a batch, Creditors Ledger:

- Formally writes the transactions in the batch into their supplier accounts. This includes adding the entry currency value of each transaction to the appropriate account trading currency total, and adding the base currency value recorded for each transaction to the historical base currency balances.
- Updates the company control totals.
- Marks the batch as posted. The transactions in the batch then become available for allocation.
- Realises exchange gains and losses for foreign currency batches that do not qualify for exchange gain/loss deferral.
- Posts the analysis for the batch contents to General Ledger.
- Posts payment, refund and cancelled payment batches to Cash Manager.

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Warning

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It is therefore suggested that **before** you post a batch, you print and thoroughly check it and make any necessary amendments.

Note

You cannot post a batch when the daybook is being printed.

The prompts in the upper part of the window are:

- Batch** (Display only.) The number of the selected batch.
- Period** (Display only.) The Creditors Ledger period to which the batch is to be posted, either current or next. All the transactions in the batch are posted to this period regardless of their transaction date.
- Type** (Display only.) The type of the selected batch.
- Items** (Display only.) The number of entries in the selected batch.
- Control total** (Display only.) The control total, if any, entered on the batch header. Creditors Ledger checks this against the 'Total entered' displayed below.
- If the Control total is set to zero, there is no control total checking.
- Total entered** (Display only.) The actual sum of the values of the entered transactions. For single currency batches, this and the control total are in the batch currency.
- For multi-currency batches this and the control total are 'hash totals'; i.e. totals of the transaction amounts including tax regardless of currency. For example, a hash total of 2350.00 French francs and 117.50 British pounds would be 2467.50.
- If the 'Total entered' differs from the 'Control total' displayed above, you are prevented from closing the batch until either the control total or the sum of the transactions has been corrected.

The prompts in the lower part of the window are:

- Bank Ref** (Display only.) The bank ref of the posting to be made to Cash Manager.
- Consolidated** (Display only.) This column indicates whether or not the Cash Manager posting is a consolidated posting, if it is it also shows the number of items from the batch that contribute to the consolidated posting.
- Date** (Display only.) The date of the transaction or consolidated posting.
- Reference** (Display only, not shown for consolidated postings.) The transaction reference of the item giving rise to the posting.
- Amount** (Display only.) The amount to be posted.

The buttons are:

Post Select this to proceed with the batch posting.

Note

If, for any reason, the posting does not complete, the batch is given the '*POST' status. To recover the batch, take any necessary corrective action, and then restart the posting by reselecting the Post option from the Batches window.

<Back

Select this to return without closing the selected batch.

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