



**CRAWFORD**  
SOFTWARE

Payment Instruments Epicor ERP 10.2

# Payment Instruments

Did you know you will not be able to work with payment instruments in Bank Statement Processing if you do not perform the proper set up in company configuration?

Company Site Maintenance

Company Configuration

Modules – Finance – Payment Instruments



# Payment Instrument

Detail **Modules**

All Modules Sales Production Materials **Finance** Maintenance Services

Accounts Receivable Accounts Payable General Ledger Payroll Payroll Integration **Payment Instruments**

**Accounts Receivable**

First GL Update Stage: Apply to Bank

Create GL Journal for Status Changes:

**Default Statuses**

Unapproved: AR Unapproved

Portfolio: AR Portfolio

Apply to Bank: AR Apply to Bank

Settled Status: AR Settled

Cancelled Status: AR Cancelled

Starting Number: 1

Number of Digits: 3

**Accounts Payable**

First G/L Update Stage: Portfolio

Starting Number: 10

Number of Digits: 5

Navigate to System Setup > Company/Site Maintenance and open the Company Configuration program.

Navigate to the **Modules > Finance > Payment Instruments** sheet.

In the Default Statuses pane, select default statuses in the following fields:

**Apply to Bank**

**Settled Status**

**Cancelled Status**

Click **Save**.

Exit Company Configuration.

# Company Configuration

**Company Configuration**

File Edit Tools Actions Help

Company Configuration

Detail Modules

All Modules Sales Production Materials Finance Maintenance Services

Accounts Receivable Accounts Payable General Ledger Payroll Payroll Integration Payment Instruments

**Accounts Receivable**

First GL Update Stage: Apply to Bank

Create GL Journal for Status Changes:

**Default Statuses**

Unapproved: AR Unapproved

Portfolio: AR Portfolio

Apply to Bank: AR Apply to Bank

Settled Status: AR Settled

Cancelled Status: AR Cancelled

Starting Number: 1

Number of Digits: 3

**Accounts Payable**

First G/L Update Stage: Portfolio

Starting Number: 10

Number of Digits: 5

## Accounts Receivable

### First G/L Update Stage

Indicates the first AR payment instrument stage that requires a post to the GL.

### Apply to Bank

Specifies the default status for the Apply to Bank stage.

### Create G/L Journal for Status Changes

Indicates whether a GL journal entry should be created when there is a status change to the same GL control.

### Default statuses

Unapproved

Portfolio

Apply to Bank

Settled Statuses

Cancelled Statuses



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# Company Configuration

The screenshot displays the 'Company Configuration' window with the 'Payment Instruments' module selected. It is divided into two main sections: 'Accounts Receivable' and 'Accounts Payable'.

**Accounts Receivable Section:**

- First GL Update Stage:
- Create GL Journal for Status Changes:
- Default Statuses:**
  - Unapproved:
  - Portfolio:
  - Apply to Bank:
  - Settled Status:
  - Cancelled Status:
- Starting Number:
- Number of Digits:  (indicated by a blue arrow)

**Accounts Payable Section:**

- First G/L Update Stage:
- Starting Number:
- Number of Digits:  (indicated by a blue arrow)

## Accounts Payable

### First G/L Update Stage

Indicates the first **AP payment instrument** stage that requires a post to the GL.

- 
- Starting Number/Number of Digits
  - Specifies the number of digits allowed for AR payment instrument numbering.
  - Specifies the number of digits allowed for AP payment instrument numbering.

# Thank You

This presentation was meant to be an introduction to Salvage part functionality in Epicor ERP. For more details on the functionality including examples, costing process, quantity calculations and more please contact Steve Burns - [Steven.Burns@Crawford-Software.com](mailto:Steven.Burns@Crawford-Software.com)

Don't forget to visit our web site for more Epicor ERP reference documents including:

- Business Process Procedures
- Tips and Tricks
- Webinar Recording
- How To Videos

<http://www.crawford-software.com/erp-resources-epicor/>



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