

# Financials Basic Training

## Contents

<b>Introduction .....</b>	<b>11</b>
<b>JD Edwards Common Foundation .....</b>	<b>13</b>
<b>Menus and Navigation.....</b>	<b>13</b>
Why Use a Demo Environment? .....	13
Rule to Live By .....	13
Log In to 8.12 .....	14
Log In to Demo Environment .....	14
Fat Client.....	15
EnterpriseOne Menus .....	15
Open Applications.....	23
Fast Path Commands .....	27
System Options.....	28
Hot Keys for Navigation.....	33
Overall Navigation – Hotkeys .....	34
EnterpriseOne Menu – Hotkeys.....	35
Grid .....	35
Tree.....	36
Button Hotkeys.....	37
<b>Applications .....</b>	<b>39</b>
Open Applications .....	40
Find/Browse Form .....	40
Query by Example Rules.....	43
Form and Row Exits .....	44
Tools.....	45
Data Browser .....	45
Export Grid Data .....	46
Send Shortcut .....	48
Grid Formats .....	51
Media Objects/Attachments .....	56
Item Revisions .....	58
Field Level Helps.....	59

<b>Versions and Processing Options.....</b>	<b>63</b>
Processing Options.....	63
Defaults Tab .....	64
Display Tab .....	64
Versions Tab .....	65
Versions .....	68
Interactive Versions.....	69
Batch Versions .....	73
Sales Order Entry .....	84
Update Customer Sales.....	87
<b>User Defined Codes .....</b>	<b>89</b>
Address Book UDCs.....	89
Address Book Category Codes .....	95
Visual Assist .....	100
Hard Coded Logic Associated with UDC .....	103
User Defined Code .....	105
Product Codes for Clients .....	107
<b>Address Book .....</b>	<b>109</b>
Address Book Revisions .....	110
Who's Who.....	119
Customers .....	124
Suppliers .....	126
Exercise .....	127
Address Book Constants.....	128
Parent/Child and Organizational Structure .....	131
Add New Member to a Buying Structure .....	133
Enhanced Parent/Child Relationships.....	137
Summary.....	140
<b>Financials Basic Training .....</b>	<b>141</b>
<b>Overview .....</b>	<b>141</b>
Address Book.....	142
General Accounting .....	142
Accounts Payable .....	142
Accounts Receivable .....	143
<b>Address Book Exercises .....</b>	<b>145</b>
Address Book Constants .....	145
Address Book Setup .....	145

Supplier Master Setup .....	150
Customer Master Setup .....	152
<b>General Accounting Constants .....</b>	<b>157</b>
<b>Company Setup.....</b>	<b>161</b>
What is a Company? .....	161
Adding a New Company.....	162
Fiscal Date Pattern.....	164
Reviewing Date Patterns .....	165
Adding a New Year .....	166
<b>Changing the Period/Year .....</b>	<b>167</b>
Closing a Single Company .....	167
Closing Multiple Companies.....	169
<b>Business Unit Setup.....</b>	<b>171</b>
Adding a Business Unit .....	173
<b>User Defined and Category Codes.....</b>	<b>175</b>
Format .....	175
Planning UDCs and Category Codes.....	176
User Defined Codes .....	176
Category Codes .....	177
Creating UDCs and Category Codes .....	177
UDC Menu Option .....	178
UDC Field Option.....	180
Fast Path.....	184
Special Considerations.....	185
Exercises .....	186
Exercise 1 .....	186
Exercise 2 .....	186
<b>Chart of Accounts.....</b>	<b>187</b>
Components for Account Designation.....	187
Chart of Accounts Development .....	189
Using Object and Subsidiary Accounts .....	189
Level of Detail.....	191
Post Edit Codes.....	193
Adding Accounts .....	194
Copying Accounts .....	196
<b>Creating Journal Entries .....</b>	<b>199</b>
Using Subledgers .....	200

Data Entry Shortcut .....	201
Standard Journal Entries .....	201
Adding to an Existing Batch.....	203
Reversing Journal Entries.....	205
Percent Journal Entries .....	206
Model Journal Entries .....	207
Standard Model Journal Entry.....	207
Reversing Model Journal Entry .....	208
Percent Model Journal Entry.....	209
Using Models.....	211
Intercompany Journal Entries .....	212
Importing Journal Entries.....	214
Exercises .....	220
<b>Changing and Deleting Unposted Entries .....</b>	<b>223</b>
Changing Journal Entries .....	223
Deleting Journal Entries.....	224
<b>Reviewing and Posting Journal Entry Batches .....</b>	<b>227</b>
Reviewing Journal Entry Batches .....	227
Posting Journal Entry Batches.....	230
Typical Posting Methods .....	231
DEMO Posting Method.....	234
Posting Report.....	238
<b>Changing/Voiding a Posted Journal Entry .....</b>	<b>241</b>
Changing a Posted JE .....	241
Voiding a Posted Journal Entry .....	243
<b>Allocations .....</b>	<b>245</b>
Field Descriptions .....	246
General Descriptions.....	246
Allocation Type Specific Descriptions .....	247
Recurring Journal Entries .....	249
Fixed Amount Allocation .....	249
Unit Based Allocation .....	250
Percentage Based Allocation .....	251
Recurring JE Compute & Print .....	252
Indexed Allocations.....	255
Variable Numerator Allocations .....	258
Final Considerations .....	263

<b>Budgeting .....</b>	<b>265</b>
Uploading Budgets from a Spreadsheet .....	265
Manual Budgeting .....	272
A Word about Budget Patterns .....	276
<b>Reports, Inquiries and Integrities.....</b>	<b>279</b>
Reports .....	279
Financial Reports .....	279
Accounting Reports .....	285
Inquiries .....	288
Trial Balance/Ledger Comparison .....	288
Account Ledger Inquiry.....	289
Integrities .....	290
<b>Closing a Year .....</b>	<b>293</b>
<b>Accounts Payable System Setup .....</b>	<b>299</b>
Accounts Payable Constants .....	299
Setting up Accounts Payable Constants .....	299
Optional Payee Control.....	301
Factor/Special Payee Setup.....	302
User Defined Codes .....	303
Document Types.....	304
Payment Instrument.....	306
Special Handling Codes .....	307
Pay Statuses.....	308
Category Code 07.....	309
Payment Terms .....	311
<b>Manual Voucher Creation .....</b>	<b>313</b>
Speed Voucher Entry .....	314
Standard Voucher Entry .....	317
Revising Unposted Vouchers.....	322
Copying Vouchers .....	326
Deleting Unposted Vouchers .....	329
Vouchers with Special Discounts .....	331
Vouchers with Split Payments.....	334
Vouchers with Installment Payments .....	336
Creating Debit Memos.....	338
Adding Attachments to Vouchers.....	341
Recurring Vouchers.....	342

Creating Recurring Vouchers .....	342
Recurring Voucher Report .....	344
Recycling Recurring Vouchers .....	347
Revising Recurring Vouchers .....	350
<b>Reviewing and Posting Vouchers .....</b>	<b>355</b>
Reviewing Vouchers .....	355
Posting Vouchers .....	357
Correcting Posting Errors .....	359
<b>Changing a Posted Voucher .....</b>	<b>361</b>
<b>Voiding a Posted Voucher .....</b>	<b>367</b>
<b>Manual Payment Processing .....</b>	<b>371</b>
Payment with Voucher Match .....	372
Revising Unposted Payments .....	378
Voiding Unposted Payments .....	381
Speed Payment Entry .....	383
Printing the Payment and Posting .....	386
Payment without Voucher Match .....	388
Printing the Payment and Posting .....	391
<b>Automatic Payment Processing .....</b>	<b>393</b>
Prerequisites for Automatic Payment Processing .....	394
Bank Account Information .....	394
Business Unit Information .....	396
Payment Instrument Defaults .....	397
Payment Sequence .....	400
Company Information .....	401
Bank Account Cross-Reference .....	402
Speed Status Change .....	403
Cash Requirements Report .....	404
Creating Payment Control Groups .....	406
Processing Options .....	407
Work with Payment Groups .....	415
Void Posted Payments .....	421
<b>Supplier Ledger Inquiry .....</b>	<b>423</b>
Reviewing Paid Vouchers .....	423
Reviewing Open Vouchers .....	428
<b>1099 Processing .....</b>	<b>431</b>
Setup for the A/P Ledger Method .....	431

Update Approver/Cat Code 7 .....	436
Running the 1099 Process .....	437
W-9 Exception Report.....	437
Running the A/P Ledger Method .....	438
<b>Reports .....</b>	<b>445</b>
Integrity Reports .....	445
Correcting Errors.....	446
Creating As Of Reports .....	448
Date File Generation for an As Of Report .....	448
Running As Of Reports .....	449
Other Reports .....	454
Voucher Journal Report (R04305).....	454
Open A/P with Foreign Amounts .....	456
Payment Details (R04424).....	456
Payment Register (R09313) .....	457
Suspected Duplicate Payments (R04601).....	458
Supplier Analysis .....	458
Supplier/Customer Totals by G/L Account (R09450) .....	459
Generate Supplier Balance (R7404001) .....	460
Supplier Balance Report (R7404002).....	460
<b>Year End Considerations .....</b>	<b>461</b>
Closing Accounts Payable.....	461
Balance Rollovers .....	462
<b>Accounts Receivable System Setup.....</b>	<b>465</b>
Constants .....	466
System-wide Setup.....	466
Company Customization.....	466
General Setup.....	467
Special System Setup.....	470
Payment Terms .....	471
User Defined and Category Codes .....	473
Invoice Document Types .....	473
Credit Message.....	474
Write-off Reason Codes .....	475
Chargeback Reason Codes.....	476
Category Codes .....	477
<b>Manual Invoice Creation .....</b>	<b>479</b>

Tax/Rate Area.....	480
Speed Invoice Entry.....	481
Standard Invoice Entry .....	482
Adding an Attachment to an Invoice .....	485
Entering Invoices with Discounts .....	485
Entering Split Payment Invoices .....	487
Entering Installment Invoice Payments .....	488
Entering Credit Memos.....	491
Recurring Invoices.....	493
Revising Unposted Invoices .....	498
<b>Reviewing and Posting Invoices .....</b>	<b>501</b>
Reviewing Invoices .....	501
Posting Invoices.....	502
<b>Changing a Posted Invoice .....</b>	<b>505</b>
<b>Voiding a Posted Invoice.....</b>	<b>509</b>
<b>Manual Receipts Processing .....</b>	<b>513</b>
Speed Status Change.....	514
Standard Receipts Processing .....	516
Simple Invoice Match – TI Code 10 .....	517
Handling Unearned Discounts – TI Code 11 .....	522
Invoice Match with Manual Write off – TI Code 15 .....	526
Invoice Match with Chargeback – TI Code 16 .....	528
Receipts with Automatic Write-Offs.....	529
Speed Receipts.....	531
Unapplied Receipts – Type Input 1 .....	533
Balance Forward Receipts – Type Input 2 .....	534
Logged Receipts – Type Input 3 .....	536
G/L Receipt – Type Input 4 .....	537
Applying Unapplied Receipts to Invoices .....	538
Working with Logged Receipts .....	540
Revising Receipts .....	541
Posting Receipts .....	543
Voiding a Posted Receipt .....	545
Standard Voids.....	545
Handling Non Sufficient Funds Receipts.....	548
<b>Customer Ledger Inquiry.....</b>	<b>551</b>
Reviewing Paid Invoices.....	551

Reviewing Open Invoices.....	555
Filtering Views with Header Options .....	556
Reviewing Category Codes.....	557
<b>Delinquency Notices .....</b>	<b>559</b>
Setup .....	559
Running Delinquency Notices .....	563
Reviewing Delinquency Notices .....	569
<b>Statements.....</b>	<b>571</b>
Setup .....	571
Running Statements.....	572
Reviewing Statements.....	576
<b>Manual Netting and Reimbursements .....</b>	<b>581</b>
Setup .....	582
Manual Netting .....	582
Speed Status Change.....	582
Manual Netting Process.....	584
Posting the Netting Transactions.....	588
Reimbursements Exercise .....	590
<b>Reports .....</b>	<b>597</b>
Integrity Reports .....	597
A/R to G/L by Batch .....	597
A/R to G/L Receipts .....	597
A/R to Account Balance by Account ID .....	598
Standard Reports .....	598
Standard Report Exercise.....	599
Analytical Reports .....	602
Statistical Trend Analysis Report.....	602
Invoice Trend Analysis Report.....	603
Receipt Trend Analysis Report .....	604
Aging Trend Analysis Report .....	605
Statistical Calculations Reports .....	605
<b>Year-end Considerations .....</b>	<b>607</b>
Closing Accounts Receivable.....	607
Balance Rollovers .....	608