LAWSON®

Cash Management User Guide

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Lawson Enterprise Financial Management

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Chapter 1

Overview of Cash Management

The Lawson® Cash Management application lets you maintain a repository of all bank transactions, reconcile your bank accounts, and retain bank account balance information. You can reconcile and void payments generated by the Accounts Payable application, reconcile accounts receivable and other bank transactions, record fund transfers between bank accounts, and enter cash receipts. This chapter provides an overview of the Cash Management application, including information on the application's major processes and integration with other Lawson products.

What is the Cash Management Application?

The Cash Management application maintains bank transactions, reconciles your bank accounts, and stores bank account balance information. You can use the Cash Management application to:

- Define bank accounts, transaction types, and payment formats that you can use in the Accounts Payable, Accounts Receivable, and Cash Management applications. You define relationships between general ledger companies and bank accounts that let you control transaction processing and posting to the general ledger.
- Define reconciliation tolerances that let you establish reconciled amounts that can be more or less than the issued amount of a transaction.
- Define a transaction code that automatically reconciles transactions upon entry. This feature reduces the volume of transactions that require reconciliation.
- Choose from a variety of reconciliation options, including multiple entry and reconciliation screens.
- Transfer funds between bank accounts.
- Enter cash receipts and itemize the deposits by category.
- Interface payment information from a non-Lawson application or create payments for one-time payments without having to create several Accounts Payable vendors
- Interface receipts or returned payment information from a non-Lawson application or create receipts for one-time receipts without having to create several Accounts Receivable customers
- List transaction history by bank account. You can access account balance detail for specified date ranges and selected report parameters.
- Display account balance and transaction information.
- Interface with the Accounts Payable and Accounts Receivable applications to maintain bank account balances and reconcile accounts payable, accounts receivable, and other bank transactions.

Cash Management Process Flow

Cash Management can be divided into three main processes: setup, transaction processing, and accessing data. This section takes a closer look at setting up Cash Management and using the application to process transactions and generate reports.

Setup

When you set up your banking structure, you must consider how your company is structured and the currency that your company conducts business in.

First, you must set up Currency (CU) to establish currency codes. If you operate in multiple currencies, you also will need to define currency exchange rates and currency relationships. Next, you must set up General Ledger (GL) or General Ledger subset. You will need to define at least one general ledger company and the accounts you will to post to. Finally, you must set up banking institutions and bank accounts, and create a relationship between your company and the cash codes it will use.

You also must define bank transactions and payment types you will use in Accounts Payable (AP), Accounts Receivable (AR), and Cash Management (CB). Optionally, you may need to set up bank transfer tables, cash deposit process levels, and cash receipt categories.

Transaction Processing

Cash Management transaction processing consists of reconciling your bank accounts and retaining bank account balance information. You can reconcile and void payments generated by the Accounts Payable application, reconcile accounts receivable and other bank transactions, transfer funds between bank accounts, and enter cash receipts. After you have entered bank transactions into the Cash Management application, you must release them for posting to the General Ledger application. Releasing transactions updates bank account balances.

Accessing Data

Cash Management contains programs that will let you generate reports on bank transactions and transaction history, cash receipt deposits, and fund transfers for a cash code, cash account activity, and Cash Management transactions. You also can access programs to display Cash Management transactions. For example, you can display current bank account balances or account balances by period, bank accounts balances in an alternate currency, and specific types of bank transactions for a cash code.

How Cash Management Integrates With Other Lawson Applications

This section explains how Cash Management interfaces with other Lawson applications.

Non-Lawson Applications

After you define banks, cash codes, company-cash code relationships, transaction codes, and payment formats, Cash Management lets you receive bank transaction data, including accounts payable cash payments from a non-Lawson application.

General Ledger

Journal lines are created in the General Ledger application for bank account transaction entries and reconciliation adjustments you enter in the Cash Management application.

You run Bank Transaction Posting (CB175) to send journal line transactions to General Ledger Transaction file. Use Journal Posting (GL190) to post these journal entries to the General Ledger account balances. The transaction date determines to which General Ledger period an entry posts. The transaction date is either the reconciliation or void date.

If you do not use General Ledger, you can either post these entries manually to your general ledger based on the report generated on CB175, or you can write a program that can retrieve entries made to the General Ledger Transaction file and create entries in your general ledger application.

For more information, see "Cash Management Transactions" on page 151.

Accounts Payable

Accounts Payable sends payment records and bank service charges to the Cash Management Payment file. When you create payments on Payment Forms Creation (AP155), Bill of Exchange Printing (AP156), Laser Payment Forms Creation (AP157), Payment Tape Creation (AP160), Electronic Payment Creation (AP161), or release a manual payment on Cash Payment Entry (AP55.1) or Bill of Exchange Entry (AP56.1), the system sends payment records to the Cash Management Payment file.

Accounts Receivable

Accounts Receivable sends deposits, adjustments (service fees, for example), and return to maker (RTM) transactions to the Cash Management Payment file. When you release a cash payment on Cash Header (AR20.1), release a return to maker payment on Returned Payment (AR82.1), resolve a dishonored bill of exchange on Dishonor Resolution (DT92.1), or cash a bill of exchange on Bank Presentation, Cashing Update (DT180), the system sends deposit and adjustment records to the Cash Management Payment file.

Currency

Cash Management uses currency codes and exchange rates defined in Currency.

Franchise Management

Cash Management sends cash codes to franchisers for company bank accounts where prepayments are posted from Franchise Management.

Strategic Ledger

Cash Management lets you assign user analysis values to bank transactions. A user analysis field is a flexible, user-defined element that stores transaction information to measure profitability. After you release the transaction, Cash Management sends detail lines that include user analysis values to Strategic Ledger for analysis and reporting on organizational profitability.

What Do I Need to Consider When Setting Up Cash Management?

Before you start processing bank transactions, cash receipt deposits, and bank fund transfers, you must consider your Currency, General Ledger, and Cash Managementt structures.

Setup	What is required?	For details, see
Currency (CU)	You are required to set up only one currency code unless you operate with multiple currencies. If you use multiple currencies, you also must define: • Currency exchange relationships • Currency exchange rates	*Currency User Guide*
General Ledger (GL)	You must set up the General Ledger application or General Ledger subset before you set up and use the Cash Management application. You will need to define at least one general ledger company and the accounts you will to post to.	*General Ledger User Guide*

Setup	What is required?	For details, see
Cash Management (CB)	As part of your required setup, you must define: • At least one bank • The bank account(s) at each bank • A relationship between your general ledger company and each bank account • Each bank transaction you will require, such as payments, deposits, or transfers • Each payment format you will use, such as checks or electronic files	"Setting Up Cash Management" on page 17
Cash Management (optional)	If you plan to transfer cash between accounts or if you want to record cash receipts, you must define: • A bank transfer table for cash codes • A cash deposit process level(s) • A cash receipt category(ies)	"Setting Up Bank Transfers and Cash Receipts" on page 45

Chapter 2

Setting Up Cash Management

Before you can use Cash Management to process your bank transactions and gather bank account balance information, you must set up banking institutions and banks accounts, and create a relationship between your company and the cash codes it will use. As part of the required setup, you also must define bank transactions and payment types that you will use in Accounts Payable, Accounts Receivable, and Cash Management. Optionally, you can define security measures that allow users inquiry and/or maintenance access to specific accounts.

This chapter details the required setup for processing bank transactions.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 21

The following concepts provide background and conceptual information for the procedures within this chapter:

- "What is a Bank?" on page 18
- "What is a Journal Book?" on page 18
- "What is a Cash Code?" on page 19
- "What is a Transaction Code?" on page 19
- "What is Stale Dating?" on page 20
- "What is Escheatment?" on page 20

What is a Bank?

You have one or more bank accounts. You must define a banking institution before you can set up bank accounts to manage your transactions.

What is a Journal Book?

A journal book is used to post all entries, in detail, to the general ledger, with similar transactions grouped together. A journal book has two components:

- Header: the definition and parameters associated with the journal book
- Detail: the transactions assigned to a journal book

Journal books provide greater detail in the general ledger for the cash and accounts payable accrual accounts. Journal book processing is required in certain countries.

If your company processes by journal book, you must assign all transactions to a journal book number. Auditors can use these journal book numbers to track transactions to their origins. These numbers also are helpful in tracking transactions that you interface from non-Lawson applications.

You can define a default journal book on System Control (GL01.1). If you select a journal book number in the Default Journal Book field, the number is assigned to transactions that originate from this system code for the company without a journal book value. For details about defining a journal book, see the *General Ledger User Guide*.

What is a Cash Code?

A cash code represents a bank account at a financial institution. You can have more than one account at a bank; for example, a savings account and a checking account. Each bank location and bank account number combination must be unique. You define a cash code for each bank account you plan to:

- Issue payments from in Accounts Payable (AP)
- Deposit payments to in Accounts Receivable (AR)
- Deposit cash receipts for in Cash Management (CB)
- Enter bank service transactions (such as service charges and interest) for in Cash Management (CB)

Cash Code Groups

A cash code group is an optional batch program processing feature that lets you run reports or batch programs for a group of cash codes. A cash code group represents one or more cash codes.

Cash Code Relationships

After you define cash codes, you must define a relationship between a company and a cash code for the company to be able to process transactions using a specific bank account. When you define a company-cash code relationship, you assign a general ledger cash account.

What is a Transaction Code?

A transaction code represents a type of payment or bank transaction. You must define a transaction code for each type of payment you plan to use, such as manual checks, system checks, electronic files, and bills of exchange. You also may define transaction codes for banking services you will require, such as deposits and withdrawals.

A transaction code will fall into one of the following categories:

- Cash Payment: This transaction code represents a kind of cash payment, such as a check. You will use cash payment transaction codes in the Accounts Payable application.
- BOE (Bills of Exchange): This transaction code represents a payment agreement that is similar to a letter of credit. The agreement can take the form of a draft issued against a bank account until the maturity date, or for cashing early at a discounted rate. France and Spain frequently use BOEs. You will use BOE transaction codes in the Accounts Payable and Accounts Receivable applications. For more information, see "Defining Payment Formats" on page 35.
- Bank Service: This transaction code represents banking transactions that debit or credit your bank accounts. You will use bank service transaction codes in Accounts Receivable and Cash Management.

What is Stale Dating?

Stale dating is the process of identifying check payments that have been processed but have not yet cleared the bank after a certain period of time.

What is Escheatment?

Escheatment is the process of reporting unclaimed (unreconciled) amounts to the government.

Procedures in this Chapter

Before you can use Cash Management, you must identify your banking institutions, establish bank accounts, define company-cash code relationships, and define bank transactions and payment types. Optionally, you can define security measures for your bank accounts.

- "Defining a Bank" on page 22
- "Defining Cash Codes (Bank Accounts)" on page 22
- "Adjusting Bank Account Balances" on page 26
- "Defining Cash Ledger Security" on page 27
- "Defining a Cash Code Group" on page 28
- "Defining Company - Cash Code Relationships" on page 28
- "Defining Bank Transaction Codes" on page 31
- "Defining Payment Formats" on page 35
- "Defining a Cash Code Journal Book" on page 41
- "Defining a Credit Line" on page 42
- "Defining Stale Dating and Escheatment Accounts" on page 43

Defining a Bank

STOP You must define a banking institution before you can set up bank accounts.

STEPS **To define a bank**

1. Access Bank (CB00.1).
2. Define the address and contact information for the bank. Consider the following fields.

Bank Identification	Select the routing number of the bank in this field. If you will make BACS (Banker Automated Clearing System) payments, this value must be numeric. ACH and EDI files require a routing number.
Bank Name	Type the name of the bank.
Address 1-4	Type the address in the first address line. You can assign miscellaneous address information.
City or Address	You can type the city where the bank is located or you can enter additional address information.
Charge Account	If the bank transmits payments electronically using the SWIFT system, indicate which one of the following accounts should be charged: • (1) Principals base account • (2) Principals foreign account • (3) Beneficiary

3. If you use the Accounts Receivable application and perform bank risk processing, choose Credit to open Credit Risk (CB01.1). Use this subform to define credit lines used for remitting bills of exchange at a discount. For more information, see "Defining a Credit Line" on page 42.

Defining Cash Codes (Bank Accounts)

A cash code represents a bank account at a bank. You might have more than one account at a bank; for example, a savings account and a checking account. The accounts you define can be used by the Cash Management,

Accounts Receivable, and Accounts Payable applications. The following procedure describes the process for defining a cash code.

STEPS To define a cash code (bank account)

1. Access Cash Codes (CB00.2).
2. Define bank account information. Consider the following fields.

Cash Code	Define a cash code that represents a bank account at a financial institution.
Bank Identification	Select the bank associated with the cash code. **NOTE** The bank you enter must be defined on Bank (CB00.1).
Bank Account Number	Type the bank account number associated with the cash code. **NOTE** Each cash code must have a unique bank and bank account number combination.
IBAN	Choose Yes or No to indicate if the account number is an IBAN number that requires an account validation check.
Currency	Select a valid currency code that represents the currency of the bank account.
Electronic Transfer Bank	If you will issue electronic payments from this account and must send the payment to another bank, enter the routing number of the receiving bank.
ROI Rate	If you want to determine whether it is more advantageous to leave funds in this account or to make an early payment and take a vendor's discount, type a return on investment (interest) rate for the account. If it is more advantageous to leave funds in the account, the application applies a temporary ROI system hold code to the invoice. If you use Best Terms for matched invoices, a value should exist in this field.
Summarize Ledger Balances	The Summarize Ledger Balances flag allows up to the minute balance tracking. Valid values are Y (Yes) or N (No).

Status	Choose the bank account status: Active (A) Inactive (I) If the bank account is inactive, you cannot enter bank transactions for the account, but can process and reconcile transactions already entered in the system.
Required	If you want to require bank statements for this account to be reconciled, select Yes. **NOTE** If you select Yes, you must add a bank statement on Bank Statement (CB06.1) and close the statement on Bank Statement Closing (CB191).
Single User Flag	If you chose the reconciliation option in the Statement Required field, select Yes or No to indicate whether you want to automatically update the statement number and beginning balance for each new statement. If you select Yes, you can open only one statement at a time. With each new statement, the statement number and beginning balance are updated automatically, using the numbers you define in the Last Number Used and Last Ending Balance fields. If you select No, you can open several statements at one time, but you must enter a statement number and beginning balance on Bank Statement (CB06.1) for each new statement.
Last Number Used	If you select the single statement option, type the last bank-assigned bank statement number. Cash Management will use the next sequential number when automatically assigning a number to the next statement opened. You need to enter this number only once. If you leave this field blank, the system starts numbering from 1.

Last Ending Balance	Type the ending balance for the last statement. If you selected the single statement option, this balance will be used by Cash Management as the starting balance for the next statement opened. You need to do this only once, when defining the cash code. If you leave this field blank, Cash Management assumes a zero starting balance.

3. To assign security to a cash code, click the Security link. Use Cash Code Security (CB01.3) to assign a user class.

TIP You must define a user class on Cash Ledger Security (CB04.1) before you can assign users to a cash code. For more information, see "Defining Cash Ledger Security" on page 27.

Adjusting Bank Account Balances

There are two programs available to adjust bank account balances for cash codes if they are incorrect.

- You can adjust open and reconciled balances of each cash code to include transactions not converted in the current balances

– or –

- You can adjust the period ending balance of each cash code to include transactions not converted, and exclude transactions converted for past periods

STEPS

Option 1: Adjusting Current Balances

NOTE You run Bank Account Balance Update (CB99.1) only once to adjust bank account balance information, after you convert non-Lawson bank transactions on Bank Transaction Interface (CB500).

1. Access Bank Account Balance Update (CB99.1).
2. Inquire on the cash code that you want to adjust current balances for.
3. Consider the following fields.

Open Balance	Type the current balance of all outstanding (unreconciled) transactions for the bank account.
Reconcile Balance	Type the current balance of reconciled transactions for the bank account.

STEPS

Option 2: Adjusting Period Ending Balances

IMPORTANT Before you adjust period ending balances, run Bank Period Close (CB190) to update converted transactions to a bank period and to calculate new bank account balances.

NOTE You run Bank Period Balance Update (CB99.2) only once to adjust bank account balance information, after you convert non-Lawson bank transactions on Bank Transaction Interface (CB500).

1. Access Bank Period Balance Update (CB99.2).
2. Inquire on the cash code and the period that you want to adjust period ending balances for.
3. Consider the following fields.

Period Ending Date	Type the Period Close Date you used when you last ran Bank Period Close (CB190).
Ending Balance	Type the ending balance of the bank account for the last bank period.

Defining Cash Ledger Security

You can define security for a cash code by identifying users who can update or access cash code information. To secure a cash code, you must first define a user class, then assign the user class to the cash code. If you secure a cash code, any user not defined in the user class is unable to access cash code information. Use this procedure to define Cash Ledger security.

STEPS To define Cash Ledger security

1. Access Cash Ledger Security (CB04.1).
2. To identify users who can update or access cash code information, consider the following fields.

User Class	Select a user class that represents a group of Cash Management users.
Description	Type a description of the user class.

3. Choose Users to open Cash Ledger Users (CB04.2).

   Use this form to assign users to the user class and define access options for each user. Consider the following fields.

User	Type the name of the user who you want to assign to the user class. **NOTE** You can assign a user to more than one user class. You also can define different access options in each class. For example, a user may have maintenance access to one bank account, but only inquiry access on another account.
Inquiry Access	Select Yes or No to indicate whether the user can display cash code information.
Maintenance Access	Select Yes or No to indicate whether the user can add, change, delete, or update cash code information.

4. Access Cash Code (CB00.2). Choose Security to open Cash Code Security (CB01.3). Use this form to assign a user class to a cash code. If you leave the User Class field blank, no user restrictions apply for the cash code.

TIP The cash code access restriction applies throughout Cash Management but does not restrict access to Cash Code (CB00.2). Use Lawson Security to restrict access to this program.

Defining a Cash Code Group

Cash code groups let you process batch programs or run reports for multiple cash codes. Use this procedure to define a cash code group.

STEPS **To define a cash code group**

1. Access Cash Code Group (CB11.1).
2. Consider the following fields.

Cash Code Group	Select the cash code group that represents the cash codes you want to process.
Cash Code	Select the cash code you want to add to the cash code group. The cash code must be defined on Cash Code (CB00.2).

3. To define a new cash code group, choose New Group to open Define Cash Code Group (CB11.2).

Related Reports and Inquiries

To	Use
List cash codes assigned to a cash code group	Cash Code Group Listing (CB211)

Defining Company - Cash Code Relationships

You must define a relationship between an Accounts Receivable and/or Accounts Payable company and a cash code in order for the company to process transactions for a specific bank account. This procedure describes the process for defining company - cash code relationships.

Need More Details? Check out the following concepts:

- "What is a Cash Code?" on page 19

STEPS **To define a company - cash code relationship**

1. Access Company-Cash Codes (CB00.3).

   Consider the following fields.

Company / Cash Code	Select the company and cash code that you want to define a relationship for.
Cash Account	Select the general ledger cash account to be used for posting accounts payable payments and accounts receivable deposits.
Transfer Clearing Account	Select the general ledger bank transfer clearing account for bank transfers to or from the cash code for the company.

Over Tolerance / Under Tolerance	If you do not want to manually reconcile differences between issued amounts and cleared amounts for a transaction, type a range that indicates the variance you are willing to tolerate.
Variance Account	If you defined reconciliation tolerances, select the variance account for posting variance amounts within the defined tolerances.
Reconcile Entry	If you select Yes, a general ledger entry is created from the Cash Account to the Reconcile Account when the company reconciles a transaction for the cash code. The difference between the reconciled amount and the issued amount, within the tolerances you define, posts to the Variance Account.
Account	If you selected Yes in the Reconcile Entry field, select a valid reconciliation account for posting reconciled transactions.
Journal Book	If the company uses journal books, type the name of the journal book associated with transactions created as a result of the bank statement reconciliation process. For more information, see "Defining a Cash Code Journal Book" on page 41.

Default Pay Codes	Select default pay codes that represent types of bank transactions. You can select from the following pay codes: • Customer: A customer pay code represents banking transactions that debit or credit your bank accounts in the Accounts Receivable application. You use this pay code to update customer account balances on Application Closing (AR190). See the *Accounts Receivable User Guide*. • Vendor: A vendor pay code represents cash payments and payment tapes that are used in the Accounts Payable application. You use this pay code to close a payment cycle on Payment Closing (AP170). See the *Accounts Payable User Guide*. • G/L: A G/L pay code represents banking transactions that debit or credit your bank accounts in the Cash Management application. You use this pay code to post transaction entries to the general ledger through the Post Thru Date you define for the cash code on Bank Transaction Posting (CB175). For more information, see "Posting Bank Transactions" on page 81. • Reconcile: A reconciliation pay code represents a cash payment, BOE payment, or bank service. If the Reconcile Entry field is set to Yes, you use this pay code to post reconciliation adjustments to the general ledger through the Post Thru Date you define for the cash code on Bank Transaction Posting (CB175). For more information, see "Posting Bank Transactions" on page 81. **NOTE** The pay codes must be defined on Bank Transaction Definition (CB00.4). For more information, see "Defining Bank Transaction Codes" on page 31.

2. Optional. To process bills of exchange in the Accounts Receivable application, choose BOE Accounts to select general ledger accounts. Consider the following fields on BOE Accounts (CB00.6).

Discounted Remittance	Optional. Select a valid discounted remittance account for bills of exchange processing.
Encashed Remittance	Optional. Select a valid encashed remittance account for bills of exchange processing.

Bank Risk	Optional. Select a valid bank risk account for bills of exchange processing.
Bank Expense	Optional. Select a valid bank expense account for bills of exchange processing.
Administration Expense	Optional. Select a valid administration expense account for bills of exchange processing.

3. Optional. If you use attribute matrix, click Attributes to access Attributes (CB01.4). For more information, see "Using Attribute Matrix Attributes" on page 49.
4. Optional. If the company uses journal books to group general ledger transactions, click Journal Book to access Cash Code Journal Book (CB05.1). For more information, see "Defining a Cash Code Journal Book" on page 41.
5. Optional. If the company uses stale date accounts, click Stale Date Accounts to access Stale Dating Accounts (CB07.1). For more information, see "Defining Stale Dating and Escheatment Accounts" on page 43.

Defining Bank Transaction Codes

Transaction codes represent the various bank transactions you will use in the Accounts Payable and Accounts Receivable applications. You define transaction codes for types of payments, such as checks or bills of exchange, or for bank services, such as deposits or service charges.

You must define a transaction code for each type of payment or bank service you will use. This procedure describes the process for defining bank transaction codes.

Need More Details? Check out the following concepts:

- "What is a Transaction Code?" on page 19

STEPS To define a bank transaction code

1. Access Bank Transaction Definition (CB00.4).

   Consider the following fields.

Transaction Code	Define a transaction code and a description for the code.

Transaction Category	Select a transaction category: • Cash Payments are used in the Accounts Payable application. Choose Cash Payment to define transaction codes for the cash payment documents and payment tapes. – or – • Bills of Exchange (BOE) Payments are used in the Accounts Payable and Accounts Receivable applications. Choose BOE Payment to define transaction codes for the bills of exchange payment documents. – or – • Bank Services are used in the Accounts Receivable and Cash Management applications. Choose Bank Service to define transaction codes for the banking transactions that debit or credit your bank accounts.
Status	Select Active.

2. Optional. Choose Cash Payment if you want to define cash payments.

Consider the following fields on Cash Payments (CB00.7).

Transaction Origin	Select a transaction origin to indicate where the payment document is created. The transaction generally will originate in the Accounts Payable application. Select Accounts Receivable only for Electronic Fund Transfer (EFT) payments that are triggered by the Accounts Receivable application.
Output Option	Select one of three output options for the cash payment code: • No Output: Creates payments manually • Printed Document: Creates payments on Payment Forms Creation (AP155) or Laser Payment Creation (AP157) • Tape or Electronic File: Creates payment records on Payment Tape Creation (AP160) or Electronic Payment Creation (AP161)
Transaction Numbering	Cash payments always will be numeric.
Manual Payment Reservation	If you selected No Output or Printed Document in the Output Option field, select a value to indicate whether the payment numbers you assigned to manual payments on Invoice Entry (AP20) or Manual Payment (AP55) must be reserved on Manual Forms Reservation (AP81.1).

Automatic Reconciliation	If you want all cash payments for this code to automatically be reconciled when they reach the Cash Management application, select Yes. If you select No, you must reconcile those cash payments manually.
Payment Summarization	If you selected Tape or Electronic File in the Output Option field, select a payment summarization option that determines the Cash Management summarization breaks for payments.
Prenotification	Optional. If you selected Tape or Electronic File in the Output Option field, select a value to indicate whether the processing bank must be prenotified with bank account information before an accounts payable ACH payment can be created for a vendor. **NOTE** If you select Yes, you must select an alternate cash payment transaction code in the Alternate Transaction Code field.
Alternate Transaction Code	Optional. You can create an alternate cash payment for a vendor until the processing bank has been prenotified. **NOTE** If you selected Yes in the Prenotification field, you must select a valid cash payment transaction code here.

3. Optional. Choose BOE Payment if you want to define bills of exchange payments.

   Consider the following fields on BOE Payments (CB00.8).

Transaction Origin	Select a transaction origin to indicate where the bills of exchange document is created. The transaction generally will originate in the Accounts Payable application. Select Accounts Receivable only for Electronic Fund Transfer (EFT) payments that are triggered by the Accounts Receivable application.

Output Option	Select one of three output options for the bills of exchange code: • No Output: Creates payments manually • Printed Document: Creates payment documents on Bill of Exchange Printing (AP156) or Bill of Exchange Print - Tape Create (DT155) • Tape or Electronic File: Creates payment records on tape
Transaction Numbering	Select a value to indicate whether bills of exchange payments for the transaction code are numeric or alphanumeric. **NOTE** If you selected Printed Document or Tape or Electronic File in the Output Option field, you must select Numeric transaction numbering.
Automatic Reconciliation	If you want all bills of exchange payments for this code to automatically be reconciled when they reach the Cash Management application, select Yes. If you select No, you must reconcile those bills of exchange payments manually.
(AP) Acceptance	Optional. Select a value to indicate whether bills of exchange payments for this code require acceptance in the Accounts Payable application. **NOTE** If you select No, bills of exchange are considered accepted upon entry or creation. If you select Yes, bills of exchange must be accepted on Bill of Exchange Acceptance (AP28).
(AR) Acceptance	Optional. Select a value to indicate whether bills of exchange payments for this code require acceptance in the Accounts Receivable application. **NOTE** If you select No, bills of exchange are considered accepted upon entry or creation. If you select Yes, bills of exchange must be accepted on Bill of Exchange Acceptance (DT30).

Acceptance Accounting	Optional. Select a value to indicate whether the Accounts Receivable application posts the bills of exchange amount to the bills of exchange acceptance account upon acceptance. **NOTE** If you select No, accounting for the bills of exchange remains in the accounts receivable account upon acceptance. If you select Yes, accounting transfers from the accounts receivable account to the bills of exchange receivable account upon acceptance.

4. Optional. Choose Bank Service if you want to define banking transactions that debit or credit your bank accounts.

   Consider the following fields on Bank Services (CB00.9).

Banking Transaction Type	Choose Bank Debit (D) or Bank Credit (C) to indicate whether banking transactions debit or credit your bank accounts. If you select Bank Debit, the transaction you define (such as a withdrawal) will credit the general ledger. If you select Bank Credit, the transaction you define (such as a bank charge) will debit the general ledger.
Transaction Numbering	Choose Numeric (N) or Alpha (A) to indicate whether banking transactions for the transaction code are numeric or alphanumeric.
Automatic Reconciliation	If you want banking transactions for this code to automatically be reconciled when they reach the Cash Management application, select Yes. If you select No, you must reconcile those bank transactions manually.

Defining Payment Formats

A payment format is a specific type of printed payment document, payment tape, or electronic transfer file that is issued from a specific bank account. Formatting options provide information about the actual payment, such as the starting document number and whether the remittance should be attached or separate. You can define payments using the following format options:

- Cash payment formats
- BOE payment formats

Use this procedure to define payment formats using cash payment and BOE payment options.

IMPORTANT You must define payment formats before you can print payment forms or create payment tapes in the Accounts Payable and Accounts Receivable applications.

STEPS

Option 1: Defining a Cash Payment Format

1. Access Cash Payment Formats (CB00.5).
2. Consider the following fields to define cash payment formats.

Cash Code	Choose the cash code that represents the bank account that you want to define a format for.
Transaction Code	Choose the transaction code that represents a cash payment type that you want to define a format for.
Process Group	Choose a process group.
Format	Select a format for the cash payment from the list of values. Cash payments can be generated in nine formats: • 01-Standard Check • 02-Extended Check • 03-U.K. Cheque • 04-Spanish Check • 11-ACH Tape • 21-BACS Tape • 22-Electronic File • 23-SWIFT File • 24-ETEBAC File
Starting Document Number	If you are defining a printed document and you want the checks to begin with a number other than 1, type the starting document number you prefer.
Remittance	Select the format for a remittance. Your options include: • Always Attached: Always attaches the remittance to the payment, with overflow lines printing on a voided payment form • Overflow Document: Attaches the remittance to the payment, with overflow lines printing on a separate remittance form • Separate Remittance: Remittance form is not attached to the payment but is printed on a separate form

Attached Detail Lines	If printing remittance forms, type the number of detail lines to print on the attached or original remittance form. If you leave this field blank, 14 defaults.
Overflow Detail Lines	If you selected Overflow in the Remittance Option field, type the number of detail lines to print on the overflow remittance form. If you leave this field blank, 58 defaults.
Language	Select the language that you want to print payment documents and remittance forms in. You can print cash payments in English, French, German, or Spanish.
Rejection Code	If you chose ACH Tape, BACS Tape, Electronic File, SWIFT File, or ETEBAC File in the Format field, select a valid bank service transaction code that will create a bank transaction adjustment when the bank rejects a payment tape or file record.

STEPS

Option 2: Defining a Bills of Exchange Payment Format

1. Access BOE Payment Formats (CB01.2).
2. Consider the following fields to define BOE payment formats.

Company	Select a valid General Ledger company number that you want to define a format for.
Transaction Code	Select the transaction code that represents a bills of exchange payment type that you want to define a format for.
Format	Select a format for the bills of exchange payment from the list of values. BOE payments can be generated in five formats: • 01-Spanish Formal BOE (AR) • 02-Spanish Informal BOE (AR) • 03-Spanish Pagare (AP) • 55-French BOE Print Format • 56-French BOE Tape Format
Tape ID	Optional. If you selected a tape format in the Format field, type the identification number of the payment tape.

Remittance	Select the format for a remittance. Your options include: • Always Attached: Always attaches the remittance to the payment, with overflow lines printing on a voided payment form • Overflow Document: Attaches the remittance to the payment, with overflow lines printing on a separate remittance form
Attached Detail Lines	If printing remittance forms, type the number of detail lines to print on the attached remittance form. If you leave this field blank, 14 defaults.
Overflow Detail Lines	If you selected Overflow in the Remittance Option field, type the number of detail lines to print on the overflow remittance form. If you leave this field blank, 58 defaults.
Language	Select the language that you want to print payment documents and remittance forms in.

Figure 1. Illustration: "Always Attached" remittance option

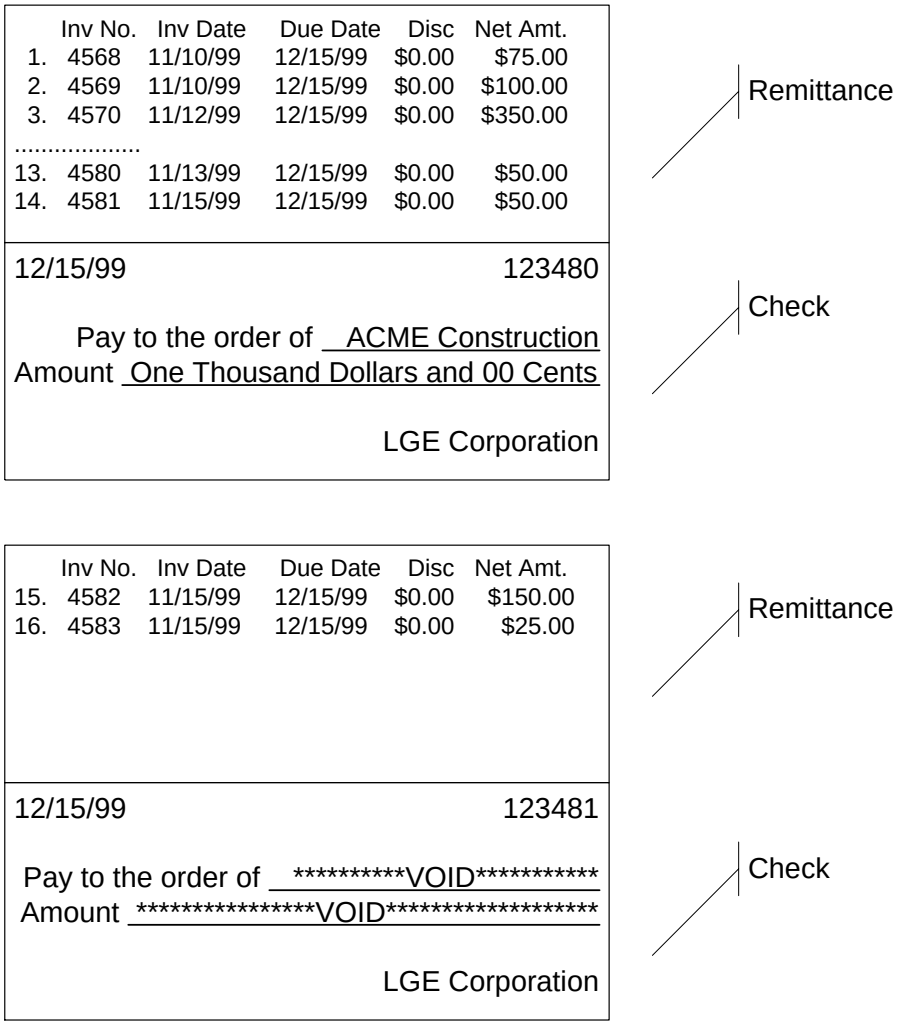


Figure 2. Illustration: "Overflow" remittance option

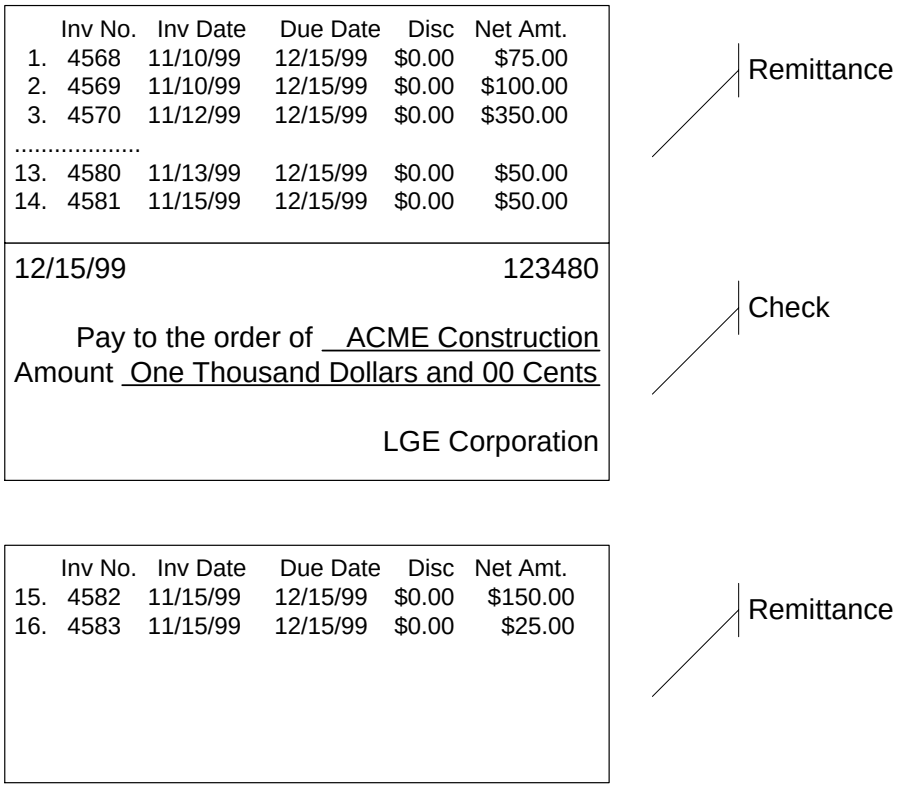
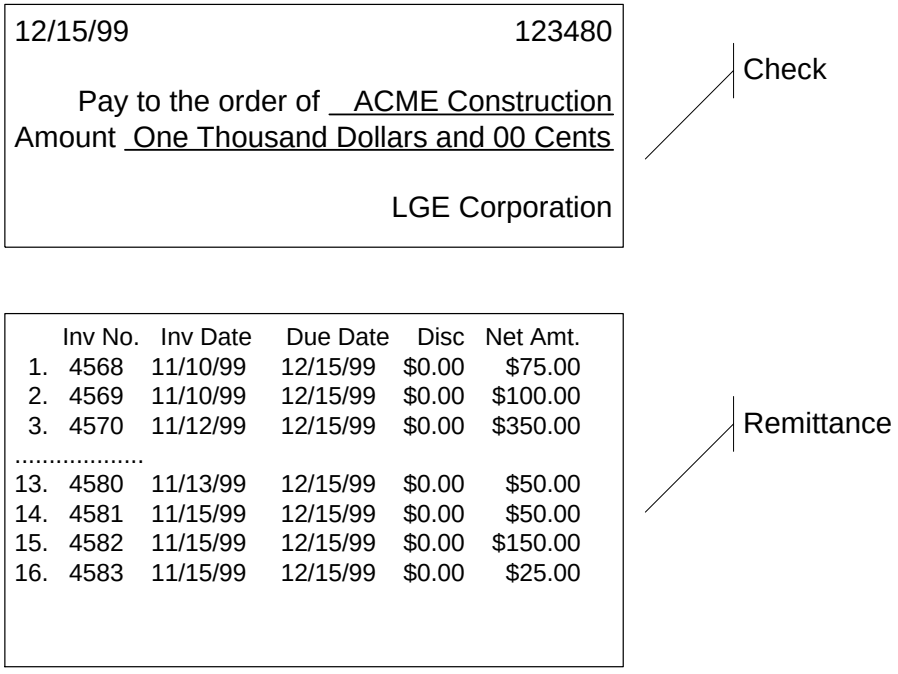


Figure 3. Illustration: "Separate Remittance" remittance option



Defining a Cash Code Journal Book

A journal book is used to post all entries, in detail, to the general ledger, with similar transactions grouped together. If your company processes by journal book, you must assign all transaction codes defined for a company-cash code relationship to a journal book number. Use this procedure to define a cash code journal book.

Need More Details? Check out the following concepts:

- "What is a Journal Book?" on page 18

STEPS

To define a cash code journal book

1. Access Cash Code Journal Book (CB05.1).
2. Select default journal books for each transaction code defined for a company-cash code relationship. Consider the following fields.

Transaction Code	Optional. Select a valid transaction code. The transaction code represents a type of cash payment, bills of exchange payment, or bank service transaction.
Journal Book	Optional. Select a valid journal book for the company.

Defining a Credit Line

If you use the Accounts Receivable application and plan to process bills of exchange, you must set up credit lines for a banking institution. Use this procedure to define a credit line.

IMPORTANT You use this option only with Bills of Exchange. When you use bank risk processing in Accounts Receivable, you establish lines of credit for cashing BOEs at a discount.

STEPS

To define a credit line

1. Access Bank (CB00.1).
2. Choose Credit to open Credit Risk (CB01.1).

   Consider the following fields.

Credit Line	Type a unique code for the credit line.
Credit Limit and Actual	Type the amount of available credit for the credit line.
Margin Days	You can type the number of days to be added to the bills of exchange due date before a bill of exchange is considered cashed and no longer a credit risk. If you leave this field blank, no margin days are used.
Beg Day / End Day	To define a range of bills of exchange due dates for the credit line, type beginning and ending due dates. The range is used to select bills of exchange for discounted remittance.
Curr	You can select a valid currency code that represents the currency of the credit line. If you leave this field blank, the currency defined for the bank account is used.
Stat	You can select whether the status of the credit line is active or inactive.

Defining Stale Dating and Escheatment Accounts

STEPS Define a stale dating or escheatment account

1. Access Company Cash Code Relationships (CB00.3)
2. Click the Stale Date Accounts button to access Stale Dating Accounts (CB07.1)
3. Consider the following fields.

Process Level	Type or select the AP Process Level for the stale dating and escheatment accounts.
Stale Date Accounting Unit	This is the accounting unit to which the stale date amounts are posted. This field is required.
Stale Date Account	Type or select the account to which the stale date amounts are posted. This field is required.
Stale Date Sub Account	This is the sub account to which the stale date amounts are posted.
Escheatment Accounting Unit	This is the accounting unit to which the escheatment amounts are posted. This field is required.
Escheatment Account	Type or select the account to which the escheatment amounts are posted. This field is required.
Escheatment Sub Account	This is the sub account to which the escheatment amounts are posted.

4. Select Add to add your stale date or escheatment account.

Chapter 3

Setting Up Bank Transfers and Cash Receipts

After you set up your banking structure, you can process bank transfers and enter cash receipts.

If you intend to make cash transfers from one bank account to another or if you want to record cash receipts in Cash Management, you must set up bank transfer tables, cash deposit process levels, and cash receipt categories.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 47

The following concepts provide background and conceptual information for the procedures within this chapter:

- "What is a Bank Transfer Table?" on page 46
- "When Should I Use Cash Receipt Process Levels?" on page 46
- "What is a Cash Receipt Category?" on page 46

What is a Bank Transfer Table?

A bank transfer table identifies bank service transaction codes that are used to transfer funds, and any expenses related to the transfer, between cash codes (bank accounts). For each cash code you set up for funds transfer, you must designate three transaction codes. The types of bank service transactions represented by the transaction codes are:

- A withdrawal from the bank account
- A deposit to the bank account
- A bank charge associated with a fund transfer

When Should I Use Cash Receipt Process Levels?

You will use cash receipt process levels when you want to make cash deposits for a general ledger company. A process level can represent a division, a department, or a sales office within your company. Cash receipt process levels are not related to Accounts Payable and Accounts Receivable process levels.

You can use cash receipt process levels to define unique general ledger account defaults used for posting cash receipts by category. If a company uses more than one revenue account for the same cash receipt category, you might benefit by defining multiple cash receipt process levels.

What is a Cash Receipt Category?

Cash receipt categories represent types of products or services that you receive cash for. A cash receipt category is used to itemize cash deposits for a general ledger company. Cash deposit categories contain a default revenue account and an optional tax code.

Procedures in this Chapter

You can complete your Cash Management setup by following these procedures to define bank transfer tables, cash deposit process levels, and cash receipt categories. This setup is optional and is required only if you intend to make cash transfers or record cash receipts.

- "Defining a Bank Transfer Table" on page 47
- "Establishing Cash Deposit Process Levels" on page 48
- "Defining a Cash Receipt Category" on page 48

Defining a Bank Transfer Table

Need More Details? Check out the following concepts:

- "What is the Cash Management Application?" on page 11

STEPS To define a bank transfer table

1. Access Bank Transfer Table (CB02.1).
2. Consider the following fields to transfer funds between bank accounts.

Cash Code	Select a cash code that represents a bank account that you want to identify a transaction code for. **NOTE** The cash code you select must be defined on Cash Code (CB00.2).
From	Choose a transaction code to transfer funds from this cash code. The code must be a valid bank debit type bank service transaction code on Bank Transaction Definition (CB00.4).
To	Choose a transaction code to transfer funds to this cash code. The code must be a valid bank credit type bank service transaction code on Bank Transaction Definition (CB00.4).
Expense	Choose a transaction code for bank expenses associated with fund transfers for this cash code. The code must be a valid bank debit type bank service transaction code on Bank Transaction Definition (CB00.4).

Establishing Cash Deposit Process Levels

NOTE If you set up process levels, you must enter transactions by process level.

A process level represents a part of a company such as a division, department, or cost center. You can use process levels to select unique general ledger account defaults used for posting cash receipts by category. Use this procedure to establish cash deposit process levels.

STEPS To establish a cash deposit process level

1. Access Cash Receipt Process Levels (CB03.1).
2. Define process level information. Consider the following fields.

Company	Select a valid general ledger company number that you want to define process level information for.
Process Level	Select a valid process level for cash receipt deposits.
Address	You can use these fields to enter address information for the cash receipt process level.

Defining a Cash Receipt Category

A cash receipt category represents a type of product or service that you receive cash for. You can itemize cash deposits for a general ledger company by category. Use this procedure to define a cash receipt category.

STEPS To define a cash receipt category

1. Access Cash Receipt Category (CB03.2).
2. Consider the following fields.

Company	Select a valid general ledger company number that you want to define a cash receipt category for.
Process Level	If you defined cash deposit process levels, select a valid process level.
Category	Define a cash receipt category.
Description	You can type a description of the cash receipt category.
Tax Code	You can select a valid tax code to apply to deposits for the cash receipt category.
Account	Select a valid general ledger accounting unit, account, and subaccount for the cash receipt category.

3. Optional. If you want to assign an activity associated with this transaction to a cash receipt category, choose AC to access Activity (CB03.3).

Chapter 4

Using Attribute Matrix Attributes

This chapter describes the Lawson Attribute Matrix application and provides information on setting up attributes for use with Cash Management. Attribute Matrix is a powerful tool that increases processing, reporting and inquiry capabilities.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 57

The following concepts provide background and conceptual information for the procedures in this chapter.

- "What is Attribute Matrix?" on page 50
- "What Is an Attribute?" on page 51
- "What Is an Element?" on page 52
- "What Is a List?" on page 52
- "Where Can I Use Attributes?" on page 54
- "What Is an Attribute Template?" on page 56

What is Attribute Matrix?

NOTE The system code for Attribute Matrix is MX.

Attribute Matrix is a powerful tool used to increase reporting, inquiry, and processing capabilities. Attribute Matrix can be integrated within the following Lawson applications:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- Billing and Revenue Management
- Cash Management
- General Ledger
- Inventory Control
- Invoice Matching
- Lease Management
- Project Accounting
- Purchase Order
- Strategic Ledger
- Warehouse
- Production Order

Attribute Matrix and Cash Management

Cash Management uses attributes for the following purposes:

- Selecting cash codes for inquiries and reports

What Is an Attribute?

An attribute is a field that holds information you can use to group records for reporting, inquiry, and processing. Specifically, attributes hold information about:

- Activities for Project Accounting and Billing and Revenue Management
- Transactions for General Ledger, Project Accounting, Billing and Revenue Management, Strategic Ledger, and Multi-Book Ledger
- Accounting units and accounts for General Ledger, Inventory Control, Purchase Order
- Customers for Accounts Receivable, Order Entry, Billing, Warehouse
- Vendors for Accounts Payable, Invoice Matching, Purchase Order
- Cash codes for Cash Management
- Items for Inventory Control, Purchase Order, Order Entry, Warehouse, Production Order
- Assets for Asset Management
- Leases for Lease Management
- User analyses for Strategic Ledger

Example: Using Attributes with Cash Codes

Moose Wood Outfitters wants to run a list of voided transactions for petty cash accounts (using the Bank History Report (CB220)). They define a cash code list that lets them select cash codes by the Petty Cash attribute.

What Is an Element?

An element defines the maximum number of characters and the data type for an attribute value. An element must be assigned to every attribute and the element must exist before you can define an attribute that uses that element.

An element can be Lawson-defined or user-defined. You can define the following types of elements:

- Alpha type (up to 32 characters)
- Numeric type (up to 18 characters)
- Date type (eight characters)

NOTE Lawson-defined elements are pre-loaded, along with Lawson-defined attributes, using Attribute, Element Load (MX100).

Lawson-defined attributes have a one-to-one correspondence with Lawson-defined elements. For example, the Cash Code attribute is associated with an element called Cash Code. The following table shows additional examples of Lawson-defined attributes and corresponding Lawson-defined elements:

Attribute	Element	Type	Size
CASH CODE	Cash Code	Alpha	4
BANK ACCT NO	Bank Acct Nbr	Alpha	32
CURR CODE	Currency	Alpha	5
BANK ENTITY	Bank Entity	Alpha	15
COMPANY	Company	Numeric	4

You can also create user-defined elements within the data type and size restrictions listed above. User-defined elements can be more generic than Lawson-defined elements, and can be associated with more than one attribute. This table shows examples of user-defined attributes and user-defined elements:

Attribute	Element	Type	Size
MANAGER	Account Manager	Alpha	15
PETTY CASH	Petty Cash Account	Alpha	10
REGION	Geographic Region	Alpha	15
ACTIVATION	Activation Date	yyyymmdd	8

You can also associate a Lawson-defined element with a user-defined attribute. For example, you might use the Bank Entity element (Lawson-defined, Alpha15) with the user-defined Region attribute.

What Is a List?

A list is a set of cash codes that contain the same attributes. For example, you can create a list that includes all cash codes for a company by assigning

the same company attribute to each applicable cash code. Lists can be generated automatically or you can create manual list. Automatic lists can be defined using a combination of user-defined and Lawson-defined attributes.

Using Lists

Lists are used in Cash Management for reporting and inquiry. The following examples describe some of the places you can use lists:

- Selecting cash codes for Bank Transaction Posting (CB175).
- Selecting cash codes for Cash Ledger Void Update (CB180).
- Selecting cash codes for standard reports (CB200 series).

Automatic Lists

To create an automatic list, you select attributes belonging to the object type of your choice (for example, CSHCD) and define value ranges for these attributes. Attribute Matrix automatically builds a list of members that meet the criteria specified in the list. Automatic lists are updated automatically any time you use the list.

Automatic List Example

This example shows how you could create an automatic list for cash codes managed by Jane Doe.

1. Create the following user attribute:

Name:	MANAGER
Object type:	Cash Code (CSHCD)
Element:	Alpha 15
Values:	DOE
	BROWN
	SMITH

2. For each cash code managed by Jane Doe, add the value **DOE** to the attribute MANAGER for the cash code.
3. Create a list named JANEDOE (for cash codes managed by Doe) with the following attribute value range:

MANAGER:	From DOE To DOE

IMPORTANT Preview the list to verify that the appropriate cash codes are selected.

4. Select the JANEDOE list on reports or inquiries to include only cash codes managed by Jane Doe.

It is extremely useful to select cash codes based on Lawson-defined attributes. For example, Moose Wood Outfitters might create a list of cash codes based

on the Lawson-defined CURR CODE attribute. The list could be used to run a report for all cash codes in a certain currency, such as Canadian dollars.

Manual Lists

A manual list lets you select specific cash codes. Manual lists are not based on attributes. For example, you can select individual cash codes without identifying an attribute that is common to all of them. The only members of a manual list are those you define.

Creating a manual list, as the name implies, is a manual process. Any changes to the list, such as adding or removing cash code, must also be done manually. For these reasons, manual lists are not often used to create large lists.

You can convert an automatic list to a manual list. A common practice is to create an automatic list first, convert it to a manual list, and then manually add or remove a few select cash codes. It's important to note that you *cannot* convert a manual list back to an automatic list.

Where Can I Use Attributes?

NOTE An attribute can be used with more than one object type.

An object type identifies where an attribute can be used. Each attribute must be associated with at least one object type. Object types are Lawson-defined.

The following additional object types are available to be associated with attributes in other Lawson applications:

NOTE Ignore the following object types: AMBKS, AMITM, APVND, ICLOC, ICITM, and POBUY. These object types are used only by Lawson-defined data mart attributes and cannot be assigned by users.

Object type	For attributes assigned to	In this application
ACCNT	Accounts	General Ledger Inventory Control Purchase Order
ACCTU	Accounting units	General Ledger Inventory Control Purchase Order
ACGRP	Activity group	Project Accounting
ACTRN	Activity transactions	Project Accounting
ACTVY	Activities	Project Accounting
ASSET	Assets	Asset Management
CSHCD	Cash Code	Cash Management
CUST	Customer	Accounts Receivable Order Entry Billing Warehouse
GLTRN	General Ledger transactions	General Ledger
ITEM	Item	Inventory Control Purchase Order Order Entry Warehouse Production Order
LEASE	Leases	Lease Management
ANLYS	User analyses	Strategic Ledger
SLTRN	Strategic Ledger transactions	Strategic Ledger
VENDR	Vendor	Accounts Payable Invoice Matching Purchase Order

CSHCD is the only object type used with Cash Management.

What Is an Attribute Template?

An attribute template is a user-defined group of one or more attributes and values. Templates provide a quick and consistent way to assign multiple attribute values to cash codes. You can modify the attribute values provided by the template once the template has been applied to the cash codes. The template does not override any previously defined attribute values, but it will add values if none exist.

Example

Moose Wood Outfitters wants to track account manager and bank entities for cash codes.

Attribute	Values
BANK ENTITY	999999999
	000000001
	888888888
MANAGER	DOE
	JOHNSON
	BROWN
	SMITH

To assign specific bank entity and account manager values, you can manually add the appropriate values to each cash code. But, assuming that you have a large group of cash codes (that fit one of the categories), you can save time by creating an attribute template that lets you add these values automatically.

1. Create an attribute template **DOE88888888** for cash codes that contain the following attributes and values:

BANK ENTITY	88888888
MANAGER	DOE

2. Use the template on Attributes (CB01.4) to automatically populate these attribute values for the appropriate cash codes.

Procedures in this Chapter

To make use of attributes, you must set up the attributes in Attribute Matrix and assign values to the attributes. Use the following procedures to complete required setup.

- "Loading Lawson-Defined Attributes" on page 57
- "Defining an Attribute" on page 57
- "Assigning Attribute Values to a Cash Code" on page 60
- "Defining an Attribute Template" on page 60
- "Defining an Automatic List" on page 61
- "Defining a Manual List" on page 64
- "Interfacing Cash Code Attributes" on page 65
- "Interfacing Valid Attribute Value Ranges to Attribute Matrix" on page 66

Loading Lawson-Defined Attributes

NOTE Loading Lawson-defined attributes is a procedure you only need to perform once.

Before you define attributes, you must load the Lawson-defined attributes and elements. Use this procedure to load Lawson-defined data used when defining attributes.

STEPS To load Lawson-defined attributes

1. Run Attribute, Element Load (MX100) to load attributes and elements required in Attribute Matrix and used in other subsystems.
2. If you will use transaction attributes (for General Ledger, Project Accounting, Multi-Book Ledger, and Strategic Ledger), run Subledger Attribute Load (GL106) to load available subledger fields that can be linked to transactions.

Defining an Attribute

To define an attribute, you need to give it a name and associate it with an element and object type. Optionally, you can assign valid values to the attribute and indicate whether an attribute is required. Use this procedure to define attributes.

Need More Details? Check out the following concepts:

- "What Is an Attribute?" on page 51
- "Where Can I Use Attributes?" on page 54

STOP Before defining attributes, load Lawson-defined attribute definitions. For more information, see "Loading Lawson-Defined Attributes" on page 57.

STEPS

To define an attribute

1. If an appropriate element for the attribute does not exist, use Element (MX00.2) to define the element. Consider the following fields.

TIP Choose Define in the Element Name field on Attribute (MX00.1) to define an element.

Element Name	Type a name for the element. A user-defined element name does not have to match the attribute name, since the element can be used by several attributes.
Data Type	Select one of the following data types: • A (Alpha) • D (Date) • N (Numeric)
Field Size	Type a field size. The maximum field size depends on the data type: • Alpha (up to 32 characters) • Date (eight characters) • Numeric (up to 18 characters)

2. Use Attribute (MX00.1) to define the attribute. Consider the following fields.

Attribute	This field contains the attribute's name.
Column Heading	Leave this field blank, it is used only for transaction attributes.
Element Name	Select a Lawson-defined or user-defined element to identify the attribute's data type and size.

From Value/Thru Value fields	You can assign ranges of valid values to the attribute. Defining valid values ensures consistency for data entry. If you do not define valid values, any entry valid for the attribute's data type and size will be accepted. **TIP** Defining valid values makes your lists more accurate. **TIP** To interface valid attribute value ranges from a non-Lawson system use Attribute Valid Value Interface (MX160). For more information, see "Interfacing Valid Attribute Value Ranges to Attribute Matrix" on page 66.

3. After adding the attribute, choose the Objects button to open the Associate Attribute to Objects (MX00.3) and assign valid object types to the attribute. Consider the following fields.

Objects Type	Select the object types you want to assign to the attribute. The object type determines where you can use the attribute. For Cash Management, you can assign the Cash Code (CSHCD) object type.
Required	Indicate whether the attribute is required. If you select Yes, a message appears on Company Cash Code Relationships (CB00.3) until the field is populated. This is a reminder message, not a hard edit. You can add or change a cash code even if required attributes are not defined.

Follow-up Tasks

- After defining the attribute, assign attribute values to cash codes. Several methods are available. For detailed procedures, see "Assigning Attribute Values to a Cash Code" on page 60.

Related Reports and Inquiries

To	Use
View a listing of elements	Element Listing (MX200)
View a listing of attributes	Attribute Listing (MX201)

Assigning Attribute Values to a Cash Code

After defining attributes for the Cash Code (CSHCD) object type, you can assign attribute values to a cash code.

STOP Define attributes before assigning values.

STEPS **To assign attribute values to a cash code**

1. Access Attributes (CB01.4) from Company Cash Code Relationships (CB00.3).
2. Assign attribute values to the cash code. Consider the following fields.

Attribute Value Template	To populate attribute values from a template, select the template you want. When you add the record, the system adds the attribute values from the template to the cash code. For more information, see "Defining an Attribute Template" on page 60. **TIP** You can assign values from a template at any time. The new values are added without overriding existing values.
Value	Type or select a value in this field to assign attribute values to the cash code.

Defining an Attribute Template

You can use attribute templates to quickly and consistently assign values to user-defined attributes to cash codes. Use this procedure to define a new attribute template and to associate that template with an object type.

Need More Details? Check out the following concepts:

- "What Is an Attribute Template?" on page 56

STOP You need to define attributes before you use them in a template.

STEPS **To define an attribute template**

1. Access Attribute Template (MX05.1).
2. Choose the New Template button to access Define Template (MX05.2). Use this form to define a template. Consider the following fields.

Object Type	A template must be associated with an object type. For Cash Management, select the CSHCD object type.
Template	Type a template name and description.

3. On Attribute Template (MX05.1), define the attributes and values you want in the template. Consider the following fields.

Attribute	Select the attribute or attributes to include in the template.
Value	For each attribute, enter or select a value.

Report and Inquiries

To	Use
View a listing of attribute templates	Template Listing (MX205)

Defining an Automatic List

An automatic list is a group of cash codes that have common attribute values. You can use automatic lists to select cash codes for reporting and inquiries. You can also create a manual list. For more information, see "Defining a Manual List" on page 64.

Need More Details? Check out the following concepts:

- "What Is a List?" on page 52

STOP Attributes must exist before you can use them in a list. You should also assign values to any cash code that will become a member of the list.

STEPS

To define an attribute list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type	An attribute list must be associated with an object type. For Cash Management, select Cash Code (CSHCD).
List	Type a name and description for the new list.
Sort By Attribute form tab	if you want to define a sort order for attributes in the list, select attributes in the sequence you want to use for sorting.
Audit form tab	Use the Audit form tab to display the user who created the list, the date the list was last changed, and the date the list was last updated.

3. After adding the new list, you automatically navigate back to List (MX10.1). Use this form to define the attribute criteria for cash codes you want in the list. Consider the following fields.

Attribute	Select the attribute or attributes you want.
Value range	For each attribute that you select, enter a value range.
Or Group	If you leave this field blank, the relationship between the attributes is an AND relationship, meaning that a cash code is eligible for the list if it satisfies all the attribute values. You can type any alphanumeric character to indicate an OR relationship, meaning that a cash code is eligible for the list if it satisfies any of the attribute values. See "Or Group Logic Tables" on page 63. **NOTE** If you need to change the Or Group field value, you must first delete the attribute line, then re-enter it with the new Or Group value.

NOTE As long as the list remains automatic, it is updated dynamically whenever you use it.

4. To view the cash codes that meet the list's eligibility criteria, choose the Preview button to access Cash Code List Members (CB01.7).

Optional Procedure for Creating an Automatic List

- Choose the Copy button on Define List (MX10.2) to access List Copy (MX10.3). Use this form to create a new list by copying an existing one and making changes.

Related Reports and Inquiries

To	Use
View a listing of attribute lists	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Or Group Logic Tables

Use the Or Group field on List (MX10.1) to create an and/or condition between attributes. This determines if the attributes are grouped or treated individually. If you leave this field blank, "and" defaults, which connects two statements with an "and" condition. You can type any alphanumeric character in the field to create an "or" condition.

You can include combinations of "and" and "or" conditions. "And" conditions link value ranges together as one condition. For example, you might want to select cash codes for company 1234 and are in the southeastern region. "Or" conditions are used to establish multiple sets of criteria that are applied separately. For example, you might want to select cash codes for accounts in Canadian dollars or in US dollars.

If you have multiple conditions in a list, use an "or" in the Or Group field to separate the conditions. Selection criteria above or below an "or" condition are applied separately. The following table shows how attribute and "or" group combinations can be combined to create conditional statements.

If the Attribute on the preceding or subsequent line is	And the Or Group on the preceding or subsequent line is	Result
EQUAL	EQUAL	Not valid
EQUAL	NOT EQUAL	Or condition
NOT EQUAL	EQUAL	And condition
NOT EQUAL	NOT EQUAL	Or condition

The next table shows an example of attributes being combined to create the following statement: "Include all cash codes for company 1234 managed by Jane Doe or for bank entity 888888888."

Attribute	Value Range	Or Group	Result	Notes
COMPANY	1234 1234	1		
MANAGER	DOE DOE	1	And	Attributes = Not Equal Or Group = Equal
COMPANY	1234 1234	2	Or	Attributes = Not Equal Or Group = Not Equal
BANK ENTITY	888888888 888888888	2	And	Attributes = Not Equal Or Group = Equal

Defining a Manual List

You can create manual lists, where you add and maintain list members manually. Manual lists can contain any cash codes you want to use as part of a set, and can be used anywhere automatic lists are used. Use this procedure to define a manual list. You can also create an automatic list. For more information, see "Defining an Automatic List" on page 61.

Need More Details? Check out the following concepts:

- "What Is a List?" on page 52

STEPS To define a manual list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type	An attribute list must be associated with an object type. For Cash Management, choose Cash Code (CSHCD).
List	Type a name and description for the new list.

Sort By Attribute and Audit form tab	These form tabs do not apply to manual lists. Leave the Sort by Attribute fields blank.

3. After adding the new list, you automatically navigate back to List (MX10.1). Choose the New List button again to return to Define List (MX10.2).
4. Choose the Manual List button to access Manual Cash Code List (CB01.6).
5. Use Manual Cash Code List (CB01.6) to select the cash codes you want in the manual list.
6. To view the list members, choose the Preview button on Define List (MX10.2) or on List (MX10.1) to access Cash Codes List Members (CB01.7).

Optional Procedure for Creating a Manual List

You can convert an automatic list to a manual list. This lets you use an automatic list as the starting point, which can be a time saver, while still giving you the flexibility of adding or removing individual activities.

IMPORTANT This procedure is irreversible. You cannot convert a manual list back to automatic.

1. Access List (MX10.1) and select the list you want to convert.
2. Choose the New List button to access Define List (MX10.2)
3. Choose the Manual List button to access Manual Cash Code List (CB01.6).
4. Choose the Convert to Manual button on Manual Cash Code List (CB01.6) to convert the automatic list to a manual list.

Related Reports and Inquiries

To	Use
View a listing of automatic or manual list information	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Interfacing Cash Code Attributes

You can upload attributes and values from a non-Lawson application to cash code in Cash Management. Use this procedure to import cash code information from an external source to the Cash Management application. For

additional help, Cash Management conversion file layouts and the *Financial Conversion Guide* are available on the internet at the Lawson support site.

STEPS To interface cash code attributes

1. Prepare a comma-separated value (CSV) file containing the activity attribute information you want to interface. The file fields must match the order and data type of the fields in the Cash Code Attribute Value Interface (CBMXCONV) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your Lawson environment resides.
3. Use the Import command to load the cash code data from the CSV file into the import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. To review or check for errors, run Cash Code Attribute Interface (CB162) in non-update mode.
5. To review or edit records in the activity interface file, use Cash Code Attribute Interface Maintenance (CB62.1).
6. Update the imported activities using Cash Code Attribute Interface (CB162).

Related Reports and Inquiries

To	Use
View a listing of the company cash code attribute values you imported from a non-Lawson file	Cash Code Attribute Interface Listing (CB262)

Interfacing Valid Attribute Value Ranges to Attribute Matrix

You can interface a non-Lawson file of valid attribute value ranges and attach them to attributes in Attribute Matrix. The valid value ranges are used to verify values you enter for the attribute. For example, an attribute of Activation Date might have a valid value range of 01/01/1995 to 12/31/2001. The system would not allow you to enter a date of 01/01/1990. Use this procedure to replace or add to existing value ranges that are used to validate values you enter for an attribute.

STOP The attributes for which you are interfacing values must already be defined in the Attribute Matrix application.

STEPS

To interface valid attribute values

1. Prepare a comma-separated value (CSV) file containing the activity attribute information you want to interface. The file fields must match the order and data type of the fields in the MXVALREL file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your Lawson environment resides.
3. Use the Import command to load the activity data from the CSV file into the Activity Import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Run Attribute Valid Value Listing (MX260) to verify the value ranges before interfacing those records.
5. View and edit the records in MXVALREL, using ttribute Valid Value Maintenance (MX60.1)A. You can add, change, or delete any records.
6. Run Attribute Valid Value Interface (MX160) to load valid attribute value ranges to Attribute Matrix. This program moves records from the MXVALREL file to the MXVALIDATE file, unless errors are found.
7. View the report generated by MX160. If it contains errors:
   a. Correct the records, using MX60.1.
   b. Run MX160 again.
   c. Repeat this step until the report shows no errors.

Chapter 5

Recording Bank Activity

This chapter identifies the programs you use to enter bank account transactions, transfer funds between bank accounts, and record cash deposits. After you enter transactions, transfers, and cash deposits, you must release them to update balances for posting to the General Ledger. You also can void payments and bank transactions, and interface bank transactions from an external source to Cash Management.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 71

The following concepts provide background and conceptual information for the procedures within this chapter:

- "What is a Transaction?" on page 70
- "What is a Fund Transfer?" on page 70
- "How Do I Void a Transaction or Fund Transfer?" on page 70

What is a Transaction?

A transaction is a record of activity within a bank account that affects the General Ledger. The three types of bank transactions are cash payments, bills of exchange payments and bank services that credit or debit your account.

What is a Fund Transfer?

A fund transfer lets you transfer funds between bank accounts. You can distribute funds from one account into one or more different accounts, or you can consolidate funds from several accounts into one account.

You must define a bank transfer table before you can transfer funds between accounts. If you want to transfer funds between bank accounts for different companies, you will need to create intercompany relationships. You can transfers funds between bank accounts that have different currencies.

After you enter a fund transfer, you release it to update the bank account balance and make the fund distributions available for posting to the general ledger.

How Do I Void a Transaction or Fund Transfer?

Voiding is the process of canceling and reversing a transaction or making a payment form unavailable for use as a system or manual payment.

You can void payments that have made it all the way through the cash payment cycle. You reinstate the invoice to reverse the general ledger payment entries, and then you can either create a new payment for the reinstated invoice or cancel it. For example, if a vendor never received payment or if you keyed an invoice to the wrong vendor, you can reissue a payment using the same invoice.

Procedures in this Chapter

You can enter unreleased transactions and fund transfers into the Cash Management application. After they have been entered, you release them for posting to the General Ledger. You also have the option of interfacing or converting bank transactions from an external source to Cash Management.

- "Entering and Releasing a Bank Transaction" on page 71
- "Interfacing Bank Transactions" on page 73
- "Entering and Releasing Fund Transfers" on page 75
- "Entering and Releasing Cash Receipt Deposits" on page 79
- "Posting Bank Transactions" on page 81
- "Voiding Payments" on page 82
- "Voiding Bank Transactions" on page 85

Entering and Releasing a Bank Transaction

After the bank transactions have been entered, you must release them to update bank account balances for posting to the General Ledger.

STEPS

To enter and release a bank transaction

1. Access Bank Transaction Entry (CB20.1).
2. Consider the following fields to enter bank transactions.

NOTE If the cash code requires a bank statement and you access this form from Bank Statement Detail Entry (CB06.2), most of the fields will be filled automatically. You can add only distributions to the transaction. Any other changes to the transaction must be made on CB06.2.

Cash Code	Select a valid cash code that represents the bank account that you want to transfer transactions for.
Transaction Code	Select a valid transaction code that represents the type of banking transaction you want to enter. The transaction code determines if the value in the Amount field is a credit or a debit. **NOTE** You must select a valid cash payment, bills of exchange payment, or bank service transaction code defined on Bank Transaction Definition (CB00.4).
Transaction Number	Type the transaction number. **NOTE** The transaction number can be user-defined; however, it must be a numeric value.

Company	Select a valid general ledger company number that represents the company associated with the transaction. **NOTE** You must define a relationship between the company and a cash code on Company-Cash Code Relationships (CB00.3).
Amount	Type the amount of the bank transaction. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).
Transaction Date	Optional. Type the date of the bank transaction. If you leave this field blank, the application date defaults.
Description	Type a description of the bank transaction.
Bank Statement	Conditional. If the cash code requires a bank statement, select a valid bank statement number.
Reference	Optional.You can assign a reference value to the bank transaction.
Post Date	Optional. You can type the date you want the transaction to post to the General Ledger. If you leave this field blank, the Transaction Date defaults.
Input or Output	Optional. You can enter the input or output source of the transaction. Input transactions are Accounts Payable; output transactions are Accounts Receivable.

User Analysis

There are two options available to identify the user analysis values associated with the transaction.

- You can type up to 103 characters to identify the user analysis values for each company in a transaction. This includes automatic comma separators between each field. For example: value1,value2,value3,value4.

  – or –

- You can use Define (F6) to open the User Analysis Entry subform. Select the user analysis values you want to include in the transaction on User Analysis Entry (SL40.5).

NOTE There are three conditions that affect how you can select user analysis values. See the form help on SL40.5 or the *Strategic Ledger User Guide* for additional information.

3. Add one or more transaction distributions.
4. Optional. To override the default reference or description for a transaction distribution, choose the asterisk (∗) to open Distribution Options (CB20.2).
5. Optional. To assign tax information to a transaction distribution for reporting in the Tax application, choose Tax to open Tax (CB20.4).
6. Optional. To override the currency exchange rate for a nonbase currency transaction, choose Currency to open Base Currency Amount (CB20.3).
7. After the bank transactions have been entered, you must release them to update bank account balances for posting to the General Ledger. Inquire on the transaction you want to release on Bank Transaction Entry (CB20.1). Click the Release form action.

TIP Before you can release the bank transaction, the distribution amount must equal the transaction amount on CB20.1.

IMPORTANT You cannot release the transaction if you accessed this form from Bank Statement Detail Entry (CB06.2). After you add the form and close it, you return to CB06.2. The transaction will be released along with the other transactions in the statement when you close the bank statement on Bank Statement Close (CB191).

Interfacing Bank Transactions

Interface refers to the ongoing process of importing data from an external source into Cash Management. These sources can be from another Lawson application or from non-Lawson programs. As your bank transaction data

changes, you must interface the data to update Cash Management. Use this procedure to interface a bank transaction.

IMPORTANT You do not need to interface payment transactions that originate in the Accounts Payable application or deposit and adjustment transactions that originate in the Accounts Receivable application. These transactions are transferred to Cash Management when you create an Accounts Payable payment or release an Accounts Receivable cash payment.

STEPS **To interface a bank transaction**

1. Load external bank transaction data into the bank transaction interface file. For more information, see "Input Files" on page 74.
2. Run Bank Transaction Interface (CB500). Select No in the Update field to check for errors. If no errors exist, select Yes in the Update field and run the program again.
3. Verify interfaced data. The interface program creates a report that lists each transaction that failed the edits, an error description identifying the kind of error, and totals showing the number of transactions that were and were not processed.

Editing Interfaced Bank Transactions

To review or edit the transactions that will be interfaced using Bank Transaction Interface (CB500), use Bank Transaction Interface Maintenance (CB50.1). You can edit much of the information included in the transaction, such as reconciliation amounts, user fields, and distribution information. The following rules apply when editing transactions on CB50:

- You must enter at least one distribution on the Distributions tab. For most system codes, you can have as many distributions as needed, but each must have a unique sequence number. For the AP system code, only one distribution is allowed.
- The total of all distribution lines will be the total transaction amount. This amount can not be negative.

You can use Bank Transaction Interface Maintenance to either edit transactions before they are interfaced, or to correct errors in transactions that do not pass the interface edits.

Files Updated by the Bank Transaction Interface

Following are bank transaction interface file and the database file that Bank Transaction Interface (CB500) updates.

Input Files

Load external invoice data into the following file. For information about the fields in each file, the kind of information to include in each field, and the programs that update each field, see data file help text.

File	File Name
Bank Transaction Interface	CBCTRANS

Output Files

The following database files are updated when you run Bank Transaction Interface (CB500). For information about the database files, see data file help text.

File	File Name
Bank Transaction	CBTRANS
Bank Account Balance	CBBALANCE
Transaction Distribution	CBDISTRIB

NOTE Optional. Use this file for unposted distributions for interfaced bank transactions, which are used to update the General Ledger.

Entering and Releasing Fund Transfers

You can enter fund transfers for multiple accounts, companies, and currencies. There are two options available to enter a fund transfer.

- You can transfer funds from one account to one or more different accounts

– or –

- You can consolidate funds from several accounts into one account

After you enter a fund transfer, you release it to update the bank account balance for posting to the General Ledger application. Use this procedure to enter and release fund transfers.

STEPS

Option 1: Entering and Releasing Fund Transfers into Multiple Accounts

1. Access Bank Fund Transfer - Multiple Deposits (CB15.1).
2. Consider the following fields to transfer funds from a single account to multiple accounts.

Transfer From Cash Code	Select a valid cash code that represents the bank account that you want to transfer funds from. **NOTE** The cash code you select must be defined on Cash Code (CB00.2).
Transfer Number	Define a fund transfer number.

Company	Select the valid general ledger company number that represents the company you want to transfer funds for. **NOTE** You must define a relationship between the company and a cash code on Company Cash Code Relationships (CB00.3) before you can process transactions using a specific bank account.
Journal Book, Seq Nbr	Optional. If you use journal books to group general ledger transactions, select a valid journal book.
Transfer Amount	Type the amount to transfer from the bank account selected in the Transfer From Cash Code field. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).
Transfer Date	Optional. Type the date the funds will be transferred. If you leave this field blank, the application date defaults. **NOTE** If you do not want to use the transfer date to post the transfer to the General Ledger application, you can choose Post Date to define a new posting date on Transfer Post Date (CB15.4).
Description	Type a description of the fund transfer.
Cash Code	Select a valid cash code that represents the bank account you want to transfer funds to.
Transfer to Amount	Type the amount to deposit to this cash code. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).

Transfer Company	Optional. If you transfer funds between cash codes for different companies, select a valid general ledger company number. A valid intercompany relationship must be defined in the General Ledger application. If left blank, the Company defaults. For information on defining intercompany relationships, see the *General Ledger User Guide*.

3. Optional. If the Transfer From Cash Code and (To) Cash Code fields have different bank account currencies, choose Currency to open Balancing Currency Transfer Amount (CB15.5). Type the amount to transfer in the bank account currency of the Transfer From Cash Code field.
4. Optional. To enter bank charge information associated with a fund transfer, choose Bank Chrg to open Transfer Bank Charges (CB15.3).
5. Inquire on the fund transfers you want to release on Bank Fund Transfer - Multiple Deposits (CB15.1) and select the Release special action. Run Bank Transaction Posting (CB175) to post transfer amounts to the General Ledger application. For more information, see "Posting Bank Transactions" on page 81.

TIP Before you can release the fund transfer, the total Transfer Currency Amount on Balancing Currency Transfer Amount (CB15.5) must equal the Transfer Amount on CB15.1.

STEPS

Option 2: Entering and Releasing Fund Transfers From Multiple Accounts

1. Access Bank Fund Transfer - Multiple Withdrawals (CB15.2).
2. Consider the following fields to transfer funds from multiple accounts to a single account.

Transfer To Cash Code	Select a valid cash code that represents the bank account you want to transfer funds to.
Transfer Number	Type the fund transfer number.
Company	Select a valid general ledger company number that represents the company you want to transfer funds for. **NOTE** You must define a relationship between the company and a cash code on Company Cash Code Relationships (CB00.3) before you can process transactions using a specific bank account.
Journal Book, Seq Nbr	Optional. If you use journal books to group general ledger transactions, select a valid journal book.

Transfer Amount	Type the amount you want to transfer from the bank account selected in the Transfer To Cash Code field. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).
Transfer Date	Optional. Type the date the funds will be transferred. If you leave this field blank, the application date defaults. **NOTE** If you do not want to use the transfer date to post the transfer to the General Ledger application, choose Post Date to define a new posting date on Transfer Post Date (CB15.4).
Description	Type a description of the fund transfer.
Cash Code	Select a valid cash code that represents the bank account that you want to transfer funds from.
Transfer from Amount	Type the amount to withdraw from this cash code. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).
Transfer Company	Optional. If you transfer funds between cash codes for different companies, select a valid general ledger company number. A valid intercompany relationship must be defined in the General Ledger application. If left blank, the Company defaults. For information on defining intercompany relationships, see the *General Ledger User Guide*.

3. Optional. If the Transfer To Cash Code and (From) Cash Code fields have different bank account currencies, choose Currency to open Balancing Currency Transfer Amount (CB15.5). Type the amount to transfer in the bank account currency of the Transfer To Cash Code field.
4. Optional. To enter bank charge information associated with a fund transfer, choose Bank Chrg to open Transfer Bank Charges (CB15.3).

TIP Before you can release the fund transfer, the total Transfer Currency Amount on Balancing Currency Transfer Amount (CB15.5) must equal the Transfer Amount on CB15.2.

5. Inquire on the fund transfers you want to release on Bank Fund Transfer - Multiple Withdrawals (CB15.2) and select the Release special action. Run Bank Transaction Posting (CB175) to post transfer amounts to the General Ledger application. For more information, see "Posting Bank Transactions" on page 81.

Related Reports and Inquiries

To	Use
List bank fund transfers	Bank Transfer Listing (CB215)

Entering and Releasing Cash Receipt Deposits

You can enter a deposit for cash receipts received by a general ledger company or process level. When you enter a cash receipt deposit, you create distributions to itemize the deposit by cash receipt category. After you enter cash receipt deposits and associated distributions, you release them to update bank account balances, create tax distributions, and post the cash receipt distributions to the General Ledger application. Use this procedure to enter and release a cash receipt deposit.

STEPS

To enter and release a cash receipt deposit

1. Access Cash Receipt Deposit (CB10.1).
2. Consider the following fields to enter cash deposits for a general ledger company.

Cash Code	Select a valid cash code that represents the bank account you want to deposit funds into.
Transaction Code	Select a valid bank service transaction code that represents a type of deposit for the cash code.
Deposit	Type the deposit number.
Receipt Type	Choose the type of receipt. Manual Deposit (blank) Wire Transfer (1) Lockbox (3)
Deposit Amount	Optional. Type the amount of the deposit. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).

Deposit Date	Optional. Type the date to deposit the funds. If you leave this field blank, the application date defaults. **NOTE** If you do not to use the deposit date to post the cash deposit to the General Ledger application, choose Post Date. You can define a new posting date on Cash Receipt Post Date (CB10.2).
Description	Type a description of the deposit.
Company	Select a valid general ledger company number that represents the company associated with the deposit. **NOTE** A valid relationship must exist between the cash code and the company on Company-Cash Code Relationships (CB00.3).
User Analysis	Optional. There are two options available to identify the user analysis values associated with the transaction. • You can type up to 103 characters to identify the user analysis values for each company in a transaction. This includes automatic comma separators between each field. For example: value1,value2,value3,value4. – or – • You can use **Define** (**F6**) to open the User Analysis Entry subform. Select the user analysis values you want to include in the transaction on User Analysis Entry (SL40.5). **NOTE** There are three conditions that affect how you can select user analysis values. See the form help on SL40.5 or the *Strategic Ledger User Guide* for additional information.
Activity	Optional. Select a valid activity for the cash receipt deposit. This activity defaults on receipt detail lines where no activity defaults from the assigned cash receipt category.
Process Level	Optional. If you defined cash receipt process levels on Cash Receipt Process Level (CB03.1), select a valid process level associated with the deposit.

Journal Book, Seq Nbr	Optional. If you use journal books, select a valid journal book. The journal book defaults on receipt detail lines where no journal book defaults from the assigned cash receipt category.
Bank Statement	Optional. If the cash code requires bank statements, select a valid bank statement number.

TIP Before you can release the transaction, the total category distributions you entered on Cash Receipt Entry (CB10.3) must equal the Deposit Amount on CB10.1.

3. Optional. Choose Receipt Detail to open Cash Receipt Entry (CB10.3). Use this form to itemize a cash deposit by cash receipt category.

   You can override the default general ledger account or assign tax information on a distribution line. Choose More to open Cash Receipt Detail Option (CB10.4).
4. To release cash receipt deposits, inquire on the cash receipt deposits you want to release on Cash Receipt Deposit (CB10.1) and select the Release special action. Run Bank Transaction Posting (CB175) to post cash receipt amounts to the General Ledger application. For more information, see "Posting Bank Transactions" on page 81.

Related Reports and Inquiries

To	Use
List cash receipt deposits for a cash code	Cash Receipt Deposit Listing (CB210)

Posting Bank Transactions

You can post transactions and adjustments to the General Ledger application after they have been released. You must run this program at least once at the end of each general ledger accounting period; however, you can run it as often as necessary. Use this procedure to post released transactions and adjustments to the General Ledger application.

STEPS

To post a transaction to General Ledger

1. Access Bank Transaction Posting (CB175).
2. Type a Post Through Date. Transaction distributions with post dates on or before the post through date you define will post to the General Ledger.
3. Select an Update option. If you select Yes, transactions will post to the General Ledger. If you select No, the program creates a listing only.

Voiding Payments

TIP You can use Manual Forms Reservation (AP81.1) to void payment forms that were never issued; for example, a damaged payment form. Select the Void form action to void the payment forms.

You can reconcile, void, or stop payments, or reopen bank transactions that have completed the cash payment cycle. If a payment gets lost in the mail, is issued in error, or is no longer valid for any reason, you can void or stop payment on the check. You can reinstate the invoice to reverse general ledger payment entries and either create a new payment for the reinstated invoice, or cancel it. Use this procedure to void a payment.

STEPS

To void a payment

1. Access Bank Transaction Adjustment (CB80.1).

IMPORTANT Use this program to void a payment for a given cash code after it has been closed on Payment Closing (AP170).

Consider the following fields to void a payment.

Cash Code / Transaction Code	Select the cash code and transaction code that you want to display bank transactions for.
Bank Statement	If you are voiding a payment, leave this field blank. **NOTE** If you are reconciling a transaction, enter a bank statement number only if one is required for the cash code. You define this requirement on Bank Statement (CB06.1).
Line Action	Select Void, and then select the Change form action to void a payment. You also can reconcile, open, or stop payment for a transaction on this form.

Date	Optional. You can enter the void date. If you leave this field blank, the application date defaults. **NOTE** The void date is used by Invoice Reinstatement (AP190) to post reversing entries to the General Ledger.

2. If you reconcile a transaction and the reconciled amount is different from the transaction amount, choose the Rec link to open the Reconciliation Amount form. You can use this form to type the reconciliation amount of the transaction. For more information, see "Reconciling Transactions" on page 116.
3. To mark a payment tape record as rejected by the bank, choose Rej. Consider the following fields on Tape Payment Rejection (CB85.1).

Reject Date	Type the date the detail tape payment record was rejected by the bank. The reject date is used for posting a reversing entry to the General Ledger.
Line Action	Select Reject next to the payment record that was rejected by the bank; then select the Change form action.

4. Use Invoice Reinstatement (AP190) to reinstate invoices associated with voided payments. This program creates reversing general ledger payment entries including cash, discount, income withholding, and liability accounts.

IMPORTANT You can select the Open line action on Bank Transaction Adjustment (CB80.1) to re-open a voided transaction prior to running Invoice Reinstatement (AP190). After you run AP190, you can no longer re-open the payment transaction.

Consider the following fields to reinstate invoices.

Pay Group	Select a valid pay group.
Cash Code	Optional. To reinstate invoices associated with a specific cash code, select a valid cash code.
Payment Number	Optional. To reinstate invoices associated with a specific payment number, type the payment number.

Payment Code	Optional. To reinstate invoices associated with a specific payment code, select a valid cash or bills of exchange payment transaction code.

5. If you do not want to reissue a payment or if you want to re-enter the invoice with changes, use Invoice Cancel (AP30.4) to cancel the reinstated invoice.

IMPORTANT Remember that you cannot change the company, vendor, invoice number, invoice type, invoice amount, or currency for a released invoice. If one of these items requires a change, you must cancel the invoice and re-enter a new one on Invoice Entry (AP20.1). See the *Accounts Payable User Guide* for details.

Followup Tasks

- To process an invoice for payment, you select the invoices you want to pay on Cash Requirements (AP150), generate the payments on Payment Forms Creation (AP155), and close the payment cycle on Payment Closing (AP170). See the *Accounts Payable User Guide* for detailed procedures.
- If any canceled invoices previously were posted, you can run Invoice Distribution Closing (AP175) to create reversing entries to the General Ledger. If you do not run it at this time, the distribution reversal will take place when released invoice distributions are transferred to the General Ledger. See the *Accounts Payable User Guide* for detailed procedures.

Options for Voiding Payments

To	Use
Void a range of payments at once	Bank Tape Mass Reconciliation (CB185) in Update mode
Void a damaged or unused payment form	Manual Forms Reservation (AP81.1)

Related Reports and Inquiries

To	Use
List voided payments	Bank History Report (CB220). Select “Void” in the Transaction Status field.
Display all transactions for a specific cash code and transaction type combination, including the status of the transaction	Bank Transactions (CB90.4). Filter by status to narrow the list, such as displaying only voided transactions.

Voiding Bank Transactions

You can void a Cash Management transaction for a specific bank account after it has been posted to the General Ledger. Use this procedure to void bank transactions.

STEPS

To void a bank transaction

1. Access Bank Transaction Adjustment (CB80.1).
2. Enter required and optional data to void a transaction. For more information, see "Voiding Payments" on page 82.
3. To mark a payment tape record as rejected by the bank, choose Rej to open Tape Payment Rejection (CB85.1). Enter optional payment record data as detailed in the procedure For more information, see "Voiding Payments" on page 82.
4. Run Cash Ledger Void Update (CB180) to update voided Cash Management transactions. The update process generates distributions for posting to the General Ledger.

IMPORTANT You cannot reopen a voided bank transaction once you run CB180 in Update mode.

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5. Run Bank Transaction Posting (CB175) to post reversing distributions created by Cash Ledger Void Update (CB180) to the General Ledger.

Chapter 6

Processing Payments Through Cash Management

This chapter identifies the programs you use to enter payments without setting up an Accounts Payable vendor for each payment. If you need to make one-time payments or interface payment information from a non-Lawson application, you can create the payments in Cash Management and set up one vendor solely for processing Cash Management payments. After you enter transactions in Cash Management, you will release them to update balances for posting to the General Ledger application and process the payments in Accounts Payable.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 89

The following concept provides background and conceptual information for the procedures within this chapter:

- "What are Payments Without an Accounts Payable Vendor?" on page 88

What are Payments Without an Accounts Payable Vendor?

You can create payments in Cash Management without setting up a vendor for each payment in Lawson Accounts Payable. You can set up one vendor (a dummy vendor) for processing Cash Management payments. This lets you process payments that are not specifically tied to a vendor (such as one-time transactions) by using interface programs to upload payment data into Cash Management from third party systems or by creating payments in Cash Management.

Procedures in this Chapter

You can interface or enter payment transactions into the Cash Management application. After they have been entered, you release them for posting to the General Ledger application and process the payments in Accounts Payable.

- "Interfacing Payment Records" on page 89
- "Adding or Editing Payment Records" on page 90
- "Releasing Payment Records" on page 91

Interfacing Payment Records

To capture the vendor information needed to process checks or electronic payments, you can interface information such as name, address, bank information, remittance information, and general ledger posting account to Cash Management. Use this procedure to load payment records from a non-Lawson system. The Accounts Payable application will use these records to create payments during Accounts Payable processing.

STEPS **To interface payment records**

1. Load the payment records into the Payment Load interface file (CBPMTLOAD). For more information, see "Files Updated by the Payment Load Interface" on page 89.
2. You can choose No in the Update field and run Payment Load (CB554) to check for errors. CB554 prints an error report that lists records that have errors with an error description. You can correct errors on Payment Load Maintenance (CB54.1).
3. You can choose Yes in the Update field and run the program. Records without errors will interface.
4. Verify interfaced data. The interface program creates a report that prints all the transactions that are uploaded to Cash Management.

Files Updated by the Payment Load Interface

The following Cash Management interface file and database files are updated by Payment Load (CB554).

Input Files

Load external payment records into the following file. For information about the fields in each file and the kind of information to include in each field, see the Cash Management file layout available on the Documentation download page or the Lawson Knowlege Base on support.lawson.com.

File	File Name
Payment Load	CBPMTLOAD

Output Files

The following database files are updated when you run Payment Load (CB554). For information about the database files, see data file help text.

File	File Name
Payment	CBPAYMENT
Transaction Distribution	CBDISTRIB

Related Reports and Inquiries

To	Use
List payment transactions	Payment Listing (CB255)

Adding or Editing Payment Records

Use the following procedure to add or edit check or electronic payment records in Cash Management. Accounts Payable will use these records to create payments during Accounts Payable processing.

STEPS

To add or edit payment records

1. Access Payment Entry (CB55.1).
2. Enter basic payment information. Consider the following fields.

AP Company	Type or choose the Accounts Payable company that will process the payment.
Vendor	Type or choose a “dummy” vendor you set up for Cash Management processing. At least one vendor must be setup for all Cash Management payment processing. However, you do not need a separate vendor set up for each payee.
Amount	Type the amount of the payment.
Post Date	Type or choose the date the transaction will post.

Description	Type a description of the payment.

3. Click Bank Info to access Bank Information (CB55.2) to add a payee's bank information to the payment record. This is required for electronic payments.
4. Optional. Click Comments to add information that will print on the check remittance.
5. On the Payee Info tab, type the payee's name and address information.
6. Optional. On the Defaults tab, you can override the pay group and process group that default in from AP company and vendor. You can also choose an override company that will override the posting company of the pay group.
7. On the Distributions tab, enter the general ledger accounts to post the payment to.
8. Optional. Click the asterisk (*) to access Distribution Options (CB55.3) to add a reference and a description to the distribution line.
9. Optional. Click Tax to access Tax (CB55.4) to add tax code and taxable amount for the distribution line.

Related Reports and Inquiries

To	Use
List payment transactions	Payment Listing (CB255)

Releasing Payment Records

NOTE You also use Mass Release (CB150) to release receipts records and returned payments.

Use the following procedures to update payment records to a released status in Cash Management. Payments must be released before they can be posted to General Ledger or processed by Accounts Payable.

STEPS **To release individual payment records**

1. Access Payment Entry (CB55.1).
2. Use the Inquire form action to access the payment record.
3. Click the Release form action to release the payment.

STEPS **To release multiple payment records**

1. Access Mass Release (CB150).
2. Enter basic parameters. Consider the following fields.

Cash Code or Cash Code Group	Type or choose a valid cash code. This represents the bank account you are releasing transactions for. Or you can choose a cash code group.

System Date or Enter Date	Choose Yes to use the system date, or choose No and type a date for releasing transactions in the Enter Date field.
Days	Optional. You can type a number of days to create a date range. This is the number of days from the system date or enter date to release transactions.

3. Enter payment information. Consider the following fields.

Release Payments	Choose Yes to release payment transaction.
Tran Code	Optional. You can limit the payment records to process by choosing a transaction code (type of payment).
Source Code	Optional. You can limit the payment records to process by choosing a source code (where the transaction was created).
Payment Prenotification Status	You can choose to change prenotification status from: Not prenotified to Accepted (N) Prenotified to Accepted (P) Both prenotified and not prenotified to Accepted (B)

4. Select an Update option. If you select Yes, transactions will update to Release status. If you select No, the program creates a listing only.

Followup Tasks

- To post transactions to General Ledger, run Bank Transaction Posting (CB175). For more information, see "Posting Bank Transactions" on page 81.
- To process an invoice for payment in Accounts Payable:
  - Select the invoices you want to pay on Cash Requirements (AP150). Choose CB Payments (1) or Both AP and CB (2) in the Process Payments field.
  - Generate the payments on Payment Forms Creation (AP155), Payment Tape Creation (AP160), or Electronic Payment File Creation (AP161).
  - Close the payment cycle on Payment Closing (AP170).

  See the *Accounts Payable User Guide* for detailed procedures.

Related Reports and Inquiries

To	Use
List payment transactions	Payment Listing (CB255)

Chapter 7

Defining a Positive Pay File

This chapter identifies the process you use to define a positive pay file.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 95

The following concept provides background and conceptual information for the procedures within this chapter:

- "What is Positive Pay?" on page 94

What is Positive Pay?

Positive pay is the process of sending a bank an electronic file that documents check payments and their status so the bank can validate the checks when they are presented for payment. This process is used to help prevent fraud.

Procedures in this Chapter

Defining a Positive Pay File

Positive Pay File Creation (CB170) produces a flat file containing bank required payment information. The positive pay file is then sent to the bank to be used to confirm checks presented for payment have not been altered. Since there are no standard file layouts, you will need to use an external mapping tool to reformat the file into the specific bank format. Use this procedure to define a positive pay file.

STEPS

1. Access Positive Pay File Creation (CB170)
2. Consider the following fields.

Cash Code	Enter or select the cash code for which the report is being run. Enter or select one of Cash Code, Cash Code Group, or Cash Code List.
Cash Code Group	Enter or select the cash code group for which the report is being run. Enter or select one of Cash Code, Cash Code Group, or Cash Code List.
Cash Code List	Enter or select the cash code list for which the report is being run. Enter or select one of Cash Code, Cash Code Group, or Cash Code List.
Transaction Code	Enter or select the transaction code for which the report is being run.
Report Option	Select Full Detail or Summary print option.
Filename	Enter a name for the positive pay file. If this field is left blank, the report creates a file named CB170POSPAY.

Chapter 8

Processing Receipts and Returned Payments Through Cash Management

This chapter identifies the programs you use to enter receipts and returned payments without setting up Accounts Receivable customers. If you need to create one-time receipts or interface receipt or returned payment information from a non-Lawson application, you can create the transaction records in Cash Management. After you enter transactions you will release them to update balances for posting to the General Ledger application.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 99

The following concept provides background and conceptual information for the procedures within this chapter:

- "What are Receipts Without an Accounts Receivable Customer?" on page 98

What are Receipts Without an Accounts Receivable Customer?

You can process receipts in Cash Management without setting up a customer in Lawson Accounts Receivable. This lets you process deposits, EFT and credit card extracts that are not specifically tied to a customer (such as one-time transactions) by using interface programs to upload payment data into Cash Management from banks or third party software systems.

Procedures in this Chapter

You can interface or enter deposits and returned payments into Cash Management. After they have been entered, you release them for posting to the General Ledger application.

- "Interfacing Receipts Records" on page 99
- "Adding or Editing Receipt Records" on page 100
- "Interfacing Returned Payment Records" on page 101
- "Adding or Editing Returned Payment Records" on page 103
- "Releasing Receipts Records" on page 104
- "Processing EFT and Credit Card Extracts" on page 106

Interfacing Receipts Records

To capture the customer information needed to process deposits, you can interface information to Cash Management. Use this procedure to load receipts records from a non-Lawson system.

STEPS

To interface receipts records

1. Load the receipts records into the Receipts Load interface file (CBRECLOAD). For more information, see "Files Updated by the Receipts Load Interface" on page 99.
2. You can choose No in the Update field and run Receipts Load (CB543) to check for errors. CB543 prints an error report that lists records that have errors with an error description. You can correct errors on Receipts Load Maintenance (CB43.1).
3. You can choose Yes in the Update field and run the program. Records with no errors will be interfaced.
4. Verify interfaced data. The interface program creates a report that prints all the transactions that are uploaded to Cash Management.

Files Updated by the Receipts Load Interface

The following Cash Management interface file and database files are updated by Reciepts Load (CB543).

Input Files

Load external receipts records into the following file. For information about the fields in each file and the kind of information to include in each field, see the Cash Management file layouts on Documentation download page or the Lawson Knowlege Base on support.lawson.com.

File	File Name
Receipts Load	CBRECLOAD

Output Files

The following database files are updated when you run Reciepts Load (CB543). For information about the database files, see data file help text.

File	File Name
Receipt Header **NOTE** For Wire Deposit or Lock Box transactions only	CBRECPTHDR
Receipt Detail **NOTE** For Wire Deposit or Lock Box transactions only	CBRECPTDTL
Transactions **NOTE** For Wire Deposit or Lock Box transactions only	CBTRANS
EFT Transaction **NOTE** For EFT or Credit Card transactions only	CBFTTRANS
Transaction Distribution	CBDISTRIB

Related Reports and Inquiries

To	Use
List EFT or credit card extracts	EFT Extract Listing (CB245)

Adding or Editing Receipt Records

Depending on the type of receipt you are adding or changing in Cash Management, you will use one of two forms:

- To add or edit manual, wire transfer, or lockbox deposits, use Cash Receipt Deposit (CB10.1). For more information, see "Entering and Releasing Cash Receipt Deposits" on page 79.
- To add or edit EFT or credit card extracts, use the following procedure.

STEPS

To add or edit EFT or credit card extract records

1. Access EFT/CC Extract Entry (CB45.1).
2. Enter the deposit information. Consider the following fields.

Cash Code	Type or choose a valid cash code. This represents the bank account you are creating the EFT or credit card extract information for.
Transaction Code	Type or choose a transaction code.

Reference Number	Type the reference number for the EFT or credit card extract record.
Company	Type or choose the cash code company for the record.
Amount	Type the amount of the extract.
Transaction Date	Type or choose the transaction date for the extract.
Transaction Type	Choose the transaction type: Credit Card (2) EFT Extract (4)
Customer Reference	Type the customer number or name.
Journal Code	Type a valid journal book number.
Source Code	Choose a source code to indicate where the transaction was created.
Bank Identification	Type the bank identification (routing number).
Bank Account	Type the bank account number. If this is a credit card transaction, type the credit card number.
IBAN	Choose Yes if the account number is an IBAN number that requires an account validation check.
Description	Type a description of the transaction.
Prenotification Status	Choose a prenotification status: Accepted (A) Not prenotified (N) Prenotified (P)

3. Type the general ledger accounts to post the deposit to.
4. Optional. Click the asterisk (*) to access More (CB45.3) to add a reference and a description to the distribution line.
5. Optional. Click Tax to access Tax (CB45.4) to add tax code, tax amount, and taxable amount for the distribution line.

Related Reports and Inquiries

To	Use
List EFT or credit card extracts	EFT Extract Listing (CB245)

Interfacing Returned Payment Records

To capture the information needed to process returned payments such as NSF checks or rejected EFT payments, you can interface information to Cash

Management. Use this procedure to load returned payment records from a non-Lawson system.

STEPS **To interface receipts records**

1. Load the returned payment records into the Returned Payments Load interface file (CBRTPLOAD). Files Updated by the Returned Payment Load Interface below.
2. You can choose No in the Update field and run Returned Payment Load (CB544) to check for errors. CB544 prints an error report that lists records that have errors with an error description. You can correct errors on Returned Payment Maintenance (CB44.1).
3. You can choose Yes in the Update field and run the program. Records with nor errors will be interfaced.
4. Verify interfaced data. The interface program creates a report that prints all the transactions that are uploaded to Cash Management.

Files Updated by the Returned Payment Load Interface

The following Cash Management interface file and database files are updated by Returned Payment Load (CB544).

Input Files

Load external returned payment records into the following file. For information about the fields in each file and the kind of information to include in each field, see the Cash Management file layouts on the Documentation download page or the Lawson Knowlege Base on support.lawson.com.

File	File Name
Returned Payments Load	CBRTPLOAD

Output Files

The following database files are updated when you run Returned Payment Load (CB544). For information about the database files, see data file help text.

File	File Name
Returned Payment	CBRETPMT
Transaction Distribution	CBDISTRIB

Related Reports and Inquiries

To	Use
List returned payments	Returned Payment Listing (CB246)

Adding or Editing Returned Payment Records

Use the following procedure to add or edit returned payments in Cash Management.

STEPS

To add or edit returned payments

1. Access Returned Payment Entry (CB46.1).
2. Enter the transaction information. Consider the following fields.

Cash Code	Type or choose a valid cash code. This represents the bank account you are entering a returned payment for.
Transaction Code	Type or choose the returned payment transaction code.
Transaction Number	Type the reference number for the returned payment record.
Company	Type or choose the cash code company to post the return payment to.
Return Amount	Type the amount of the returned payment.
Return Date	Type or choose the date of the returned payment.
Post Date	Type the date to post the payment.
Description	Type a description of the return.
Source Code	Choose a source code to indicate where the transaction was created.
Bank Statement	Type the bank-assigned bank statement number. Used only for cash codes that require bank statements.

3. Optional. Click Bank Chrg to access Bank Charges (CB46.2) to enter bank charge, company, account and activity for the returned payment.
4. Optional. Click User Fields to access User Fields (CB46.5) to add information for up to four user-defined fields.
5. Enter the deposit information. Consider the following fields.

Transaction Code	Type the original deposit transaction code.

Deposit Type	Choose the deposit type: Manual Deposit (blank) Wire Transfer (1) Credit Card (2) Lockbox (3) EFT Extract (4)
Deposit Number	Type the deposit number (the transaction number from the Cash Management transaction file).
EFT Reference	Type the reference number from the corresponding EFT transaction.

6. Type the general ledger accounts to post the deposit to.
7. Optional. Click the asterisk (*) to access More (CB46.3) to add a reference and a description to the distribution line.
8. Optional. Click Tax to access Tax (CB46.4) to add tax code and taxable amount for the distribution line.

Related Reports and Inquiries

To	Use
List returned payments	Returned Payment Listing (CB246)

Releasing Receipts Records

NOTE You also use Mass Release (CB150) to release payment records.

Use the following procedures to update deposit records to a released status in Cash Management. Payments must be released before they can be posted to General Ledger or processed by Accounts Receivable.

STEPS **To release individual receipts records**

1. Access Cash Receipt Deposit (CB10.1), EFT/CC Extract Entry (CB45.1), or Returned Payment Entry (CB46.1).
2. Access the receipt record using the Inquire form action.
3. Click the Release form action to release the receipt.

STEPS **To release multiple receipts records**

1. Access Mass Release (CB150).
2. Enter basic parameters. Consider the following fields.

Cash Code or Cash Code Group	Type or choose a valid cash code. This represents the bank account you are releasing transactions for. Or you can choose a cash code group.

System Date or Enter Date	Choose Yes to use the system date, or choose No and type a date for releasing transactions in the Enter Date field.
Days	Optional. You can type a number of days to create a date range. This is the number of days from the system date or enter date to release transactions.

3. Enter receipts information. Consider the following fields.

Release Cash Receipts	Choose Yes to release cash receipts.
Tran Code	Optional. You can limit the receipts to process by choosing a transaction code.
Source Code	Optional. You can limit the receipts to process by choosing a source code (where the transaction was created).
Release Returned Payments	Choose Yes to release returned payments.
Release EFT/CC Extracts	Choose Yes to release EFT or credit card extracts.
EFT Extract Prenotification	You can choose to change prenotification status from: Not prenotified to Accepted (N) Prenotified to Accepted (P) Both prenotified and not prenotified to Accepted (B)

4. Select an Update option. If you select Yes, transactions will update to Release status. If you select No, the program creates a listing only.

Followup Tasks

- To post transactions to General Ledger, run Bank Transaction Posting (CB175). For more information, see "Posting Bank Transactions" on page 81.
- If the transactions are EFT or credit card extracts, you must run EFT Extract Update (CB145) to process the EFT or credit card extracts. For more information, see "Processing EFT and Credit Card Extracts" on page 106.

Processing EFT and Credit Card Extracts

Use the following procedure to process released Cash Management EFT or credit card extracts. The program creates an ACH formatted payment file.

STEPS

To process EFT and credit card extracts

1. Access EFT Extract Update (CB145).
2. Enter the parameters. Consider the following fields.

Company	Type or choose the Cash Management company to process EFT or credit card extracts for.
ACH Company ID	Type the number to identify the company on the extract tape. (Usually, this is the company's tax ID.)
Deposit Date	The deposit date to be recognized for the transaction record.
Post Date	Type or choose the date the transaction will be posted in the Cash Management application.
Transaction Type	Choose a transaction type: EFT (E) Credit Card (C) EFT and Credit Card (B)
Cash Code or Cash Code Group or Cash Code List	Type or choose the cash code to process extracts for. Or you can choose a cash code group or a cash code list.
Journal Book	Type the journal book number for the general ledger distribution type records created.
Print Detail	Choose Yes to print detail on the report. If you choose No, summary information prints.

Followup Tasks

- To post transactions to General Ledger, run Bank Transaction Posting (CB175). For more information, see "Posting Bank Transactions" on page 81.

Related Reports and Inquiries

To	Use
List EFT or credit card extracts	EFT Extract Listing (CB245)

Chapter 9

Processing Stale Dated and Escheatment Accounts

This chapter identifies the programs you use to process stale dated and escheated accounts.

Need More Details? Check out the following concepts:

- "What is Stale Dating?" on page 20
- "What is Escheatment?" on page 20
- "Defining Stale Dating and Escheatment Accounts" on page 43

Procedures in this Chapter

Use the following procedures to process stale dated and escheatment accounts.

- "Processing Stale Date Accounts" on page 108
- "Processing Escheatment Accounts" on page 109
- "Reopening Stale Dated Transactions" on page 111

Processing Stale Date Accounts

Use the following procedure to process stale date accounts. The program creates journal transactions to post the amounts to a stale date suspense account.

STEPS

Process stale date accounts

1. Access Stale Dating Processing (CB186).
2. Type or select the job name.
3. From the Main tab, consider the following fields.

Cash Code	Type or select a valid cash code. Represents a bank account.
Cash Code Group	Choose a cash code group, if one exists. A cash code group represents one or more cash codes. You create cash code groups on Cash Code Group (CB11.1).
Cash Code List	Type or choose a cash code attribute list, if you use Attribute Matrix application. A cash code list is an optional parameter, that lets you run reports for one or more cash codes that have been linked via common attributes defined by the list.
Transaction Code	Select the bank transaction code. This code represents a type of cash payment, bill of exchange payment, or bank service, and must be a valid record in the Bank Transaction Code file.
Process Level Processing	Select Y (Yes) if you want to stale date payment by process level. This field is required.
Process Level	Use this to limit the report to update only the entered process level.

Run Option	Select 1 if you want to run the report for Stale Dating. Select 2 if you want to run the report for Escheatment. Select 3 if you want to only update records that were manually changed to escheatment status using CB80. This field is required.
Update	Select an update option. Indicates whether transactions will be posted to the general ledger. If you select No, the program creates a listing only.

4. Access the Stale Date tab. Consider the following fields.

Stale Date	This is the as-of date that the report will be run for and the date posted to the Stale-Date and Recon-Date field on the record in the CBTRANS file. If this is left blank, the system date defaults.
Days	Use this field to determine what transactions to stale date. Any transactions with the entered number of days past their issue date will be flagged as stale dated. This field is required.

Related Reports and Inquiries

To	Use
List stale dated and escheated records	Stale Dating and Escheatment Report (CB286)

Processing Escheatment Accounts

Use the following procedure to mark stale dated transactions as escheated and create journal entries from the stale date suspense account to the escheatment account.

STEPS

Process escheatment accounts

1. Access Stale Dating Processing (CB186).
2. From the Main tab, consider the following fields.

Cash Code	Type or select a valid cash code. Represents a bank account.

Cash Code Group	Choose a cash code group, if one exists. A cash code group represents one or more cash codes. You create cash code groups on Cash Code Group (CB11.1).
Cash Code List	Type or choose a cash code attribute list, if you use Attribute Matrix application. A cash code list is an optional parameter, that lets you run reports for one or more cash codes that have been linked via common attributes defined by the list.
Transaction Code	Select the bank transaction code. This code represents a type of cash payment, bill of exchange payment, or bank service, and must be a valid record in the Bank Transaction Code file.
Process Level Processing	Select Y (Yes) if you want to stale date payment by process level. This field is required.
Process Level	Use this to limit the report to update only the entered process level.
Run Option	Select 1 if you want to run the report for Stale Dating. Select 2 if you want to run the report for Escheatment. Select 3 if you want to only update records that were manually changed to escheatment status using CB80. This field is required.

Update	Select an update option. Indicates whether transactions will be posted to the general ledger. If you select No, the program creates a listing only.

3. Access the Escheatment tab. Consider the following fields.

Escheatment Date	This is the as-of date that the report will be run for and the date posted to the Recon-Date field on the record in the CBTRANS file. If this is left blank, the system date defaults.
Days	Use this field to determine what transactions to escheat. Any transactions with the entered number of days past their issue date and in a status of 5=Stale Dated will be flagged as escheated. This field is required.
State	Use this field to enter a State (i.e., Minnesota) to further limit the records to be escheated to those with vendors in the specified state.

Related Reports and Inquiries

To	Use
List stale dated and escheated records	Stale Dating and Escheatment Report (CB286)

Reopening Stale Dated Transactions

Use the following procedure to create journal entries from the stale date suspense account to the cash account for transactions that have been changed from a stale date status back to an open status.

STEPS

Reopen stale dated transaction

1. Access Bank Transaction Adjustment (CB80.1).
2. Locate your stale dated transaction and change the status from Stale Dated to Open.
3. Access Stale Dating Reopen Update (CB187).
4. Enter or select the job name and job description for your reopened transaction. Consider the following fields:

Cash Code	Type or select a valid cash code. Represents a bank account.

Cash Code Group	Choose a cash code group, if one exists. A cash code group represents one or more cash codes. You create cash code groups on Cash Code Group (CB11.1).
Cash Code List	Type or choose a cash code attribute list, if you use Attribute Matrix application. A cash code list is an optional parameter, that lets you run reports for one or more cash codes that have been linked via common attributes defined by the list.
Transaction Code	This allows you to run the report for a certain transaction code.
Process Level	Use this field to limit the report to update only the entered process level.
Update	Select an update option. Indicates whether transactions will be posted to the general ledger. If you select No, the program creates a listing only.

5. Click Submit to change the status of the specified transaction from Stale Date to Open.

   The journal entry debits the stale date account attached to the record and the reopened amount for the cash code is added to the open balance.

Chapter 10

Reconciling Transactions and Bank Statements

Reconciliation is the process of matching and comparing a system transaction record with a corresponding bank transaction record, adjusting the transaction if necessary, and updating the associated bank account balance.

You reconcile bank transactions that you did not flag as automatically reconciled when you defined your company-cash code relationships. If the reconciled amount does not equal the issued amount and it is not within the accepted tolerances, you can adjust the transaction.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 116

The following concept provides background and conceptual information for the procedures within this chapter:

- "What is a Bank Statement?" on page 114
- "What is a Reconciliation Statement?" on page 114
- "How are Bank Account Balances Updated?" on page 115

What is a Bank Statement?

A bank statement is a document from the bank listing all transactions that have posted to the account for a particular period of time. A bank statement entered in Bank Statement (CB06.1) is used to process any bank transactions (service fees, adjustments, etc.), accounts receivable transactions, and reconciliation of accounts payable checks. The statement is entered into Bank Statement (CB06.1) prior to performing any functions that affect the cash balance of a cash code.

What is a Reconciliation Statement?

A reconciliation statement is a listing of particular transactions that have been posted to a bank account for a period of time (such as issued checks that have cleared the account). Reconciliation statements are used with Bank Tape Mass Reconciliation (CB185) and Statement Reconciliation (CB82) to reconcile large amounts of transactions posted to the Cash Management module through Accounts Payable, Accounts Receivable, or within the Cash Management system. Reconciliation statements can also be used in conjunction with bank statement processing through Bank Statement (CB06.1).

How are Bank Account Balances Updated?

In Cash Management, bank account balances are updated when you reconcile transactions by performing any of the following actions:

- Release a transaction entered on Bank Transaction Entry (CB20.1), and the reconciled amount is within the reconcile tolerance defined for the transaction type or the transaction type is defined as reconciled upon entry.
- Release an adjusted transaction on Reconciliation Adjustment (CB30.1).
- Reconcile a transaction on Bank Transaction Adjustment (CB80.1).
- Reconcile a transaction on Bank Tape Mass Reconciliation (CB185) and the reconciled amount is within the reconcile tolerance defined for the transaction type.

Use Bank Period Close (CB190) to close the bank period and move ending bank account balances for the period being closed to the beginning balance of the next period. CB190 changes transactions to a historical status, making them unavailable for further adjustment, and closes the period to further transaction entry and reconciliation. You can use Account Period Balance (CB90.3) to display beginning balances, period transaction balances, and ending balances for a bank account.

Procedures in this Chapter

This chapter identifies the programs you will use to reconcile bank accounts by reconciling bank transactions and bank statements. You can reconcile transactions individually, in a group, or from a bank tape; or, you can reconcile transactions you entered from a bank statement.

- "Reconciling Transactions" on page 116
- "Adjusting Transactions" on page 122
- "Listing Bank Account History" on page 123
- "Adding a Bank Statement" on page 123
- "Processing Bank Statement Transactions" on page 125
- "Adding and Maintaining Reconciliation Statements" on page 128
- "Manually Reconciling using Reconciliation Statements" on page 129
- "Closing a Bank Statement" on page 130

Reconciling Transactions

You reconcile bank accounts by reconciling bank transactions, bank statements, and reconciliation statements. You can reconcile transactions posted to Cash Management, such as:

- Transactions released on Cash Receipt Deposit (CB10.1), Bank Fund Transfer (CB15.1), and Bank Transaction Entry (CB20.1);
- Transactions interfaced from a non-Lawson application on Bank Transaction Interface (CB500); or
- Transactions interfaced from the Accounts Payable or Accounts Receivable applications.

Use this procedure to reconcile bank transactions. Transactions can be reconciled individually (Option 1), in a group (Option 2), from a bank tape (Option 3), from a reconciliation file (Option 4), or manually (Option 5).

IMPORTANT Regardless of which program you use to reconcile bank transactions, if the reconciled amount of a transaction is higher or lower than the issued amount beyond the accepted tolerance defined on Company-Cash Code Relationships (CB00.3), you must adjust and release the transaction on Reconciliation Adjustment (CB30.1) before the transaction is posted. For more information, see "Adjusting Transactions" on page 122.

STEPS Option 1: Reconciling a Single Transaction

1. Access Bank Transaction Adjustment (CB80.1).
2. Inquire on the cash code and transaction code that you want to display bank transactions for.

NOTE Enter a bank statement number to reconcile existing transactions to a bank statement. The statement must be defined on Bank Statement (CB06.1). For more information, see "Adding a Bank Statement" on page 123. For more information, see "Processing Bank Statement Transactions" on page 125.

3. Select the Bank Statement number assigned to the transaction, if required.
4. Select the Reconcile line action and type the Reconciliation Date next to the bank transaction you want to reconcile. Select the Change form action.
5. If the reconciled and issued amounts are different, choose Rec to open Reconciliation Amount (CB80.3). Consider the following fields.

Reconciliation Amount	Type the reconciliation amount of the transaction.

NOTE The difference between the issued amount and the reconciled amount will create an adjustment record.

NOTE If the amount falls within the tolerances defined on Company-Cash Code Relationships (CB00.3), the reconciliation adjustments will be posted through the reconciliation date when you run Bank Transaction Posting (CB175). If the difference is outside the tolerances, you must maintain and release the adjustment record on Reconciliation Variance Adjustment (CB30.1) before the transaction is posted.

NOTE When you mark a payment record as rejected, a bank transaction adjustment is created by using the tape payment rejection code assigned to the tape's cash payment transaction code on Bank Transaction Definition (CB00.4).

6. To mark a payment tape record as rejected by the bank, choose Rej to open Tape Payment Rejection (CB85.1). For more information, see "Voiding Payments" on page 82.

STEPS

Option 2: Reconciling a Group of Transactions

1. Access Bank Tape Mass Reconciliation (CB185).

2. To reconcile a range of payments for a given transaction code, consider the following fields.

Run Option	Select Mass to reconcile all transactions within the transaction number range you define. All records are reconciled at the issued amount.
Transaction Date	Type the clear date to assign to all reconciled transactions.
Bank Statement	Select the bank statement number to reconcile transactions to a bank statement. The statement number must be defined on Bank Statement (CB06.1). **NOTE** Select a bank statement number only if one is required for the cash code. For more information, see "Adding a Bank Statement" on page 123. For more information, see "Processing Bank Statement Transactions" on page 125.
Update	Select Yes to update the transactions. If you select No, the program creates a listing only.

STEPS

Option 3: Reconciling Transactions from a Bank Tape

IMPORTANT Bank Tape Mass Reconciliation (CB185) does not reconcile transactions directly from a bank tape.

Before you can reconcile transactions from a bank tape using the Tape Run Option on Bank Tape Mass Reconciliation (CB185), you must load data from the bank tape to the CB185 work file. (The file layout is available on the Lawson Documentation page on support.lawson.com or in the Lawson Knowledge Base.)

To load work files or database files, you use a Lawson Software utility (impexp). For more information about loading files, see *Financials Conversion Guide.*

1. Access Bank Tape Mass Reconciliation (CB185).
2. To reconcile transactions from a bank tape, consider the following fields.

Run Option	Select Tape to read records in the Tape file you load from a bank tape. The program reconciles or voids transactions loaded from the tape, and creates a listing of reconciled or voided transactions and an error report listing transactions that were not reconciled or voided.
Transaction Date	Type the clear date to assign to all reconciled transactions.
Bank Statement	Select the bank statement number to reconcile transactions to a bank statement. The statement number must be defined on Bank Statement (CB06.1). **NOTE** Select a bank statement number only if one is required for the cash code. For more information, see "Adding a Bank Statement" on page 123. For more information, see "Processing Bank Statement Transactions" on page 125.
Update	Select Yes to update the transactions. If you select No, the program creates a listing only.

STEPS

Option 4: Reconciling Transactions from a Reconciliation Statement

1. Access Bank Tape Mass Reconciliation (CB185).
2. To reconcile transactions from a reconciliation statement, enter a job name and a job description. From the Main tab, consider the following fields.

Run Option	Select R (Reconciliation Statement) to read records in the Statement Records database file. The program reconciles or voids transactions loaded from the database file, and creates a listing of reconciled or voided transactions and an error report listing transactions that were not reconciled or voided.
Update	Select Yes to update the transactions. If you select No, the program creates a listing only.

3. Select the Reconciliation Statements tab. Consider the following fields.

Statement Number, Suffix	Use this field to select the statement to be processed out of the CBSTMTREC file. The statement number must be defined on Reconciliation Statement Maintenance (CB81.1).

Default Transaction Code	This field displays the default transaction code for statement records that do not have one already defined. If not populated, the statement records with no transaction code will not be reconciled.

4. If you are reconciling one to many transactions, consider the following fields.

Tolerance	This is the tolerance amount for one to many reconciling. The statement record line amount and the total of the CBTRANS records must be within the tolerance (+/-) for the records to be reconciled. If no tolerance is entered, the total of the CBTRANS records must equal the statement line amount.
Company	Required if tolerance amount is populated. This is the company to which the reconciliation difference will be posted.
Account	Required if tolerance amount is populated. This is the accounting unit to which the reconciliation difference will be posted.
Transaction Code	For the entered transaction code, the CB185 will reconcile the selected statement option field for the statement to selected Cash Management option field on the Cash Management transaction (CBTRANS).
Statement Option	Required if transaction code is entered. Select the statement line field that will be reconciled to the Cash Management transactions field/value (CBTRANS records). The CB185 will use the selected statement field value to match to the selected Cash Management field value. Valid values are: 1 = User field 1 2 = User field 2 3 = User field 3 4 = User field 4 5 = Tran Nbr
Cash Ledger Option	Required if transaction code is entered. Select the Cash Management field to which the statement line will be reconciled. The CB185 will reconcile all ledger transactions with the selected field values that match to the value of the selected statement field. Valid values are: 1 = User field 1 2 = User field 2 3 = User field 3 4 = User field 4 5 = Tran Nbr

STEPS Option 5: Reconciling Manual Transactions

1. Access Manual Reconciliation Entry (CB25.1).
2. Consider the following fields to create a manual entry for each reconciled transaction listed on the bank statement.

Cash Code	Select a valid cash code that represents the bank account that you want to enter transactions for.
Transaction Code	Select a valid transaction code that represents the type of banking transaction you want to enter.
Transaction	Type the transaction number to be reconciled.
Reconciliation Date	Optional. Type the reconciliation date of the bank transaction. If you leave this field blank, the application date defaults.
Amount	Type the reconciled amount of the transaction. **NOTE** This amount is in the bank account currency defined for the cash code on Cash Code (CB00.2).

3. To reconcile manual entries, run Bank Tape Mass Reconciliation (CB185) by selecting Data Input in the Run Option field. Once reconciled, the manual entries are deleted.

Adjusting Transactions

You can enter one or more reconciliation adjustment distributions for a bank transaction that requires adjustment. Use this procedure to adjust a bank transaction.

STEPS **To adjust a transaction**

1. Access Reconciliation Variance Adjustment (CB30.1).
2. Inquire on the bank transaction that requires adjustment.
3. Add one or more reconciliation adjustment distributions.
4. Optional. To override the default reference or description for a reconciliation adjustment distribution, choose * to open Distribution Options (CB30.2).
5. Optional. To adjust tax information for a reconciliation adjustment distribution, choose Tax to open Tax (CB30.3).
6. Select the Change form action.

Followup Tasks

- After you adjust a bank transaction, you must release it to update the bank account balance and post it to the General Ledger. On Reconciliation Variance Adjustment (CB30.1), inquire on the adjusted transaction you want to release and select the Release form action.

TIP The total reconciliation adjustment amount must equal the reconciliation difference before you can release the bank transaction. The transaction will not be considered reconciled until you release it.

Listing Bank Account History

You can list reconciled, voided, and open transactions for a given bank account in a specified bank period. Use this procedure to list bank account history.

STEPS To list bank account history

1. Run Bank History Report (CB220).
2. In the Company field, you can select a company number to request payments for a specific company. If you leave this field blank, all companies using the bank account you define in the Cash Code, Cash Code Group, or Cash Code List field will be reported.
3. You can type a date range for issued and/or reconciled transactions. If you leave these fields blank, all transactions, regardless of the transaction or reconcile date, will be listed.
4. If you want to list all open transactions, regardless of type, leave the Transaction Code field blank and select Open in the Transaction Status field.
5. In the Amounts field, you can select B to run the report in the base currency. If you leave this field blank, the report will run in the bank currency.

Adding a Bank Statement

TIP You can enter a Reconciliation Statement number on Bank Transaction Adjustment (CB80.1) or Bank Tape Mass Reconciliation (CB185) to reconcile existing transactions to a bank statement. The statement number must be defined on Bank Statement (CB06.1).

You must add a bank statement record for each cash code that requires you to reconcile bank statements before you enter associated transactions. The bank statement must include the statement number, statement date, and the beginning and ending balances. Use this procedure to create a bank statement record.

IMPORTANT You must select Yes in the Bank Statement Required field on Cash Code (CB00.2) before you can add a bank statement.

STEPS To add a bank statement record to a cash code

1. Access Bank Statement (CB06.1).
2. Consider the following fields to create a bank statement record.

Cash Code Select a valid cash code representing a bank account that requires reconciliation statements.

NOTE The cash code must be flagged Yes in the Bank Statement Required field on Cash Code (CB00.2).

Bank Statement Number	Type the bank-assigned bank statement number or create a user-defined ID. **NOTE** If you selected the single statement option on Cash Code (CB00.2), you can have only one statement open at a time. With each new statement, the system will automatically update the statement number.
Company	Select the company number that represents the company you want to create a bank statement record for.
Bank Statement Date	Optional. Type the date the bank statement was prepared.
Reconciliation Journal Book	If you use journal books, select a valid reconciliation journal book. **NOTE** If you leave this field blank, the reconciliation journal book defined on Company - Cash Code Relationships (CB00.3) defaults.
Beginning Balance	Optional. Type the beginning balance for the reconciliation statement. This amount is the balance prior to the first transaction listed on the statement. **NOTE** If you selected the single statement option on Cash Code (CB00.2), the system automatically displays the beginning balance.
Ending Balance	Optional. Type the ending balance for the reconciliation statement. The ending balance is the amount after the final transaction listed on the statement.
Exchange Rate	If the cash code currency is different from the company base currency, you can specify a current exchange rate. If you do not, the rate defined for the currency on Exchange Rates (CU10.1) defaults.

Default Pay Codes	Select customer, vendor, general ledger, and reconciliation pay codes that represent types of bank transactions.

NOTE The pay codes are defined on Bank Transaction Definition (CB00.4). You must set up customer, vendor, and bank codes if you want to auto reconcile your transactions. These codes become the defaults for adding transactions on Cash Code (CB00.2).

TIP You can enter a bank statement number on Bank Transaction Adjustment (CB80.1) or Bank Tape Mass Reconciliation (CB185) to automatically create bank statement detail.

3. To enter detail information, choose Detail to open Bank Statement Detail Entry (CB06.2). When you add detail information, you are transferred automatically to the appropriate form in the Accounts Payable, Accounts Receivable, or Cash Management application, to process the transaction. For more information, see "Processing Bank Statement Transactions" on page 125.
4. To close a completed bank statement, choose Statement Close to open Bank Statement Close (CB191). For more information, see "Closing a Bank Statement" on page 130.

Processing Bank Statement Transactions

After you create a bank statement, you must add all bank transactions for that bank statement.

STEPS

To process a bank statement transaction

1. Access Bank Statement (CB06.1).
2. Choose Detail to open Bank Statement Detail Entry (CB06.2).

TIP You can enter a Bank Statement number on Bank Transaction Adjustment (CB80.1) or Bank Tape Mass Reconciliation (CB185) to associate transactions with a bank statement. The statement number must be defined on Bank Statement (CB06.1).

3. Process bank statement transactions. Consider the following fields.

Transaction Date	Select the transaction date.
Transaction Type	This field identifies the type of transaction to be processed. • Select V to process a vendor payment. You are transferred automatically to AP55.1 where you use the Add form action to create the transaction. See the *Accounts Payable User Guide* for detailed instructions on adding manual payments. • Select C to process a customer receipt. You are transferred automatically to AR30.2 where you use the Add form action to create the transaction. See the *Accounts Receivable User Guide* for detailed instructions on applying cash transactions. • Select G to process a cash transaction. You are transferred automatically to CB20.1 where you use the Add form action to create the transaction. **TIP** Use vendor payments, customer receipts, and cash transactions to record transactions found on the bank statement that do not exist as transactions in the Lawson system. • If you select R, (Reconcile), you must select a payment number from a list of unreconciled transactions in the Payment No field. You are transferred automatically to CB80.1 where a list of unreconciled transactions for the code you selected is displayed. Use the Change form action to change the data. **TIP** Use reconcile to reconcile an existing transaction to the bank statement. **NOTE** After you add or change the transaction on any of these forms, close the form. You are automatically transferred back to CB06.2 where you can continue with the next transaction.
Amount	Type the transaction amount.

Pay Code	If you selected R in the Transaction Type field, select the transaction code that represents the type of transaction that you will be reconciling.
Payment Number	If you selected R in the Transaction Type field, select a payment number from a list of unreconciled transactions. For any other transaction type, leave this field blank and a transaction number will be generated automatically.
Vendor / Customer	If you selected V in the Transaction Type field, you must select a vendor identification code. If you selected C in the Transaction Type field, you must select a customer number. **NOTE** The vendor must exist in the Accounts Payable application. The customer must exist in the Accounts Receivable application.
AP Process Level	If you selected a Vendor, select an accounts payable process level.
Pay Group	Conditional. If this is a vendor transaction, select a pay group to process accounts payable payments.
Remit To Location	Optional. You can select a user-defined code representing a vendor's remittance address.
AR Process Level	Conditional. If you selected a Customer, select an accounts receivable process level.

4. Run Bank Statement Closing (CB191) to release the transactions.

Adding and Maintaining Reconciliation Statements

NOTE Reconciliation Statement Maintenance (CB81.1) is a maintenance screen. Reconciling of statements is performed via Bank Tape Mass Reconciliation (CB185) or Statement Reconciliation (CB82.1).

Use the following procedure to add and edit records in the Cash Management statement record file. The statement record file is where bank records are loaded to be reconciled against records in the Cash Management Transactions file.

STEPS **Maintain reconciliation statements**

1. Access Reconciliation Statement Maintenance (CB81.1).
2. Enter a Statement Number and a Line Number on which to inquire. Consider the following fields.

Bank Identification	Required if cash code is not populated. This is the bank identification number.
Record Type	This is the record type. Blank=Cash Ledger Record B=Beginning Balance Record
Cash Code	Required if the bank ID and bank account number are not populated. This is the cash code for the transaction.
Transaction Code	This is the payment code for the transaction.
Amount	Required if the Rec Status is ~ or R. This is the amount of the transaction.
Function	This field identifies what status the CBTRANS record will be changed to when this line is reconciled to the CBTRANS record. Valid values are: ~ or R = Reconcile V = Void S = Stop Payment

3. Add, change or delete the record.

   Reconciliation Statement Maintenance (CB81.1) cannot:

   - change or delete records that have a line status of Closed.
   - change the Cash Code or Transaction Code for statment lines that are partially reconciled.

     All transaction records reconciled to a statement line must have the same cash code and transaction code.

Manually Reconciling using Reconciliation Statements

Use the following procedure to manually reconcile the bank records in the Cash Management Transactions file to the records in the Cash Management Statement Records file.

You can use Statement Reconciliation (CB82.1) to manually reconcile records that could not be reconciled by Bank Tape Mass Reconciliation (CB185).

The statement records file is used to load records from the bank to be reconciled to the cash ledger or records generated internally to be voided or stop paid.

STEPS

Manually reconcile using reconciliation statements

1. Access Statement Reconciliation (CB82.1).
2. Enter a statement number on which to inquire. When inquiring on a statement number, the program performs the following functions:
   - Verify that the reconciliation statement number and line number exist in the Cash Management Statement Records file.
   - Returns the date, amount, reconciled amount, description, and transaction number to the screen.
   - If the cash code and transaction code exist in the statement record, return them to the screen.
   - Uses the cash code to retrieve transactions from the Cash Management Transaction file. These records are then displayed in the detail lines.

   Consider the following fields.

Override Cash Code	Required if cash code is not available from the statement file. This field is used to filter the CBTRANS records to a specific bank account.
Bank Statement	The bank statement number assigned to the transaction. Must be defined on Bank Statement (CB06.1). Used only for cash codes that require bank statements.

3. Mark the records that you want to apply to the reconciliation statement line number by entering "A" (for Apply) in the FC field. You can apply more than one transaction record to the statement line.

If the reconciliation amount is different than the issued amount, click the "R" button in the detail line to access Reconciliation Amount (CB82.3). From Reconciliation Amount (CB82.3), enter the reconciliation amount and click OK to return to Statement Reconciliation (CB82.1).

4. Click Change.

   The program performs the following when applying a cash ledger record to the reconciliation statement line:

   - If the reconciliation amount is less than the transaction issue amount and the amount is outside the tolerance set on Company-Cash Codes (CB00.3), an adjustment record for the difference is created
   - If the difference is within tolerance, the variance distribution is created.
   - If the reconciliation statement amount is greater than the transaction issue amount, Statement Reconciliation (CB82.1) reconciles the record for the full amount. It adds the amount to the reconciliation balance, leaving a balance left over to still be applied.
   - If you are applying multiple transaction records to the statement line, Statement Reconciliation (CB82.1) applies each line separately, adding up the reconciled amount until the remaining balance is zero. Any reconciliation differences are reflected on the last selected transaction record.

   You can reopen transactions by using the "O" option in the FC field and performing a form change. Reopening a transaction means that the data from the reconciliation statement needs to be applied to another transaction record. It can then be edited or deleted (using Reconciliation Statement Maintenance (CB81.1)) or re-applied to other transaction records.

Related Reports and Inquiries

To	Use
List statement information contained in the statement record file	Reconciliation Statement Listing (CB281)

Closing a Bank Statement

After you enter and release transactions associated with the bank statement, you must close the bank statement. You can evaluate Cash Management,

Accounts Payable, and Accounts Receivable transactions associated with a specific statement number. Use this procedure to close a bank statement.

STEPS To close a bank statement

1. Access Bank Statement (CB06.1).
2. Choose Statement Close to open Bank Statement Close (CB191).
3. Consider the following fields.

Cash Code or Cash Code Group	Select a valid cash code or cash code group that represents the bank account(s) that you want to close a bank statement for. **NOTE** If you select a cash code, the cash code must be flagged Yes in the Reconciliation Statement Required field on Cash Code (CB00.2). If you select a cash code group, it must be defined on Cash Code Group (CB11.1).
Reconciliation Stmt Number	Type the bank-assigned statement number to reconcile. **NOTE** This number must be defined on Bank Statement (CB06.1).
Report Sequence	Select a report sequence. Reports can be sequenced by Line Number or Pay Code.
Update Option	Optional. Select an update option. • Select Yes to release bank transactions defined on Bank Statement Detail Entry (CB06.2) and close the specified bank statement. **NOTE** Even with the Update option set to Yes, the program does not release the transactions or close the statement until the statement is in balance and free of errors. • Select No to create a preliminary report without closing the statement.
Reprint	Optional. Select Yes if you want to reprint a bank statement after it has been closed.

Chapter 11

Processing Period End

This chapter describes the procedures you perform to close a company period or a bank period. If you use the closing control options that are part of the general ledger system control, you must run the Cash Management company period closing program before closing the General Ledger application.

Optionally, you can delete all historical bank transactions, bank fund transfers, cash receipt deposits, and bank statement periods from the Cash Management database files.

Procedures in this Chapter

Closing bank and company periods and deleting historical transactions and records from the Cash Management database files can be an important part of managing your cash ledger. Use the following procedures to close a company or bank period and delete historical data.

- "Closing a Bank Period" on page 134
- "Closing a Company Period" on page 135
- "Deleting Transactions" on page 136

Closing a Bank Period

When you close a bank period, all reconciliations that occurred in the bank period are updated. This program calculates ending balances for the closing period, beginning balances for the next period, and closes the bank period. After transactions have been reconciled and closed, they cannot be re-opened for additional processing. Use this procedure to close a bank period.

IMPORTANT You must run Bank Transaction Posting (CB175) before you update reconciliations.

STEPS To close a bank period

1. Access Bank Period Close (CB190).
2. Consider the following fields.

Cash Code or Cash Code Group	Select a valid cash code or cash code group that represents the bank account(s) that you want to close a bank statement for.
Period Close Date	Type the ending date of the bank period. All transactions reconciled on or before the date you define will be updated to calculate new beginning, transaction, and ending balances for the bank period.
Report Sequence	Optional. Select a report sequence to indicate whether to sort updated transactions by transaction code or transaction date.
Update	Optional. Select Yes to close the bank period. If you select No, the program creates a listing only.

Closing a Company Period

TIP If you use closing control, you must close your Cash Management period before you can close the General Ledger application.

If you used system control in the General Ledger application, you must process the company period closing at the end of each accounting period. When you close a company period, bank transaction dates are edited to make sure all transactions have been transferred to the General Ledger application for the closing period. Use this procedure to close a company period.

STEPS To close a company period

1. Access Company Period Close (CB195).
2. Consider the following fields.

Company	Select a valid general ledger company number. **NOTE** The company must have system control options defined on System Control (GL01.1).
GL Period	Optional. Type the general ledger accounting period that you want to process the Cash Management closing for.
Year	Optional. Select a value to indicate whether the period selected is in the Current or Next general ledger fiscal year.
Detail Report	Choose yes to run a detail listing of all unposted transactions. **NOTE** The detail report will take longer to run. If you choose No, the program looks for the first unposted record in each of the applicable files and prints a message on the report stating which type of file has unposted transactions. The default is No.
Update	Optional. If all transactions for the selected period have been transferred to the General Ledger application, you can select Yes to update system control. If you select No, the program creates a listing only.

Deleting Transactions

To manage the size of your cash management database, and to minimize the number of records you need to sort through when selecting data, you can delete historical transactions and records from cash management files. You cannot inquire or report on information once it has been deleted. Use this procedure delete historical bank transactions.

STEPS

To delete a transaction

- Run History Purge (CB300) to delete all historical bank transactions, bank fund transfers, cash receipt deposits, and bank statement periods from the system. For each purge option, you can select Yes to delete transactions or No to run a report only.

IMPORTANT If you select Yes in the Archive Transactions field, you can no longer inquire or report on the bank transactions, bank fund transfers, cash receipt deposits, or bank statement period information you delete. Before you delete information, consider running Bank History Report (CB220) for a detailed listing of the transactions you are deleting.

Chapter 12

Accessing Cash Management Data

There are several pre-defined reports and inquiry forms you can use to analyze your data. Methods to access the data include drill around functions and online inquiries. This chapter includes a sample of some of the reports available to you with a brief description and example of each. It also covers the different methods you can use to retrieve your data.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Standard Reports" on page 140

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is the Drill Around Feature?" on page 138
- "What is Online Analysis?" on page 139

What is the Drill Around Feature?

Drill around is a multi-dimensional tool that you can use to access information in a Lawson application. Drill arounds provide real-time information in an online format, so you don't have to wait for a report to access and analyze data. Use a drill around on any field in the application where the drill around icon is available to access information about your setup, customers, cash entry and applications, and more. You also can drill around on certain fields when viewing select reports online.

What is Online Analysis?

Cash Management includes several online analysis forms that you can use to view real-time information. Use these forms to view information about bank account balances, transaction adjustments, and account currency. The following analysis forms are available.

To	Use
Display the bank-assigned account number, the account currency, the location of the bank account, and the building society for a company.	Cash Code Group (CB11.1)
Display payment (CBPAYMENT) records that have been paid through the Accounts Payable application. (Cash Management payment records are created by Payment Load (CB554) and Payment Entry (CB55.1)	Cash Payment Inquiry (CB56.1)
Display default transaction information defined on Bank Statement (CB06.1). Use this form to accept the transaction as is or add applications or distributions.	Transaction Adjustment (CB80.1)
To create a bank transaction adjustment using the tape payment rejection code assigned to the tape's cash payment transaction code on Bank Transaction Definition (CB00.4).	Tape Payment Rejection (CB85.1)
Display current bank account balances, including both reconciled and outstanding balances.	Current Bank Account Balance (CB90.1)
Display bank account balances in an alternate currency. This program uses the exchange rates defined for the currency relationships in the Currency application. See the *Currency User Guide* for more information.	Currency Analysis (CB90.2)
Display bank account balances by period including the beginning balance, period transaction amount, and ending balance.	Bank Account Period Balance (CB90.3)
Display a specific type of bank transaction for a cash code.	Bank Transactions (CB90.4)

Standard Reports

Cash Management includes Lawson-defined standard reports and listings you can use to review and analyze your data. This section provides a brief description of the reports.

- "Bank History Report (CB220)" on page 140
- "Cash Account Activity (CB260)" on page 140
- "Bank Transaction Listing (CB221)" on page 140

Bank History Report (CB220)

Run Bank History Report (CB220) to list reconciled, voided, and open bank account transaction history for a cash code. This program creates a separate listing of transactions reconciled for an amount that is different from the issued amount.

Cash Account Activity (CB260)

Run Cash Account Activity (CB260) to list all activity against a cash account for a specific date range. The report lists transactions that have been entered or voided, and reconciliation variances for the date range you define.

Bank Transaction Listing (CB221)

Run Bank Transaction Listing (CB221) to list bank transactions and associated distributions for a cash code.

Chapter 13

Using Lawson Business Intelligence to Create Data Marts

This chapter provides an overview of Lawson Business Intelligence function. You use the Lawson Business Intelligence products to create multidimensional databases and analyze the data in those databases.

Concepts in this Chapter

What Is Lawson Business Intelligence?

TIP Your implementation might use some or all of the Lawson Business Intelligence components.

Lawson Business Intelligence is a product that joins applications and technology to provide you with a powerful reporting and analysis solution. The many calculations and other analytical features within Lawson Business Intelligence make it an excellent decisions solution for all roles within an organization.

Lawson Business Intelligence is made up of:

- the Analytic Architect (IA) application
- an Online Analytical Processing (OLAP) database
- the Scorecard reporting tool

Analytic Architect

The Analytic Architect application is the backbone of Lawson Business Intelligence. Analytic Architect lets you use data marts types to define, extract, transform, and load Lawson data from the Lawson application database into the Hyperion Essbase OLAP Server or the Microsoft SQL Server Analysis Services. In addition to creating OLAP databases, Analytic Architect can create CSV or Star Schema output for use with a variety of reporting tools.

For more information about the Analytic Architect application, see the *Analytic Architect User Guide*.

OLAP Database

NOTE An OLAP database is also called a cube or data mart.

The data you extract with Analytic Architect is consolidated, summarized, and then transferred to an online analytical processing (OLAP) database. You can use either Hyperion Essbase or Microsoft SQL Server Analysis Services as your OLAP database.

Scorecard

Scorecard is a Lawson-developed analytic tool that allows you to build different configurations of your data that is stored in an OLAP database. With Scorecard you can view your business data, run “what-if” scenarios, pivot data, create charts, drill down into the data, and use DrillAround© to access related data in the Lawson application.

For more information about Scorecard, see the *Scorecard User Guide*.

Cash Management (CBDM) Data Mart

The Cash Managment Data Mart provides for treasury reporting on daily transactions that flow through the Cash Management system. The Cash Management Data Mart allows you to compare balances such as Bank, Cash Flow, Adjustments and General Ledger Account as well as transaction statuses against your Cash Code Groups and Bank Instruments providing you with the necessary analysis needed to support the ongoing conduct of the treasury business.

You can define the dimensions for the Cash Management data mart on Cash Ledger Data Mart Setup (CBDM.1).

The following dimensions are required for the Cash Management data mart .

Dimension	Description
Calendar	Define the parameters for the time dimension of your data mart. After you have defined your parameters, you can choose Adjustments to change their default settings such as data consolidations and member names.
Intraday	Define the Cash Management Data Mart's Intraday dimension. Because the Cash Management Data Mart can be run several times a day, the Intraday dimension saves each run's data separately.
Currency	Define the currency dimension in the Cash Management Data Mart. On this form, you need to specify how you want the system to calculate the currency that populates the data mart.
Organization	Specify which company or company group you want to include in the Cash Management Data Mart.
Cash Code	Define the cash code dimension in the Cash Management Data Mart. On this form, you need to specify the cash code groups and in what order you want them to populate the data mart.
Tran Status	Provide member names for the balance and status metrics in the Cash Management Data Mart.
Bank Inst	Provide member names for the bank instruments that you want to include in the data mart.

Procedures in this Chapter

This chapter describes the procedures you perform to report on daily transactions that flow through the Cash Management system using the Cash Management Data Mart.

- "Updating Transaction Bank Balances" on page 144
- "Updating Transaction Open Balances" on page 145
- "Updating Transaction Open Balances" on page 146
- "Inquiring on Transaction Balances" on page 146
- "Updating Previous Day Balances" on page 149

Updating Transaction Bank Balances

If you have set the Summarize Ledger Balances flag to Yes on Cash Codes (CB00.2), you can track summarized transactions. However, you must enter the beginning and ending balances to correspond with historical transactions. See "Defining Cash Codes (Bank Accounts)" on page 22 for information on setting the Summarize Ledger Balances flag.

Use the following procedure to update the beginning and ending bank balances in the Cash Management consolidation file. The balances entered at the company level are consolidated and applied to the balances at the cash code level.

STEPS Update transaction bank balances

1. Access Transaction Bank Balance Update (CB99.3).

   Transaction Bank Balance Update (CB99.3) is used to add balance records when first tracking transactions through the Cash Management consolidation file. It can also be used to modify existing bank balances that are incorrect.

2. Enter the cash code and date for which you want to edit the beginning and ending balance. Consider the following fields.

Beginning Bank Balance	This is the beginning balance amount for the entered date for the cash code.
Ending Bank Balance	This is the ending balance amount for the entered date for the cash code.
Company	This is the company to which balances are applied.
Beginning Balance	The balance of reconciled transactions for the selected company at the beginning of the day.
Ending Balance	The current balance of reconciled transactions for the selected company.

3. Click Add to update your transaction balance.

Updating Transaction Open Balances

Use the following procedure to update the beginning and ending accounting balances in the Cash Management consolidation file. The balances entered at the company level are consolidated and applied to the balances at the cash code level.

STEPS **Update transaction open balances**

1. Access Transaction Account Balance Update (CB99.4).

   Transaction Account Balance Update (CB99.4) is used to add balance records when first tracking transactions through the Cash Management consolidation file. It can also be used to modify existing account balances that are incorrect.

2. Enter the cash code and date for which you want to edit the beginning and ending balance. Consider the following fields.

Beginning Bank Balance	This is the beginning balance amount for the entered date for the cash code.
Ending Bank Balance	This is the ending balance amount for the entered date for the cash code.
Company	This is the company to which balances are applied.
Beginning Balance	The balance of issued transactions for the selected company (less any voided, stop paid, and escheated transactions) that are in an open status at the beginning of the day.
Ending Balance	The current balance of issued transactions (less any voided, stop paid, and escheated transactions) that are in an open status.

3. Click Add to update your transaction balance.

Updating Transaction Open Balances

Use the following procedure to update the beginning and ending open balances in the Cash Management consolidation file. The balances entered at the company and transaction code level are consolidated and applied to the balances at the company level and the cash code level.

STEPS Update transaction open balances

1. Access Transaction Open Balance Update (CB99.5).

   Transaction Open Balance Update (CB99.5) is used to add balance records when first tracking transactions through the Cash Management consolidation file. It can also be used to modify existing open balances that are incorrect.

2. Enter the cash code and date for which you want to edit the beginning and ending balance. Consider the following fields.

Beginning Bank Balance	This is the beginning balance amount for the cash code on the entered date.
Ending Bank Balance	This is the ending balance amount for the cash code on the entered date.
Company	This is the company to which balances are applied.
Tran Code	This is the transaction code to which balances are applied.
Beginning Balance	The balance of transactions for the selected company that are in an open status at the beginning of the day.
Ending Balance	The current balance of transactions that are in an open status (Open Beginning Balance + current day (issues - reconciled - voided - stop paid - escheated).

3. Click Add to update your transaction balance.

Inquiring on Transaction Balances

Use the following procedures to inquire on the Cash Management consolidation file records at the cash code level, company level, or the transaction code level. Transaction Balance Inquiry at Cash Code Level (CB90.6), Transaction Balance Inquiry at Company Level (CB90.7), and Transaction Balance Inquiry at Tran Code Level (CB90.8) display all data relevant to the cash code, company, or transaction code level from the Cash Management consolidation file.

STEPS Inquire on a balance at the cash code level

1. Access Transaction Balance Inquiry at Cash Code Level (CB90.6).

2. Enter the cash code and date for which you want to inquire on the beginning and ending balance. Consider the following fields.

Beginning Balances	This is the account, bank, and open beginning balance amount for the cash code on the entered date.
Ending Balances	This is the account, bank, and open ending balance amount for the cash code on the entered date.
Amounts	This is the amount for given type of transactions (e.g., Issues, Stale Dated, etc.).
Units	The is the number of transactions of a given type (e.g., Issues, Stale Dated, etc.).

STEPS

Inquire on a balance at the company level

1. Access Transaction Balance Inquiry at Company Level (CB90.7).
2. Enter the cash code and date for which you want to inquire on the beginning and ending balance. Consider the following fields.

Company	This is the company that the data applies to.
Beginning Balances	This is the account, bank, and open beginning balance amount for the cash code on the entered date.
Ending Balances	This is the account, bank, and open ending balance amount for the cash code on the entered date.
Amounts	This is the amount for given type of transactions (e.g., Issues, Stale Dated, etc.).
Units	The is the number of transactions of a given type (e.g., Issues, Stale Dated, etc.).

STEPS

Inquire on a balance at the transaction code level

1. Access Transaction Balance Inquiry at Tran Code Level (CB90.8).

2. Enter the cash code and date for which you want to inquire on the beginning and ending balance. Consider the following fields.

Company	This is the company that the data applies to.
Tran Code	This is the transaction code to which the data applies.
Beginning Balances	This is the account, bank, and open beginning balance amount for the cash code on the entered date.
Ending Balances	This is the account, bank, and open ending balance amount for the cash code on the entered date.
Amounts	This is the amount for given type of transactions (e.g., Issues, Stale Dated, etc.).
Units	The is the number of transactions of a given type (e.g., Issues, Stale Dated, etc.).

Updating Previous Day Balances

Use this procedure to bring forward the previous day balances to the current day for cash codes in which no activity existed for the current day.

The Cash Management cash code file is used to find all cash codes with the Summarize Ledger Balances flag set to Yes.

For each cash code found, the program finds the most recent Cash Management consolidation record at the cash code level. If a record is found for the current date (the date for which the CBCONSOL Current Day Build (CB181) is being run) then no further processing is done for the cash code.

If a previous day record is found and no balances exist, no further processing is done for the cash code.

If a previous day record is found and balances exist in either the bank ending balance, the open ending balance, or the account ending balance, the following processing takes place:

- A Cash Management consolidation record for the cash code level is created for the current day. The existing ending balances from the previous day record are moved to the respective beginning and ending balance fields for the new current date record.
- Using the previous day date found for the cash code, a search for all related company level records is performed. If any company level records are found and they contain any ending balances, a Cash Management consolidation record is created for the current date at the company level. The existing ending balances from the previous day record are moved to the respective beginning and ending balance fields for the new current date record.
- For each company level record found, a search for all related transaction code level records is performed. If any transaction code level records that contain open ending balances are found, a Cash Management consolidation record for the current date is created at the transaction code level. The open ending balance from the previous day record is moved to the respective beginning and ending balance fields for the current date.

STEPS Bring forward previous day balances

1. Access CBCONSOL Current Day Build (CB181).
2. Use the Job Name, Job Description, and User Name fields to narrow your search.
3. Click Submit to process your request.

Appendix A

Cash Management Transactions

This appendix provides examples of the transactions that are created when you run Bank Transaction Posting (CB175).

Cash Management Transactions

You run Bank Transaction Posting (CB175) to create General Ledger entries for Cash Management entries, optional reconciliation entries, and reconciliation variances. The following examples illustrate General Ledger transactions that might be created from reconciled bank account transactions.

Example 1

This example illustrates General Ledger entries created for a transaction reconciled for 5.00 more than the issued amount within the tolerances defined for the transaction type:

Debit	5.00	Variance Expense Account
Credit	5.00	Cash

Example 2

This example illustrates General Ledger entries created for a transaction reconciled for 20.00 less than the issued amount not within the tolerances defined for the transaction type. Bank Transaction Posting (CB175) creates the entries after you balance and release the transaction on Reconciliation Adjustment (CB30.1):

Credit	20.00	Variance Expense Account
Debit	20.00	Cash

Appendix B

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, **Shift** is a key name and **Help (F1)** is a function key name. A value or command that you must type exactly as it appears. A program or file name.
italics	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.

CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.

WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or http://support.lawson.com. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see http://support.lawson.com. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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