There are 3 opportunities *during* the Location Billing process to resolve billing errors within an Equipment Billing Batch:
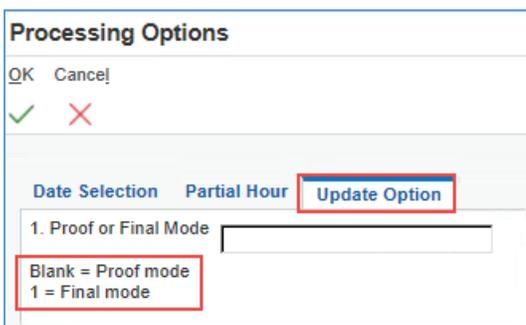
1. Run the Location Billing process in "Proof Mode" and review both the initial Error Report as well as the Custom Billing Invoice and ensure that all pieces billed at the correct rates, to the correct Locations, and for the correct time periods. Resolve any issues by making the necessary background adjustments (e.g. Location Transfers, Rate Changes, etc.), and then run the process in "Proof Mode" again. When the Billing is correct, run in "Final Mode".
2. If the Location Billing process is run in "Final Mode" but still contains errors, **while the batch is unposted**, the Equipment Time Entry Program on the Capital Asset Management (CAM) Menu can be used to delete the *entire* unposted batch.
3. If the Batch is posted but still contains errors, void the G/L Batch, then the Equipment Location Billing Batch, **in that order**.

Each of these options will delete the *entire* Equipment Location Billing Batch. There is no system process to adjust a single billing record or multiple billing records within a Batch, while leaving the remainder of the Batch intact. The only option for adjusting partial records within a Batch is to use the Equipment Time Entry program to create a "contra" Journal Entry (i.e. a Journal to Debit Revenue and Credit Job/G&A, the opposite of the original transactions, to "reverse the billing"). This document will provide steps to complete each of the resolution processes outlined above.

It is important to note that Equipment Billing in JDE is the same as all other Modules in JDE in that there are 2 sides of the process that need to remain in balance. The first is the Equipment Billing side, and the second is the General Ledger side. Technically speaking, the Equipment Billing side is called the "F1304 Location Billing Table", while the General Ledger side is the "F0911 Account Ledger Table". These two sides of the process, the Table names and the concept of keeping the transactions in balance, will be referred to several times in this document. When the Location Billing process is run in "Proof Mode", no records are created anywhere. When the process is run in "Final Mode", billing records are created in the F1304 Location Billing Table, as well as unposted records in the F0911. Posting the Batch finalizes the process and maintains the balance between the F1304 and F0911. After the Batch is posted, the F1304 Records for that Billing will equal the Posted F0911 Records for the same Billing Batch.

Run the Location Billing process in "Proof Mode"
The determination of whether the Location Billing process is run in Proof or Final Mode is made with a Processing Option at the end of the Billing process. This Processing Option, as it is with most others in JDE, will remain as it was set the last time the process was run. There are multiple Business Units that use the same Equipment Location Billing programs, and one of them may have run it in Final Mode just prior to you wanting to run it in Proof Mode. **The Processing Option needs to be verified every time the process is run**. The Processing Option is located on the third tab, called "Update Option". Leaving the field blank will run the process in Proof Mode, while populating it with a "1", will run the process in Final Mode.

When the Location Billing process is run in Proof Mode, and the system finds Equipment to bill in that run, two reports will print. The first is an Error Report. This Report shows not only the Assets that are billing, the periods they are billing

for, and the Rates they are billing at, but also includes any Equipment that is not billing, and provides an error message as to why. Some examples of error messages are shown below. Review the report after running the process in Proof Mode, fix the errors, then run the process in Proof Mode again. When all errors are resolved, then run the process in Final Mode.

Location	2001047	IS Services			
Unit Number		Description	Quantity	Begin Date	Ending Date
I302696		Lenovo T61 Laptop - G. Bailey	1.00	2/1/2008	5/22/2013

Record could not be billed. Posting Edit Code does not allow entry.

Location	10343802	WHHS General Requirements			
Unit Number		Description	Quantity	Begin Date	Ending Date
I401086		Lenovo W540 Laptop - M.Volhina	1.00	8/24/2015	5/15/2017

Record could not be billed. Account Number is not specified for Location tracking.

Location	2001047	IS Services			
Unit Number		Description	Quantity	Begin Date	Ending Date
I302696		Lenovo T61 Laptop - G. Bailey	1.00	2/1/2008	5/22/2013

Record could not be billed. Posting Edit Code does not allow entry.

Location	10052000	Cesar Chavez Cm			
Unit Number		Description	Quantity	Begin Date	Ending Date
I400549		HP 8570p Laptop - J. Rodrigues	1.00	1/16/2017	4/15/2017

Errors Occured. Check Work Center

Delete the Unposted Batch via Equipment Time Entry on the CAM Menu

If the Location Billing process is run in Final Mode by accident, and it is known that the Batch contains errors, **prior to it being posted**, it can be deleted in its entirety. First, navigate to the Equipment Time Entry program on the CAM Menu.

General Ledger   **Capital Asset Management**   Accounts Payable   Accounts Receivable   Procureme

Capital Asset Management
Equipment Maintenance and Work Orders

Equipment Billing Setup
- Equipment Rates
- Rental Rules
- Equipment Distribution Rules
- Equipment Time Entry
- Location Inquiry & Transfer
- Time/Journal Entry
- Location Billing Inquiries
- Review & Post Equip. Time Entry Batches

Preventative Maintenance
- Equipment PM Schedules
- PM Backlog
- PM Update
- Print PM Schedule
- Print Equipment Maintenance Lo
- Post GL Costs to Work Orders
- Maintenance Rules

Enter your Batch Number in the Inquiry Header, then click Find.

Work With Equipment Time Entries

✓ 🔍 ✚ ☐ 🗑 ✗ ⚙ Tools ↻ One View

Batch Number	2766599	From Date	*	⦿ Unposted Batches
Batch Type	T	Thru Date		○ Posted Batches
Business Unit	*	Previous Batch		○ All Batches

No records found.   Customize Grid ⬆ ▣

	Batch Number	Business Unit	G/L Date	Doc Type	Document Number	Date Worked	Explanation -Remark-
📝							

Select the Batch and click Delete.

Click OK when the Confirmation Message appears.

After deletion, the grid will now be empty when you click Find with this Batch Number in the Inquiry Header. This Batch Number has been entirely deleted from the system, on both the Equipment Billing Side (F1304) and the General Ledger Side (F0911). Once the Batch has been deleted, the Location Billing process can be run again from the beginning, first in Proof Mode, then in Final Mode,e once any resulting errors are resolved.

Void a Posted Batch by Voiding the General Ledger Side first, then the Equipment Side

If the Location Billing process is run in Final Mode by accident, it is known that the Batch contains errors, **and the batch is posted**, in order to delete this batch, it is necessary to first delete the General Ledger Side (F0911), then delete the Equipment Billing Side (F1304). **These 2 steps need to be completed in this order**. First, navigate to the Journal Entry program on the General Ledger Menu.

Enter the Batch Number and Batch Type (Equipment Batches are Type "T"), and then click Find.

Work With Journal Entries

✓ Q + ▢ 🗑 ✕ ☰ Row 🖉 Report ⚙ Tools 🕐 One View

| Batch Number | 2765591 | Batch Type | T | Document Type | * | ☐ Models |

Select all records in the Batch and click Row -> Void.

Work With Journal Entries

✓ Q + ▢ 🗑 ✕ ☰ Row 🖉 Report ⚙ Tools 🕐 One View

Favorites

Batch Number 2765591   Document Type   *   ☐ Models

Row

Batches

Void

Attachment

Records 1 - 2   Customize Grid ⬆▦

☐	🖉	Document Type	Doc Num	/L ate	P N	Explanation	Ledger Type	Reverse or Void	Reference 1	Batch Type	Batch Number	User ID
☑		TE	2434186 01531	04/07/2017	4	230 TON CRAWLER CRANE	AA	.		T	2765591	SRAFTER
☑		TE	2434187 01551	04/07/2017	4	40 Pass Bus	AA	.		T	2765591	SRAFTER

The next screen will have a place to enter the G/L Date of the Void. Enter that date, then click Save.

Void Journal Entry

✓ ✕ ⚙ Tools

Are you sure that you want to void this journal entry?

| Document Type/No/Co | TE | 2434186 | 01531 |

| G/L Date ✶ | 04/07/2017 |

The Journal Entry grid will now show a "V" in the Reverse or Void column for this Batch.

Work With Journal Entries

✓ Q + ▢ 🗑 ✕ ☰ Row 🖉 Report ⚙ Tools 🕐 One View

| Batch Number | 2765591 | Batch Type | T | Document Type | * | ☐ Models |

Records 1 - 2   Customize Grid ⬆▦

☐	🖉	Document Type	Document Number	Document Company	G/L Date	P N	Explanation	Ledger Type	Reverse or Void	Reference 1	Batch Type	Batch Number	User ID
☐		TE	2434186	01531	04/07/2017	4	230 TON CRAWLER CRANE	AA	V		T	2765591	SRAFTER
☐		TE	2434187	01551	04/07/2017	4	40 Pass Bus	AA	V		T	2765591	SRAFTER

Post the Void Batch. This will void the original F0911 records.

Work With Batches

✓ Q ✕ 🏠 Form ☰ Row ⚙ Tools 🕐 One View

| Batch Number / Type | 2765591 | T | Equipment Time Entry |

○ Unposted Batches   ● Posted Batches   ○ All Batches   ○ Pending

Records 1 - 1   Customize Grid ⬆▦

☐	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID	Restatement Status	52 Period Status	Cash Basis Status
☐	T	2765591	04/11/2017	D	Posted	2-	21,032,400-	RGODOY			

Then go to Location Billing Inquiry (P13200) on the CAM Menu. If security prevents you from accessing this Inquiry, or performing any of the following steps, contact a Business Analyst to have them perform the steps for you.

Enter the Batch Number in the Header and click Find.

Select the first record in the Batch and click Form -> Delete Batch. This will not create a Batch that needs to be posted. This just deletes the F1304 Equipment Billing records.