

PeopleSoft®

EnterpriseOne B73.3.1
Global Solutions - Switzerland
PeopleBook

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Denver, CO 80237

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Glossary

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Solutions Summary



J.D. Edwards Business Solutions for Switzerland

J.D. Edwards Country Information

Region	EMEA
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Tax Solutions Summary

J.D. Edwards solutions for tax requirements in Switzerland include:

- Value added tax (VAT) report processing

Value Added Tax (VAT) Report Processing

J.D. Edwards provides country-specific accounts payable and accounts receivable VAT reports for Switzerland. The VAT reports include intermediate totals at the bottom of each page.

Availability: B73.3

Accounts Receivable Solutions Summary

J.D. Edwards solutions for processing accounts receivables in Switzerland include:

- Automatic debit processing

Automatic Debit Processing

Use the automatic debiting process to select invoices in the system and generate a bank file to collect money directly from your customer bank accounts. The system formats the bank file specifically for banks in Switzerland and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table. The process includes a country-specific program that supports the Swiss LSV format for diskette.

Availability: B73.3

Accounts Payable Solutions Summary

J.D. Edwards solutions for processing accounts payable in Switzerland include:

- Automatic payment processing

Automatic Payment Processing

Automatic payment processing allows you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle. The automatic payments process allows you to group vouchers and produce multiple payments in a single payment run.

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

- Inland in French-speaking Switzerland
- Foreign currency payments
- Swiss VESR processing

Availability: B73.3



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 later in this guide. All other tasks are specified by the Global Solutions: International guide or the base J.D. Edwards software guide in which the tasks are documented.

J.D. Edwards country-specific processes for Switzerland 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 Switzerland 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 (such as General Accounting or Accounts Receivable) as well as the following international and country-specific tasks for Switzerland:

- International: Setting up user display preferences
- Switzerland: Setting up user defined codes

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:

- 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 Switzerland include the following:

- Processing VAT

Processing VAT

Value added tax (VAT) is a noncumulative tax imposed at each stage of the production and distribution cycle. The ordinance requiring VAT in Switzerland came into effect in January 1995.

Businesses in Switzerland are required to submit an official quarterly tax declaration, along with the payment for taxes due, within 60 days of the end of each quarter. In addition to this tax declaration, businesses are required to submit reports that list transactions involving VAT.

Processing VAT consists of the following tasks:

- General Accounting: Entering journal entries with tax
- Switzerland: Printing A/R and A/P VAT reports

Accounts Receivable Processes

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

- Processing automatic debits

Processing Automatic Debits

You can use the automatic debit process to withdraw funds automatically from a customer's bank account. When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customers' invoices to be paid
- Update customers' accounts after collecting the appropriate funds
- Format automatic debit information to meet country-specific bank requirements (optional)

Processing automatic debits includes the following tasks:

- Switzerland: Working with automatic debits for Switzerland
- Accounts Receivable: Creating a batch of automatic debits
- Accounts Receivable: Processing a batch of automatic debits in final mode
- Accounts Receivable: Formatting a batch of automatic debits

Accounts Payable Processes

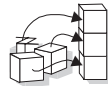
J.D. Edwards country-specific processes for accounts payable requirements in Switzerland include the following:


- Processing automatic payments


Processing Automatic Payments

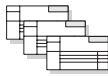
Use automatic payment processing to pay vouchers during your usual payment cycle.


The following graphic illustrates the automatic payments process:

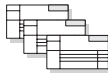
- 


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.

Processing automatic payments consists of the following tasks:

- Accounts Payable: Setting up bank account information for A/P
- Switzerland: Understanding VESR processing
- Switzerland: 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

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

Many fields throughout the 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 Switzerland:

- Payment instrument (00/PY)
- Print/tape program - payments (04/PP)

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 *Switzerland: Assigning Formats to Payment Instruments*.

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 print and tape program is available for Switzerland:

- P04572S2, electronic funds transfer for Switzerland (diskette)
- P04572S1, electronic funds transfer for Switzerland (tape)

Tax Management

Printing A/R and A/P VAT Reports

From the Swiss Localization menu (G74C), choose Accounts Receivable VAT Report or Accounts Payable VAT Detail Report.

You print accounts payable and accounts receivable VAT reports to create a list of transactions that include VAT in a format that complies with the standards set by the Swiss government.

A running total must be printed after every 100 lines or on every page, whichever comes first. You can specify page totaling in the processing options.

You can use the processing options to:

- Limit the transactions included in the reports by specifying a from and through date.
- Select reporting based on the invoice date or the G/L date.

VAT reports are based on the information in the following tables:

- Accounts Receivable Ledger table (F03B11), for the A/R VAT report
- Accounts Payable Ledger table (F0411), for the A/P VAT report
- Address Book Master table (F0101)

Processing Options for A/R VAT Report – Switzerland (R740380)

Date Selection

Enter '1' to select record by
invoice date, '2' to select by
Service tax date, and leave blank
to select by G/L date.

Date Range

Date From
Date Through

Enter the date range for selection

Summerize Repo

Enter '1' to summerize report by
Tax Rate Code, leave blank for
detail.
Enter "1" to print report
summerized by document number.
Enter a '1' tp print a total line
at the end of each page.

Processing Options for A/P VAT Report – Switzerland (R740480)

Date Range

Enter Beginning Date for Data Selection _____

Enter a date Through for Data Selection _____

Date Type

Enter "1" to use the Invoice Date. _____

Leave blank to use the G/L date. _____

Enter "1" to print detail report
summarize by document number _____

Total Line

Enter "1" to print a total line at
the bottom of each page of the
report. _____

Enter "1" to print summarized by
Tax Rate Area. _____

Accounts Receivable

Working with Automatic Debits for Switzerland

When you run the Automatic Debiting program to process automatic debits in Switzerland, specify the following program number for the Swiss format:

R03B575SD Diskette, Swiss format

This program saves information in the F03B575OW file.

This program generates a bank table that adheres to the banking standards for automatic debits (LSV) in Switzerland.

You can specify this program number in the Bank File processing option when you create and process automatic debits. Alternatively, you can specify the program on the Revise Auto Debits Control form (P03B571) to format the bank file after you process the batch.

Copying a Bank File to Diskette

A future release of OneWorld will include a feature that will copy your Swiss-format bank file to a diskette after you format the bank file. The Copy to Diskette feature will convert the ANSI-format bank file that is generated by the Create Swiss Bank Diskette Format program (R03B575SD) to an 8-bit ASCII bank format.



Until the Copy Bank File to Diskette feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

Once you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Process Auto Debits program (P03B571). When you use this feature, note that the filename for LSV diskettes must be “dtalsv.”

See Also

- *Accounts Receivable: Formatting a Batch of Automatic Debits* for detailed instructions on formatting automatic debits

Processing Options for Create Swiss Bank Diskette Format (R03B575SD)

Statement Print

1. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed where the number of invoice details exceeds the maximum number that can be included onto the format.

Statement Print _____

2. Enter Tape Density _____

Tape Density _____

Identification

3. Enter bank identification information.

LSV Sender Identification _____
LSV Subscriber Identification _____

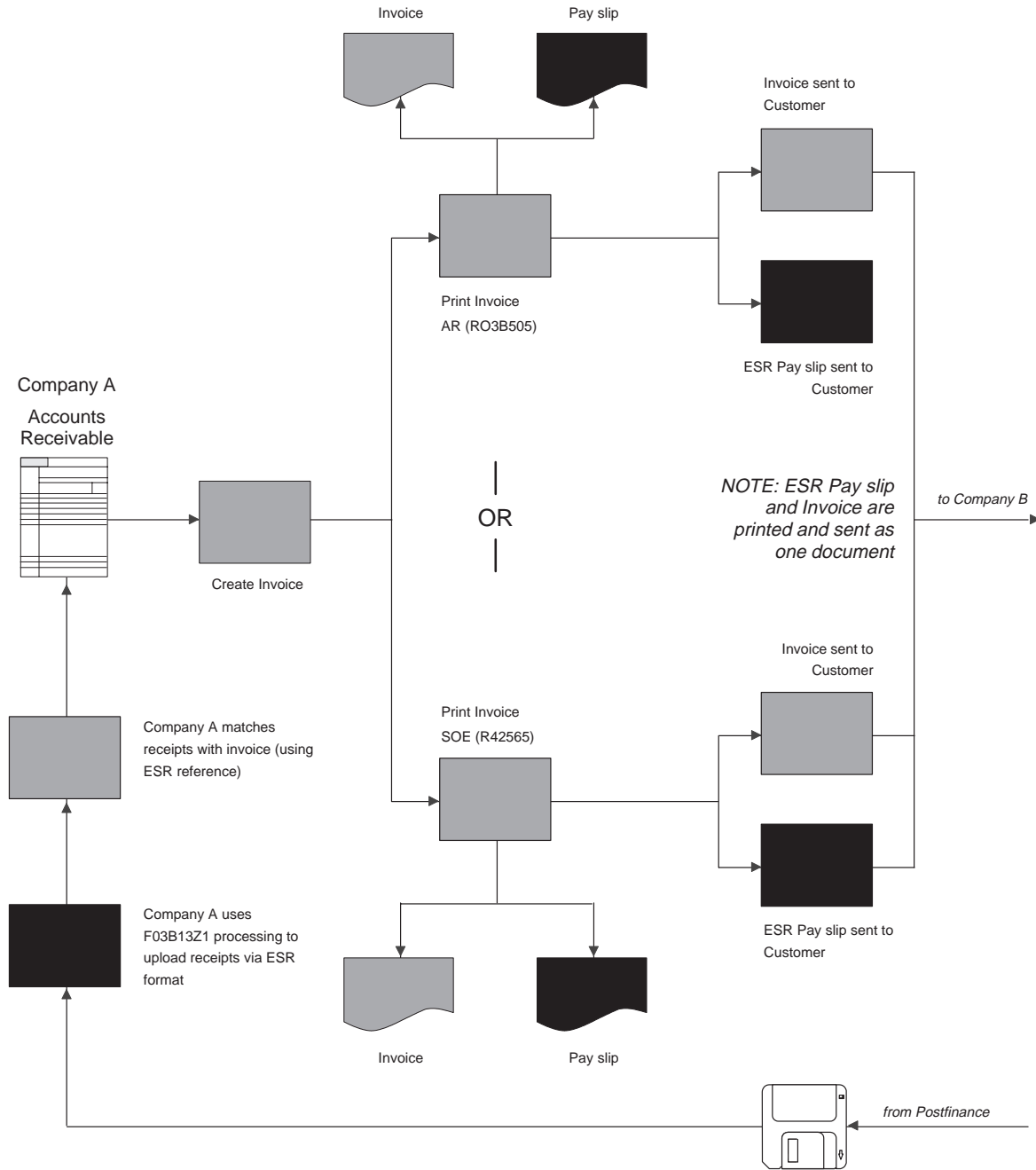
Accounts Payable

Understanding VESR Processing

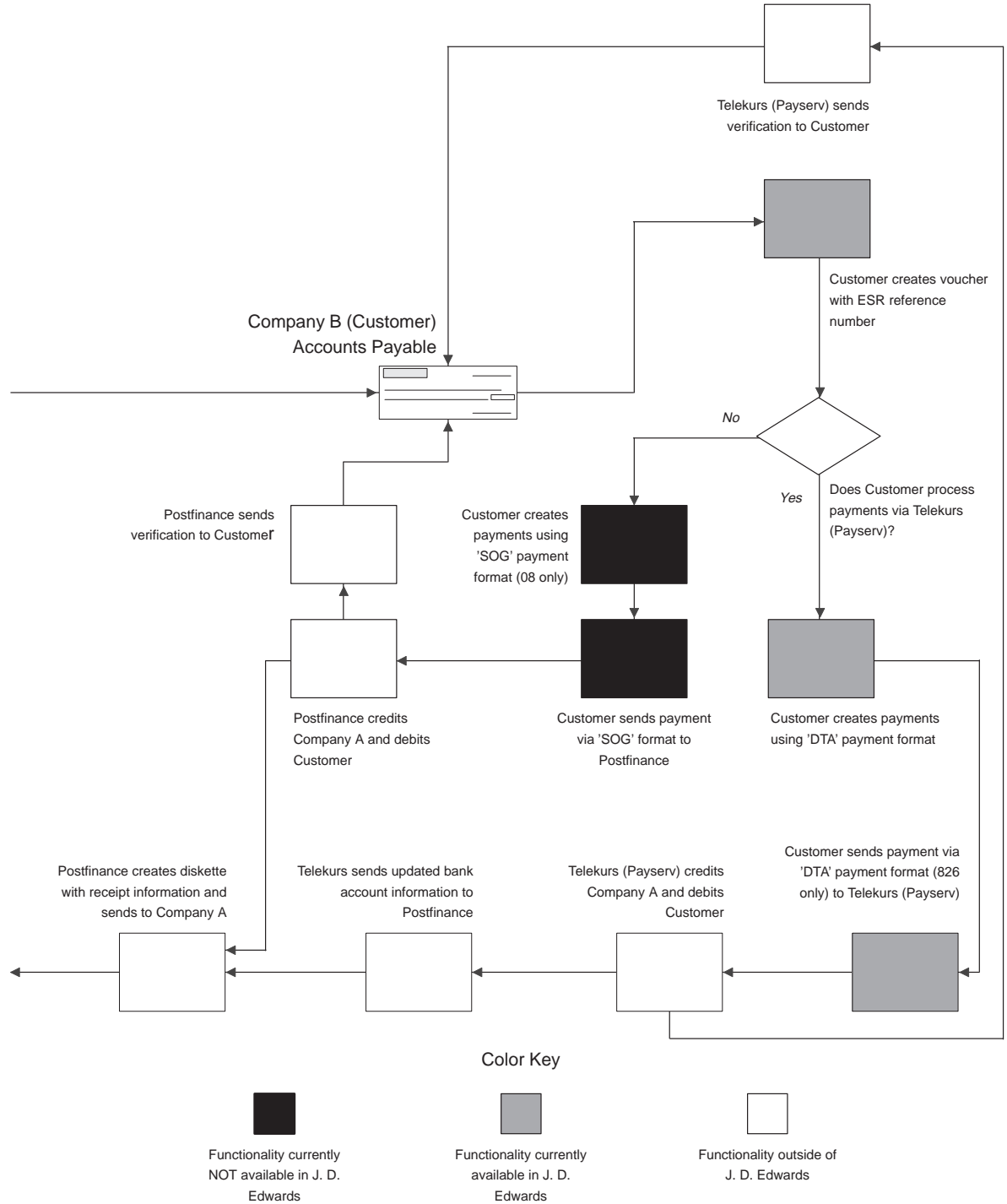
VESR processing is the process of submitting an invoice with an attached ESR payslip through A/R, remitting the payment in A/P, and receiving the payment in A/R. J.D. Edwards currently supports the A/P side of VESR processing through Telekurs. Complete VESR processing will be generally available in a future release, but can currently be enabled through a customization by J.D. Edwards consultants in Switzerland.

The chart on the following pages illustrates the VESR process. The steps represented by the gray boxes are currently functional in OneWorld. The steps represented by the black boxes are not yet available. The steps represented by the white boxes are performed outside of the J.D. Edwards system by entities such as Telekurs and Postfinance.

Switzerland – OneWorld VESR Processing for Accounts Receivable and Accounts Payable



Switzerland – OneWorld VESR Processing for Accounts Receivable and Accounts Payable (continued)



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 for 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.

The system prints attachments only when there are more than four detail lines for the payment or when you choose to print attachments in the processing options.

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 specific 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 Switzerland:

Payment formats

Specify the following Write Program to generate payment formats for Switzerland:

- P04572S2 for DTA electronic fund transfer format (diskette)
- P04572S1 for DTA electronic fund transfer format (tape)

Both of these programs save information in the F04572OW file.

The Swiss electronic funds transfer system (DTA) is required by Telekurs (Payserv). The system includes a number of different formats. J.D. Edwards supports the following three formats:

- 826 – domestic payments format for Switzerland (VESR processing)
- 827 – domestic payments format (Post or Bank) for Switzerland (non-VESR processing)
- 830 – foreign payments (foreign currency or SFr) format for Switzerland

You can run each DTA format (826, 827, or 830) independently, creating a separate diskette for each payment format. You can also run two or more formats simultaneously in the same F04572OW file.

To indicate which DTA formats you are processing, you set up a unique payment instrument for each different payment format (826, 827, and 830) that you are using. You set up payment instruments on processing option 1 of the DTA electronic fund transfer format program (P04572S2 or P04572S1).

For example, if you were processing both VESR and non-VESR domestic payments (826 and 827) in a single batch, you would enter payment instrument numbers on the first and second lines of processing option 1. If your company uses only domestic payments with VESR processing, you would enter a payment instrument number on only the first line of processing option 1 (for format 826). Note that the payment instrument numbers are set up in user defined code table (00/PY).

Required Fields for DTA Formats

The following fields are required for format 826 – domestic payments format for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Invoice Reference
- Payment Amount

The following fields are required for format 827 – domestic payments format (Post or Bank) for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Supplier Reference
- Payment Amount

The following fields are required for format 830 – foreign payments (foreign currency or SFr) format for Switzerland:

- Bank Clearing Number
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Transaction Currency
- SWIFT Address
- Date of Payment
- Invoice Reference
- Beneficiary Bank

Copying a Bank File to Diskette

A future release of OneWorld will include a feature that will copy your DTA electronic fund transfer file to a diskette after you run the standard payment processing. The Copy to Diskette feature will convert the ANSI-format file that is generated by the Create A/P Bank Diskette – Swiss program (P04572S2) to an 8-bit ASCII bank format.



Until the Copy Bank File to Diskette feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

Once you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Copy Bank Tape File to Tape program (P0457). When you use this feature, note that the filename for DTA diskettes must be “dtaslv.”

Common Business Practices for Automatic Payments

In order to conform to standard business practices in Switzerland, set the following processing options on the Create Payment Control Groups program (R04570) to ‘1’:

- On the Process By tab, Payee (option 3)
- On the Summarize tab, Summarized Pay Item (option 1)
- On the Summarize tab, Summary Description (option 2)

In order to retrieve sender information in the DTA file format, you must enter your address book number in the Company Address Number field on the Company Setup form. To access this form, choose Company Names & Numbers from the Organization–Account Setup menu (G09411), and then select a record.

Before You Begin

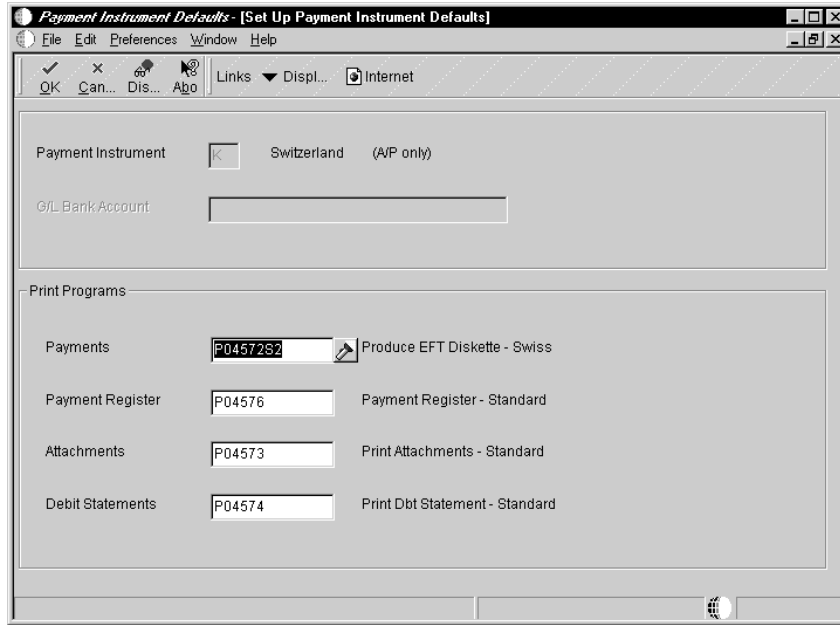
- Set up a code on user defined codes table 00/PY for each payment instrument that you use and set up codes on user defined codes table 04/PP for your payment programs. See *Switzerland: Setting Up User Defined Codes*.
- Create a version of each program that you intend to set up. See *OneWorld Foundation: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



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
 - Payment Register
 - Attachments
 - Debit Statements

Field	Explanation
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
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	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.

Field	Explanation
Payment Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachments	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.
Debit Statements	A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD can be entered.

See Also

- *Accounts Payable: Setting Up Payment Instruments*

Processing Options for Create A/P Bank Diskette – Swiss (R04572S2)

Record Format

1) Enter the payment instrument to be associated with the following format _____
 826 = _____
 structured Invoice Number
 827 = Normal Bank transfer _____
 830 = International Transfer _____
 2. Enter a '1' to always print a remittance advice. Leave a blank to only print a remittance advice if five or more detail records are created. _____

Identification

DTA Sender Identification _____
 DTA Customer Identification _____

Bank Tape

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

allegato IVA clienti. In Italy, the term for the A/R Annual VAT report.

allegato IVA fornitori. In Italy, the term for the A/P Annual VAT report.

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

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.

bolla doganale. VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.

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.

BTL91. In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.

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.

CAB. In Italy, the bank branch code or branch ID. A 5-digit number that identifies any agency of a specific bank company in Italy.

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.

ClieOp03. In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.

ClieOp2. In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.

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.

D.A.S. 2 Reporting (DAS 2 or DADS 1). In France, the name of the official form on which a business must declare fees and other forms of remuneration paid during the fiscal year.

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.

DEB. See déclaration d'échange de biens.

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.

DTA. Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).

déclaration d'échange de biens (DEB). The French term used for the Intrastat report.

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.

ESR. Einzahlungsschein mit Referenznummer. A pay slip with a reference number.

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.

INPS withholding tax. Istituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12 percent social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.

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.

intrastat system. A system developed to help monitor intra-union trade in the European Union.

Participating countries are required to provide monthly statistical declarations regarding the movement of goods.

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.

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

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).

libro IVA. Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers registered during each month.

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.

LSV. Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).

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).

notula. In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.

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).

partita IVA. In Italy, a company fiscal identification number.

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.

Postfinance. A subsidiary of the Swiss postal service. Postfinance provides some banking services.

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.

protocollo. See registration number.

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.

register types and classes. In Italian VAT Summary Reporting, the classification of VAT transactions.

registration number. protocollo. In Italy, a number assigned to vouchers and invoices with VAT that is both sequential and chronological.

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.

RIB. See *relevé d'identité bancaire*.

RiBa. *ricevute bancarie*. In Italy, the term for accounts receivable drafts.

ricevute bancarie (RiBa). In Italy, the term for accounts receivable drafts.

riepilogo IVA. Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.

ritenuta d'acconto. In Italy, the term for standard withholding tax.

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.

relevé d'identité bancaire (RIB). In France, the term that indicates the bank transit code, account

number, and check digit used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. J.D. Edwards supplies a validation routine to ensure RIB key correctness.

SAD. The German name for a Swiss payment format that is accepted by Postfinance.

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).

SOC. The Italian term for a Swiss payment format that is accepted by Postfinance.

SOG. The French term for a Swiss payment format that is accepted by Postfinance.

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.

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

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.

suspended VAT. VAT that is recoverable only after the receipt or payment of the invoice or voucher.

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.

Telekurs. The joint banking service company for all Swiss banks. Also called Payserv.

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.

VAT registration numbers. Identification numbers assigned by the fiscal authorities to individuals and companies.

vendor. See supplier.

VESR. Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

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.

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

withholding tax. A tax that is withheld by the customer when paying a voucher. The withheld tax is paid each month by the customer to the government.

withholding tax code–fiscal. A code assigned by the government for printing on official forms to identify the type of withholding tax.

withholding tax codes. Codes that you set up to define withholding tax rates so the system can calculate the withholding tax when you enter supplier vouchers.

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.

zusammenfassende meldung. In Germany, the term for the EU Sales Listing.

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