

Global 3000 Service Pack Note

Cash Manager Posting

Author	DCP	
Project	ZM60_000312.doc	
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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 unpresented 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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DOCUMENTATION CHANGES

Version

Cash Manager Interface File Definition Window

💐 global-dev:23 - P2 - Amend Interface Definitions Company A1			_ 🗆 ×			
<u>File R</u> un Settings Options <u>H</u> elp						
Definitions of Auto-Transfer Interfaces			×			
Source Title	Posting Type	Format				
CL Global 3000 Creditors Ledger	CL		*			
DL Global 3000 Debtors Ledger	DL		<u>-</u>			
			Ŧ			
			_			
File Details	GL analysis to General Ledge	~2				
Unit Place transferred che		L f				
	s, so preventing amendment	hs?				
	o, oo proronang amanamam					
File Deletion						
Delete transfer file following successful transfer?						
Transfer file deletion delay (in generations)						
CDrill Down						
7 Drill-down enquiry available?						
Software module CL Drill down service CM970						
Consolidation						
Consolidate postings? By						
Obtain date of consolidated transaction from						
-Analysis	5-1 J+					
Analysis code for sending system payments if transaction type has no default Analysis code for sending system receipts if transaction type has no default						
Last Transfer						
Last transfer performed by MEH on 25/02/2005	at 13.22.42					
Search	Amend	Apply	Close			
	Amenu	мррлу				
Partition 2 Computer 1D	17:05:24 DCP	CM530/W1 DSP	NUM //			

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

🕻 global-dev:23 - P2 - System Parameters 📃 🔲 🗙						
<u>File R</u> un <u>S</u> ettings <u>O</u> ptions <u>H</u> elp						
Transaction Codes Used During Posting					×	
Details						
This window identifies the type of Cash Manager transac						
different types of posting made by Global 3000 Debtors L Ledger. For each type of Debtors Ledger or Creditors L						
Cash Manager transaction and analysis codes to be used		un you must s	ecuplate			
Creditors Ledger auto-payments will post cheque payme for 'Payments to suppliers (including cheques)'.	ints to the t	ransaction co	de specified			
Please note, the analysis codes specified must be set up	for each ca	ash book to w	hich postings			
from Debtors Ledger or Creditors Ledger will be made.						
Debtors Ledger						
Receipts from customers	REC 💌	Receipt fro	om Debtors	Receip	ot R1 💌	
Refunds to customers	CHQ 💌	Cheque pa	yment	Payme	ent P1 🔻	
Cancelled receipts	REV 💌	Cancelled	payment	Payme	ent P1 🔻	
Creditors Ledger						
Payments to suppliers (including cheques)	CHQ 🔻	Cheque pa	yment	Payme	ent P1 🔻	
Credit transfers to suppliers	TFR -	Bank trans	sfer	Payme	ent P1 🔻	
BACS transfers to suppliers	BAC 💌	BACS payr	nent	Payme	ent P1 🔻	
Refunds from suppliers	Is from suppliers REC Receipt from Debtors Receipt R1					
Cancelled payments	REV 💌	Cancelled	payment	Payme	ent P1 🔻	
Search				< Back	Close	
Partition 2 Computer 1D			14:04:09 DCP	CM520A/W1	EDT CAPS NUM	

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	(<i>Entered for each transaction code</i>). 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

Reference of the set 						
Items in Batch						X
Batch Summary Batch number Batch type		Company A1 Currency GB			Entry total Control total	56.78
Item Supplier	Date	Payment	Bank Ref	Amount	t paid Currency	Discount
1 ANTO15	30/04/2005	PAY18556	1000123		56.78 GBP	0.00 x 2 2 4 4 4 7 7 7 7 7 7 7
Reference Name Narrative Comments				Information Total Balance		
Search	Currency	Notes	Discount	Allocations	Amend	Apply Close
Partition 2 Computer 1D					18:13:38 DCP	CL1105/W2 ADD CAPS NUM

- **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

C global-dev:23 - P2 - File Run Settings Opt		Com	pany: A1 Period: 3/2	005			
Items in Batch							×
Batch Summary Batch number Batch type			1 Items BP Daybook		Entry total Control total		32.89 0.00
Item Customer	Date	Payment	Bank Ref		eceived Currency		Discount
1 ANDE001	31/03/2005	PAY0001	0123285		32.89 GBP		0.00
							ź
							_
							-
							.
							
Reference Name Narrative Comments				Information Total Balance			
Bank Details							
Drawer Cheque			_	Bank Branch			
Search	Currency	<u>N</u> otes	Discount	<u>A</u> llocations	Ameno	Apply	Close
Partition 2 Computer 1D					18:15:15 DCP	DL1105/W2	ADD CAPS NUM

- **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.
 - 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

& global-dev:23 - P File Run Settings	2 - Enter Transactio Options Help	ns Comp	oany: A1 Period: 3/2005			
Please Confirm	Posting Required				×	
		elected batch followe It enables you to ini				
Post Batch Batch Period Period	Batch 83 Type PAYMENT Control Total 0.00 GBP					
Bank Ref	Date	Reference	Amount to Post	Consolidated	Items	
	01/03/2005	PAY001	800.00		x	
0112246	14/03/2005		396.68	1	4 -	
0112245	15/03/2005		1,057.95	/	7 -	
0112247	10/03/2005	PAY003	88.28			
	15/03/2005 15/03/2005	PAY009 PAY010	106.99 105.50		T	
	13/ 03/ 2003	PATUIU	105.50			
					Ĩ	
	-				z	
		· · ·		Post	< <u>B</u> ack	
Partition 2 Computer 3	1D		18:22:53 DCP	DL110A/WP DSP	CAPS NUM	

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	(<i>Display only</i> .) 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.
Туре	(Display only.) The type of the selected batch.
Items	(Display only.) The number of entries in the selected batch.
Control total	(<i>Display only</i> .) 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	(<i>Display only</i> .) 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	(<i>Display only</i> .) 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< th=""><th>Select this to return without closing the selected batch.</th></back<>	Select this to return without closing the selected batch.

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Creditors Ledger – Please Confirm Posting Required Window

	2 - Enter Transactio	ons			_ 🗆 ×
File Run Settings	Options Help				
Please Confirm	Posting Required				×
Details					
		elected batch follow			
that will be made	e to Cash Manager.	It enables you to in	iitiate the posting.		
Post Batch					
Batch	62 Type		Control Total	0.0	
	Current Iten	- ,			
II Periou I	current item	9 9	Total Entereu	3,653.8	
Bank Ref	Date	Reference	Amount to Post	Consolidated	Items
01000011	12/04/2005		1,685.00	1	4 ≖
	11/04/2005	PY00012	750.00		
01000012	12/04/2005		718.86	/	3 📩
01000013	14/04/2005	PY00017	499.99		·····
					T
					Ŧ
					_
11					
				Post	< <u>B</u> ack
Ľ					
Partition 2 Computer	1D		18:35:40 DCP	CL110A/WC DSP	CAPS NUM

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 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	(<i>Display only</i> .) 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.
Туре	(Display only.) The type of the selected batch.
Items	(Display only.) The number of entries in the selected batch.
Control total	(<i>Display only</i> .) 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	(<i>Display only</i> .) 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.
prompto in the l	awar part of the window are:

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	(<i>Display only</i> .) 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< th=""><th>Select this to return without closing the selected batch.</th></back<>	Select this to return without closing the selected batch.

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