

PeopleSoft®

EnterpriseOne B73.3.1
Global Solutions - Japan
PeopleBook

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Glossary

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Solutions Summary



J.D. Edwards Business Solutions for Japan

J.D. Edwards Country Information

Region	Asia Pacific and Japan
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Banking Solutions Summary

J.D. Edwards solutions for banking requirements in Japan include:

- Bank identification validation

Bank Identification Validation

J.D. Edwards software validates bank identification information during the draft generation and remittance processes to prevent errors when transmitting transactions to the bank.

Availability: B73.1

Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivables requirements in Japan include:

- Draft processing
- Kagami invoice processing

Draft Processing

In addition to the standard drafts process, J.D. Edwards provides the following draft processing localizations for Japan:

- Draft statements formatted to meet country-specific requirements
- Validation of bank identification information
- Electronic file format
- Notification of non-sufficient funds formatted to meet country-specific requirements
- Bank draft number assignment
- Contingent liability for discounted drafts

Availability: B73.1

Kagami Invoice Processing

J.D. Edwards software provides functionality for creating monthly invoices and statements in a summary or detail format.

Availability: B73.1

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in Japan include:

- Additional supplier information
- Automatic payment processing
- Bank transfer processing
- Draft processing

Additional Supplier Information

In Japan, specific information is required to process drafts and bank transfers, including payee address number, draft payment term, and transfer time. In addition to the standard information that you enter and maintain for the Address Book, you can enter and maintain additional supplier information for Japan.

Availability: B73.1

Automatic Payment Processing

In addition to the standard payment formats that are included in the Accounts Payable automatic payment solution, J.D. Edwards provides the following country-specific payment formats for Japan:

- Electronic payment
- Checks
- Payment register

Availability: B73.1

Bank Transfer Processing

J.D. Edwards provides a country-specific tape format for businesses in Japan to use to transmit payment information to the bank. When you use the bank transfer process, the software automatically reduces payment amounts by any applicable bank charges and required taxes.

Availability: B73.1

Draft Processing

J.D. Edwards provides an accounts payable draft solution that meets the country-specific requirements for Japan.

Availability: B73.1

Additional Functionality for Japan

J.D. Edwards provides additional functionality for Japan including:

- Asset depreciation
- Payment terms
- Wareki date

- Consumption tax reconciliation

Asset Depreciation

J.D. Edwards standard depreciation solution is completely user defined to meet the depreciation needs of any business in any country. You can set up user defined depreciation to calculate the depreciation for assets based on depreciation methods that are used in Japan, including:

- Zoka-Shokyaku
- Tobetsu-Shokyaku
- Warimashi-Shokyaku

Payment Terms

The enhanced payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers.

Enhanced payment terms consist of the following:

- Due date rules
- Work day calendars
- Enhanced payment term codes

Availability: B73.1

Wareki Date

J.D. Edwards OneWorld Software uses the date format that you specify in your Windows desktop setting. To use the Wareki date format, you must have a Japanese operating system.

Consumption Tax Reconciliation

In Japan, consumption tax must be reported against the revenue or expense that originally generated the tax. Businesses in Japan can use J.D. Edwards standard tax reconciliation process to meet the consumption tax reporting requirement.



Business Processes

This section contains maps for the business processes that J.D. Edwards software provides. Each map in the Global Solutions guide includes the country-specific solutions that apply to the process.

The maps indicate the tasks that are required for the successful completion of a business process. Country-specific tasks are specified by country and are documented in the Country-Specific Tasks section in this guide. All other tasks are specified by the base J.D. Edwards software guide in which the tasks are documented.

J.D. Edwards country-specific processes for Japan include the following:

- System Setup
- Tax Processes
- Accounts Receivable Processes
- Accounts Payable Processes



System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system will use during processing. You use this information to customize the system for your business needs.

J.D. Edwards country-specific setup requirements for systems in Japan include the following:

- Setting up your system for localization
- Setting up payment terms
- Additional information

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the following additional tasks for Japan:

- International: Setting up user display preferences
- Japan: Setting up user defined codes
- Japan: Setting up your system with the Wareki date format
- Japan: Setting up your system for tax reconciliation
- Japan: Setting up the Stamp Tax table
- Japan: Entering additional information for suppliers

Setting Up Payment Terms

You can set up codes for the various payment terms, such as net and due upon receipt, that your suppliers use. Setting up codes simplifies voucher entry.

When you enter a supplier record, you specify the payment terms that the supplier uses most frequently. Then, when you enter or release a voucher, you can either:

- Accept the default payment term

- Designate a different payment term

The system calculates discounts and payment due dates based on the payment terms you set up.

Payment Terms Codes

The system identifies payment terms by using codes. To set up payment terms codes, you use a one-, two-, or three-character combination of the following:

- Alphabetic (A – ZZZ)
- Numeric (1 – 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a nonblank code for the same payment term in case you later need to change a supplier's payment term.

For example, you have a supplier with a default payment term code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank (because the D will continue to be the default from the Supplier Master table), you must use a nonblank code, such as N for net 30 days.

Setting up payment terms consists of the following tasks:

- Accounts Payable: Setting up standard payment terms
- Accounts Payable: Understanding advanced payment terms
- Accounts Payable: Working with advanced payment terms

Additional Information

Additional information about setup issues, technical considerations, and system use is available. When you set up your system, you should review the following:

- Japan: Financial statements for Japan
- International: Multiple ledger types
- International: Translation considerations for multi-language environments
- International: J.D. Edwards multi-currency solution summary

Tax Processes

J.D. Edwards country-specific processes for tax requirements in Japan include the following:

- Processing consumption tax

Processing Consumption Tax

Businesses in Japan are required to submit the Consumption Tax report. Consumption tax must be reported against the revenue or expense that originally generated the tax.

Processing consumption tax includes the following tasks:

- General Accounting: Entering journal entries with tax
- Japan: Creating the tax reconciliation workfile
- Japan: Reviewing the tax reconciliation workfile

Before You Begin

- You must set up your system for tax reconciliation before entering any business transactions. See *Setting Up Your System for Tax Reconciliation*.

Accounts Receivable Processes

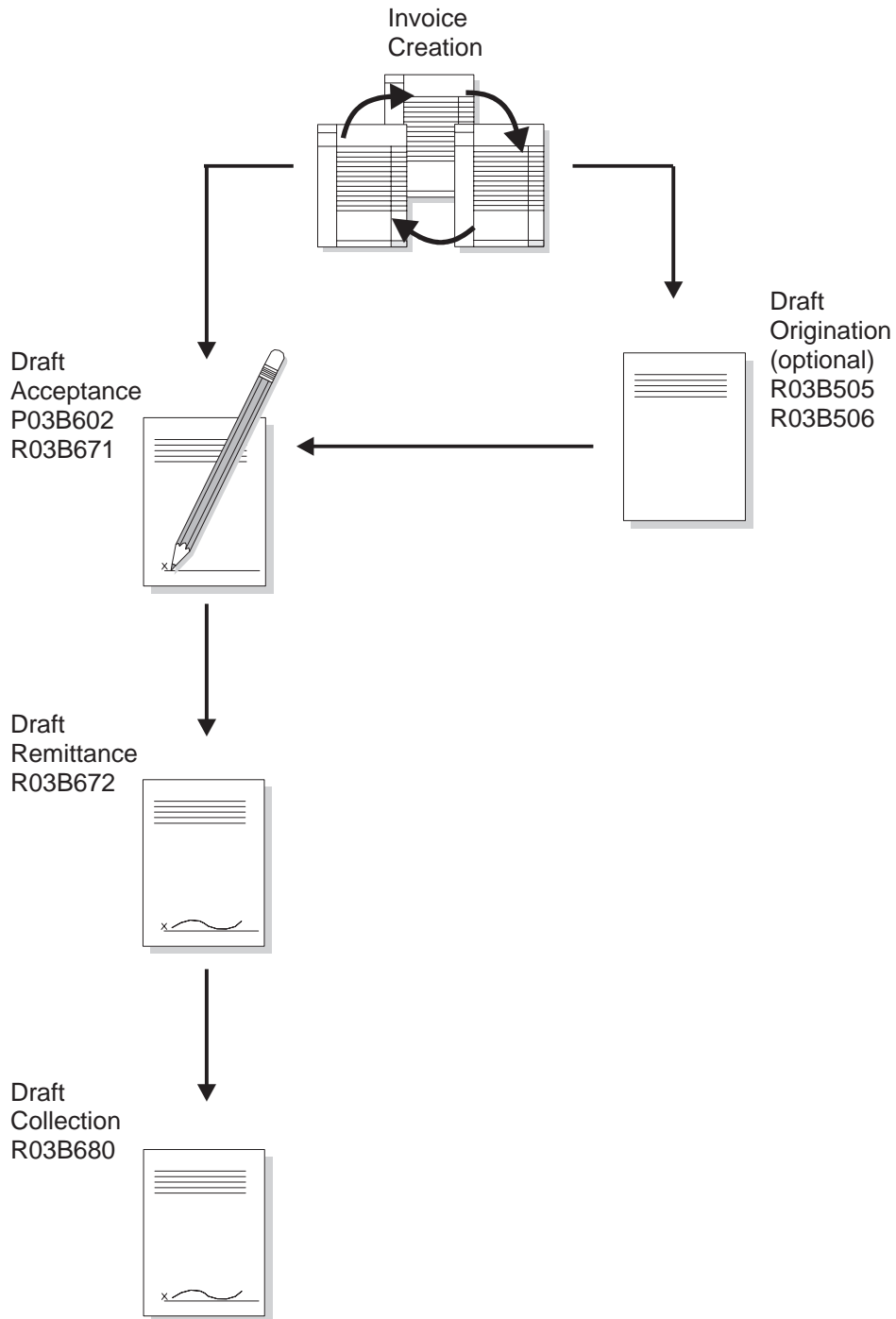
J.D. Edwards country-specific processes for accounts receivable requirements in Japan include the following:

- Processing accounts receivable drafts
- Processing Kagami

Processing Accounts Receivable Drafts

Drafts are payment instruments that involve direct communication between the bank of the payor and the bank of the payee. A draft must be classified, tracked, and reported separately from other types of obligations such as checks and transfers. Clients might require both manual and automatic draft processing. These processes consist of three to five steps, depending on the country or client requirements.

The Accounts Receivable system provides an effective way to process standard accounts receivable drafts. The following graphic illustrates the process flow for drafts. For post-dated checks, the draft remittance step is omitted.



Processing accounts receivable drafts consists of the following tasks:

- Accounts Receivable: What are the types of drafts?

- Accounts Receivable: What are the steps for processing drafts?
- Japan: Processing A/R drafts in Japan
- Accounts Receivable: Setting up A/R draft processing
- Accounts Receivable: Working with draft origination
- Accounts Receivable: Working with draft acceptance
- Accounts Receivable: Working with draft remittance
- Accounts Receivable: Working with draft collection
- Accounts Receivable: Approving and posting A/R drafts
- Japan: Printing the draft receivable report

Processing Kagami

In Japan, bank transfers are the most commonly used method of payment. Japanese banks charge a fee for each transfer that a business requests. To help their customers avoid excessive bank charges, a monthly summarized invoice, or Kagami, is issued as the general billing procedure for Japanese businesses.

Businesses that use monthly summarized invoicing do not issue invoices for every goods delivery. Instead, businesses establish a monthly cut-off date with the customer and issue one invoice that summarizes all of the customer's business transactions for the prior month.

Processing Kagami consists of the following task:

- Japan: Printing Kagami statements
- Accounts Receivable: Generating statements
- Accounts Receivable: Reviewing statements
- Accounts Receivable: Resetting statements
- Accounts Receivable: Purging statements

Accounts Payable Processes

J.D. Edwards country-specific processes for accounts payable requirements in Japan include the following:

- Processing accounts payable drafts
- Processing accounts payable bank transfers
- Processing automatic payments

Processing Accounts Payable Drafts

In Japan, most accounts payable vouchers are paid with a draft. To pay vouchers with a draft, businesses:

- Enter supplier invoices
- Process the invoices through the Accounts Payable department
- Create draft documents in lieu of checks or bank transfers
- Send draft documents to the bank for payment

When the draft documents arrive for processing, the bank performs the following steps:

- Assigns draft numbers to the payments to be processed
- Remits funds to the supplier on the draft

In addition to completing the internal draft process, businesses are required to do the following:

- Report and remit a stamp tax for each supplier voucher that is paid with a draft
- Include the bank-assigned draft number on all draft reporting

Processing accounts payable (A/P) drafts consists of the following tasks:

- Accounts Payable: Setting up bank account information for A/P
- Japan: Creating a payment group version for A/P drafts
- Japan: Processing automatic payments to create A/P drafts

- Japan: Processing manual payments to create A/P drafts
- Japan: Entering bank-assigned draft numbers for A/P drafts
- Japan: Printing the A/P draft payable list

Before You Begin

- You must set up the Stamp Tax table for reporting purposes before processing drafts. See *Japan: Setting Up the Stamp Tax Table*

Processing Accounts Payable Bank Transfers

Bank transfers are commonly used in Japan to transfer funds between banks. The Japanese Bank Association (JBA) sets detailed standards regarding fund transfers that include:

- Bank transfer tape format
- Bank charges applied to transfers
- Consumption taxes assessed on bank charges

Processing accounts payable bank transfers consists of the following tasks:

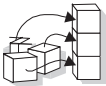
- Japan: Understanding accounts payable bank transfers
- Accounts Payable: Setting up bank account information for A/P
- Accounts Payable: Setting up bank account cross-references
- Japan: Updating bank and branch information
- Japan: Revising bank and branch information
- Japan: Entering bank charge information
- Japan: Creating payment groups for bank transfers
- Accounts Payable: Working with payment groups
- Accounts Payable: Working with automatic payments


Processing Automatic Payments


Use automatic payment processing to pay vouchers during your usual payment cycle.


The following graphic illustrates working with automatic payments.


- Step 1
Set up auto withholding.

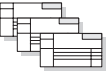

- Step 2
Run Cash Requirements report.



- Step 3
Decide what to pay. Use Speed Release to put all other payments on hold.



- Step 4
Create payment groups.



- Step 5
Review the Payment Group Edit report and the Payment Analysis report (optional).



- Step 6
Work with payment groups.


- Step 7
Write payment/copy to tape.


- Step 8
Update payment.


- Step 9
Review payment register.


- Step 10
Post payments.



Managing automatic payments consists of the following tasks:

- Accounts Payable: Setting up bank account information for A/P
- Japan: Assigning formats to payment instruments
- Accounts Payable: Creating payment groups
- Accounts Payable: Working with payment groups
- Accounts Payable: Working with automatic payments



Country-Specific Tasks



System Setup

Setting Up User Defined Codes

On the System Administration Tools menu (GH9011), choose User Defined Codes.

Many fields throughout J.D. Edwards software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.



User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

User defined codes are stored in tables that relate to specific systems and code types. For example, 12/FM represents system 12 (fixed assets) and user defined code list FM (finance methods). User defined code tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, when you enter an invoice, you can enter a user defined code to specify the payment instrument. The system does not accept a payment instrument that is not in the user defined list of valid payment instruments.

You can access all user defined code tables through a single user defined code form. After you select a user defined code form from a menu, change the System Code field and the User Defined Codes field to access another user defined code table.

Set up the following user defined codes to process business transactions in Japan:

- Payment instrument (00/PY)
- Print/tape program - payments (04/PP)
- Invoice type - Japan (75/IC)
- Draft status code (75/PS)
- Receipt type - Japan (75/RE)
- Bank transfer type (75/IT)

Payment Instrument (00/PY)

Set up user defined codes to identify each payment instrument that you use. You can associate payment instruments with documents so that you can process similar documents together. For example, you might set up payment instruments for automatic debits and automatic receipts.

In addition, you can associate a payment instrument with a bank account and with a print program in order to generate a check or a bank file. See *Japan: Assigning Formats to Payment Instruments*.

To process discounted drafts in Japan, you must define a special payment instrument for discounted drafts. The system uses the special payment instrument in conjunction with the RD3x AAI to create the contingent liability transactions for discounted drafts.

Print/Tape Program - Payments (04/PP)

Set up each of the print or tape programs that you use to write payments as a user defined code. The following program is available for Japan:

- P04572JP – bank tape

Invoice Type - Japan (75/IC)

Set up user defined codes to identify each type of invoice that you want to include in the summarized invoices (kagami) that you print. For example, you might set up codes to identify:

- Inter-branch invoices
- Recurring invoices

Draft Status Code (75/PS)

Set up user defined codes to identify the status of a draft in the Accounts Receivable system. For Japan, set up the following codes:

- # – Selected
- D – Received
- G – Remitted
- P – Paid (discounted drafts)
- R – Updated (discounted drafts)

Receipt Type – Japan (75/RE)

Set up user defined codes to identify each type of receipt that you want to include in the summarized invoices (kagami) that you print. For example, you might set up codes for the following types of receipts:

- RA – Adjustment
- RC – Cash receipts
- RK – Cash receipts – check
- RO – Reversing or void
- RV – Non-sufficient funds
- RA – Chargeback

- R1 – Draft

Bank Transfer Type (75/TT)

Set up user defined codes to identify each type of bank transfer that your company uses. For Japan, set up codes for the following bank transfer types:

- E – Express bank transfer with bank charge
- L – Letter bank transfer with bank charge
- 7 – Express bank transfer without bank charge
- 8 – Letter bank transfer without bank charge

Setting Up Your System with the Wareki Date Format

In Japan, an era ends with the death of an emperor and then a new era begins with the reign of a new emperor. For example, the Japanese eras since the year 1889 are as follows:

Heiji Era	1889–1912
Taisho Era	1912–1926
Shova Era	1926–1989
Heisei Era	1989–present

Although the date format YY/MM/DD is used in Japan, businesses will often use a special date convention that shows the year of the current era. This date format is referred to as the Wareki date format.

The Wareki date format is HYY/MM/DD, where H is an optional character for the specific era and YY is the sequential year since the start of the era. For example, in the current era, the Wareki equivalent of 99/01/31 (January 31, 1999) would be H11/01/31, or January 31 of the eleventh year of the Heisei Era. Businesses usually use the Wareki date format on outgoing documents; however, all dates on a bank tape must be represented in the Wareki format.

To use the Wareki date format, you must have a Japanese operating system. J.D. Edwards OneWorld software uses the date format that you specify in your Windows desktop settings.

Setting Up Your System for Tax Reconciliation

To capture the information that the system needs to reconcile tax amounts to the transactions that generated the tax, you must perform the following setup procedures for the General Accounting, Accounts Payable, and Accounts Receivable systems:

General Accounting	On the Journal Entries, Reports, Inquiries menu (G0911), choose Journal Entries with Debit/Credit Format. Set the processing option for the Journal Entry program to display the Pay Item field in the debit/credit format.
Accounts Payable and Accounts Receivable	Set the processing option for the accounts receivable and accounts payable Journal Entry program to display the journal entries with debit/credit format on your entry forms.

You must complete the setup for tax reconciliation before you enter any business transactions.

Processing Options for Journal Entries (P0911)

Batch Type

Enter a Default Batch Type

Format Control

Enter a '1' to specify Journal Entries with Debit/Credit

MBF Version

To override standard journal entry processing (version ZJDE0001 for application P0900049), enter an override version number. This should only be changed by persons responsible for system wide setup.

Field Control

For Fixed Assets systems enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range. Leave blank to not require an entry.

Setting Up the Stamp Tax Table

When businesses in Japan issue drafts for payment, they are required to pay a stamp tax. The tax amount depends on the amount of the draft.

To calculate and report on the stamp tax for accounts payable drafts, you must set up and maintain the Stamp Tax table (F75013) through the Stamp Tax Revision program (P75013).



The Stamp Tax Revisions form is not a multi-currency form. The system recognizes only your company currency for the records in the Stamp Tax table (F75013).

▶ **To set up the Stamp Tax table**

From the Japanese Localization menu (G75J), choose Stamp Tax Revision – Japan.

On Stamp Tax Revision – Japan

	Payment Amount (More Than)	Stamp Tax

Complete the following fields:

- Payment Amount (More Than)
- Stamp Tax

Field	Explanation
Payment Amount (More Than)	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.
Stamp Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).

Financial Statements for Japan

The following account listing demonstrates the uniform format for financial statements used by most businesses in Japan.

Balance Sheet

Assets	Liabilities
I Current Assets	I Current Liabilities
Cash on hand and at bank	Trade notes payable
Trade notes receivable	Trade accounts payable
Allowance for bad debts	Trade notes, accounts payable to affiliates
Trade accounts receivable	Short-term borrowings
Allowance for bad debts	Current portion of long-term borrowings
Trade notes, accounts receivable from affiliates	Other accounts payable
Allowance for bad debts	Accrued corporation and inhabitants tax
Marketable securities	Accrued enterprise tax
Treasury stock	Accrued expenses
Merchandise	Deposits received
Finished goods	Deferred income
Semi-finished goods	Allowances
Work in progress	Allowance for bonus payments
Raw materials and consumables	Allowance for damages
Supplies	Allowance for repairs
Advance payments	Allowance for warranty
Prepaid expenses	Other current liabilities
Other accounts receivable	<i>Total current liabilities</i>
Other accounts receivable from affiliates	
Short-term loans	
Allowance for bad debts	
Other current assets	
<i>Total current assets</i>	
II Fixed Assets	II Long-Term Liabilities
Tangible fixed assets	Bonds payable
Buildings	Bonds with warrants
Accumulated depreciation	Convertible bonds
Structures	Long-term borrowings
Accumulated depreciation	Long-term borrowings from shareholders, officers, and employees

Machinery and equipment	Long-term borrowings from affiliates
Accumulated depreciation	Allowances
Vehicles	Allowances for severance payments
Accumulated depreciation	Allowances for special repair
Tools, fixtures, and fittings	Other
Accumulated depreciation	<i>Total long-term liabilities</i>
Land	
Construction in progress	Total liabilities
<i>Total tangible fixed assets</i>	
Intangible fixed assets	Capital
Mining rights	I Share Capital
Land rights	II Capital Reserve
Trademark rights	III Legal Earned Reserve
Patents	IV Other Surpluses
Telephone rights	1. Other capital surpluses
Goodwill	Reserves for government grants
<i>Total intangible fixed assets</i>	Reserves for gain on insurance claims
Investment and other assets	2. Voluntary reserves
Long-term cash at bank	Reserve for overseas investment losses
Investment in securities	Reserve for dividend equalization
Investment in subsidiaries	Reserve for business extension
Investment in affiliates	Reserve for additional equipment
Investment in partnerships	Reserve for sinking fund
Long-term loans	General reserve
Allowance for bad debts	3. Unappropriated
Doubtful receivables	<i>Total capital</i>
Long-term prepaid expenses	
Other	Total liabilities and capital
<i>Total investment and other assets</i>	
<i>Total fixed assets</i>	
III Deferred Charges	
Organizing expenses	
Pre-operating costs	
Experimental research costs	
Development costs	
Stock issuing costs	
Bond discounts	

Interest during construction	
<i>Total deferred charges</i>	
Total assets	

Profit and Loss Statement

I Turnover	
Turnover to affiliates	
Turnover to other customers	
II Cost of Sales	
1. Opening stock	
2. Purchases	
Subtotal	
3. Closing stock	
Gross Profit	
III Distribution Costs and Administration Expenses	
Packaging and freight	
Commission	
Warehouse	
Advertising	
Directors' remuneration	
Payroll	
Bonuses	
Welfare benefits	
Travelling	
Postage, telephone, and telex	
Utilities	
Insurance and maintenance	
Taxes and dues	
Provision for accrued enterprise tax	
Depreciation	
Provision for allowance for doubtful accounts	
Research and development	
Other	
Operating Profit	

IV Non-Operating Income	
Interest income and dividends	
Interest income from affiliates	
Interest income on securities	
Dividend income	
Dividend income from affiliates	

Entering Additional Information for Suppliers

Before you can process drafts or bank transfers, you must create a supplier master record. When you create a supplier master record, you set up information about how the system processes various business transactions for that supplier.

In Japan, in addition to the standard supplier information, you must set up information that is required to process drafts and bank transfers. This additional information includes:

- Payee address number
- Bank Transfer type
- Payment term
- Withholding tax category

Information about suppliers is stored in the following tables:

Supplier Master (F0401)	Contains supplier information.
Address by Date (F0116)	Contains mailing address information.
Bank Transit Number Master (F0030)	Contains bank account information.
Japan A/B Additional Information (F750401)	Contains additional address book information that is maintained by the country server for Japan.

You can access the additional information for a supplier from the Supplier Master Information form when you add a new supplier to the system or change the information for an existing supplier.

Before You Begin

- Verify that Japan is the country that you have selected for your user display preferences. See *International: Setting Up User Display Preferences*.
- Set up payment terms for drafts. See *Accounts Payable: Setting Up Payment Terms*.
- Set up a user defined codes table (system 75, type TT) for transfer types. See *Japan: Setting Up User Defined Codes*.

► **To enter additional information for suppliers**

From the Supplier Voucher Entry menu (G0411), choose Supplier Master Information.

On Work with Supplier Master

1. Locate a supplier master record and click Select.
2. On Supplier Master Information, choose Regional Information from the Form menu.

3. On Address Book Revision Japan, complete the following fields and click OK:
 - Bank Transfer Type
 - Payment Terms
 - Withholding Tax Category

Field	Explanation
Bank Transfer Type	Bank Transfer Type is payee specific and is stored in Japanese A/B Tag File (F750401). You can set up the bank transfer type with the Supplier Master Information program. The four kinds of bank transfers in Japan are: <ul style="list-style-type: none"> E Express bank transfer with bank charge L Letter bank transfer with bank charge 7 Express bank transfer without bank charge 8 Letter bank transfer without bank charge

Field	Explanation																								
Payment Terms	<p>A code that indicates the default payment terms for a supplier. Payment terms determine due dates and discounts, and are used as a default value when you create vouchers.</p> <p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently.</p> <p>For WorldSoftware, use the following:</p> <table data-bbox="719 512 922 663"> <tr><td>blank</td><td>Net 15</td></tr> <tr><td>1</td><td>1/10 net 30</td></tr> <tr><td>2</td><td>2/10 net 30</td></tr> <tr><td>N</td><td>Net 30</td></tr> <tr><td>P</td><td>Prox 25th</td></tr> </table> <p>For OneWorld software, use the following:</p> <table data-bbox="719 716 1036 932"> <tr><td>blank</td><td>Net 30 days (default)</td></tr> <tr><td>001</td><td>1/10 net 30</td></tr> <tr><td>002</td><td>Net 30 days (override)</td></tr> <tr><td>003</td><td>Prox days 1/10</td></tr> <tr><td>004</td><td>Due at first of month</td></tr> <tr><td>005</td><td>50/50 split payments</td></tr> <tr><td>006</td><td>Due upon receipt</td></tr> </table>	blank	Net 15	1	1/10 net 30	2	2/10 net 30	N	Net 30	P	Prox 25th	blank	Net 30 days (default)	001	1/10 net 30	002	Net 30 days (override)	003	Prox days 1/10	004	Due at first of month	005	50/50 split payments	006	Due upon receipt
blank	Net 15																								
1	1/10 net 30																								
2	2/10 net 30																								
N	Net 30																								
P	Prox 25th																								
blank	Net 30 days (default)																								
001	1/10 net 30																								
002	Net 30 days (override)																								
003	Prox days 1/10																								
004	Due at first of month																								
005	50/50 split payments																								
006	Due upon receipt																								
Withholding Tax Category	<p>A tax category code that determines the withholding tax amount charged on professional services.</p>																								

See Also

- *Accounts Payable: Entering Supplier Records* for more information about adding new suppliers to the system

Tax Management

Creating the Tax Reconciliation Workfile

From the Tax Reconciliation Process menu (G00212), choose Tax Reconciliation.

After you set up your system to process tax reconciliation and enter your transactions, you can run the Tax Reconciliation Workfile Build program to create the Tax Reconciliation workfile (F00189).

The Tax Reconciliation workfile contains information that links detailed tax records from the Sales/Use/VAT Tax File table (F0018) with their original revenue or expense accounts in the Account Ledger table (F0911). You can use this information to report your consumption tax against the revenue or expense that originally generated the tax.

A transaction can consist of multiple pay items. You can distribute each pay item in a transaction to one or more accounts. The system reconciles taxes against the revenue or expense that originally generated the tax based on the pay item that you associate with each line of distribution.

To reconcile tax against the revenue or expense that originally generated the tax, you must indicate the pay item associated with each line of distribution.

The system stores the tax details for each transaction in the Sales/Use/VAT Tax File table (F0018). The tax detail record for each pay item in a transaction includes the following information:

- Tax type
- Tax area
- Taxing authority
- Tax basis
- Taxable components of the gross amount
- Nontaxable components of the gross amount
- Taxable amount

The system stores the account distribution information for each transaction in the Account Ledger table (F0911).

When you run the Tax Reconciliation program, the system creates records in the Tax Reconciliation workfile. The records are based on each pay item distribution's percentage of the whole transaction.

The following tables illustrate how the system creates Tax Reconciliation workfile records from the transaction records in the Account Ledger table (F0911) and creates the corresponding tax detail records in the Sales/Use/VAT Tax table (F0018).

Sales/Use/VAT Tax Table (F0018) Record

Doc Number	Doc Type	Pay Item/ Suffix			Taxable	Tax	Non-taxable
123	PV	000			500	50	0
123	PV	001			2000	200	0

Account Ledger Table (F0911) Record

Doc Number	Doc Type	Pay Item/ Suffix	Account	Amount			
123	PV	000	1111.1	2000			
123	PV	000	2222.2	300			
123	PV	001	3333.3	500			
123	PV	001	4444.4	600			
123	PV	001	5555.5	900			

Tax Reconciliation Workfile (F00189) Record

Doc Number	Doc Type	Pay Item/ Suffix	Account		Taxable	Tax	Non-taxable
123	PV	000	1111.1		200	20	0
123	PV	000	2222.2		300	30	0
123	PV	001	3333.3		500	50	0
123	PV	001	4444.4		600	60	0
123	PV	001	5555.5		900	90	0

Reviewing the Tax Reconciliation Workfile

From the Tax Reconciliation Process menu (G00212), choose Tax Reconciliation Report.

When you run the Tax Reconciliation program, the system creates records in the Tax Reconciliation workfile. The records are based on each pay item distribution's percentage of the whole transaction.

You can review the records that the system creates in the Tax Reconciliation workfile. To do this, print the Tax Reconciliation report.

Accounts Receivable

Processing A/R Drafts in Japan

In Japan, banks assign a draft number to all drafts. All queries regarding drafts refer to this bank-assigned draft number. Businesses are required to include the bank-assigned draft number on all draft reporting.

Bank-assigned draft numbers are alphanumeric codes that are *not* generated by J.D. Edwards software. You can input and revise this number manually. You can also use this number to inquire on your drafts in the system.

Use J.D. Edwards Reference field to input the draft number. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks.

The Reference field is included in the following programs:

- Enter Our Drafts (P03B602)
- Enter Customer Drafts (P03B602)
- Drafts Inquiry (P03B602)
- Bank Remittance – Tape program (R03B672T)

To access the Reference field, choose Additional Information from the Form menu on the Drafts entry form.

Printing the Draft Receivable Report

In Japan, businesses that process accounts receivable drafts must submit a list of processed drafts. The listing must include the bank-assigned draft number. To meet this requirement, you can print the Draft Receivable Report (R7503420).

Printing Kagami Statements

To print Kagami statements, follow the A/R statement process, specifying Kagami Invoice Statement Print (R03B5001JP) as the print program.

To specify the Kagami print program, on the Draft Daily Operations menu (G03B161), choose Statement Print with Draft. Choose the Statement Refresh with Draft version. From the Row menu, choose Processing Options. On Processing Options, click the Print tab. In the Print Program field for processing option 3, type the program number, R03B5001JP.

Kagami include the following information:

- “Bill to” name and address for the customer.
- Billing period. Although billing periods vary by customer, the beginning of the period must be the day after the last cutoff date. The end of the previous period is the cutoff date.
- Open amount as of the cutoff date. The open amount is summarized by sales, cash receipts, adjustments, and so on.
- Detailed information from each sales order, such as invoice number, item number, and price.

You can also use processing options to indicate whether you want to do any of the following tasks:

- Update the statement number and statement date in the Accounts Receivable Ledger table (F0311). The statement number is a next number in the Accounts Receivable system. The statement date is the system date.
- Print the Who’s Who information for the customer.
- Print both A/R summary and sales order detail information.
- Print only A/R summary information.
- Print only sales order detail information.

Before You Begin

- Verify that you have a next number set up for the summarized invoice number in the Accounts Receivable system. To do this, use the next number for the Statement No. field. See *Accounts Receivable: Setting Up Next Numbers*

Processing Options for Printing Kagami Invoice Statements (R03B5001JP)

Defaults

- 1. Enter '1' to print aging information. _____
- 2. Enter '1' to suppress print Account Summary. _____
- 3. Enter '1' to print the invoice date. _____
- 4a. Enter '1' to print the Statement Number. _____
- 4b. Enter '1' to print Remit to Address. _____
- 5. Enter '1' to summarize each invoice record. _____

Print

- 6. Tax Information on Invoice Document Level. _____
 - 1 = print
 - Blank = not print
- 7. Sales Information _____
 - 1 = print from F4211
 - 2 = print from F42119
 - 3 = Retrieve from F4211 first, if not found, retrieve from F42199
 - Blank = not print
- 8. Kagami Summary _____
 - 1 = print
 - Blank = not print

Accounts Payable

Creating a Payment Group Version for A/P Drafts

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process A/P drafts as payments for vouchers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payments
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable drafts for Japan. Set up the data selection for the version to specify the payment instrument for drafts.

Use the processing options for the new version to specify an override bank account number. The system uses the override account number as the short account ID of the draft payables account to which the drafts will be posted.

Set up the data selection for the version to specify your payment instrument for Japanese drafts and the original bank account number on the voucher records.

Processing Automatic Payments to Create A/P Drafts

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

After you set up your system to meet Japanese requirements for accounts payable drafts, you can create drafts using the automatic payment process in the J.D. Edwards Accounts Payable system.

Creating an A/P Draft

To create A/P drafts, access the Work with Payment Groups form and inquire on the draft payable account number. Choose the vouchers that you want to include in a payment group for drafts.

When you create A/P drafts, you use the Write function on Work with Payment Groups to print the drafts.

After you use the Write function to print your drafts, use the Update function to do the following:

- Change the pay status of an original voucher from # (in process) to P (paid).
- Create a matching document with a document type of P1. This matching document closes the original voucher.
- Create a new original document. The system assigns the new document a document type of P1 with a pay status of D to indicate that the draft has been created.
- Print the stamp tax report (R750403). The system generates the report based on the amount of the draft and the information in the Stamp Tax table (F75013).

When you create A/P drafts, you can use a processing option to submit the group to post. When you submit the payment group to post, the system creates journal entries that debit the accounts payable trade account and credit the drafts payable account. The system uses AAI item PDx to identify the general ledger account to use for drafts payable.

Paying an A/P Draft

When an A/P draft has been paid by your bank and cash has been transferred, you must identify the paid draft in your system by choosing the draft for payment. When you choose the draft for payment, the system closes the draft and creates a batch for posting.

The following graphic shows how the system uses the document type and document number information to group the entries that are related to the original voucher. The graphic shows one draft that replaces several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

Posting Outstanding A/P Drafts

After an A/P draft has been paid, you post the draft to the general ledger. The system selects drafts with a pay status of draft selected, and then generates and posts journal entries that debit drafts payable and credit the payables bank account. The system also changes the pay status of the draft to paid and generates a post report.

See Also

- *Accounts Payable: Processing Options for Work with Payment Groups* for the processing options for the A/P Automatic Payments program
- *Accounts Payable: Automatic Payment Processing*

Processing Manual Payments to Create A/P Drafts

When you need to remit an accounts payable draft to pay a supplier immediately, you can use the manual payment process.

To create an accounts payable draft for a voucher that you have already entered, enter a manual payment with voucher match. You can choose whether to print the payment. If you do not print the payment, you prepare it manually.

► To process manual payments to create A/P drafts

From Manual Payment Processing (G0412), choose Payment with Voucher Match.

On Work with Payments

1. Click Add.

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount	Di A

2. On Manual Payment Entry, complete the following fields:

- Payment Number
- Supplier Number
- Bank Account Number
- Payment Amount
- Remark
- Payment Date

If you do not enter a payment number, the system uses the next payment number of the account you enter in the G/L Bank Account field.

3. To automatically print the payment, click the Print Payment option.
4. From the Row menu, choose Pay Items to access Select Open Pay Items.
5. On Select Open Pay Items, choose the voucher you want to pay and click Select.

The system automatically loads the voucher in the detail area of Manual Payment Entry.

6. On Manual Payment Entry, click OK to finish entering the payment.

Field	Explanation
Payment Number	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p>..... <i>Form-specific information</i></p> <p>You can set a processing option to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.</p>
Supplier Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p>
Bank Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Payment Amount	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank and set the appropriate processing option, the system adds the pay items you select on Select Open Pay Items and enters the full payment amount (deducting any full discount) for you.</p>

Field	Explanation
Remark	A generic field that you use for a remark, description, name, or address.
Payment Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).

Entering Bank-Assigned Draft Numbers for A/P Drafts

In Japan, banks assign a bank draft number to all draft transactions. Businesses are required to include the bank draft number on all draft reporting.

Bank draft numbers are alphanumeric codes that you can input and revise manually. You can also use the number to review your drafts.

► To enter bank draft numbers for A/P drafts for Japan

From the Japanese Localization menu (G75J), choose Bank Draft Number Revision.

On Bank Draft Number Revision

1. To locate a specific draft, complete the following fields:
 - G/L Bank Account Number
 - Supplier Number
 - Draft Number
 - Document Type
 - Bank Draft Number
2. Under the Automatic Loading heading, complete the following field to automatically number bank drafts:
 - Starting Bank Draft Number
3. Click Find.

4. Complete the following fields in the detail area:

- Bank Draft Number
- Cleared Date

Field	Explanation
G/L Bank Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Supplier Number	<p>The address number that identifies the recipient of the payment.</p>
Draft Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p> <ul style="list-style-type: none"> • Automated/Manual Payment <ul style="list-style-type: none"> Original document – Voucher Matching document – Payment • A/R Original Invoice <ul style="list-style-type: none"> Original document – Invoice • Receipt Application <ul style="list-style-type: none"> Original document – Invoice Matching document – Receipt • Credit Memo/Adjustment <ul style="list-style-type: none"> Original document – Invoice Matching document – Credit Memo • Unapplied Receipt <ul style="list-style-type: none"> Original document – Receipt

Field	Explanation
Document Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory conversion issues O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Bank Draft Number	<p>The supplier's invoice number used for voucher entry.</p> <p>NOTE: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine them and enter them as one voucher.</p> <p>If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.</p>
Cleared Date	<p>The date that the item was debited or credited to the bank account.</p>

Printing the A/P Draft Payable List

From the Japanese Localization menu (G75J), choose A/P Draft Payable List.

In Japan, business that process drafts can print the A/P Draft Payable List to list all outstanding draft payables, including the bank name and value date.

Understanding Accounts Payable Bank Transfers

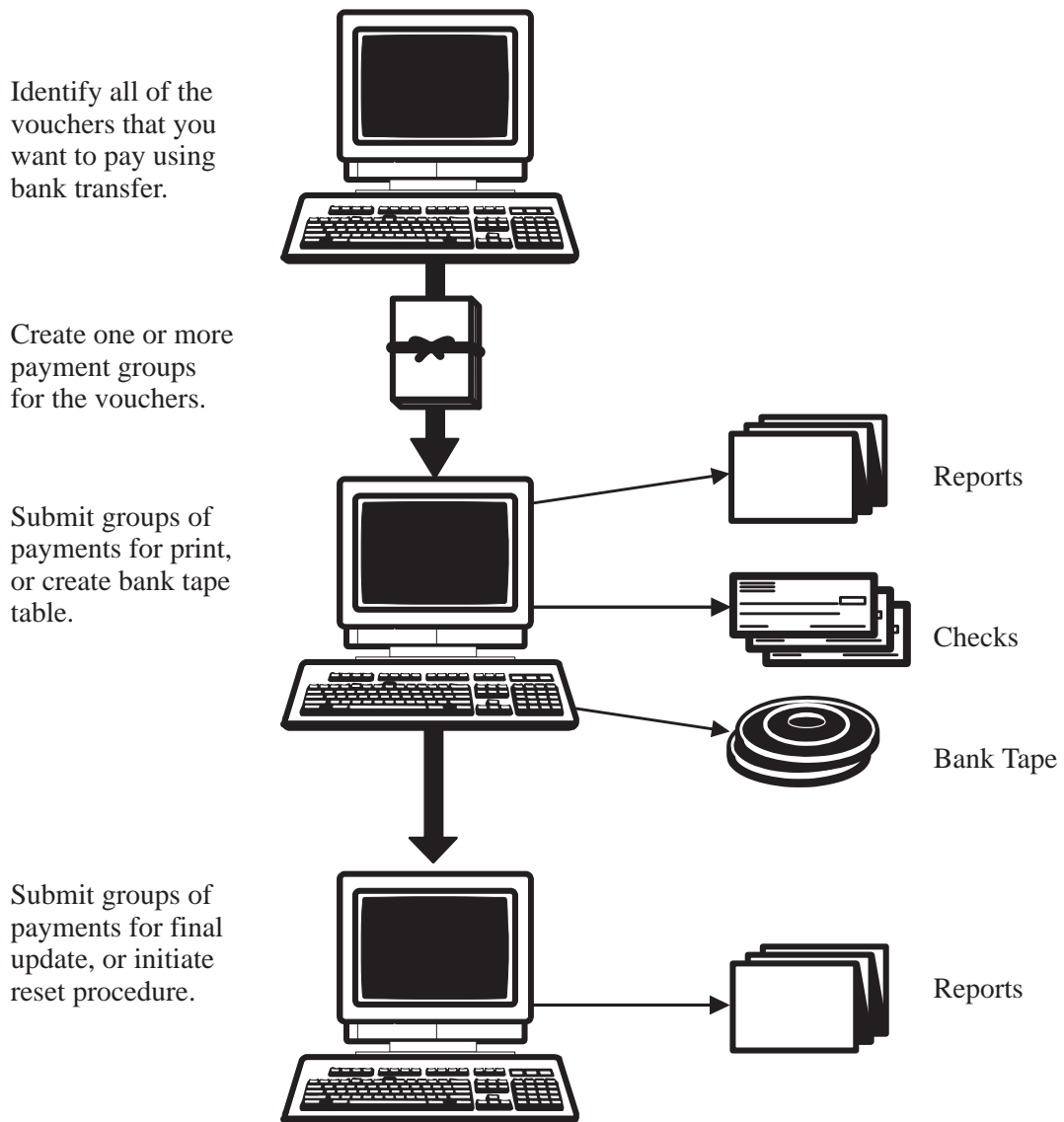
Bank transfers are commonly used in Japan to move funds between bank accounts. The Japanese Bank Association (JBA) has defined detailed standards regarding fund transfers that include:

- Bank transfer tape format
- Bank charges applied to transfers
- Consumption taxes assessed on bank charges

In Japan, businesses can remit payment by electronic or paper bank transfers. To process any bank transfer, banks require the following information:

Bank/branch number	Every bank and bank branch through which a transfer is processed can be identified by a bank/branch number. Bank/branch numbers are assigned to banks by the JBA. Businesses should validate these numbers to prevent incurring a bank charge for the submission of invalid bank information.
Payor and payee bank account information	The bank account information for the payor and the payee consists of an account number and an account type. The following account types are possible: <ul style="list-style-type: none"> • Savings • Current • Deposit • Other
Bank transfer payor number	A bank transfer number is assigned to each payor by the bank.
Transfer type	Businesses can select the following transfer types: <ul style="list-style-type: none"> • Express with bank charges • Letter with bank charges • Express without bank charges • Letter without bank charges

The following graphic shows the primary steps for processing bank transfers.



Updating Bank and Branch Information

From the Japanese Localization menu (G75J), choose Bank/Branch Table Upload.

In Japan, banks and bank branches are identified by a bank number and a branch number. These numbers are assigned to banks by the JBA.

You can upload the latest bank and branch information from the JBA into a table on your system. When you process bank transfers, the system validates the bank numbers and branch numbers for each transfer against valid values in the table.

To upload bank and branch information to your system, run the Upload Bank/Branch Master program. The system creates the Bank/Branch Master table (F75010) and prints a report that lists the following information:

- Total number of bank records added
- Total number of branch records added
- Total number of records read

Use processing options to replace all of the existing records in the Bank/Branch Master table or to add only records that do not already exist in the table.

Processing Options for Update Bank/Branch Master (R75010A)

File

1.

Enter the From Library name. The Library which contains the uploaded JBA Bank/Branch Information File specified in Option 2. (FUTURE)

2.

Enter the From File name. The File which contains the JBA Bank/Branch Information uploaded through Client Access/PC Support. (FUTURE)

Update

1.

Enter '1' to REPLACE records in file. Default is ADD record to file. Replace or Add

Revising Bank and Branch Information

You can update or add bank and branch information to your system manually on an as-needed basis.

Revising bank and branch information consists of the following:

- Revising bank and branch information
- Adding bank and branch information

► To revise bank and branch information

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

On Work with Bank – Japan

1. Locate an existing record.
2. From the Row menu, choose Bank/Branch.

Branch Code	Branch Name (Alpha Name)	Branch Name (Secondary Name)
-------------	--------------------------	------------------------------

3. On Bank/Branch Revision, complete the following fields:
 - Branch Name (Alpha Name)
 - Branch Name (Secondary Name)

Field	Explanation
Bank Name (Alpha Name)	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Bank Name (Secondary Alpha)	An alternate name field in the Address Book system to accommodate double-byte coding.

▶ To add bank and branch information

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revisions.

On Work with Bank – Japan

1. Click Add.

2. On Bank Revision – Japan, complete the following fields:
 - Bank Code
 - Bank Name (Secondary Alpha)
 - Bank Name (Alpha Name)

Field	Explanation
Bank Code	A code assigned by the Bank of Japan. The bank code segment of the transit code (4 characters) identifies the bank and is followed by the branch code segment of the transit code (3 characters) which identifies the branch. The values in these fields are pre-loaded in the Japan Bank/Branch Master table (F75010).

Entering Bank Charge Information

Banks levy a service charge on each transfer that they process. The amount of the service charge is based on the following information:

- The actual amount of the transfer (also referred to as the treating amount)
- Whether the transfer is an express or letter transfer
- Whether the transfer is an internal or external bank transfer
- Whether the transfer is an internal or external branch transfer

Either the customer or the supplier will agree to pay the bank charges. The amount of the transfer is the total payment amount minus the bank charges and tax.

In addition, the service charge for each bank transfer is subject to consumption tax.

In some cases, the addition of the consumption tax on the amount of the transfer moves the transfer into another treating charge category. When this happens, the transfer becomes subject to a lower service charge and the business must recognize an adjustment for the transfer.

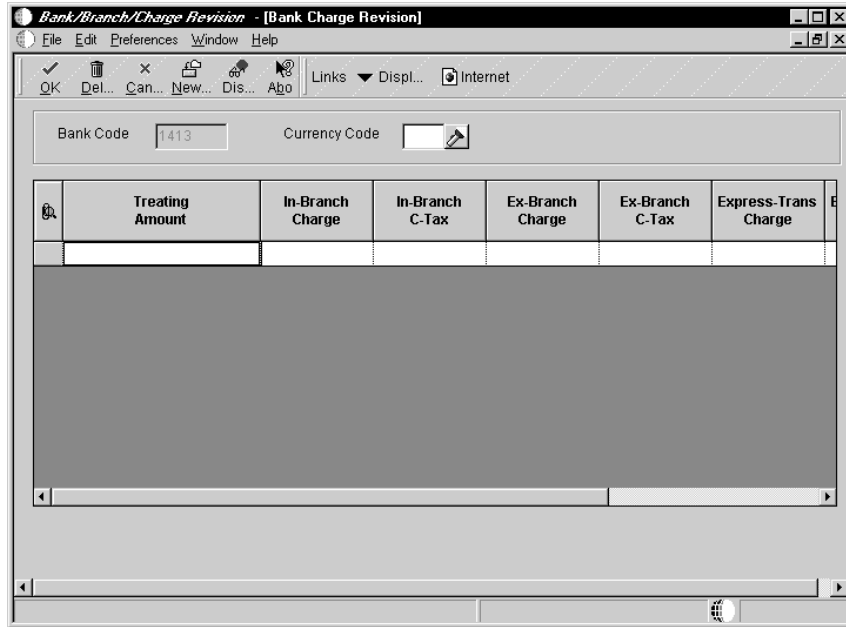
To process accounts payable bank transfers, you must maintain bank charge information for your system. To do this, access the Bank Charge Revision form.

To enter bank charge information

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

On Work with Bank – Japan

1. Locate an existing record.
2. From the Row menu, choose Bank Charge.



3. On Bank Charge Revision, complete the following fields:

- Treating Amount
- In-Branch Charge
- In-Branch C-Tax
- Ex-Branch Charge
- Ex-Branch C-Tax
- Express-Trans Charge
- Express-Trans C-Tax
- Letter-Trans Charge
- Letter-Trans C-Tax

Field	Explanation
Treating Amount	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.
In-Branch Charge	The bank charge fee when the payor's bank account and the payee's bank account are in the same branch and bank.
In-Branch C-Tax	The amount of consumption tax on the bank charge when the payer's bank account and the payee's bank account are in the same branch and bank.

Field	Explanation
Ex-Branch Charge	The bank charge fee when the payor's bank account and the payee's bank account are in the same bank, but in a different branch.
Ex-Branch C-Tax	The amount of consumption tax on the bank charge when the payor's bank account and the payee's bank account are in the same bank, but in a different branch.
Express-Trans Charge	<p>The bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is E (Express Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>
Express-Trans C-Tax	<p>The amount of consumption tax on the bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is E (Express Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>
Letter-Trans Charge	<p>The bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is L (Letter Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>
Letter-Trans C-Tax	<p>The consumption tax amount on the bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is L (Letter Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>

Creating Payment Groups for Bank Transfers

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process bank transfers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process the same types of vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payment format
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable bank transfers for Japan. Set up the data selection for the version to specify the payment instrument for bank transfers.

When you run the Create Payment Control Groups program for bank transfers, the system:

- Calculates the appropriate bank charges and consumption tax for each transfer
- Creates a separate pay item for each transfer to represent the bank charge, consumption tax, and adjustment amounts as follows:
 - Pay item 997 represents the bank charge amount.
 - Pay item 998 represents the consumption tax amount.
 - Pay item 999 represents any adjustment amount.
- Reduces the total payment amount for the transfer by these amounts
- Prints a report listing the bank charges



If you use accounts payable bank transfers for Japan, voucher pay items 997, 998, and 999 are reserved. You cannot use these voucher pay items in the base Accounts Payable system.

When you process accounts payable bank transfers for Japan, the system creates the following journal entries for each transfer:

- Normal journal
- Bank charge journal
- Consumption tax journal
- Bank charge adjustment journal

To void the bank transfer, you must void all of the associated journals entries.

Assigning Formats to Payment Instruments

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic. Payment instruments can include checks, magnetic tapes, and drafts.

The programs that you assign to your payment instruments determine the formats for payments and any additional output that the system generates when you process payment groups. The additional output components can include:

- Payment registers — A printed list of payments.
- Attachments — A printed report that contains the detail information that does not fit on a payment stub.
- Debit statements — A printed list of debit balances. Debit statements list net amounts that can either decrease or clear the amount of a voucher.

To assign formats to payment instruments, you specify a format generation program for each component of a payment instrument. For example, you could assign program P04573 (for print standard attachments) to the attachments component of your payment instrument for drafts. Then, when you generate drafts, the system accesses this program to produce the appropriate type of attachment.

You can also define the uses for a payment instrument by assigning a specific bank account to the instrument. For example, you can set up two types of payment instruments for drafts, with each type drawn on a different bank account.

Assign the following programs to payment instruments for Japan:

Payment formats	Specify program P04572JP as the Write program to generate the payment format accepted by Japanese banks.
Attachments	Specify program P04573JP as the Attachment program to generate the attachments for accounts payable bank transfers for Japan.

Before You Begin

- Set up a code on user defined codes table 00/PY for each payment instrument that you use and a code on user defined codes table 04/PP for your payment programs. See *Japan: Setting Up User Defined Codes*.
- Create a version of each program that you intend to set up. See *OneWorld Foundation: Creating (Adding) a Batch Version*.

► **To assign formats to payment instruments**

From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults.

On Work with Payment Instrument Defaults

1. Click Add.

The screenshot shows a window titled "Payment Instrument Defaults - [Set Up Payment Instrument Defaults]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display", and "Internet". The main area contains the following fields:

- Payment Instrument:** A text field with a dropdown arrow icon.
- G/L Bank Account:** A text field.
- Print Programs:** A section with four rows:
 - Payments:** Text field with value "P04572" and label "Print Payments - Standard".
 - Payment Register:** Text field with value "P04576" and label "Payment Register - Standard".
 - Attachments:** Text field with value "P04573" and label "Print Attachments - Standard".
 - Debit Statements:** Text field with value "P04574" and label "Print Dbt Statement - Standard".

2. On Set Up Payment Instrument Defaults, complete the following fields:
 - Payment Instrument
 - G/L Bank Account
3. Under the Print Programs heading, complete the following fields:
 - Payments
 - Attachments

Field	Explanation
Payment Instrument	The user defined code that determines the type of payment made to the supplier.

Field	Explanation
G/L Bank Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Payments	<p>A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.</p>
Attachments	<p>A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.</p>

See Also

- *Accounts Payable: Setting Up Payment Instruments*

Processing Options for Japan Bank Transfer Paper (R04573JP)

Date selection

Enter "1" for Japanese Date format, default will use Western Date format.

Selection Number _____

Processing Options for Create A/P Bank Tape – Japan (R04572JP)

Tape

Enter the following default values:

Device Name _____
 Tape Density _____
 Label Name _____
 Block Size _____
 New Volume _____

Tape (more)

New Owner ID _____
 File Name _____

Glossary

Glossary

52 period accounting. A method of accounting that uses each week as a separate accounting period.

AA ledger. The ledger type that the system uses for transactions in domestic amounts (actual amounts).

account status. The state or condition of a customer's A/R transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments and an additional period for audit adjustments.

activity priority. A code that you assign to an activity type to determine whether it requires attention during the credit collection process.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

aging. A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.

algorithm. A predetermined set of instructions for solving a specific problem with a limited number of steps. For example, you define A/R algorithm methods to instruct the system about how to apply receipts during the automatic receipts process, such as invoice selection match, balance forward match, or a combination invoice match. You can use a given base method or create different versions of a base method through the use of processing options, selection criteria, and sequencing specifications.

application. A computer program or set of programs used to accomplish a task. In OneWorld, there are interactive applications and batch applications. Interactive applications are made up of a set of forms through which the user interacts with OneWorld. Interactive application identifiers begin with "P." For example, Address Book Revisions (P01012) is an interactive application. Batch applications run without user interaction. Reports and table conversions are examples of batch

applications. Batch application identifiers begin with "R." For example, the Print Mailing Labels report (R01401) is a batch application.

approver number. The user ID of the person who approves vouchers for payment.

As Of report. A report that lists information from the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.

automatic accounting instruction (AAI). A code that refers to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries, including interfaces between the Accounts Payable, Accounts Receivable, Financial Reporting, and General Accounting systems. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a specific expense account and a credit to a specific accounts payable account.

automatic debits. A payment instrument that authorizes a company to collect money directly from their client's bank account. The company sends an electronic file (EFT) to its bank, which collects the money from the client's account.

AZ ledger. The ledger type that the system uses for cash basis accounting.

BACS. Bank Automated Clearing System. An electronic funds transfer method used in the United Kingdom.

balance forward receipt application method. A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank assigned draft numbers. In Japan, banks have the authority to create special papers for creating drafts. These papers have pre-assigned bank draft numbers for the purpose of tracking issued drafts. Almost all Japanese companies use this paper for issuing drafts because the paper is reliable for both debtors and creditors.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank by means of customer tapes for automatic receipt application.

bank transfers. In Japan, a process defined by the JBA (Japan Bank Association) that allows a house bank to automatically process a bank file (created by the payor) to transfer money to the payee. Almost 80% of Japanese payments are done by bank transfer.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch input. A group of transactions loaded from an external source.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The system performs a batch job with little or no user interaction.

batch processing. A method by which the system selects jobs from the job queue, processes them, and sends output to the outqueue. Contrast with interactive processing.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into Accounts Receivable system.

batch type. A code assigned to a batch job that designates to which system the associated transactions pertain, thus controlling which records are selected for processing. For example, the Post General Journal program selects for posting only unposted transaction batches with a batch type of O.

broadcast message. 1) An e-mail message that you send to multiple recipients. 2) A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. It is the lowest level of profitability reporting. Each business unit is unique and is owned by only one company. Also known as a cost center.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. A type of user defined code for which you can provide the title. For example, if you were adding a code that designated different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes. Sometimes referred to as reporting codes. See also user defined code.

chargeback. A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.

chart of accounts. The structure for general ledger accounts. The chart of accounts lists types of accounts, describes each account, and includes account numbers and posting edit codes.

check. See payment.

consolidation. A method of grouping or combining financial statements for companies or business units. Consolidation is used for budgeting, inquiries, and reports.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement.

constants. Parameters or codes that you set and that the system uses to standardize the processing of information by associated programs.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost center. See business unit.

country servers. A server that provides country-specific processing. The server called by a program depends on the country code that is set up on the User Profile Revisions form (P0092).

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

currency code. A code that designates the currency used by a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

customer ledger. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, write-offs, and so on. You use the customer ledger for in-depth analysis of A/R information for your customer accounts.

data dictionary. A database table that OneWorld uses to manage the definitions, structures, and guidelines for the usage of fields, messages, and help text. J.D. Edwards has an active data dictionary, which means that it is accessed at runtime.

data types. Supplemental information attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

database. A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

deduction. An amount by which a customer reduces payment for reasons that might be related to a specific invoice, such as damaged goods.

default. A code, number, or parameter that the system supplies when the user does not specify one.

delinquency policy. A common set of rules that the system applies equally to a class of customers when processing late fees and delinquency notices in the A/R system.

denominated-in currency. The company currency in which financial reports are based.

detail. The specific information that makes up a record or transaction. Contrast with summary.

detail area. An area of a form that displays detailed information associated with the records or data items displayed on the form. See also grid.

displacement days. The number of days calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13

in the payment group. Contrast with pay-through date.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied receipt, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change of address becomes effective and the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

Electronic Data Interchange (EDI). The paperless, computer-to-computer exchange of business transactions, such as purchase orders and invoices, in a standard format with standard content.

Enterprise Workflow Management. A OneWorld system that provides a way of automating tasks, such as notifying a manager that a requisition is waiting for approval, using an e-mail-based process flow across a network.

facility. An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.

field. 1) An area on a form that represents a particular type of information, such as name, document type, or amount. 2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number.

file. A set of information stored under one name. See also table.

finance charge. An amount charged to a customer based on a percentage of an unpaid invoice exceeding the grace period associated with the due date.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different from a calendar year. For example, a fiscal year may be a period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

float days. The number of days from the time you write a payment to the time the bank makes the payment and deducts the amount from your bank account.

form. The element of the OneWorld graphical user interface by which the user exchanges data with interactive applications. Forms are made up of controls, such as fields, options, and the grid. These controls allow the user to retrieve information, add and revise information, and navigate through an application to accomplish a task.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

G/L receipt. A receipt for an amount that is not directly associated with a customer or an invoice. For example, you might receive a refund check from an insurance company that is not associated with an A/R account. These receipt types allow you to credit the appropriate general ledger account.

grid. A control that displays detail information on a form. The grid is arranged into rows, which generally represent records of data, and columns, which generally represent fields of the record. See also detail area.

GST. Goods, Services, and Taxes. A tax assessed in Canada.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies is a hash total.

header. Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

indexed allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so

on, among business units, based on a fixed percentage.

install system code. See system code.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. Processing actions that occur in response to commands that you enter directly into the system. During interactive processing, you are in direct communication with the system, and it might prompt you for additional information while processing your request. Contrast with batch processing.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice. A document that provides an itemized list of goods shipped or services rendered. An invoice might state quantities, prices, fees, shipping charges, taxes, and so on.

invoice match. A receipt application method where the receipt is applied to a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

Japanese commercial code. Japanese commercial law. In Japan, all Japanese companies must follow the accounting principles established in the "code" for preparing their financial statements.

job queue. A group of jobs waiting to be batch processed. See also batch processing.

kagami. In Japan, summarized invoices that are created monthly (in most cases) for the purpose of reducing the number of payment transactions.

language preference. An address book code that specifies a language for the computer to use when displaying information.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions might also be stored in the CA (foreign currency) ledger type.

level of detail. The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged receipt. A receipt that is not applied to a specific customer or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

logged voucher. A voucher that is not applied to a specific expense account. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send e-mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master business function. A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines you establish.

master table. A database table used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data, such as paid tax amounts, supplier names, addresses, employee information, and job information.

matching document. A document associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

menu masking. A security feature that lets you prevent individual users from accessing specified menus or menu selections.

monetary account. An account with a balance in a currency other than the domestic currency of the company.

negative pay item. An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).

next numbers. A feature used to control the automatic numbering of items such as new G/L

accounts, vouchers, and addresses. Next numbers provides a method of incrementing numbers.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

offsetting account. An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.

original document. The document that initiates a transaction in the system.

originated-in currency. The currency in which transactions occur.

output queue. See print queue.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. Hierarchical relationships among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices or subsidiary companies (children) to the corporate headquarters (parent).

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

pay-through date. A specific calendar date by which you group vouchers for payment. This date corresponds to the due dates on the vouchers. For example, you can choose to pay all vouchers with due dates through March 15. March 15 would then be your pay-through date. Contrast with displacement days.

payment. The financial settlement made to a supplier for services rendered or goods received.

payment group. A system-generated group of payments with similar information, such as a bank account. The system processes all payments in a payment group at the same time.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or an invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table identifier from the print queue.

processing option. A feature that allows you to direct the functions of a program. For example, processing options allow you to specify defaults for certain forms, control the format in which information prints on reports, and change how information appears on a form or in a report.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuation currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with unrealized gain or loss.

receipt. The payment you receive from a customer.

receipt logging. See logged receipt.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information.

recurring frequency. The cycle in which a recurring voucher or invoice becomes due for payment. For example, a payment cycle can be monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next (for example, next month's) recurring invoice or voucher.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

reset. The process of changing a payment from a next status of UPD (update) to a next status of WRT (write). This allows you to correct or reprint payments.

retainage. The amount of a payment withheld to ensure satisfactory contract or project performance. In many cases, a certain percentage is withheld until the project, or a percentage of the project, is completed or until a specified date.

reverse. A process that creates an opposite entry on the first day of the next G/L accounting period when the original accrual entry is posted to the G/L.

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by Federal Reserve Board. It consists of two parts: a routing number and a transit number.

securities and exchange laws. The laws that regulate foreign trade and stock exchanges.

self-reconciling item. An item that does not require reconciliation.

sequence ID. A code that defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services(7000).

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output to await processing.

stamp tax. In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.

stop date. The date that an allocation becomes inactive.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information stored in certain tables. Contrast with detail.

supplemental data. Different types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplier. An individual or organization that provides goods and services. Also known as a vendor.

supplier ledger. The record of transactions between your company and a particular supplier.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a transit account.

system. A group of related applications identified by a name and a system code. For example, the Address Book system code is 01. All applications, tables, and menus within a system can be identified by the system code.

system code. A code that identifies a system, for example, 01 for the Address Book system and 31 for the Shop Floor Management system.

table. In database environments, a two-dimensional entity made up of rows and columns. All physical data in a database are stored in tables. See also file.

three-tier processing. The task of entering, reviewing and approving, and posting batches of transactions.

TI (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

tolerance range. The amount by which the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See suspense account.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with realized gain or loss.

update payments. A process that enters data in empty data fields or replaces existing data with current data. For example, updating payments adds new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code (UDC). A code that users can define, assign code descriptions, and assign valid values. Examples of such codes are unit-of-measure codes, state names, and employee type codes.

user defined code type. The identifier for a table of codes with a meaning that you define for the system, such as ST for the Search Type codes table in Address Book. OneWorld provides a number of these tables and allows you to create and define tables of your own.

variable numerator allocations. A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See supplier.

vocabulary overrides. A feature that you can use to override field, row, or column title text on forms and reports.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher. A document that provides a means by which the payor ascertains that goods or services were received and that payment is authorized. A voucher contains all information about an invoice to be processed and paid.

voucher logging. See logged voucher.

voucher match. A payment application method where the payment is applied to specific vouchers.

wareki date format. In Japan, a calendar format, such as Showa or Heisei. When there is a new emperor, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998 is equal to Heisei 10, January 1st.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

write-off. A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

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