

PeopleSoft®

EnterpriseOne B73.3.1
Global Solutions - United Kingdom
PeopleBook

June 1999

J.D. Edwards World Source Company
One Technology Way
Denver, CO 80237

Portions of this document were reproduced from material prepared by J.D. Edwards.

Copyright ©J.D. Edwards World Source Company, 1997 - 1999

All Rights Reserved

SKU B7331CEAUK

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Table of Contents

Solutions Summary	1-1
J.D. Edwards Business Solutions for the United Kingdom	1-3
J.D. Edwards Country Information	1-3
Tax Solutions Summary	1-3
Intrastat Processing	1-3
Accounts Receivable Solutions Summary	1-4
Automatic Debit Processing	1-4
Accounts Payable Solutions Summary	1-4
Automatic Payment Processing	1-4
Additional Functionality for the United Kingdom	1-5
Asset Depreciation	1-5
Voucher Logging	1-5
Bank Statement Processing	1-5
Business Processes	2-1
System Setup	2-3
Setting Up Your System for Localization	2-3
Setting Up Payment Terms	2-4
Additional Information	2-5
Tax Processes	2-7
Working with European Union Reporting	2-7
Processing Value Added Tax (VAT)	2-8
Accounts Receivable Processes	2-11
Processing Automatic Debits	2-11
Accounts Payable Processes	2-13
Processing Automatic Payments	2-13
Processing Checks with the APACS Format	2-15
Country-Specific Tasks	3-1
System Setup	3-3
Setting Up User Defined Codes	3-5
Setting Up Tax Rules by Company	3-6
Understanding Tolerance Ranges	3-7
Understanding Calculation Rules	3-8
Setting Up the G/L Post to Update Tax Amounts	3-13
Processing Options for General Ledger Post Report (R09801) ..	3-14
Tax Management	3-17
Printing the Intrastat Report	3-19
Processing Options for U.K. Format Intrastat (R0018IE)	3-20
Printing VAT Reports	3-21
Processing Options for VAT Journals (R00320)	3-22

Accounts Receivable	3-23
Working with Automatic Debits for the United Kingdom	3-25
Processing Options for Auto Debit Disk Format – UK (R03B575GB)	3-26
Accounts Payable	3-27
Assigning Formats to Payment Instruments	3-29
Processing Options for A/P Payments – APACS Checks (R04572U1)	3-32
Processing Options for A/P Payments – BACS (R04572B)	3-33
Processing Options for A/P Payments – UK Attachments (R04573U)	3-34
Working with the APACS Check Format	3-34
Technical Considerations	3-35
Example 1: APACS Check Format	3-35
Example 2: APACS Check Format	3-36
Example 3: APACS Check Format	3-37
Example 4: APACS Check Format	3-38
Processing Options for Print A/P Payments – UK (R04572U1) ..	3-39

Glossary

Index



Solutions Summary



J.D. Edwards Business Solutions for the United Kingdom

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 the United Kingdom include:

- Intrastat Processing

Intrastat Processing

J.D. Edwards software provides Intrastat processing to collect the import and export information from the distribution systems. J.D. Edwards also provides an Intrastat report that is formatted specifically for the United Kingdom.

Availability:

- B73.1 (base)
- B73.2 (country-specific report)

Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivables requirements in the United Kingdom include:

- Automatic debit processing

Automatic Debit Processing

Use the automatic debiting process to create Bank Automated Clearing System (BACS) transfers for the United Kingdom. You can run the automatic debit process to select invoices in the system and generate a bank file to collect money directly from your customers' bank accounts. The system formats the bank file specifically for banks in the United Kingdom and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table. Additional functionality is provided for separate Direct Debit payment numbers. You can also process negative automatic debits for customers with a credit balance.

Availability: B73.1

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payables requirements in the United Kingdom include:

- Automatic payment processing

Automatic Payment Processing

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

- Electronic funds transfer format that conforms to BACS specifications
- Check format that conforms to Association for Payment Clearing Services (APACS) specifications
- Payment register

Availability: B73.1

Additional Functionality for the United Kingdom

J.D. Edwards provides additional functionality for the United Kingdom including:

- Asset depreciation
- Voucher logging
- Bank statement processing

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 the United Kingdom, including:

- Straight line
- Double declining balance
- ACRS/MACRS

Availability: B73.2

Voucher Logging

Use J.D. Edwards voucher logging process when you do not know which general ledger accounts to specify when you distribute a voucher for payment. You can later review and redistribute the voucher to the correct general ledger accounts.

Availability: B73.1

Bank Statement Processing

Banking practices in many countries, including the United Kingdom, rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement serves as the source document for all banking activity. J.D. Edwards provides both a manual and an automatic bank statement processing solution.

Availability: B73.1



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 base J.D. Edwards software guide in which the tasks are documented.

J.D. Edwards country-specific processes for the United Kingdom 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 processes for setup requirements in the United Kingdom 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 country-specific tasks for the United Kingdom listed below.

- International: Setting up user display preferences
- United Kingdom: Setting up user defined codes
- United Kingdom: Setting up tax rules by company
- United Kingdom: Setting up the G/L Post to update tax amounts
- International: Entering cross-references for items and suppliers
- International: Entering VAT registration numbers for customers and suppliers
- International: Setting up user defined codes for Intrastat reporting
- International: Setting up additional intrastat information

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 terms.

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 using the system is available. When you set up your system, 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 the United Kingdom include the following:

- Working with European Union reporting
- Processing Value Added Tax (VAT)

Working with European Union Reporting

The United Kingdom is part of the European Union (EU), which observes the Single European Act of 1987. The Single European Act is an agreement that opens the markets to an area without internal boundaries, in which free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Although day-to-day business activities in the United Kingdom are the same as those for businesses in countries that are not EU members, businesses in the United Kingdom must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EU Sales Listing
- Intrastat Report

There are also significant differences regarding the specifics of how VAT is handled.

Detailed statistical information regarding merchandise trade between members of the EU is used for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use the J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to meet EU Intrastat requirements.

Working with EU reporting consists of the following tasks:

- International: Printing the EU Sales Listing report
- International: Understanding Intrastat requirements
- International: Understanding Intrastat reporting and the euro
- International: Updating Intrastat information
- International: Revising Intrastat information
- United Kingdom: Printing the Intrastat report

Before You Begin

- Set up tax information for the Accounts Receivable system. See *Accounts Receivable: Setting Up Tax Rates and Areas for A/R*.
- Set up tax information for the Accounts Payable system. See *Accounts Payable: Setting Up Tax Rates and Areas for A/P*.
- Set up user defined codes for Intrastat reporting. See *International: Setting Up User Defined Codes for Intrastat Reporting*.
- Enter a VAT registration number for each of your customers and suppliers. See *International: Entering VAT Registration Numbers for Customers and Suppliers*.

Processing Value Added Tax (VAT)

VAT is a noncumulative tax that tax authorities in the United Kingdom impose at each stage of the production and distribution cycle. VAT is a tax on consumer expenditure.

If you work with VAT, you should understand the following terminology and principles:

Output VAT

Suppliers of goods and services must add VAT to their net prices. They must record output VAT for goods on the date that they issue invoices and for services on the date that they receive payment. The amount of VAT is determined by applying specific rates to the net selling prices of certain goods and services.

Output VAT is also called A/P VAT Receivable or Recoverable VAT.

Input VAT

Input VAT is paid by the purchaser of goods and services to the supplier. If the purchaser is subject to VAT of sales (output VAT), they can offset the input VAT they owe against any output VAT that they owe.

The purchaser can recover input VAT by offsetting it against output VAT. When input VAT exceeds output VAT, the purchaser can obtain a cash refund.

Input VAT is also called A/R VAT Payable.

Nonrecoverable input VAT

Input VAT cannot be recovered on:

- Goods and services that are not necessary for running the business
- Expenses that are related to business entertainment
- Transport of persons
- Oil-based fuels and lubricants that are transformed and then resold
- Goods that are provided free of charge or at a substantially reduced price
- Purchase of cars
- Services related to goods that are normally excluded from the right of recovery

VAT returns

If tax is payable, businesses must complete VAT returns on a quarterly basis to HM Customs and Excise.

You must pay any excess output VAT over input VAT at the time of filing.

VAT exemptions

Certain types of supplies are exempt from VAT. Businesses can obtain a list of these items from the local tax office.

Processing VAT in the United Kingdom consists of the following tasks:

- General Accounting: Entering journal entries with tax
- United Kingdom: Printing VAT reports

Accounts Receivable Processes

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

- Processing automatic debits

Processing Automatic Debits

You can use the automatic debit process to automatically withdraw funds 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 customer invoices to be paid
- Update customer accounts after collecting the appropriate funds
- Format automatic debit information to meet country-specific bank requirements (optional)

Businesses in the United Kingdom automatically debit customer bank accounts using electronic funds transfer (EFT). Transfers must adhere to the standards set by the Bank Automated Clearing System (BACS). Businesses can send transfer information to the bank via modem, tape, or diskette.

You can use J.D. Edwards standard automatic debit process to meet the requirements of the United Kingdom.

To process the automatic debit, the BACS processing date and the expiration date of the debit must be actual workdays. In addition, it is common business practice to:

- Send statement reports to the customers regarding the debit
- Identify those customers who have agreed to the automatic debit process
- Select the customers' invoices that are due
- Validate the processing and expiration dates against a workday calendar
- Assign each debit a sequential number, based on the Accounts Receivable Next Auto Debit number in the Next Auto Debit Number table (F7460)
- Generate debit information in the BACS format
- Generate statement reports for applicable customers
- Update customers' accounts after collecting the appropriate funds

Processing automatic debits consists of the following tasks:

- United Kingdom: Working with automatic debits for the United Kingdom
- 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

Businesses in the United Kingdom frequently use electronic funds transfers (EFTs) to collect and refund payments for customers in addition to making credit payments to suppliers. All EFTs are processed according to Bank Automated Clearing System (BACS) standards.

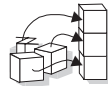
J.D. Edwards country-specific processes for accounts payable requirements in the United Kingdom include the following:


- Processing automatic payments
- Processing checks with the APACS format

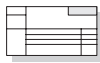
Processing Automatic Payments

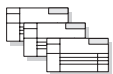
Use automatic payment processing to pay vouchers during your usual payment cycle.

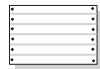
The following graphic illustrates the automatic payments process.

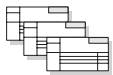
- 

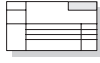
Step 1
Set up auto withholding.
- 

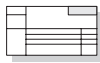
Step 2
Run Cash Requirements report.
- 


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
- United Kingdom: Assigning formats to payment instruments
- Accounts Payable: Creating payment groups
- Accounts Payable: Working with payment groups
- Accounts Payable: Working with automatic payments

Processing Checks with the APACS Format

Checks in the United Kingdom are required to meet the standards established by the Association for Payment Clearing Services (APACS). The bank statement serves as the source document for all banking activity.

Working with the APACS check format consists of the following task:

- United Kingdom: Working with the APACS check format



Country-Specific Tasks



System Setup

Setting Up User Defined Codes

On 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 the United Kingdom:

- Payment instrument (00/PY)
- Print/tape program – payments (04/PP)
- Arrivals or dispatchings (74/TD)

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 *United Kingdom: Assigning Formats to Payment Instruments*.

Print/Tape Program – Payments (04/PP)

Set up a user defined code for each of the print or tape programs that you use to write payments. The following print and tape programs are available for the United Kingdom:

- P04572B – electronic funds transfer in the BACS format (tape or diskette)
- P04572U1 – checks in the APACS format

Arrivals or Dispatchings (74/TD)

Set up a user defined code for each document type that is used in Intrastat transactions to indicate whether the document type corresponds to the arrival (purchasing) or dispatch (sale) of goods.

To set up user defined code list 74/TD, enter the same codes in the Codes field that you use for document types on user defined code list 00/DT. The Description 01 field must contain either “Arrival” or “Dispatch.” The system uses user defined code list 74/TD in conjunction with user defined code list 00/DT to determine whether the transaction represents the arrival or dispatch of goods for the Intrastat reporting purposes. You need to include only those document types that are used in sales or purchasing on user defined code list 74/TD.

Setting Up Tax Rules by Company

Set up your tax rules so that the system can calculate the appropriate invoice and discount amounts when you enter a transaction. You set up tax rules for each of your companies in your Accounts Payable, Accounts Receivable, and General Accounting systems. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever you enter a tax amount that differs from the system-calculated tax
- Determine whether invoice amounts should be calculated on the amount including or excluding the discount
- Determine whether discount amounts should be calculated on the gross amount (including tax) or the net amount (excluding tax)

The tax rules you set up for your system consist of tolerance ranges and calculation rules.

Understanding Tolerance Ranges

Tolerance ranges specify the amount of variance that can exist between the amount of tax you enter for a transaction and the tax amount that the system calculates. When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning or a hard error message. You set up tolerance ranges to control the type of message that the system issues for different variance amounts. Tolerance ranges apply only to VAT.



You can specify tolerance ranges by percentages or amounts, but not both. If you specify tolerance percentage ranges, do not specify tolerance amount ranges. If you specify tolerance amount ranges, do not specify tolerance percent ranges.

For example, you might specify a tax rule with a tolerance range by amounts as follows:

Tolerance amount for warning is 2.

Tolerance amount for error is 10.

To determine the taxable amount, the system multiplies the taxable amount by the tax rate. If the taxable amount for a transaction is 1000 and the tax rate is 10 percent, the system calculates a tax amount of 100. Based on your tolerance range, the system determines the range for warning or error as follows:

Range for warning

Tolerance amount for warning is 2:

- $100 + 2 = 102$
- $100 - 2 = 98$

The system issues a warning message if the tax amount you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102).

NOTE: If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.

Range for error

Tolerance amount for error is 10:

- $100 + 10 = 110$
- $100 - 10 = 90$

The system issues an error message if the tax amount you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).

NOTE: If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

Understanding Calculation Rules

Set up calculation rules to specify how the system calculates tax and discount amounts when both are given.

The example uses the following amounts:

- Taxable: 1,000
- Tax percent: 10
- Tax amount: 100
- Discount: 1 percent

Example: Tax and Discount Calculation for the United Kingdom

In the United Kingdom, you must set company tax rules as follows:

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	$(\text{Taxable Amount} \times \text{Discount Rate Percent}) / ((1 - \text{Discount Rate Percent}) \times \text{Tax Rate})$ $(1,000 \times .01) / ((1 - .01) \times .10) = 10.10$
Gross Formula	$\text{Taxable Amount} + \text{Tax} + \text{Discount}$ $1,000 + 100 + 10.10 = 1,110.10$

To set up tax rules by company

From the Tax Processing and Reporting menu (G0021), choose Tax Rules.

On Work with Tax Rules

1. Click Add.

The screenshot shows a software dialog box titled "Tax Rules - [Tax Rules Revisions]". It features a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu is a toolbar with buttons for "OK", "Can...", "Dis...", "Algo", "Links", "Displ...", and "Internet". The main content area is organized into several sections:

- Company:** A text input field followed by a selection box containing three radio buttons: "A/R", "A/P", and "G/L".
- Tolerance:** A section with two columns, "Warning" and "Error", each with an input field. To the left, there are radio buttons for "%", "OR", and "Amt".
- Calculations:** A section with a group box containing radio buttons for "Tax on Gross Including Discount" and "Tax on Gross Excluding Discount", and checkboxes for "Discount on Gross Including Tax" and "Sales Order Taxes at Order Level".
- Edit:** A section with a checkbox for "Allow Understatement of Tax Amt".

2. On Tax Rules Revisions, complete the following field:
 - Company
3. Click one of the following buttons:
 - A/R
 - A/P
 - G/L
4. To specify the calculation rules for the company, select the following option under the Calculations heading:
 - Tax on Gross Excluding Discount
5. To specify additional calculation rules for the company, click the following option under the Calculations heading:
 - Sales Order Taxes at Order Level
6. Verify that Discount on Gross Including Tax is not selected.
7. To specify the type of tolerance range, click one of the following options:
 - %
 - Amt
8. To specify tolerance ranges, complete the following fields:
 - Warning
 - Error

9. To further specify tolerance information for the Accounts Receivable system, select the following field:
- Allow Understatement of Tax Amt

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>
A/R A/P G/L	<p>A number that indicates to which systems the tax rules apply. Valid values are:</p> <ul style="list-style-type: none"> 1 A/R and Sales Orders 2 A/P and Purchase Orders 3 General ledger (journal) entries <p>..... <i>Form-specific information</i></p> <p>For OneWorld, click one of the following options:</p> <ul style="list-style-type: none"> • A/R • A/P • G/L
Tax on Gross Excluding Discount	<p>A code that indicates whether to calculate the invoice amount on an amount that includes the discount. Valid values are:</p> <ul style="list-style-type: none"> Y Calculate the invoice amount including the discount. N Calculate the invoice amount excluding the discount. Blank Default to Y. <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field applies only to A/R, A/P, sales orders, and purchase orders. It does not apply to G/L processing.</p> <p>..... <i>Form-specific information</i></p> <p>For OneWorld, click one of the following options:</p> <ul style="list-style-type: none"> • Tax on Gross Including Discount • Tax on Gross Excluding Discount

Field	Explanation
Sales Order Taxes at Order Level	<p>Code that indicates whether the system calculates taxes and performs rounding for sales orders at the detail or the order level. Values are:</p> <ul style="list-style-type: none"> Y Calculate taxes and rounding at the order level. N Calculate taxes and rounding at the detail level. Blank Defaults to N. <p>..... <i>Form-specific information</i></p> <p>For OneWorld, click the following option to calculate taxes and perform rounding at the order level:</p> <ul style="list-style-type: none"> • Sales Order Taxes at Order Level
Discount on Gross Including Tax	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <ul style="list-style-type: none"> Y Calculate the discount amount on the gross with tax. N Calculate the discount amount on the gross less the tax amount. Blank Defaults to N. <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use this field.</p> <p>..... <i>Form-specific information</i></p> <p>For OneWorld, click the following option:</p> <ul style="list-style-type: none"> • Discount on Gross Including Tax <p>If you click this option, tax will be included in the gross that the system uses to calculate the discount.</p>
Amt	<p>The radio button indicates the tolerance type. Tolerance can be expressed as a percentage or as an amount.</p>
Warning	<p>Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry screen that is less than the system-calculated tax amount (less than the specified tax rate). Codes are:</p> <ul style="list-style-type: none"> Y Accept amount less than the specified tax rate. N Reject amount less than the specified tax rate. Blank Defaults to N. <p>NOTE: This field applies only to VAT and GST.</p>

Field	Explanation
Error	<p>Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use this amount). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to display a warning message. For example, if you enter .50 and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <ul style="list-style-type: none">Accept – difference is .49 or lessWarning – difference is .50 or more <p>The default (zero) causes a warning message to display if you enter a tax that does not exactly match the system-calculated tax.</p> <p>NOTE: This field applies only to VAT and GST. You cannot enter both tolerance percentages and tolerance amounts.</p>
Allow Understatement of Tax Amt	<p>Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry screen that is less than the system-calculated tax amount (less than the specified tax rate). Codes are:</p> <ul style="list-style-type: none">Y Accept amount less than the specified tax rate.N Reject amount less than the specified tax rate.Blank Defaults to N. <p>NOTE: This field applies only to VAT and GST.</p>

Setting Up the G/L Post to Update Tax Amounts

In the United Kingdom, you set up your tax rules so that the system does not calculate tax on the gross amount of a transaction. In this case, the system takes into account whether the transaction is eligible for a discount when calculating tax for the transaction.

Regardless of how your tax rules are set up, you must also specify whether and how the system updates the Sales/Use/VAT Tax table with tax amounts. The values that you define in the processing options for the G/L post program determine whether the system updates tax amounts in the Sales/Use/VAT Tax table (F0018).

Define processing option 1 under the Tax heading as either a 1, 2, or 3 in the following versions of the General Ledger Post programs (R09801):

- General Ledger Post - Voucher Post (Version ZJDE0002)
- General Ledger Post - Manual Payments (Version ZJDE0004 or ZJDE0005)
- General Ledger Post - Invoice Post (Version ZJDE0006)
- General Ledger Post - Cash Receipts (Version ZJDE0007)

A 1 in the processing option updates the tax file for VAT or Use Tax only. A 2 updates the tax file for all tax amounts. A 3 updates the tax file for all tax explanation codes

You must also define this processing option for any other post program that uses the above versions in the base software.

If you do not set the processing options correctly, the system will not transfer the applicable tax information to the Sales/Use/VAT Tax table.



When you enter transactions using the Journal Entry with Tax program (P09106), the system automatically updates the Sales/Use/VAT Tax table. The system ignores the tax processing options that you set up for the post programs.

Before You Begin

- Set up tax rules to specify how you want the system to process tax for discounted transactions. See *United Kingdom: Setting Up Tax Rules by Company*.

See Also

- *General Accounting: Entering Journal Entries with Tax* for more information about the Journal Entry with Tax program

Processing Options for General Ledger Post Report (R09801)

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; ' ' = Default Account Format.

Account Format _____

Versions

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement
Version _____

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version _____

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version _____

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction _____

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; ' ' = no update to Tax File (Default).

Update Tax File _____

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

Process

Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

Tax Management

Printing the Intrastat Report

From the EU Intrastat Processing menu (G00211), choose U.K. Format Intrastat.

Intrastat reports are based on the information in the EU Intra-Community Tax workfile (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, report formats vary from country to country.

As of January 1, 1999, businesses in the U.K. have the option of submitting Intrastat information to HM Customs in any of the following three formats:

- On a pre-printed government form (paper)
- On a government form posted on the internet
- In an electronic format (via diskette, magnetic tape, or electronic mail)

J.D. Edwards does not provide a printed version of the Intrastat report on government forms. If you want to submit your Intrastat information on the pre-printed government forms, you can print the U.K. Format Intrastat report and manually transfer the information to the appropriate forms.

Intra EC Trade Statistics must be submitted monthly by the 10th working day of the following month to HM Customs, though you may submit them more frequently. HM Customs will combine submissions from the same month to produce a monthly total.

Before You Begin

- Set up sales and procurement document types for arrival or dispatch on user defined code table 74/TD. See *United Kingdom: Setting Up User Defined Codes*.

Processing Options for U.K. Format Intrastat (R0018IE)

Mode

PROOF OR FINAL MODE: _____

Enter '1' to print in final mode. Leave blank or anything else for proof mode. In final mode, the records in the workfile are flagged as processed so they can be deselected in future runs of the report.

Branch ID

Enter the Branch ID to print on the report.

BRANCH ID: _____

Print_Summary

Print Mode: _____

Enter a '1' to summarise records with identical data. Leave blank or anything else to print a line for each record.

Report Period

REPORTING PERIOD:

Enter the reporting period to print on the report heading.

Period: _____
Year: _____

Print Format

Print Format: _____

Enter the format to be printed:
'1' Arrival of goods
'2' Expedition of goods

Printing VAT Reports

From the Tax Processing and Reporting menu (G0021), choose VAT Journals.

It is a common business practice in the United Kingdom and throughout Europe to track and reconcile VAT by revenue and expense account.

You can use J.D. Edwards software to track and reconcile VAT by revenue and expense account by classifying each transaction as taxable or nontaxable. You can also give various reasons for the classification of each transaction. The system stores the tax information for transactions in the Sales/Use/VAT Tax table (F0018).

Run the VAT Journal program to print a VAT report. The report includes all the records in the Sales/Use/VAT Tax table that meet your data selections and processing option criteria.

You can print VAT reports to review the taxes on sales or the taxes on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from the Sales/Use/VAT Tax table. Each column can represent up to 12 different tax rates and areas. You can also specify whether a column contains taxable or tax amounts.

You can sequence VAT reports by any field in the Sales/Use/VAT Tax table. The most common report sequence is as follows:

1. Company
2. Document Type
3. Document Number



If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

Processing Options for VAT Journals (R00320)

Selection Date

1. Enter the beginning G/L date. This date will select documents greater than or equal to this date.

Beginning Date _____

2. Enter the ending G/L date. This date will select documents less than or equal to this date.

Ending Date _____

Distribution

1. Enter a '1' to distribute the TAXABLE amount into the tax area columns. Leave blank to distribute the actual TAX amount.

Company

1. Enter the number of the company to use for the heading information and VAT Registration Number. NOTE: Does not affect the information being reported.

Company _____

Summarization

1. Enter a '1' to summarize the report by document number. The default of blank will print a detail line for each document line number.

Columns

1. Enter the upper and the lower headings for the five user-defined columns on the report.

Column 1 Upper Heading _____
Column 1 Lower Heading _____
Column 2 Upper Heading _____
Column 2 Lower Heading _____
Column 3 Upper Heading _____
Column 3 Lower Heading _____
Column 4 Upper Heading _____
Column 4 Lower Heading _____
Column 5 Upper Heading _____
Column 5 Lower Heading _____

Accounts Receivable

Working with Automatic Debits for the United Kingdom

When creating and processing automatic debit batches for the United Kingdom, the system validates the BACS processing date against the workday calendar that you specify in the processing options. If the date is not a workday, the system searches for a valid workday based on the workday calendar that you specify in the processing options, incrementing the date by one day until it reaches the next valid workday.

The system issues a warning message to indicate that the day you entered is not a workday.



If you do not set up and specify a workday calendar, the system uses your BACS processing date without performing the necessary validation.

The system calculates the BACS expiration date based on the value that you enter in processing option 15 on the BACS tab for the Process Automatic Debits program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS table and then adds the number of days you specify in the processing option.

When you run the Process Auto Debits program to process United Kingdom automatic debits, specify the following program number:

R03B575GB Diskette, United Kingdom format

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).

The program generates a bank table that adheres to the banking standards for automatic debits in the United Kingdom.

See Also

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

Processing Options for Auto Debit Disk Format – UK (R03B575GB)

Defaults

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

Print Customer Statement _____

2. Tape Density:

Tape Density _____

Accounts Payable

Assigning Formats to Payment Instruments

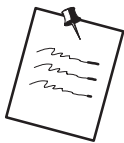
You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic. Payment instruments can include checks, electronic files, and drafts.

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 or in the specified fields of the electronic file.
- 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 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.



All dates, including the year 2000 dates, for the BACS table are written in a BYYDDD format according to the standards required by BACS. In this required format, B represents one blank space, YY is the last two digits of the year, and DDD is the Julian date in the year.

For example, December 31, 1999 is written to the table as 99365.

Assign the following programs to payment instruments for the United Kingdom:

Payment formats	Specify the following write programs to generate payment formats for the United Kingdom: <ul style="list-style-type: none">• P04572B for EFT in the BACS format (tape or diskette)• P04572U1 for checks in the APACS format
Registers	Specify the following register programs to generate payment registers for the United Kingdom: <ul style="list-style-type: none">• P04576T for the BACS EFT format• P04576 for APACS checks
Attachments	Specify program P04573U as the attachment program to generate the attachments for the BACS EFT format and APACS checks.
Debit statements	Specify program P04574 as the debit statement program to generate the debit statements for the BACS EFT format and APACS checks for the United Kingdom.

Before You Begin

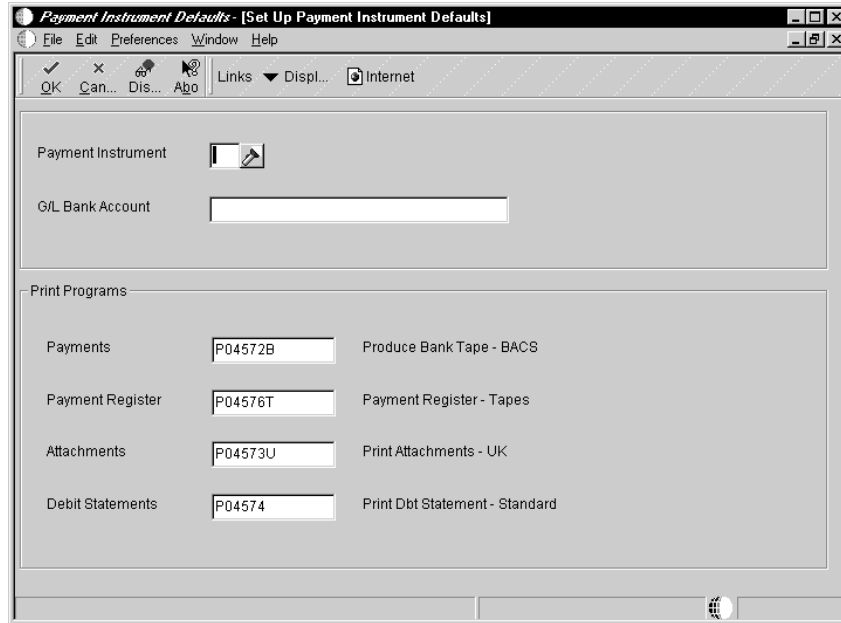
- Set up a code on user defined codes table 00/PY for each payment instrument that you use and on user defined codes table 04/PP for your payment programs. See *United Kingdom: Setting Up User Defined Codes*.
- Create a version of each program that you intend to set up. See *OneWorld Foundation: Creating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

Field	Explanation
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.
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

- *United Kingdom: Working with the APACS Check Format*
- *Accounts Payable: Setting Up Payment Instruments*

Processing Options for A/P Payments – APACS Checks (R04572U1)

Payee

1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.

Payee Name _____

2. Enter '1' to print the Payee Name and Address below the amount in words.

Payee Address _____

Address

3. Enter the override address format. If left blank, the address number's country format will be used.

Address Format ID (FUTURE) _____

Print

4. Enter the Forms Type for the payments Spool File. If left blank, the default is 'APCHECKS'.

Forms Type (FUTURE) _____

Amount

5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

Program ID _____

6. Enter '1' to print the amount in words in one string (X00500U). The default of blank will print the words in separate boxes (X00500U1).

String or Boxes _____

Processing Options for A/P Payments – BACS (R04572B)

Transfer

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.

File ID _____

BACS

1. Enter your six-digit BACS Bureau Number.

BACS Bureau Number _____

Tape

1. Enter the following default values:

Device Name _____

Remittance

1. Enter the default mailing address format to use on the remittance. If left blank, the country format will be used.

Address Format ID (FUTURE) _____

Processing Options for A/P Payments – UK Attachments (R04573U)

Purchase Order

1. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

Invoice or Purchase ORder _____

Print Option

2. Choose one of the following to print on the stub: ' ' - Remark, '1' - Supplier Name (Useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number.

Remark _____

Working with the APACS Check Format

APACS is the governing body for check printing standards in the United Kingdom. Businesses in the United Kingdom are required to issue checks according to the most current APACS standards.

You can use J.D. Edwards localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Accounts Payable Payments – APACS Checks (P04572U1), you can use processing options to specify:

- Whether the payee name prints above or below the amount in words
- Whether to print or omit the payee's address on the check, such as for use in a window envelope
- Whether to print the amount (in words) in boxes or as one string
- The translation program that you want the system to use to print the amount in words

In addition, the checks that you print comply to the following APACS standards:

- The payee name field is completed by a string of asterisks.
- The amount printed in figures is prefixed and suffixed by asterisks.
- A hyphen prints in place of the decimal character.
- Thousands separators are omitted from the amount printed in figures.

Example 3: APACS Check Format

In the following example, the processing options are set to print the address and print the payee's name below the amount in words.

```

*****
*VOID  *VOID  *VOID  *VOID  *VOID  *VOID  *VOID
*****
John Smith Ltd      12/12/99
1 River Walk
Garden Terrace      4400
Priory Street
London WC1 5JJ      993
060698  6545      PV      2473      1 of 1
                                  117.50
                                  117.50
                                  12/12/99
*****  *****  *****  *****  ONE      ONE      SEVEN
John Smith Ltd*****
John Smith Ltd
1 River Walk
Garden Terrace
Priory Street
London WC1 5JJ
*****117-50**
*

```

Processing Options for Print A/P Payments – UK (R04572U1)

Payee

1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.

Payee Name _____

2. Enter '1' to print the Payee Name and Address below the amount in words.

Payee Address _____

Address

3. Enter the override address format. If left blank, the address number's country format will be used.

Address Format ID (FUTURE) _____

Print

4. Enter the Forms Type for the payments Spool File. If left blank, the default is 'APCHECKS'.

Forms Type (FUTURE) _____

Amount

5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.

Program ID _____

6. Enter '1' to print the amount in words in one string (X00500U). The default of blank will print the words in separate boxes (X00500U1).

String or Boxes _____

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.

Index

Index

A

A/P Payments – APACS Checks (R04572U1), processing options, 3–32
A/P Payments – BACS (R04572B), processing options, 3–33
A/P Payments – UK Attachments (R04573U), processing options, 3–34
Accounts payable solutions for the United Kingdom, 2–13
Accounts receivable solutions for the United Kingdom, 2–11
APACS checks, 2–15
 automatic payment format, 3–30
 examples, 3–35
Assigning formats to payment instruments, 3–29
Association for Payment Clearing Services, 2–15
Attachments, generating for automatic payments, 3–29
Auto Debit Disk Format – UK (R03B575GB), processing options, 3–26
Automatic debits, 3–25
 processing, 2–11
 U.K. format, 3–25
Automatic payments
 APACS check format, 3–34
 assigning payment formats, 3–29
 overview, 2–13

B

BACS
 automatic debits, 2–11, 3–25
 automatic payment format, 3–30
Bank account, assigning to payment instrument, 3–29

C

Calculation rules, tax calculations, 3–8
Checks
 APACS format, 3–34
 processing with APACS format, 2–15
Common business practices, automatic debits, 2–11

D

Debit statements, generating for automatic payments, 3–29
Debits, automatic, 2–11
Dialog Boxes. *See* Forms
Displays. *See* Forms

E

Electronic funds transfer (EFT), 2–11
 automatic payment formats, 3–30
European Union, reporting, 2–7

F

Forms
 Set Up Payment Instrument Defaults, 3–31
 Tax Rules Revisions, 3–9

G

General Ledger Post Report (R09801), processing options, 3–14

I

Input VAT, 2–9
Intrastat report, printing, 3–19

J

Journals, VAT Journals program, 3–21

N

Nonrecoverable input VAT, 2–9

O

Output VAT, 2–8

P

Payment formats, generating, 3–30
Payment Instrument Defaults (P0417), 3–30
Payment instrument user defined code list (00/PY), 3–5
Payment instruments
 APACS check format, 3–34
 assigning formats, 3–29
Payment registers, generating for automatic payments, 3–29
Payment terms, setting up, 2–4
Print A/P Payments – UK (R04572U1), 3–35
 processing options, 3–39
Print Accounts Payable Payments – APACS Checks (P04572U1), 3–34
Print/tape program - payments user defined code list (04/PP), 3–6
Printing the Intrastat report, 3–19
Printing VAT reports, 3–21
Processing automatic debits, 2–11
 common business practices, 2–11
Processing automatic payments, 2–13
Processing checks with the APACS format, 2–15

Processing options

A/P Payments – APACS Checks (R04572U1), 3–32
A/P Payments – BACS (R04572B), 3–33
A/P Payments – UK Attachments (R04573U), 3–34
Auto Debit Disk Format – UK (R03B575GB), 3–26
General Ledger Post Report (R09801), 3–14
Print A/P Payments – UK (R04572U1), 3–39
U.K. Format Intrastat (R0018IE), 3–20
VAT Journals (R00320), 3–22

Processing VAT, 2–8

Programs and IDs

P0022 (Tax Rules), 3–8
P0417 (Payment Instrument Defaults), 3–30
P04572U1 (Print Accounts Payable Payments – APACS Checks), 3–34
R0018IE (U.K. Format Intrastat Report), 3–19
R00320 (VAT Journals), 3–21
R04572U1 (Print A/P Payments – UK), 3–35

R

Reports

Intrastat report, 3–19
VAT report, 3–21

S

Sales/Use/VAT Tax table (F0018), 3–13, 3–21
Screens. *See* Forms
Set Up Payment Instrument Defaults form, 3–31
Setting up payment terms, 2–4
Setting up tax rules by company, 3–6
Setting up the G/L Post to update tax amounts, 3–13
Setting up user defined codes, 3–5
Setting up your system for localization, 2–3
Setup
 calculation rules, 3–8
 European Union reporting, 2–7
 payment instrument defaults, 3–29

tax amount update, 3–13
tax rules by company, 3–6
user defined codes, 3–5
Single European Act of 1987, 2–7
System setup
 calculation rules, 3–8
 European Union reporting, 2–7
 payment instrument defaults, 3–29
 tax amount update, 3–13
 tax rules by company, 3–6
 user defined codes, 3–5
System setup for the United Kingdom, 2–3

T

Tables, F0018 (Sales/Use/VAT Tax), 3–13, 3–21
Tax rules, calculation, 3–8
Tax Rules (P0022), 3–8
Tax Rules Revisions form, 3–9
Taxes
 update amounts, 3–13
 VAT, 2–8
Tolerance ranges, VAT, 3–7
Treaty of Rome, 2–7

U

U.K. Format Intrastat (R0018IE), 3–19
 processing options, 3–20
UDC. *See* User defined code lists
Understanding calculation rules, 3–8
Understanding tolerance ranges, 3–7
User defined code lists
 payment instrument (00/PY), 3–5
 print/tape program – payments (04/PP), 3–6

V

Value added tax. *See* VAT
VAT
 exemptions, 2–9
 processing, 2–8
 report, customizing, 3–21
 returns, 2–9

tolerance ranges, 3–7
variance in tax amounts, 3–7
VAT Journals (R00320), 3–21
 processing options, 3–22

W

Windows. *See* Forms
Working with automatic debits for the United Kingdom, 3–25
Working with European Union reporting, 2–7
Working with the APACS check format, 3–34

