

Receivables Payables Compensation

Document version:	1.1
Created on:	9. 7. 2020
Author:	Jarmila Krnáčová

OBSAH

1. Introduction	3
2. Setup for inclusions	3
3. Creating inclusion	4
3.1. Inclusion Header	4
3.2. Inclusion Lines.....	5
3.2.1. Insert Receivables.....	5
3.2.2. Insert Payables.....	6
3.2.3. Correction Amounts in the Offset	7
3.2.4. Reconciliation and Printing suggested Inclusion	10
4. Posting inclusion.....	11
4.1. Check open Entries	11
4.2. Posting agreed Inclusion.....	11
4.3. Reverse Offset.....	12

1. INTRODUCTION

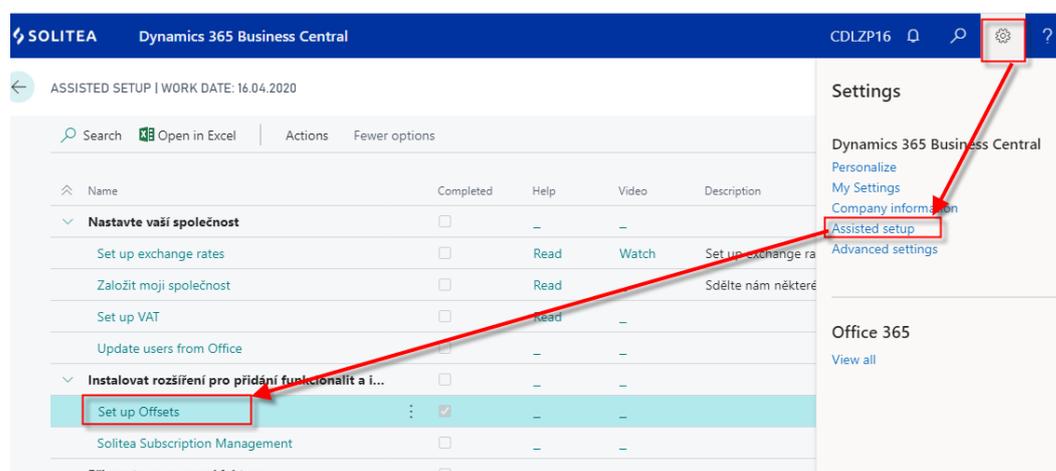
Feature „Offset“ (Inclusions) is designed for suggestion, posting and printing Customer and Vendor Compensation. Agreement of mutual Receivables and Payables is possible to print in two Version – for 2sided or more sided Inclusions.

Into the Inclusion are included Documents which are recorded in the System as Customer Ledger Entries and as Vendor Ledger Entries. This Feature is possible to use for Compensation Invoices and Credit Memos of one Customer or one Vendor also.

Also is possible to include into Inclusion Documents which are created in different Currencies.

2. SETUP FOR INCLUSIONS

On the main Bar choose Settings / Assisted Setup / Set up Offsets



Click Next and specify all Fields on the Page Offset Setup:

- Gen.J.T.for Offset : choose General Journal Template = OBECNÉ
- Gen.J.B.for Offset : choose General Journal Batch = VÝCHOZÍ
- Offset Nos: choose No. Series = ZÁPOČET
- Posted Offset Nos.: choose No. Series for posting = ZÁPOČET
- Offset Text Code : choose Standard Text prepared for Inclusion = ZAPOCET
- Offset On Hold : set unique Indication which will be set to Vendor/Customer Ledger Entry included to Inclusion = ZAP
- Click Next
- Click Finish
- Close page Assisted Setup

OFFSET SETUP

Specify all following fields.

Gen.J.T.for Offset OBECNÉ

Gen.J.B.for Offset VÝCHOZÍ

Offset Nos. ZÁPOČET

Posted Offset Nos. ZÁPOČET

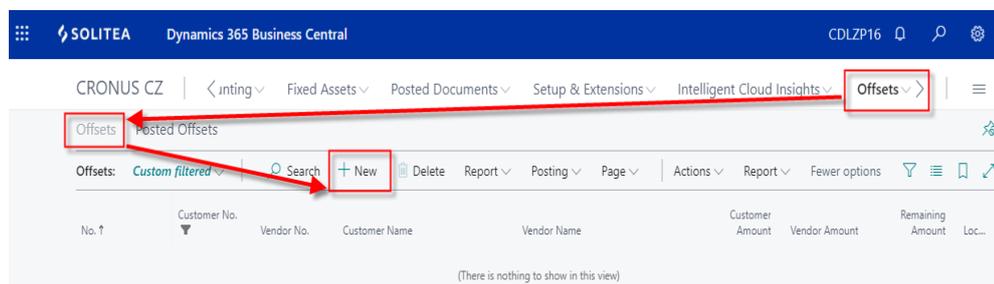
Offset Text Code ZAPOCET

Offset On Hold ZAP

Back Next Finish

3. CREATING INCLUSION

Choose Offsets function in the main Menu, than click on Offsets and New :



3.1. Inclusion Header

Enter data into the Inclusion Header:

- No. = using AssistEdit Button select No. Serie ZÁPOČET, click OK
- Posting Date = filled automatically according to Work Date, possible to change
- Offset Text Code = ZAPOCET, is filled automatically according to Standard Text defined for Inclusions in the Offset Setup. You can choose another one from the Standard Text List also
- Customer No. = choose Customer from the Customer List. If Customer exists as a Vendor too, it means there exists link through Contact Card and the Number of Vendor is not filled yet, system automatically fills into Field *Vendor No.* Number of Vendor which was found for selected Customer
- Vendor No. = if the System automatically filled Vendor Number according to Contact Card, it's possible manually change Vendor Number. If you fill the Vendor Number first, the System automatically fills Customer Number, if it's not filled yet.

In case you want to apply Invoices and Credit Memos for one Customer or one Vendor, fill in the Inclusion Header data only for Customer or only for Vendor. If the System automatically fills through Contact Card the second Partner, you have to delete the second Partner before inserting Inclusion Lines.

OFFSET | WORK DATE: 16.04.2020



ZAP0008

Process Report Posting | Actions Navigate Report Fewer options

General

No.	ZAP0008	...	Remaining Amount	0,00
Posting Date	22.06.2020		Offset Changed	<input type="checkbox"/>
Offset Text Code	ZAPOCET		Vendor No.	D00030
Customer No.	Z00020		Vendor Name	TEST Company
Customer Name	TEST Company		Vendor Address	Na hrázi 48
Customer Address	Na hrázi 48		Vendor Address 2	-
Customer Address 2	-		Vendor City	Boršov
Customer City	Boršov		Vendor Amount	0,00

3.2. Inclusion Lines

3.2.1. Insert Receivables

On the Ribbon run Function *Actions*, click on *Insert Receivables*.

OFFSET | WORK DATE: 16.04.2020



ZAP0008

 Process Report Posting | **Actions** Navigate Report Fewer options

 Check Offset Confirm Changes **Insert Receivables** Insert Payables Posting ▾

No. ZAP0008 ... Remaining Amount

Fill Parameters for Suggestion Customer Ledger Entries:

- Customer No. = is filled automatically according Customer No. into Inclusion Header
- Credit Memo Included = set YES, if the Credit Memos should be included into Inclusion
- On Hold Entries Included = set NO. You can set Yes if blocked Entries should be included into the Inclusion
- Maximal Amount = 0.
- Click OK Button

OFFSET PROPOSAL - CUST.LEDGER 

Options

Customer No. Z00020 

Credit Memo Included

On Hold Entries Included

Maximal Amount 0,00

3.2.2. Insert Payables

The Process of inserting Payables into the Inclusion is the same as by inserting Receivables. Into the Inclusion are not suggested Vendor Ledger Entries which are suggested in the Payment Suggestion yet.

On the Ribbon run Function *Actions*, click on *Insert Payables*.

OFFSET | WORK DATE: 16.04.2020



ZAP0008

Process Report Posting **Actions** Navigate Report Fewer options

 Check Offset  Confirm Changes  Insert Receivables  **Insert Payables**  Posting 

No. ZAP0008 ... Remaining Amount

Posting Date 22.06.2020 Offset Changed

Fill Parameters for Suggestion Vendor Ledger Entries:

- Vendor No. = is filled automatically according Vendor No. into Inclusion Header
- Credit Memo Included = set YES, if the Credit Memos should be included into Inclusion
- On Hold Entries Included = set NO. You can set Yes if blocked Entries should be included into Inclusion
- Maximal Amount = 0.
- Click OK button

OFFSET PROPOSAL VEND.LEDGER 

Options

Vendor No. D00030 

Credit Memo Included

On Hold Entries Included

Maximal Amount 0,00

OK **Cancel**

After Suggestion Customer and Vendor Lines is not possible to change Customer or Vendor Number in the Header of Inclusion. If you need to change Customer or Vendor, you have to delete all Lines first, than change Customer or Vendor and provide new Suggestion of Receivables and Payables.

Suggested Entries (Lines) is possible to remove from Inclusion by deleting Lines, so it means, mark Lines and choose Function Manage / Delete Line.

3.2.3. Correction Amounts in the Offset

In some Cases is necessary to correct Amounts of Documents included into Inclusion. After using Function on the Ribbon *Action / Check Offset* the Customer Amount and Vendor Amount should be the same.

OFFSET | WORK DATE: 16.04.2020    ✓ SAVED  

ZAP0008

Process Report Posting **Actions** Navigate Report Fewer options

 Check Offset  Confirm Changes  Insert Receivables  Insert Payables  Posting 

General Show more

No. ZAP0008  Remaining Amount 258,10

Posting Date 22.06.2020  Offset Changed

Offset Text Code ZAPOCET  Vendor No. D00030 

Customer No. Z00020  Vendor Name TEST Company

Customer Name TEST Company **Vendor Amount -2 161,90**

Customer Amount 2 420,00 Locked

Offset Lines Manage Line Fewer options 

Type	Entry No.	Document Type	Docu... No.	Offset Amount	Offset Amount (LCY)	Curr... Code	Description	Amount	Remaining Amount	Apply of Inc.
→ Customer	2852	Invoice	103216	2 420,00	2 420,00	—	Faktura 102223	2 420,00	2 420,00	<input type="checkbox"/>
Vendor	2846	Invoice	108215	-1 875,50	-1 875,50	—	Faktura 107218	-1 875,50	-1 875,50	<input type="checkbox"/>
Vendor	2849	Credit Memo	109003	242,00	242,00	—	Dobropis 1003	242,00	242,00	<input type="checkbox"/>
Vendor	2855	Invoice	108216	-21,78	-528,40	EUR	Faktura 107219	-21,78	-21,78	<input type="checkbox"/>

There are two Options how to correct Amounts in the Line of Offset:

- Automatically – in the Line for the specific Document which should be included partially, set Mark in the Field *Apply of Inc.*, the System automatically changes Amounts in the Fields *Offset Amount*

and *Offset Amount (LCY)*. Than choose *Action / Check Offset* on the Ribbon, Amount of Customer and Vendor will be the same.

OFFSET | WORK DATE: 16.04.2020 ✓ SAVED

ZAP0008

Process Report Posting **Actions** Navigate Report Fewer options

Check Offset
 Confirm Changes
 Insert Receivables
 Insert Payables
 Posting

General Show more

No. ZAP0008 Remaining Amount 0,00
 Posting Date 22.06.2020 Offset Changed
 Offset Text Code ZAPOCET Vendor No. D00030
 Customer No. Z00020 Vendor Name TEST Company
 Customer Name TEST Company Vendor Amount -2 161,90
 Customer Amount 2 161,90 Locked

Offset Lines Manage Line Fewer options

Type	Entry No.	Document Type	Docu... No.	Offset Amount	Offset Amount (LCY)	Curr... Code	Description	Amount	Remaining Amount	Apply of Inc.
→ Customer	2852	Invoice	103216	2 161,90	2 161,90	—	Faktura 102223	2 420,00	2 420,00	<input checked="" type="checkbox"/>
Vendor	2846	Invoice	108215	-1 875,50	-1 875,50	—	Faktura 107218	-1 875,50	-1 875,50	<input type="checkbox"/>
Vendor	2849	Credit Memo	109003	242,00	242,00	—	Dobropis 1003	242,00	242,00	<input type="checkbox"/>
Vendor	2855	Invoice	108216	-21,78	-528,40	EUR	Faktura 107219	-21,78	-21,78	<input type="checkbox"/>

- Manually - in the Line for the specific Document which should be included partially, correct Amount in the Fields *Offset Amount* and *Offset Amount (LCY)*.). Than choose *Action / Check Offset* on the Ribbon, Amount of Customer and Vendor will be the same.

OFFSET | WORK DATE: 16.04.2020 ✓ SAVED

ZAP0008

Process Report Posting | **Actions** Navigate Report Fewer options

Check Offset
 Confirm Changes
 Insert Receivables
 Insert Payables
 Posting

General Show more

No.	ZAP0008	...	Remaining Amount	0,00
Posting Date	22.06.2020		Offset Changed	<input type="checkbox"/>
Offset Text Code	ZAPOCET		Vendor No.	D00030
Customer No.	Z00020		Vendor Name	TEST Company
Customer Name	TEST Company		Vendor Amount	-2 161,90
Customer Amount	2 161,90		Locked	<input type="checkbox"/>

Offset Lines | Manage Line Fewer options ✎

Type	Entry No.	Document Type	Docu... No.	Offset Amount	Offset Amount (LCV)	Curr... Code	Description	Amount	Remaining Amount	Apply of Inc.
→ Customer	2852	Invoice	103216	2 161,90	2 161,90	-	Faktura 102223	2 420,00	2 420,00	<input type="checkbox"/>
Vendor	2846	Invoice	108215	-1 875,50	-1 875,50	-	Faktura 107218	-1 875,50	-1 875,50	<input type="checkbox"/>
Vendor	2849	Credit Memo	109003	242,00	242,00	-	Dobropis 1003	242,00	242,00	<input type="checkbox"/>
Vendor	2855	Invoice	108216	-21,78	-528,40	EUR	Faktura 107219	-21,78	-21,78	<input type="checkbox"/>

To Customer Ledger Entries which are suggested into the Inclusion, System records into the Field *On Hold* the Value ZAP and these Entries are blocked for using in new Payment Suggestion.

Z00020 · TEST COMPANY | WORK DATE: 16.04.2020 ✓ SAVED

Customer Ledger Entries | Search Edit List Process Line Entry Navigate Page ...

Posting Date	Document Type	Document No.	Entry No. ↓	Customer No. ▼	Customer Name	Description	On Hold ▼
→ 16.04.2020	Invoice	103216	2852	Z00020	TEST Company	Faktura 102223	ZAP

If necessary it's possible to insert Customer Ledger Entry into the Inclusion manually also, you have to choose Value *Customer* in the Field *Type* and *Entry No.* in the Inclusion Line.

To Vendor Ledger Entries which are suggested into the Inclusion, System records into the Field *On Hold* the Value ZAP and these Entries are blocked for using in new Payment Suggestion.

D00030 · TEST COMPANY | WORK DATE: 16.04.2020 ✓ SAVED

Vendor Ledger Entries | Search Edit List Process Line Entry Page | Actions ...

Posting Date	Entry No. ↓	Document Type	Document No.	Vendor No. ▼	Vendor Name	Description	On Hold ▼
→ 16.04.2020	2855	Invoice	108216	D00030	TEST Company	Faktura 107219	ZAP
16.04.2020	2849	Credit Memo	109003	D00030	TEST Company	Dobropis 1003	ZAP
16.04.2020	2846	Invoice	108215	D00030	TEST Company	Faktura 107218	ZAP

3.2.4. Reconciliation and Printing suggested Inclusion

After making Corrections is *Remaining Amount* = 0 and the Inclusion is prepared for Reconciliation.

Set Mark into the Field *Locked* to prevent next Changes in the Inclusion. Print suggested Inclusion using Function on the Ribbon: *Actions/ Report / Bilateral Offset or Multilateral Offset* and sent them to Partner for Reconciliation.

OFFSET | WORK DATE: 16.04.2020 ✓ SAVED

ZAP0008

Process Report Posting Actions **Report** Fewer options

Bilateral Offset Multilateral Offset

General Show more

No.	ZAP0008	...	Remaining Amount	0,00
Posting Date	22.06.2020		Offset Changed	<input type="checkbox"/>
Offset Text Code	ZAPOCET	▼	Vendor No.	D00030
Customer No.	Z00020	▼	Vendor Name	TEST Company
Customer Name	TEST Company		Vendor Amount	-2 161,90
Customer Amount	2 161,90		Locked	<input checked="" type="checkbox"/>

Example of printed Agreement:

Agreement of mutual payables and receivables

Offset No. ZAP0008
Date 22.06.2020

Contracting Parties

CRONUS CZ Okružní 5 Vratislavice 696 42 Vracov	TEST Company Na hrázi 48 697 01 Boršov Jihomoravský Česká republika
--	--

Phone No. 066 666 666	Registration No.
Fax no. 066 666 660	VAT Registration No.
Registration No. 77777777	
VAT Registration No. CZ77777777	

This is a test of inclusion text

1. The contracting parties declare that they have towards each other these receivables

1.1. Receivables included to company Offset CRONUS CZ to company TEST Company:

Document Type	Document No.	Due Date	Document posting date	Curre ncy Code	Remaining amount	Included amount	Remaining amount after Offset	Included amount (LCY)
Invoice	103216	16.04.2020	16.04.2020		2 420,00	2 161,90	258,10	2 161,90
Credit Memo	109003	16.04.2020	16.04.2020		242,00	242,00	0,00	242,00
Total								2 403,90

1.2. Receivables included to company Offset TEST Company to company CRONUS CZ:

Document Type	External Document No.	Due Date	Document posting date	Curre ncy Code	Remaining amount	Included amount	Remaining amount after Offset	Included amount (LCY)	Document No.
Invoice	1918	16.04.2020	16.04.2020		1 875,50	1 875,50	0,00	1 875,50	108215
Invoice	1131	16.04.2020	16.04.2020	EUR	21,78	21,78	0,00	528,40	108216
Total								2 403,90	

2. The Contracting Parties by this Agreement agree with mutual Offset of above listed receivables to each other in a total amount 2 403,9 CZK.

3. In case of confirmation of both contracting parties this contract becomes an accounting document.

4. Remittance and Offset of mutual receivables by the agreement will be released to the date of signature of this agreement.

5. The Parties hereby declare that their mutual receivables by this agreement expires only to the "Included Amount". Other outstanding amounts remain unapplied and the Parties are obliged to apply them properly.

6. Participant of this agreement, company TEST Company agrees to pay the balance of the Offset.

4. POSTING INCLUSION

After receiving signed Contract from the Partner you can after Control and filling current Posting Date post the Inclusion (applying open Vendor and Customer Ledger Entries).

4.1. Check open Entries

In Case that suggested Inclusion was not agreed completely and it's necessary to provide some Corrections, you have to unlocked Inclusion again (delete Mark in the Field *Locked*) and modify Amounts in the Inclusion. After Correction lock Inclusion, print new Agreement and sent them to the Partner again.

4.2. Posting agreed Inclusion

For posting agreed and checked Inclusion use Function on the Ribbon – *Actions / Posting / Post*. After posting Inclusion opened Customer and Vendor Ledger Entries will be apply, possibly Exchange Rate Differences will be calculate and post.

OFFSET | WORK DATE: 16.04.2020

ZAP0008

Process | Report | Posting | **Actions** | Navigate | Report | Fewer options

Check Offset | Confirm Changes | Insert Receivables | Insert Payables | **+ Posting**

General Show more

No.	ZAP0008	...	Preview Posting	Remaining Amount	0,00
Posting Date	22.06.2020		Offset Changed	<input type="checkbox"/>	
Offset Text Code	ZAPOCET		Vendor No.	D00030	
Customer No.	Z00020		Vendor Name	TEST Company	
Customer Name	TEST Company		Vendor Amount	-2 161,90	
Customer Amount	2 161,90		Locked	<input checked="" type="checkbox"/>	

Posted Inclusion is remove from *Inclusion List* and add to *Posted Inclusion List*. The System post Inclusion using default Template and Batch of General Journal (see Assisted Setup for Inclusion) and create to each Customer and Vendor Ledger Entries included into Inclusion opposite Entry in the same Currency, Amount, with the same Dimension, etc., which is used for applying.

Posted Entries you can display using Function *Navigate* or using *G/L Registers*.

NAVIGATE | WORK DATE: 22.06.2020

DOCUMENT

Document No. ZAP0009 Posting Date

Show Related Entries | Find | Print... | More options

Related Entries	No. of Entries
→ G/L Entry	4
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	3
Vendor Ledger Entry	3
Detailed Vendor Ledg. Entry	9

Posted Inclusion is possible to print again from Posted Offset Page using Function *Report* on the Ribbon.

4.3. Reverse Offset

If necessary, posted Offset is possible to mark as „reversed“. This Indication won't be reflected into the Customer or Vendor Ledger Entries or into General Ledger Entries. It influence only filtering of posted Offsets. Cancellation will display in Records after manually unapplying Customer and Vendor Ledger Entries by responsible User. The User is warn by warning Message when he try to use Function *Reverse Offset* on the Ribbon of Posted Offset. Responsibility for unapplying all relevant Customer and Vendor Ledger Entries lies with the user.

..STED OFFSET | WORK DATE: 22.06.2020

ZAP0008

Process Report **Actions** Navigate Report Fewer options

X Reverse Offset

General

Posted No. ZAP0008 Reversed

Posting Date 0,00

Offset Text Code

Customer No.

Customer Name any

Customer Address

Customer Address 2

Customer City Boršov Vendor City Boršov

Customer Amount 2 161,90 Vendor Amount -2 161,90

No. ZAP0008 Locked

? If you want to change, you must manually (re)open partner entries and (re)reversed G/L entries. Do you want to mark Offset as storned?