

**Orchid**

# Training Guide:



*Work Smarter with Orchid*

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# Installing Inter-Entity Transactions - Cash Management

## Minimum Requirements

Inter-Entity version 2020 requires Sage 300 System Manager version 2020. Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (<https://www.orchid.systems>).

## Installation

Inter-Entity is installed by executing the EXE program downloaded for installation.

InstallShield will execute and guide you through the installation steps.

The following features are part of the installation process:

- Registered company is displayed. If prior installation exists, product serial number will be shown.
- Option to install with 30 day grace period.
- Option to install with product activation code.
- Option to install additional documentation for the product.

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**Tip:** Regarding Inter-Entity installation.

If installing with a 30 day grace period, additional re-installations will not extend the grace period.

Re-installations over-write existing installations on the target directory.

If a valid installation already exists, the install process will not prompt for product registration and activation details.

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## Activation Code And Available Functionality.

Some functionality of Inter-Entity Transactions - Cash Management is only active if you have purchased the required module component. For details on which components are enabled in your activation code, go to the Inter-Entity Transactions - Cash Management License screen.

## Upgrading From A Prior Version.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install). This will create the updated Licence file.
5. In Sage 300 / Administrative Services / Data Activation, Activate Inter-Entity

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## Troubleshooting the installation

During the installation the following problems may be encountered:

**Activation code Invalid** – verify the registered company name (displayed during installation) and serial number entered match the details supplied to the product manufacturer when an activation code was requested.

**Invalid serial number** – the entered serial number is not valid for this product.

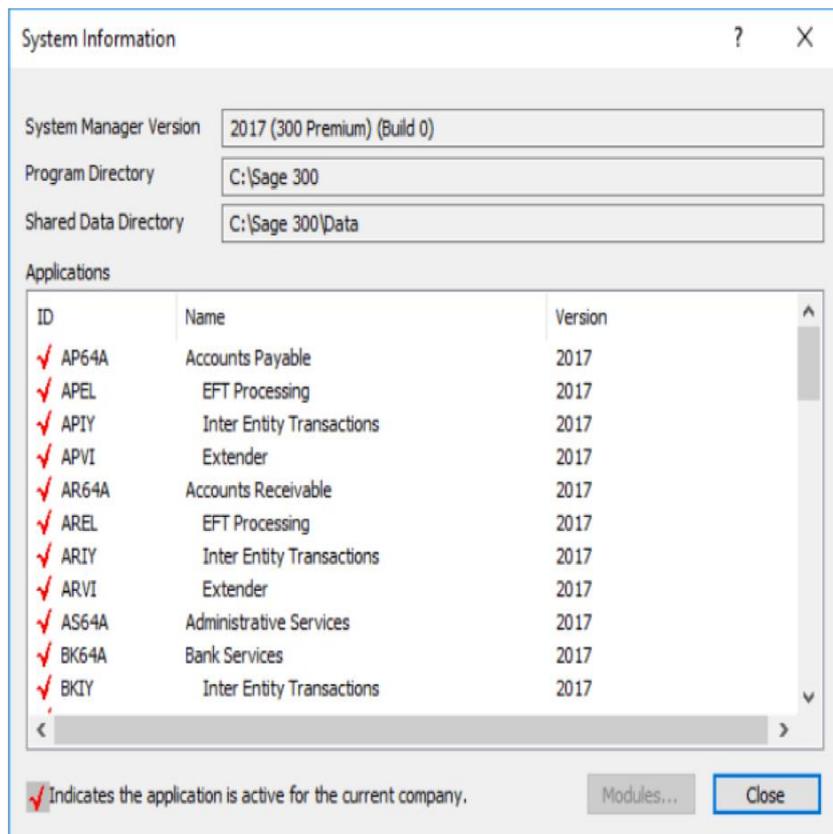
**Important!** If the Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems

If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

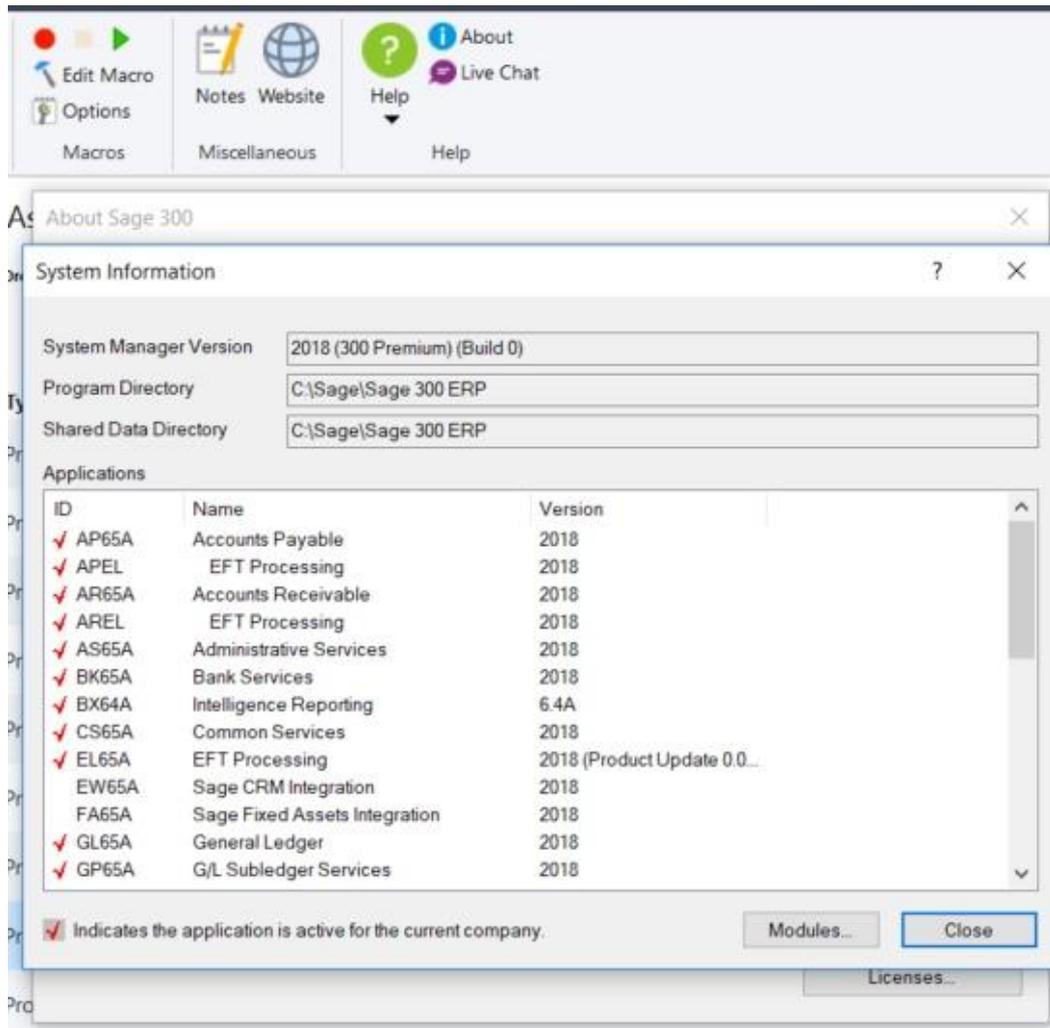
### Serial Number

The serial number must match the Sage 300 version and edition.

Go to Help > System Information to get the Sage 300 System Manager Version and Edition if you need to confirm the details.



Go to About > System Information to get the Sage 300 System Manager Version and Edition if you need to confirm the details.



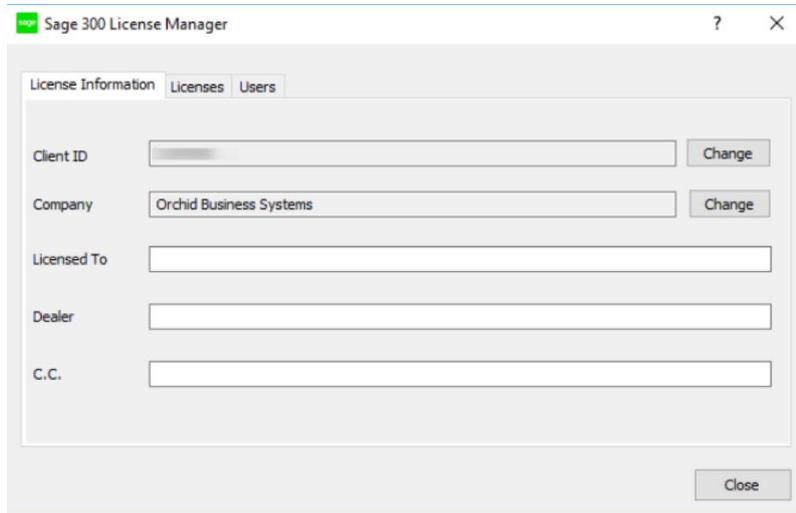
### Activation Code and System Manager Company Name

In the Activation Code, the customer name must match exactly with the company name as registered under the Sage 300 System Manager (including all punctuation and capitalization). To verify this information when requesting an Activation code, please email Orchid Systems a screenshot of your System Manager license details.

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**Note:** To obtain these details,

Go to Help > Licenses > License Information to get the Company that System Manager is licensed to



The screenshot shows the Sage 300 License Manager application window. The title bar reads "Sage 300 License Manager" with a question mark and a close button. The window has three tabs: "License Information" (selected), "Licenses", and "Users". The "License Information" tab contains the following fields and buttons:

Client ID	<input type="text"/>	Change
Company	<input type="text" value="Orchid Business Systems"/>	Change
Licensed To	<input type="text"/>	
Dealer	<input type="text"/>	
C.C.	<input type="text"/>	

A "Close" button is located at the bottom right of the window.

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## Subscription Licenses

Subscription licenses have an expiry date. To continue using the software, you will need to enter a new Activation code in the module License screen before the expiry date.

## License Screen

You can use the Inter-Entity Transactions - Cash Management license screen to check the subscription expiry date and which module components are enabled in your installation.

Some functionality of Inter-Entity Transactions - Cash Management is only active if you have purchased the required module component. For details on which components are enabled in your activation code, go to the Inter-Entity Transactions - Cash Management License screen.

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## Inter-Entity Transactions - Cash Management Tutorials

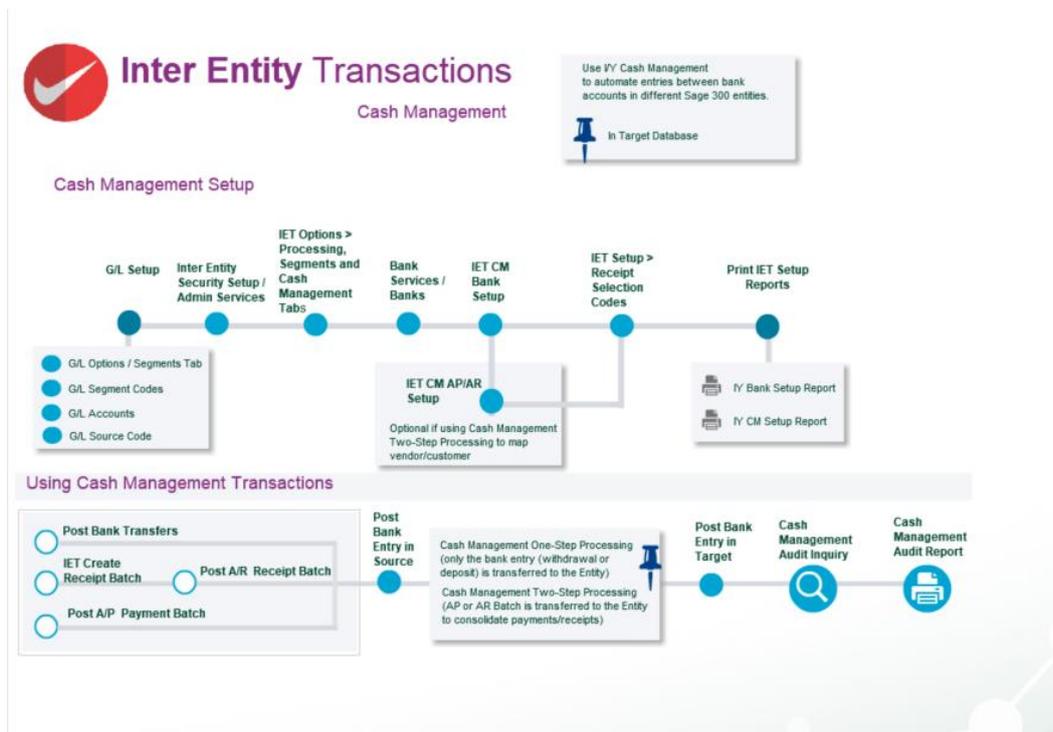
Review the tutorials below to setup Inter-Entity Transactions - Cash Management for various configurations.

<a href="#"><u>Tutorial - Cash Management : Bank Transfers between Companies</u></a> .....	11
<a href="#"><u>Tutorial - Cash Management : Payments/Receipts from another Company's Bank Account (1 step process)</u></a> .....	16
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## Tutorial - Cash Management : Bank Transfers Between Companies

Using IET Cash Management, you are able to do bank transfers between companies. In order to achieve this : in the source company configure a Bank Account to represent the actual bank account in the target company.

**Tip:** You can refer to the IET Cash Management Setup Visual Process Flow.



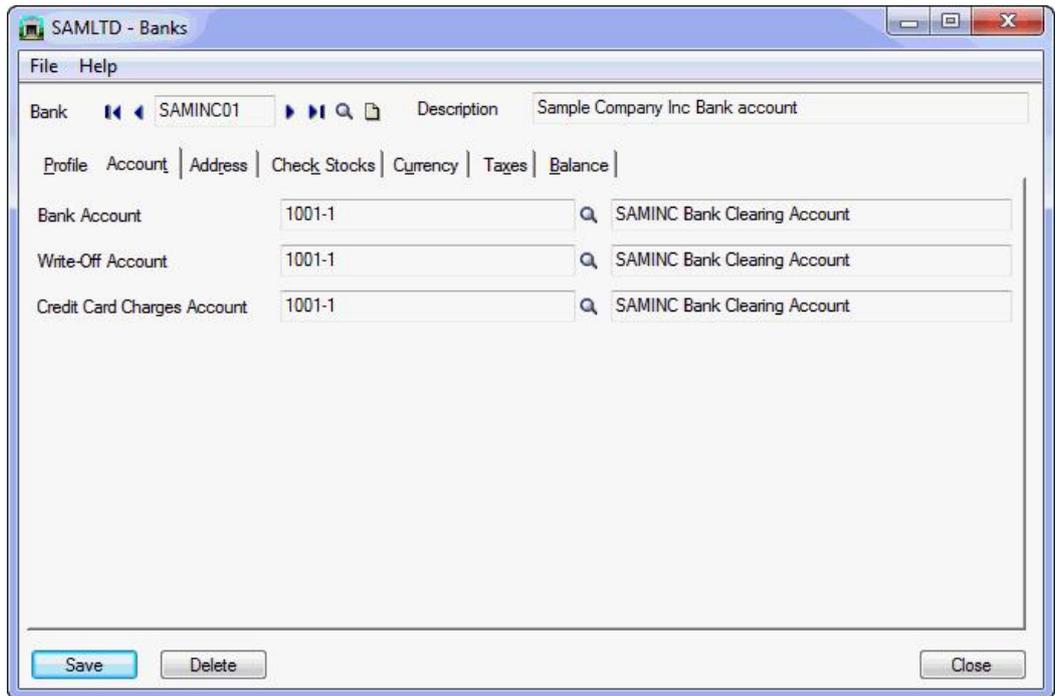
**In the source company, create the following accounts (SAMLTD in the example below)**

1001-1 SAMINC Bank Clearing account

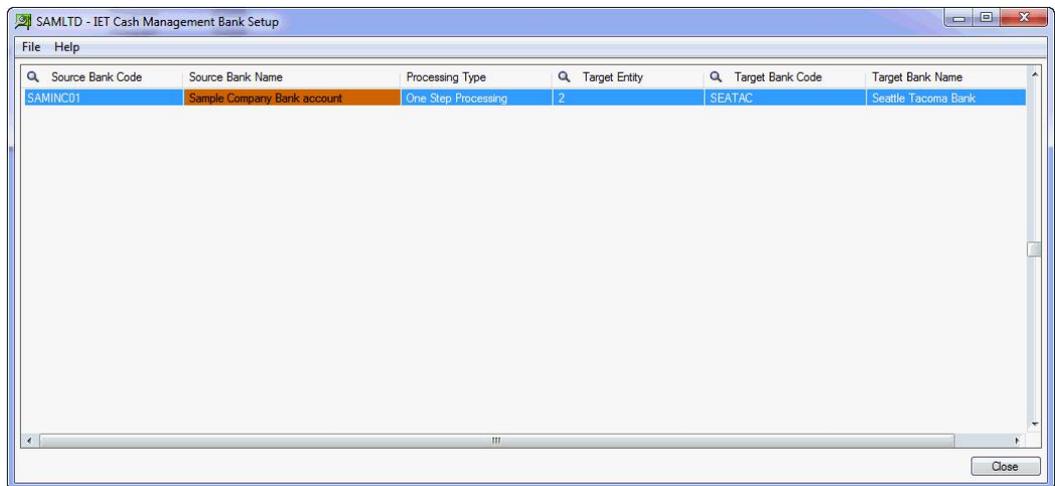
-

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

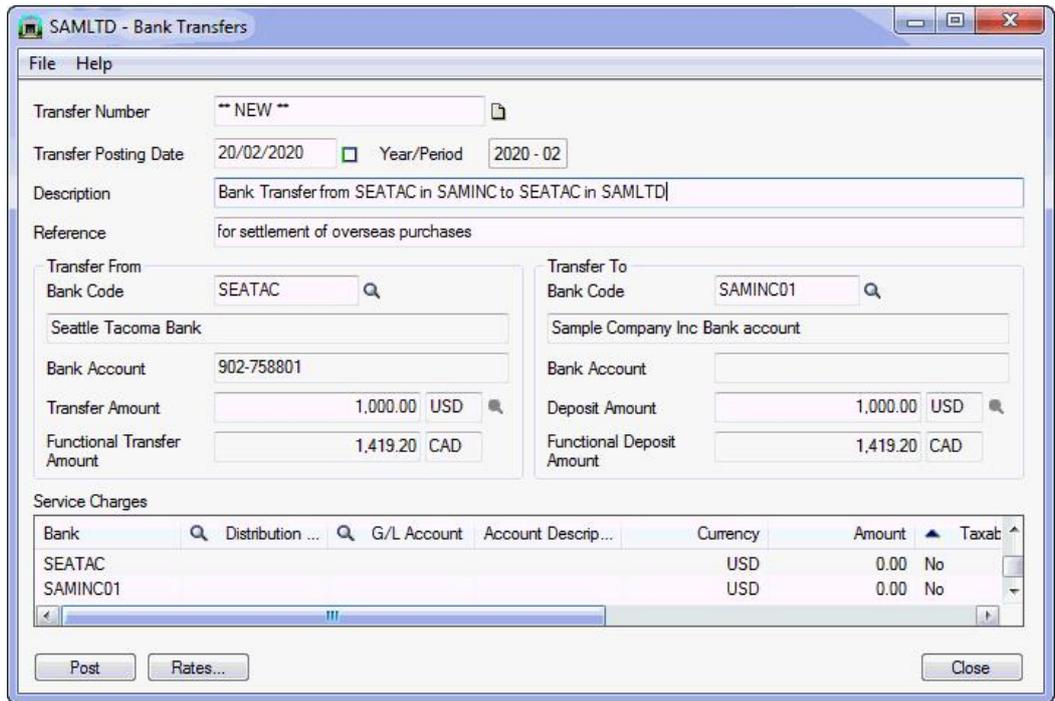
Ensure the G/L Accounts belong to the source entity



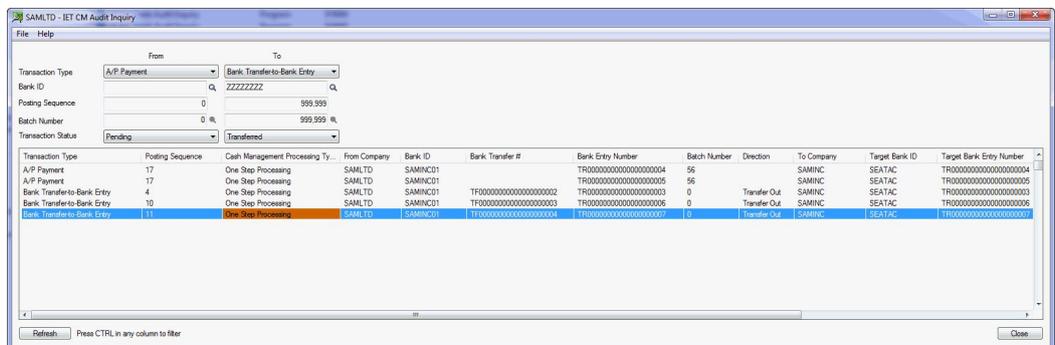
In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)



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



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



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

SAMLTD - Bank Entry

File Help

Entry Number: TF00000000000000000007 | 11-TF00000000000000000004

Bank Code: SAMINC01 | Sample Company Inc Bank account

Bank Account: | USD

Bank Entry Type: Withdrawals

Payment Type: Other

Bank Entry Date: 20/02/2020 | 2020 - 02

Currency: USD

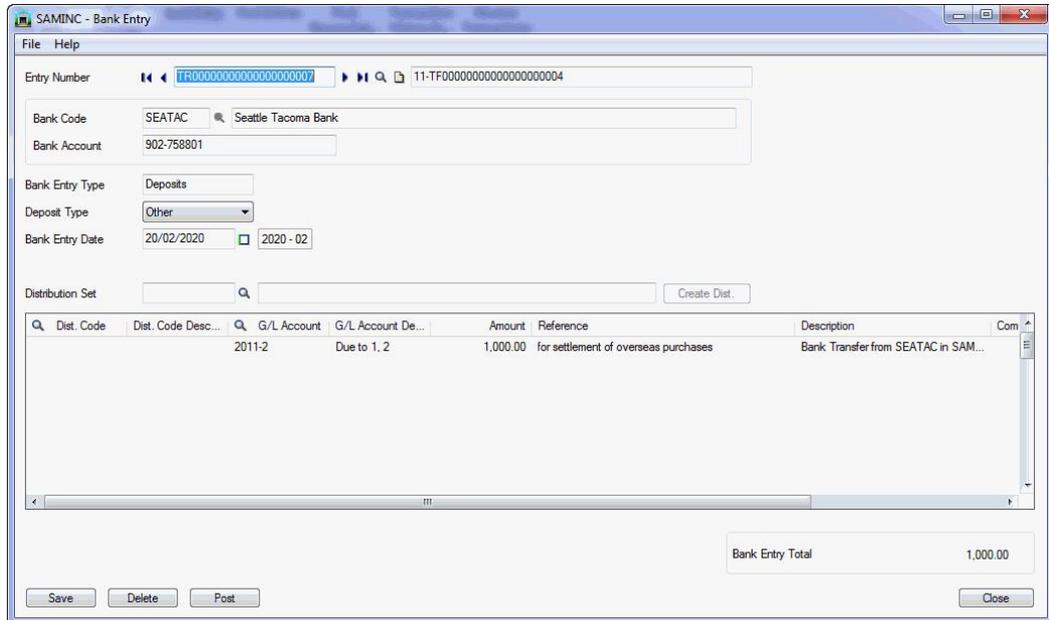
Distribution Set: | Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference
		1012-1	Due from 2, 1	1,000.00	No	for settlement of ...

Bank Entry Total: 1,000.00 USD | 1,419.20 CAD

Buttons: Save, Delete, Post, Rate..., Close

**b) in SAMINC to process the Bank Transfer via the loan accounts as defined in Inter-Entity Transactions Routes**

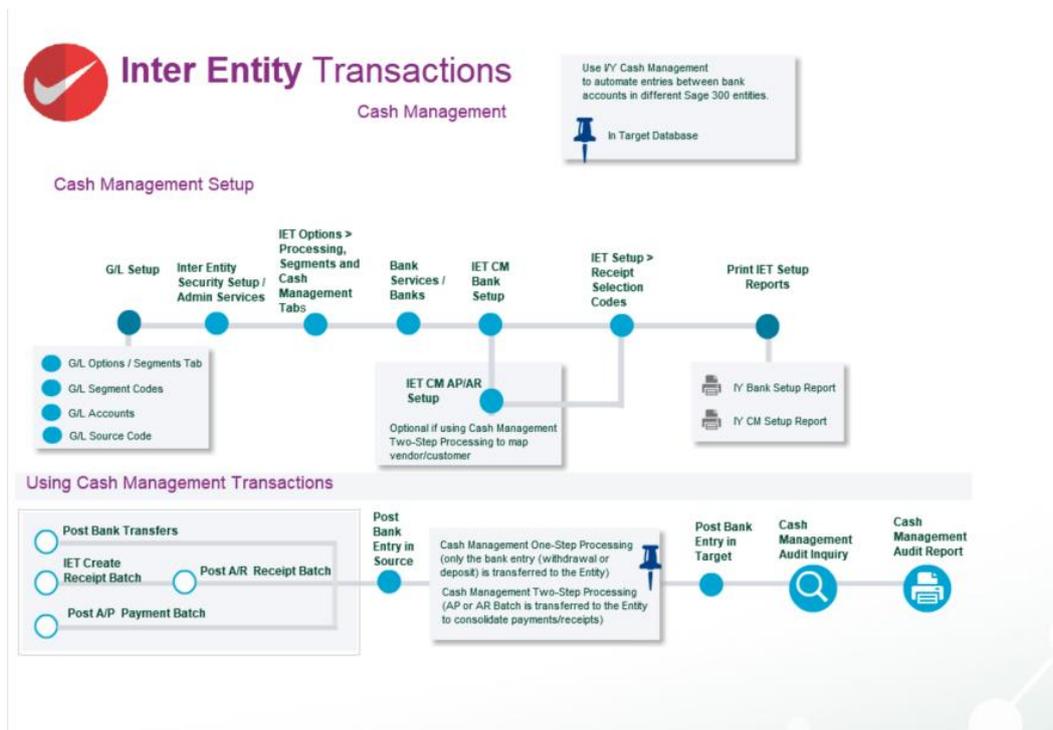


## Tutorial - Cash Management : Payments/Receipts From Another Company's Bank Account (1 Step Process)

Using IET Cash Management, you are able to process receipts and payments in the source company (for example SAMLTD), but the bank entry is processed in the target company (for example SAMINC).

In order to achieve this : in the source company configure a Bank Account to represent the actual bank account in the target company.

**Tip:** You can refer to the IET Cash Management Setup Visual Process Flow.

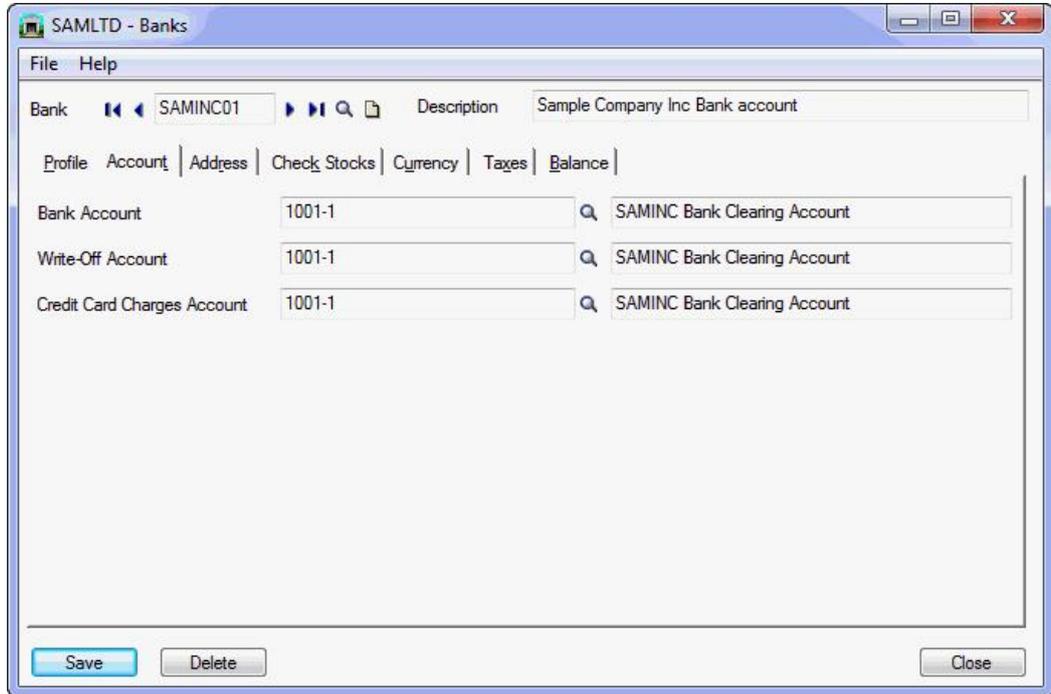


**In the source company, create the following accounts (SAMLTD in the example below)**

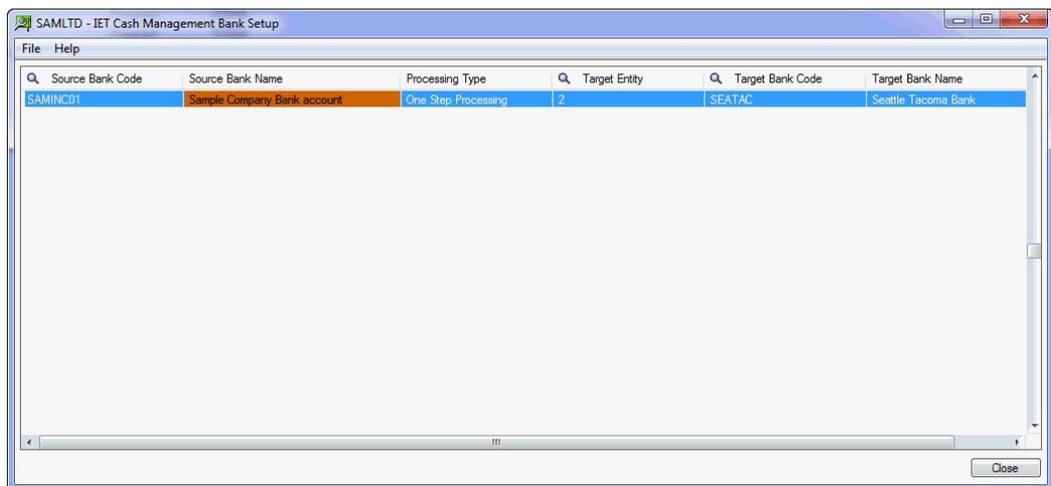
1001-1 SAMINC Bank Clearing account

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

Ensure the G/L Accounts belong to the source entity



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



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

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

Document Number	Payment Number	Applied Amount	Discount Taken	Adjustment Amount	Job Related	Original Doc
IN120111	1	202.97	0.00	0.00	No	

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

Transaction Type	Posting Sequence	Cash Management Processing Ty.	From Company	Bank ID	Bank Transfer #	Bank Entry Number	Batch Number	Direction	To Company	Target Bank ID	Target Bank Entry Number
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000004	56		SAMINC	SEATAC	TR00000000000000000004
A/P Payment	17	One Step Processing	SAMLTD	SAMINC01		TR00000000000000000005	56		SAMINC	SEATAC	TR00000000000000000005
Bank Transfers-Bank Entry	4	One Step Processing	SAMLTD	SAMINC01	TR00000000000000000002	TR00000000000000000003	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000003
Bank Transfers-Bank Entry	10	One Step Processing	SAMLTD	SAMINC01	TR00000000000000000003	TR00000000000000000006	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000006
Bank Transfers-Bank Entry	11	One Step Processing	SAMLTD	SAMINC01	TR00000000000000000004	TR00000000000000000007	0	Transfer Out	SAMINC	SEATAC	TR00000000000000000007

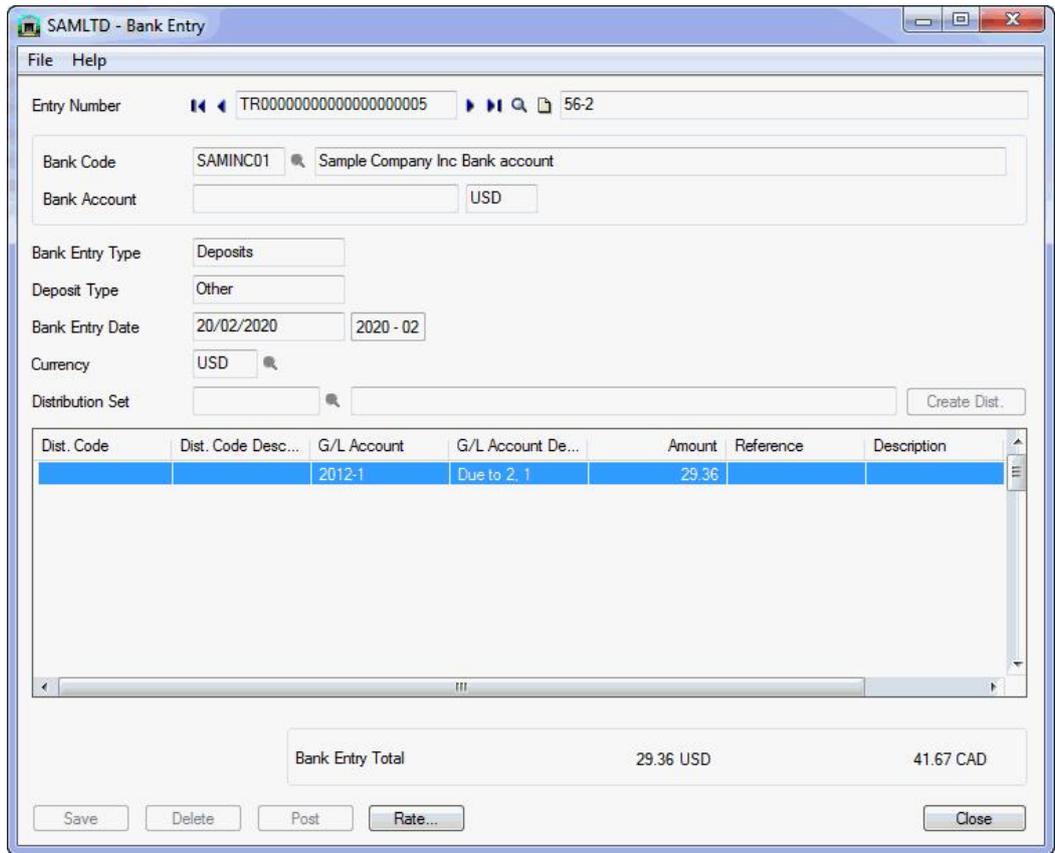
and Bank Entries recorded in SAMLTD to reverse the payment from the dummy bank account (via the loan account entries set up in IET Routes)

The screenshot shows the 'SAMLTD - Bank Entry' window. The entry number is TR00000000000000000004. The bank code is SAMINC01, and the bank account is Sample Company Inc Bank account. The entry type is Deposits, and the deposit type is Other. The entry date is 20/02/2020. The currency is USD. The distribution set is empty. The table below shows one distribution entry with a G/L account of 2012-1 and a description of Due to 2, 1, with an amount of 202.97. The total amount is 202.97 USD and 288.06 CAD.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Reference	Description
		2012-1	Due to 2, 1	202.97		

Bank Entry Total: 202.97 USD, 288.06 CAD

Buttons: Save, Delete, Post, Rate..., Close



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

SAMINC - Bank Entry

File Help

Entry Number: TR0000000000000000004 55:1

Bank Code: SEATAC Seattle Tacoma Bank

Bank Account: 902-758801

Bank Entry Type: Withdrawals

Payment Type: Other

Bank Entry Date: 24/08/2011 2011 - 08

Distribution Set: Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference	Description
1011-2			Due from 1. 2	202.97	No		

Bank Entry Total: 202.97

Save Delete Post Close

SAMINC - Bank Entry

File Help

Entry Number: TR0000000000000000005 55:2

Bank Code: SEATAC Seattle Tacoma Bank

Bank Account: 902-758801

Bank Entry Type: Withdrawals

Payment Type: Other

Bank Entry Date: 24/08/2011 2011 - 08

Distribution Set: Create Dist.

Dist. Code	Dist. Code Desc...	G/L Account	G/L Account De...	Amount	Taxable	Reference	Description
1011-2			Due from 1. 2	29.36	No		

Bank Entry Total: 29.36

Save Delete Post Close

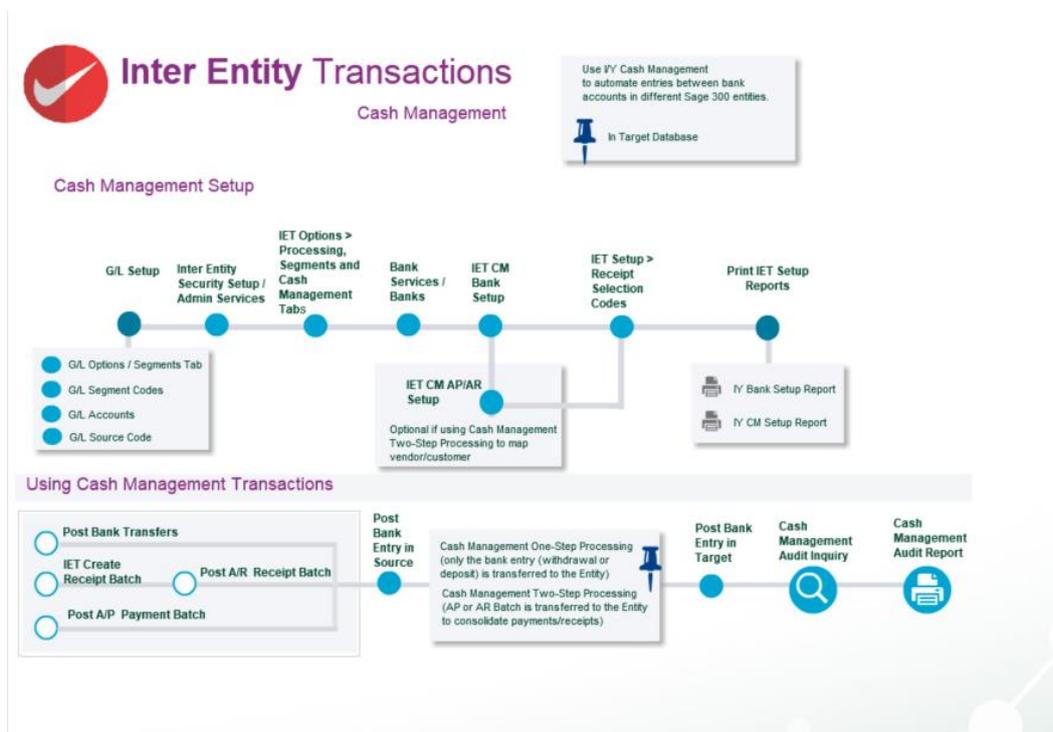
## Tutorial - Cash Management : Consolidate Payments/Receipts Across Companies For Processing (2 Step Process)

Using IET Cash Management, you are able to process transfer AR and AP documents (invoices, credit notes, debit notes) to a Management Company for consolidated processing.

For example, Vendor 1500 might exist in SAMINC and SAMLTD for tax purposes, but you would like to consolidate all invoices in one Management Company for payment processing.

In order to achieve this : in the source company (where the invoice transactions exist) configure a Bank Account to represent the actual bank account in the target company from which payments will be made.

**Tip:** You can refer to the IET Cash Management Setup Visual Process Flow.



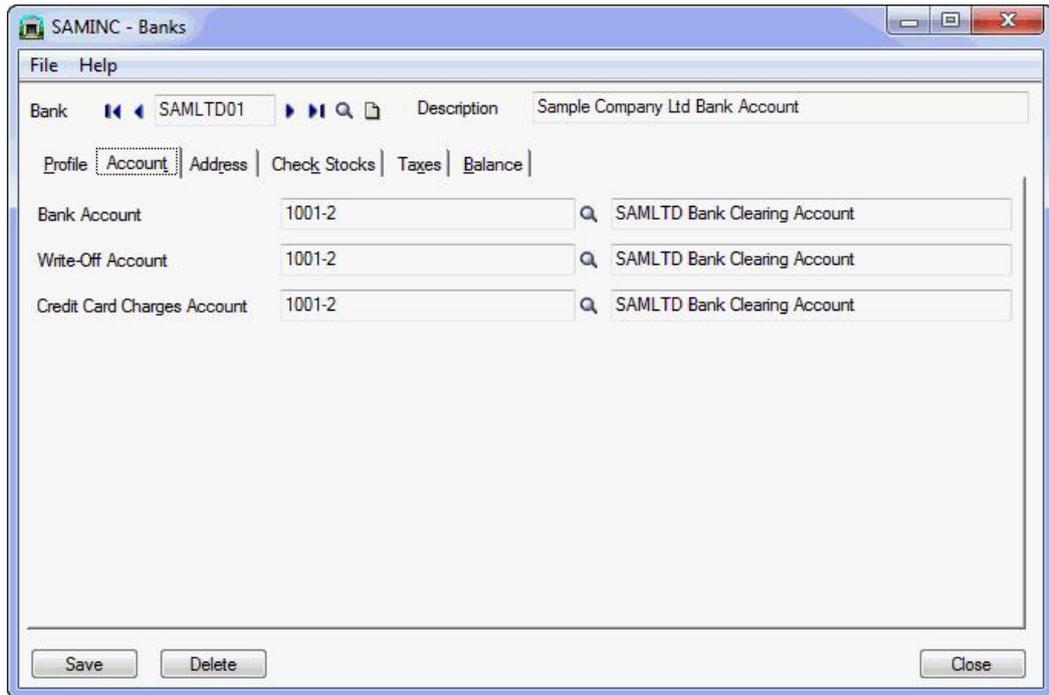
**In the source company, create the following accounts (SAMINC in the example below)**

1001-2 SAMLTD Bank Clearing account

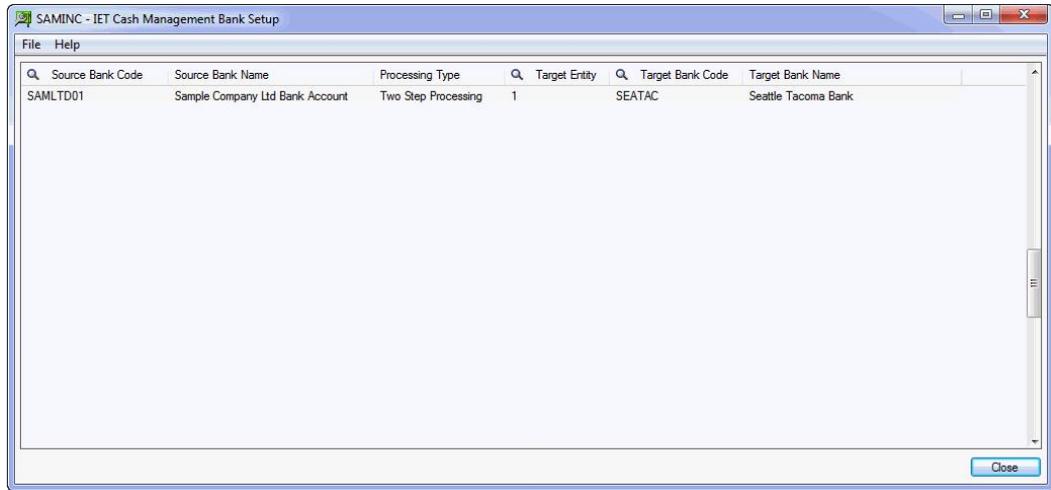
-

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

Ensure the G/L Accounts belong to the source entity.

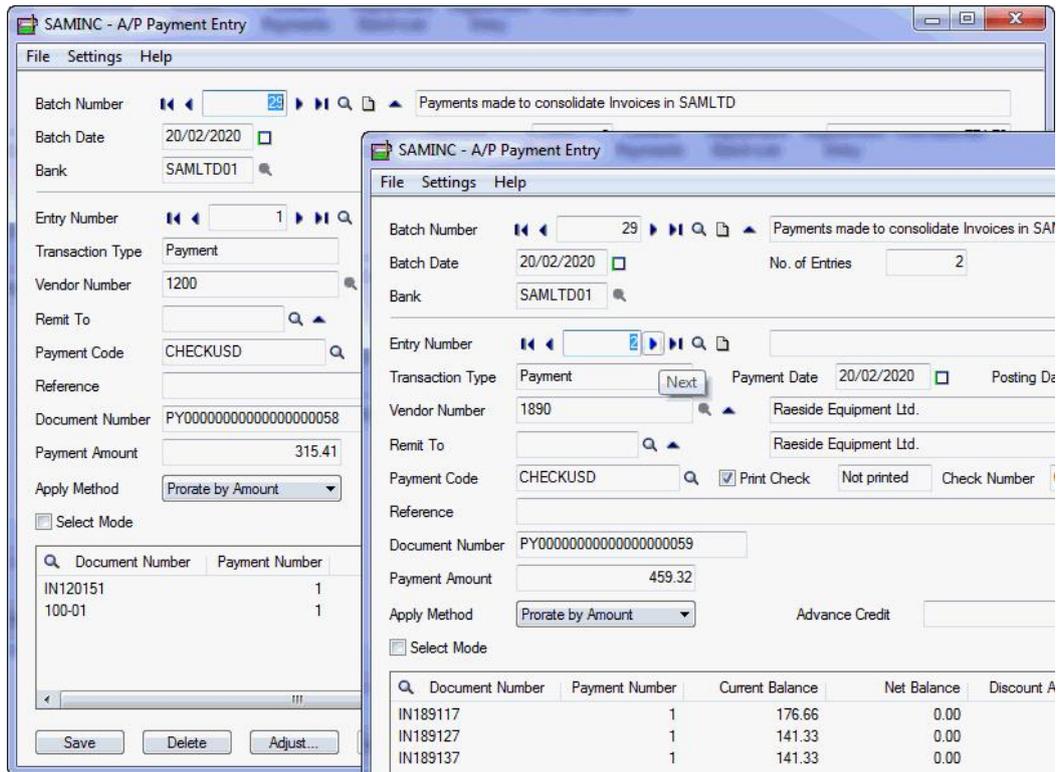


**In the source company, create the following IET Cash Management Bank (SAMINC in the example below)**

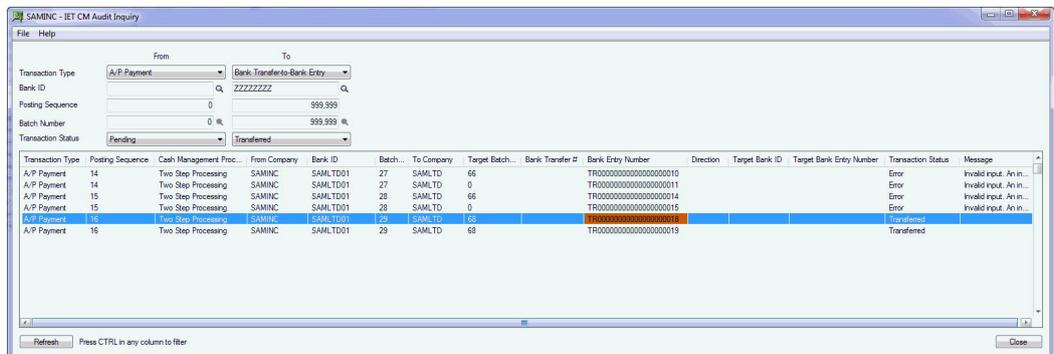


**Process the required Payments/Receipts in the source company (SAMLTD)**

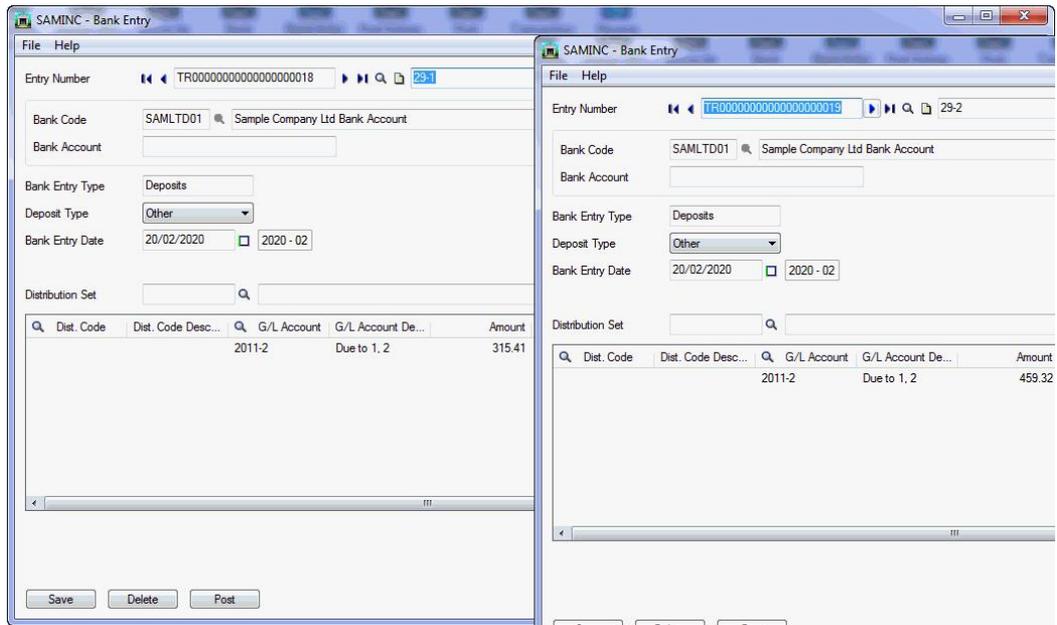
Using AP Payments as an example, process the required AP Payment batch :



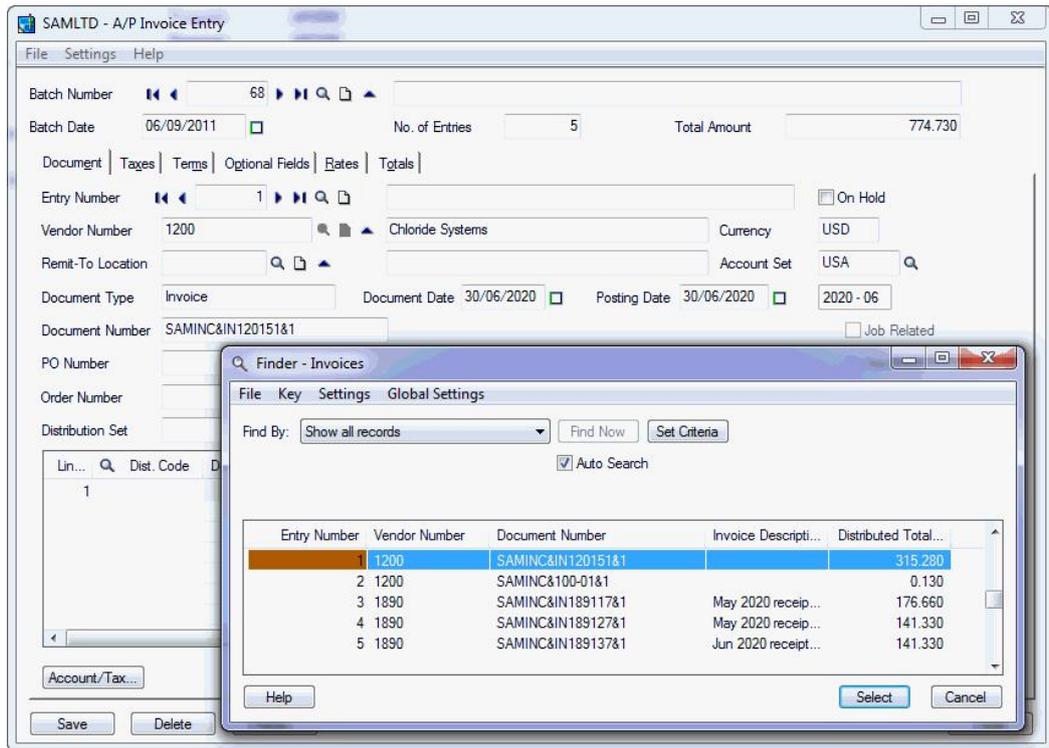
When posted, the payment records are recorded in the Inter-Entity Cash Management Audit log



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



And in the target company, the AP Batch with the "paid" invoices is created.



## Cash Management Overview

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

### AR Receipts across companies:

- ☐ Allocate a receipt to a customer in one company and have the receipt go into a bank account in another company
- ☐ Bank a receipt into a bank account in one company and allocate it against AR transactions which originated in other companies.
- ☐ Allocate a miscellaneous receipt to GL accounts in one or more companies whilst receipting the funds into a bank account in another company.
- ☐ Combined AR Trial balance across multiple companies.

### AP Payments across companies

- ☐ Process a payment against a vendor in one company and have the payment come out of a bank account in another company.
- ☐ Process an AP payment out of a bank account in one company and allocate it against AP transactions which originated in other companies.
- ☐ Allocate a miscellaneous payment to GL accounts in one or more companies whilst drawing the funds from a bank account in another company.
- ☐ Combined AR Trial balance across multiple companies Bank transfers between bank accounts across companies.

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

For details on setting up Cash Management :

<a href="#"><u>IET Cash Management Bank Setup - Overview</u></a> .....	<a href="#"><u>29</u></a>
<a href="#"><u>IET Cash Management AP / AR Setup - Overview</u></a> .....	<a href="#"><u>30</u></a>
<a href="#"><u>IET Create Receipt Batch</u></a> .....	<a href="#"><u>31</u></a>

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## IET Cash Management Bank Setup - Overview

Use this screen to create “virtual” banks in your Sage 300 databases to be used by Inter-Entity Cash Management

To automate Bank Transfers from one Sage 300 Company {database} to another Sage 300 Company {database} without recording the transaction twice

To automate payment and receipt processing to enable

- **One-Step Cash Management processing** : where you run a management company to enable AR Invoices and AP Invoices to be recorded in one central database, but where the payment is to be made from or the receipt is to be processed into a second database.
- **Two-Step Cash Management processing** : where you enter AP invoices and AR invoices in multiple Sage 300 databases for statutory and tax reporting, but wish to transfer the documents to a management company for consolidated payment and receipting.

### HOW IT WORKS:

#### AR to AR

Once a receipt batch has been generated and posted, if the bank against which the receipt is being posted has been set up as a “CM Bank” with the “two step CM process” selected then IET will create an AR Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices, debit notes and credit notes against which the Posted AR Receipt has been applied. This will enable the target company to create A/R Receipts applied to documents originating from several source companies and therefore consolidated processing of receipts (e.g. management company collecting deposits on behalf of several subsidiaries).

#### AP to AP

Once a payment batch has been generated and posted in Accounts Payable, if the bank against which the receipt is being posted has been set up as a “CM Bank” with the “two step CM process” selected then IET will create loan account entries and AP Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices, debit notes and credit notes against which the Posted AP Payment has been applied. This will enable the target company to create AP Payments applied to documents originating in several databases and consolidate processing (e.g. management company paying on behalf of several subsidiaries).

For details fields and controls, see IET Cash Management Bank Setup on page 38

## IET Cash Management AP / AR Setup - Overview

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

If “Allow 2 step A/P Payments” is selected in IET Setup Options on the Cash Management tab and vendor codes in the source and target entities are different, then you need map AP vendor in the Source database to AP Vendor codes in the target database.

**Tip:** If you use the same vendor code across the multiple databases, then you do not need to map vendor codes.

If “Allow 2 step A/R Receipts” is selected in IET Setup Options on the Cash Management tab and the customer codes in the source and target entities are different, then you need to define which AR Customer in the target database the AR Customer in the Source database maps to.

**Tip:** If you use the same customer code across the multiple databases, then you do not need to map customer codes.

### FIELDS AND CONTROLS

#### CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).  
 Select the Target Entity (refer to Database Entity Mapping Setup )  
 Select the Target Vendor Code (the Vendor name will display)

#### CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).  
 Select the Target Entity (refer to Database Entity Mapping Setup )

---

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

## IET Create Receipt Batch

### How to use

The default values are determined by the Receipt Selection Code.

See IET Setup- Receipt Selection Codes on page 40

You can amend the values for the specific receipt batch you need to create.

Enter a Receipt/Refund Batch Date

Update the default batch and entry descriptions if required.

Select "Create" to generate the batch.

### A/R Receipt batches

When creating A/R Receipt batches, Inter-Entity Transactions creates a new receipt and applies all the documents that meet the criteria selected. Invoices and the documents selected on the "Documents" tab are included.

### A/R Receipt Batches - Zero value

This is used to match documents (invoices and Credit notes) to a receipt.

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**Note:** If the customer's net balance is in credit, you can then use "Create A/R Refund batch" to create a refund applied to the pending credit transactions.

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#### **Tips:**

You need to select at least one of Credit Notes, Prepayments or Unapplied Cash on the Documents Tab.

When creating Zero value A/R Receipt batches, Inter-Entity Transactions evaluates the credit balance based on the selection parameters. Invoice and other debit balances are applied to the credit balance until the balance is zero.

If the credit balance is greater than the Debit balance, the most recent credit transaction will end up with a pending balance. If the debit balance is greater than the credit balance, the most recent debit transaction will end up with a pending balance.

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### See also

For details on the selection criteria, please refer to IET Setup- Receipt Selection Codes on page 40

## Cash Management Audit Inquiry

Inter-Entity Cash Management Audit Inquiry displays the history of the Inter-Entity Cash Management transactions. This screen displays transactions that are waiting to be processed (pending), those that have been processed (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

### Troubleshooting Inter-Entity Cash Management

One of the most common error when using Inter-Entity occurs when there are no Lanpak available to connect to the target database.

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#### Note:

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

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

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## Printing Inter-Entity Transactions - Cash Management Reports

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### IET Setup Reports

Use Inter-Entity Setup Reports to check the options and setup records entered in your database.

#### IET CM Bank Setup Report - Printing

**When to print**

Print and file the CM Bank Setup Report when you wish to document the Cash Management Banks set up in your Inter-Entity Transactions system.

**How to print**

Choose IET CM Bank Setup Report Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see IET CM Bank Setup Report — Features on page 45

#### IET Cash Management AP/AR Setup Report - Printing

**When to print**

Print and file the CM AP/AR Setup Report when you wish to document the Cash Management 2-Step AP/AR vendor-customer mappings set up in your Inter-Entity Transactions system.

**How to print**

Choose IET CM AP/AR Setup Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see IET CM AP/AR Setup Report — Features on page 45

## IET Processing Reports

Use the processing reports to review transactions generated by Inter-Entity and run Consolidated Aged Trial balance reports.

- ▣ [IET Account Balances Report](#) - Displays the balances of all linked accounts
- ▣ [IET Audit Report](#) - Displays the audit trail of GL Batches created by posting sequence range
- ▣ [IET G/L Triggers Audit](#) - displays the audit trail of GL/AR/AP batches created by posting sequence range as a result of postings to trigger accounts
- ▣ [IET Consolidated AR Aged TB](#) - Displays a consolidated AR Aged Trial Balance, based on the companies defined in Entity Database Setup
- ▣ [IET Consolidated AP Aged TB](#) - Displays a consolidated AP Aged Trial Balance, based on the companies defined in Entity Database Setup

### Consolidated AP Aged TB - Printing

The Consolidated AP Aged Trial Balance Report provides a consolidated Open Aged Payables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

#### When to print

Print the Consolidated AP Aged Trial Balance when you want to see your Vendor aged open transactions across all the online companies defined in IY Entity Database Mappings.

#### How to print

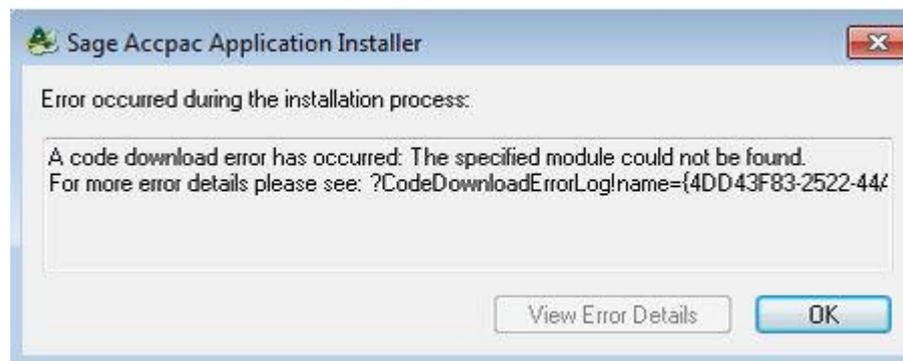
Choose Consolidated AP Aged TB in the IY Processing Reports folder then click the Print button.

## Before printing

- Ensure you have copied the amended IY reports from the IYxxA\ENG directory to the APXXA\ENG directory:
  - APAPAYSY.RPT for the Summary aged trial balance
  - APAPAY11.RPT for the Detail aged trial balance

**Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IYxxA\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

- Ensure you have already run the AP Vendor Aged Trial Balance at least once from each workstation. The IY Consolidated AP Aged TB uses the AP Vendor Aged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen. If you receive a similar error to the one shown below, it implies that the AP screen has not been run/registered on the required workstation



**Tip:**

The amended reports cannot be run from a company where Inter-Entity Transactions is not activated.

If you have some companies where you have activated Inter-Entity Transactions and where you do want to run the **consolidated aged trial balances** and other companies where you have not activated Inter-Entity Transactions where you do want to run the **original** aged trial balances, we recommend using Sage 300 Customisation directories for those companies where you want to use the amended trial balance reports.

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**For information** on using Customization directories in Sage 300, refer to System Manager documentation.

---

### Consolidated AR Aged TB - Printing

The Consolidated AR Aged Trial Balance Report provides a consolidated Open Aged Receivables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

#### When to print

Print the Consolidated AR Aged Trial Balance when you want to see your Customer aged open transactions across all the online companies defined in IY Entity Database Mappings.

#### How to print

Choose Consolidated AR Aged TB in the IY Processing Reports folder then click the Print button.

#### Before printing

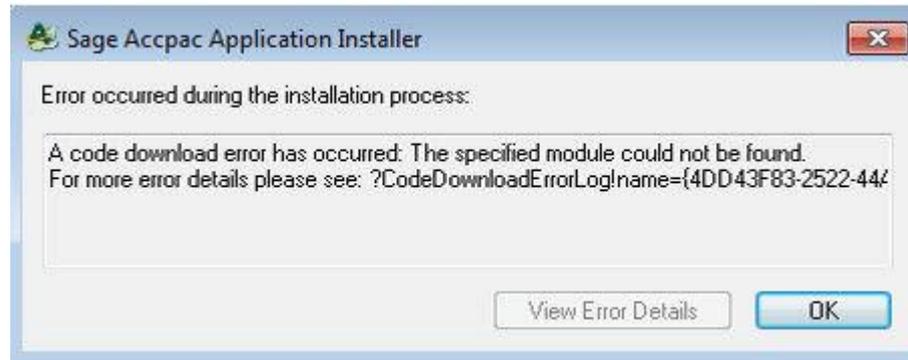
- ☐ Ensure you have copied the amended IY reports from the IYxxA\ENG directory to the ARXXA\ENG directory:
  - ☐ ARTBALS.Y.RPT for the Summary aged trial balance
  - ☐ ARTBAL01.RPT for the Detail aged trial balance

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**Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IYxxA\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

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- ☐ Ensure you have already run the AR CustomerAged Trial Balance at least once from each workstation. The IY Consolidated AR Aged TB uses the AR CustomerAged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen. If you receive a similar error to the one shown below, it implies that the ARscreen has not been run/registered on the required workstation



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### Inter-Entity Transactions Setup Screen Guide

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

#### IET Cash Management Bank Setup

Use this screen to create “virtual” banks in your Sage 300 databases to be used by Inter-Entity Cash Management

##### **FIELDS AND CONTROLS**

###### **SOURCE BANK ACCOUNT/NAME :**

Select the source bank account which has been set up as the “virtual” bank account in the source company to represent the bank account in the target entity. The Source Bank Name will be displayed.

###### **CM PROCESSING TYPE :**

Select either

- One Step Processing - to enable AP Payments and AR Receipts processed in the source company in the “virtual” bank to be “transferred” to the target company as a Bank Entry deposit or withdrawal.
- Two Step Processing - to enable the applied documents for AP Payments and AR Receipts processed in the source company in the “virtual” bank to be “transferred” to the target company as a AP Invoices & Credit notes and AR Invoices & Credit Notes for payment and receipt processing.

**TARGET ENTITY :**

Enter the target entity which must be set up in IET Entity Database Mappings

**TARGET BANK ACCOUNT/NAME :**

Select the target bank account which is the bank account associated with the source “virtual” bank account in the target company. The Target Bank Name will be displayed.

**CASH MANAGEMENT CLEARING ACCOUNT**

Used to \*\*\*

**IET Cash Management AP/AR Setup**

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

**CM Type : Select either**

- AP-AP : to define a vendor mapping
- AR-AR : to define a customer mapping

**FIELDS AND CONTROLS**

CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).  
 Select the Target Entity (refer to Database Entity Mapping Setup )  
 Select the Target Vendor Code (the Vendor name will display)

CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).  
 Select the Target Entity (refer to Database Entity Mapping Setup )  
 Select the Target Customer Code (the Customer name will display)

Back to IET Cash Management AP / AR Setup - Overview on page 30

## IET Setup- Receipt Selection Codes

Use this screen to configure Receipt Selection Codes to create A/R Receipt batches based on the criteria configured for each Receipt Selection code. For an overview, IET Setup - Receipt Selection Codes Overview

**Note:** The values entered in the IET Setup >IET Receipt Selection Codes are used as Default Values when using the Create Receipt Batch function (see IET Create Receipt Batch on page 31 for details on how to use).

### FIELDS AND CONTROLS

#### Select tab

If you are using Inter-Entity Transactions to process A/R Receipt or Refund Batches, use this tab to specify details about the receipt batches to be created by Inter-Entity Transactions.

**Document Type:** Select the type of batches you want to create: A/R Receipt, A/R Zero value receipt to apply documents or A/R Refund.

**Batch Description:** Description of the batch

**Entry Description:** Entry description on the generated entries

**Bank ID:** This field will populate the Bank code on the generated batch.

**Payment Code:** Specify a payment code to identify the type of payment

#### PROCESS SINGLE RECEIPT PER NATIONAL ACCOUNT

Select **"No"** if you require one receipt per AR Customer

Select **"Yes"** if you want to create one receipt per National Account for those AR Customers assigned to an AR National Account

**Note:** This option does not apply when creating A/R Refund in line with Sage's rules for A/R Refund.

#### POST RECEIPT BATCH

Post Receipt Batch will Create the Receipt Batch AND Post the receipt batch after

it has been created

**ONE RECEIPT PER INVOICE**

Select Yes if you want separate receipts per invoice, No to include all invoices in a single receipt per customer.

**CRITERIA TAB**

Use this Tab to select the Documents to include in the Receipt Batches.

The values setup on the specified receipt selection code appear as the default in the Create Receipt Batch form, but you can change the values before creating the batch.

**CUSTOMER:**

Select the customer range

**BATCH:**

Select the batch range

**INVOICE DATE:**

Enter the Invoice date range

**DUE FROM:**

Enter the Due From date range

**CUSTOMER BALANCE:**

Enter a range for the Customer's Balance (this is the total amount outstanding)

**Tip:** When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

**INVOICE BALANCE:**

Enter a range for the Invoice Balance (optional)

**Account Set**

Specify the range of account sets that you want included in the A/R

Receipt/Refund Batch, or leave the To field blank and specify ZZZZZZ in the To field to select from customers with any account sets.

**CUSTOMER TERMS CODE**

Specify the range of Customer terms code that you want included in the A/R Receipt/Refund Batch.

**INVOICE TERMS CODE**

Specify the range of Invoice terms code that you want included in the A/R Receipt Batch. This doesn't apply to A/R Refund batches

**BILLING CYCLE**

Specify the Customer billing cycle range that you want included in the A/R Receipt/Refund Batch.

**INTEREST PROFILE**

Specify the Customer interest profile range that you want included in the A/R Receipt/Refund Batch.

**PAYMENT CODE**

Specify the range of payment codes that you want included in the A/R Receipt/Refund Batch.

**CUSTOMER PRICE LIST**

Specify the customer price list range that you want included in the A/R Receipt/Refund Batch.

**GROUP CODE**

Specify the Customer Group Code range that you want included in the A/R Receipt/Refund Batch.

**CUSTOMER OPTIONAL FIELDS**

This field appears if you use Sage 300 Optional Fields  
You can use the Customer Optional Fields box to specify a customer optional field as a criteria for selecting customers for a receipt batch. If you specify an

optional field, you can then select which optional field values to include in the Receipt batch.

**Tip:** Select All to select All optional field values and Double click on the Yes field in the Selected column to remove the values to exclude from the batch.

#### **INVOICE HEADER OPTIONAL FIELDS**

This field appears if you use Sage 300 Optional Fields.

You can use the A/R Invoice Header Optional Fields box to specify an invoice optional field as a criteria for selecting documents for a receipt batch. If you specify an optional field, use the Information icon to select which Optional field values to include.

**Tip:** When creating A/R Refund, this criteria doesn't apply.

#### **DOCUMENTS TAB**

##### **Include Credit Notes**

Select "Yes" if you want to include any open Credit Notes in the calculation of the document value.

##### **Include Prepayments**

Select "Yes" if you want to include any open Prepayments in the calculation of the document value.

##### **Include Unapplied Cash / Receipts**

Select "Yes" if you want to include any open Unapplied Cash or Receipt Transactions in the calculation of the document value.

##### **Include Debit Notes**

Select "Yes" if you want to include any open Debit Notes in the calculation of the document value.

##### **Include Interest Invoices**

Select "Yes" if you want to include any open Interest Invoices in the calculation of the document value.

#### **EXCLUSIONS TAB**

Use this tab to list the customer(s) which are to be excluded from the document selection process and/or the Customer(s) and Document(s) combinations to be

excluded from the document selection process.

**Note:** If you enter a National Account Customer Number, then all child accounts are also excluded.

#### Select Tab

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

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of
- account sets, terms code, billing cycle, interest profile, payment code and customer price list

#### Criteria Tab

Use this tab to:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

#### Document Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

#### Receipt Selection Code: Exclusions Tab

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

## Inter-Entity Transactions - Cash Management Reports

### Features

Detailed content of setup and processing reports can be found below:

<a href="#"><u>IET CM AP/AR Setup Report — Features</u></a> .....	<b>45</b>
<a href="#"><u>IET CM Bank Setup Report — Features</u></a> .....	<b>45</b>
<a href="#"><u>IET CM Audit Report - Features</u></a> .....	<b>45</b>

#### IET CM AP/AR Setup Report — Features

The IET CM AP/AR Setup Report lists all the AP-AR Vendor-Customer mappings and AR-AP Customer-Vendor mappings which have been set up for Cash Management 2 step process in the IET CM AP/AR setup area.

The report shows

- ☐ Source Account Code and name
- ☐ Target Entity, Target Account code and name

#### IET CM Bank Setup Report — Features

The IET CM Bank Setup Report lists all the Banks which have been set up for Cash Management in the IET CM Banks setup area.

The report shows

- ☐ Source Bank Code and Name
- ☐ Target Entity, Target Bank Code and Name

#### IET CM Audit Report - Features

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Inter-Entity Transactions Cash Management Audit Report displays the history of the Inter-Entity Transactions Cash Management transactions generated by IET.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (transferred status) and those that have not been processed due to an error (error status).

The report shows

- ▣ Posting Sequence and Organisation ID. Source Batch Number and Entry number or Bank Entry from the source database,
- ▣ The Cash Management type, Account Code and Target Bank Entry Number from the target database,
- ▣ The transaction status (pending status, transferred status and error status) and associated error message if applicable





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