

PeopleSoft®

EnterpriseOne 8.10
Global Solutions Belgium
PeopleBook

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Global Solutions Belgium PeopleBook
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About These EnterpriseOne PeopleBooks

Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to doc@peoplesoft.com.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Setting Up Your System for Localization

You must complete the system setup tasks that are documented in the base guides, as well as international and country-specific tasks for Belgium.

Setting Up User Display Preferences

Some of PeopleSoft EnterpriseOne localized software uses country-server technology to isolate country-specific features from the base software. For example, if during normal transaction processing, you record additional information about a supplier or validate a tax identification number to meet country-specific requirements, you enter the additional information using a localized program; and the tax validation is performed by a localized program instead of by the base software. The country server indicates that this localized program should be included in the process.

To take full advantage of localized solutions for your business, you must set up your user display preferences to specify the country in which you are working. The country server uses this information to determine which localized programs should be run for the specified country.

You use localization country codes to specify the country in which you are working. The system supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes.

You can also set up user display preferences to use other features. For example, you can specify how the system displays dates (such as DDMMYY, the typical European format) or specify a language to override the base language.

► To set up user display preferences

From the EnterpriseOne Menu, choose My System Options.

1. On User Default Revisions, choose User Profile Revisions.
2. On User Profile Revisions, complete the following field:
 - Localization Country Code



My System Options - User Profile Revisions

OK Cancel Form Tools

User ID	<input type="text" value="BR857194"/>
Address Number	<input type="text" value="8015"/>
Default Icon File	<input type="text"/>

Display Preferences

Language	<input type="text"/>
<input type="radio"/> Right To Left	<input checked="" type="radio"/> Left to Right
Date Format	<input type="text" value="DMY"/> <i>Day, Month, Year (DDMMYY)</i>
Date Separator Character	<input type="text"/> <i>System value</i>
Decimal Format Character	<input type="text"/> <i>System value</i>
Localization Country Code	<input type="text" value="ES"/> <i>Spain</i>
Universal Time	<input type="checkbox"/>
Time Format	<input type="checkbox"/>

3. Complete the following optional fields:

- Language
- Date Format
- Date Separator Character
- Decimal Format Character

4. Click OK.

See Also

- *User Profiles in the System Administration Guide*

Processing Options for User Profiles (P0092)

A/B Validation

Enter a '1' to enable editing on address book number against the F0101.

Setting Up User Defined Codes

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

Many fields throughout PeopleSoft EnterpriseOne software accept user defined codes as valid values. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

Caution

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

See Also

- ❑ *Customizing User Defined Codes* in the *Foundation Guide* for more information about user defined codes

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 a print program to generate a check or a bank file.

Produce Bank File (04/PP)

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

- R04572L2 Create A/P Bank Diskette - Foreign Belgium
- R04572L3 Create A/P Bank Diskette – Belgium Domestic/EURO

VAT Report Code (74B/TA)

You must set up the UDC 74B/TA with the correct legal codes to configure the Set up TAX Rate Area / Document Type program (P74B500). Typical Belgian tax codes are contained in the Codes field.

The Codes column is a numeric two-position field. The Description 01 column lists the category of the value added tax (VAT) being reported and contains standard Belgian categories. The Description 02 column contains the type of VAT.

Your VAT Report Code (74B/TA) user defined code table should be set up as shown in the following example:

Codes	Description 01	Description 02
00	Zero tax	Outgoing
01	6 pct. tax	Outgoing
02	12 pct tax	Outgoing
03	21 pct. tax	Outgoing
45	VAT paid by co-contractor	Outgoing
46	Free from VAT: Intracomm. goo	Outgoing
47	Free from VAT: non EU Export	Outgoing
48	Credit Notes for code 46	Outgoing
49	Credit Notes for A, B and C	Outgoing
54	VAT Payable on A	VAT payable
55	Intracomm. goods and services	VAT payable
56	Co-contractor goods and servi	VAT payable
57	Non EU import, VAT domestic	VAT payable
59	VAT recoverable	VAT recoverable
61	Corr.: total VAT payable	VAT payable
62	Corr.: total VAT recoverable	VAT recoverable
63	VAT on credit notes received	VAT payable
64	VAT on credit notes send	VAT recoverable
81	Goods and Services	Incoming
82	Services and Other	Incoming
83	Goods for internal use	Incoming
84	Credit Notes for 86	Incoming
85	Other Credit Notes	Incoming
86	Intracomm. Goods and Services	Incoming
87	Services on real estate	Incoming
98	Not in VAT Report	Outgoing
99	Not in VAT Report	Incoming

Category Code 07 (01/07)

Set up user defined codes in UDC table 01/07 to identify foreign payment reporting categories for the Belgian authorities. For example, you might set up the following codes:

- 090 Export credits
- 092 International business credits

You should verify all codes with the Belgian authorities before entering them.

Note

You can assign suppliers a default value for Category Code 07 in the Supplier Master table (F0401). All vouchers for that supplier are then automatically assigned that value in the detail section of the grid for all of the vouchers that are entered.

Setting Up User Defined Codes for Intrastat Reporting

Many fields throughout the system accept user defined codes as valid values. You must set up several user defined codes to provide valid information for Intrastat reporting.

Caution

User defined codes are central to PeopleSoft EnterpriseOne systems. You should be thoroughly familiar with user defined codes before you change them.

See Also

- *User Defined Codes* in the *Foundation Guide* for more information about setting up and using user defined codes

Country Codes (00/CN)

You must specify a country code in the Address Book records for your branch/plants, customers, and suppliers.

The following table shows examples of country codes:

Codes	Description 01	Special Handling
AE	United Arab Emirates (UAE)	784
AF	Afghanistan	004
AG	Antigua and Barbuda	028
AR	Argentina	032
AT	Austria	040
AU	Australia	036

To find the country code for your branch/plants, the system searches for records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number that is specified in the Business Unit Master table (F0006).

Transaction eligibility for Intrastat reporting is based on the country of the customer or supplier, the country of origin of the goods, and the country of the declarant.

Caution

Do not use blank as your default country code. You must use a nonblank country code on your address book records for the country code to be included on Intrastat reports.

State and Province Codes (00/S)

For countries that require regional information, such as Germany, use the State field on the Address Book record to specify the region. Set up state and province codes to identify the region of origin for shipments or the region of destination for purchases.

The system searches for Address Book records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number specified in the Business Unit Master table (F0006).

The following table shows examples of state and province codes:

Codes	Description
*	All states
AB	Alberta
AI	Arctic Islands
AK	Alaska
AL	Alabama
AM	Amazonas
AR	Arkansas

European Community Members (74/EC)

Only transactions between European Union (EU) members are included in the Intrastat Revision table (F0018T). Verify that a one-to-one relationship exists between the country codes that you set up in UDC 00/CN and the country codes for all EU countries on user defined code table 74/EC. When you run the Intrastat update programs, the system cross-references the country codes that you specify for customers, suppliers, and branch/plants in user defined code table 00/CN to the codes in 74/EC.

The following table shows examples of EU country codes:

Codes	Description 01
AT	Austria
BE	Belgium
BL	Belgium and Luxembourg
DE	Germany
DK	Denmark
ES	Spain
FI	Finland
FR	France
GB	Great Britain

Nature of Transaction Codes

Use Nature of Transaction codes to identify the type of import and export rules to which an item is subject. The import and export rules depend on the way that a product is moved; whether it is for sales, purchases, leases; or other reasons.

You can set up nature of transaction codes specifically for EU reporting on user defined codes table 74/NT, or you can use the user defined codes tables from the Inventory systems (specifically, 41/P1–P5 and 41/S1–S5). You can also create your own user defined codes table to store nature of transaction codes.

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the user defined codes table that you want the system to use to find the applicable information.

See Also

- *Updating Intrastat Information* in this Global Solutions guide.

Nature of Transaction – EU (74/NT)

Use Nature of Transaction (74/NT) to set up nature of transaction codes specifically for EU reporting.

Set up user defined codes table 74/NT as follows:

- Use the Codes field to enter a concatenated value to identify the nature of transaction. Concatenate the following values in sequence without any separators, such as commas or spaces:

Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

The following table shows examples of nature of transaction codes:

Codes	Description 01	Description 02
00100XIS	Export to Customer	16
00100COC	Credit to Customer	16
00100SOS	Stock Inv Item	10
00100X2S	Transfer from Branch	10
00200SOS	Stock Inv Item	11
00200X1S	Export to Customer	16
00200X2S	Transfer from Branch	11

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the user defined codes table that you want the system to use to find the applicable information.

Sales Reporting Codes 01 through 05 (41/S1 through 41/S5)

Use Sales Reporting Codes 01 through 05 (41/S1 through 41/S5) to set up nature of transaction codes specifically for sales order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five sales reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastat – Tax Update - Sales program (R0018I1). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/S1, 2 for table 41/S2, and so on.

The following table shows examples of sales reporting codes:

Codes	Description 01
APP	Apparel Section
AVA	Aviation
COM	Commuter Bike Section
MNT	Mountain Bike Section
SAF	Safety Equipment Section
TRG	Touring Bike Section

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the UDC that you want the system to use to find the applicable information.

Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5)

Use Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5) to set up nature of transaction codes specifically for purchase order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five purchasing reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastats Tax Update - Purchasing program (R0018I2). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/P1, 2 for table 41/P2, and so on.

The following table shows examples for purchase reporting codes:

Codes	Description 01
	Blank – Commodity Class 41/P1
A	Aluminum
B	Brass
C	Copper
DRG	Drugs-Pharmaceutical
ELC	Electrical

When you update the Intrastat Revision table (F0018T), you use a processing option to specify the UDC you want the system to use to find the applicable information.

Intrastat Regime Code (00/NV)

Use the Intrastat Regime UDC to set up the Nature of VAT Regime codes. The Nature of VAT Regime code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France.

Caution

If the reporting requirements for your country do not include Nature of VAT Regime, you must add a blank code to UDC 00/NV to prevent errors in the Intrastat Revision table (F0018T).

The following table shows examples of Intrastat regime codes:

Codes	Description 01
10	Permanent export
11	Permanent export after rework
21	Temporary export
22	Temporary export after rework

Shipping Commodity Class (41/E)

Use Shipping Commodity Class codes (41/E) to further identify the products that your company imports or exports.

To comply with Intrastat guidelines, commodity codes must have a corresponding commodity value.

For B73.3.1 and later releases, use the Intrastat Commodity Code form to set up commodity values and supplemental units of measure for commodity codes.

The following table shows examples of shipping commodity classes:

Codes	Description 01
	Blank – Shipping Comm Class 41/E
CSE	Consumer Electronics
FPD	Food Products
LST	Livestock

Condition of Transport (00/TC)

You set up Condition of Transport codes (user defined code 00/TC) to indicate how goods are transported.

You must set up values in UDC 00/TC that correspond to the first three characters of the values that you set up in the Description 02 field in the Freight Handling Code UDC table (42/FR). For example, if you set up a value in UDC 42/FR for Carriage, Insurance, and Freight and use CIF as the value in the Description 02 field, you must set up a code of CIF in UDC 00/TC.

You can set up default conditions of transport using the Supplier Master program (P04012). Enter the condition of transport in the Freight Handling Code field. When you enter purchase orders, this information appears in the purchase order header fields.

The following table shows examples of condition of transport codes:

Codes	Description 01
CIF	Carriage, Insurance, Freight
DDP	Delivered Duty Paid
DDU	Delivered Duty Unpaid
EXW	Ex Works
FOB	Free on Board

Mode of Transport (00/TM)

You set up codes for the modes of transport on user defined codes table 00/TM (Mode of Transport). The first eight code values are predefined for EU trade reporting.

The following table shows examples of mode of transport codes:

Codes	Description 01
1	Transport by sea
2	Transport by rail
3	Transport by road
GRD	Ground Service
LTL	Less than Truckload
NDA	Next Day Air

The fifth position of the Description 02 field of the Freight Handling Code UDC (42/FR) is used to indicate the mode of transport; it corresponds to the values in UDC 00/TM. To assign a default mode of transport to a supplier, complete the Freight Handling Code field on the Supplier Master Revision form of the Supplier Master program (P04012). Setting up a supplier in this way causes freight handling and mode of transport information to appear by default in purchase order header fields.

Freight Handling Code (42/FR)

You use freight handling codes to identify various freight information. To comply with EU requirements, modify your freight handling codes to include the codes that you set up for the Condition of Transport, Condition of Transport extension, and Mode of Transport tables. For this action, enter the codes for the conditions of transport, conditions of transport extension, and the modes of transport in the second description field for the table.

Note

You must set up one freight handling code line in UDC 42/FR for each separate combination of Condition of Transport, Condition of Transport extension, and Mode of Transport tables.

The Description 02 field allows up to 15 characters. When you modify freight handling codes, use the first three characters in the field to specify the conditions of transport. Use the 4th character to indicate the COTX extension (the code for the place indicated in the contract of transport). The COTX extension is required only in certain countries. Enter the code for mode of transport as the fifth character of the second description.

Note

You should define the codes that indicate the various conditions and modes of transport on their respective user defined code tables, in addition to indicating the conditions and modes of transport on the freight handling codes. If the conditions and modes of transport are not defined in their respective tables, you receive an error when you try to modify the condition or mode of transport in the Intrastat Revision table (F0018T).

For IDEP, the Incoterms field accepts only the following valid values:

- C - Main transportation expenses paid (CFR, CIF, CPT, CIP)
- D - Arrival (DAF, DES, DEQ, DDU, DDP)
- E - Depart (EXW)

- F - Main transportation not paid (FCA, FAS, FOB)

For IDEP, set up UDC 42/FR with these codes, rather than the standard transport conditions, in the first three positions of Description 02.

The following table shows examples of freight handling codes:

Codes	Description 01	Description 02	Special Handling
A	Free Alongside Ship	FAS	
BRR	Bypass Routing and Rating		9
C	Freight Collect		1
D	Delivered, Duty Paid	DDP	
F	Freight On Board – Our Dock	FOB	
FP	Freight Pre-pay and Add		

Arrivals or Dispatchings (74/TD)

If you use the SEMDEC interface for Intrastat submissions, 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 (purchase) 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 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.

Note

If you do not set up user defined code list 74/TD, the system assumes that all sales are dispatches and that all purchases are arrivals.

Intrastat Declaration Type (74/IT)

Set up user defined code 74/IT to specify whether your IDEP declaration is fiscal, statistical, or complete.

The following table shows examples of Intrastat declaration type codes:

Codes	Description 01	Special Handling
1	Fiscal	F
2	Statistical	S
3	Complete	C

You specify the character that the system uses to populate the Intrastat declaration in the special handling code for each value. The code specified in the special handling code is written to the text field in the Text Processor Detail Table (F007111) when you process the IDEP/IRIS Interface (R001813). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

The default value is 3 (complete).

Triangulation Tax Rates (00/VT)

If you use the VAT EC Sales List (R0018S), you must list the tax rates that are used for trade triangulation transactions. Transactions that use any of the tax rates that are listed on this UDC are flagged as trade triangulation transactions on the EC Sales List - A/R.

User Defined Codes for International Payment Instructions (IPI)

Most of the values for the UDCs for International Payment Instructions are hard-coded. However, you must set up values for the IPI - Languages and Countries (00/IL) UDC table.

IPI – Languages and Countries (00/IL)

International Payment Instructions (IPIs) must be printed in English, but they can also contain a second language. You specify the secondary language by setting up a value in the IPI - Languages and Countries UDC table (00/IL). Some countries require that you print IPI forms with a secondary language; for some countries, the use of a secondary language is optional. The European Committee for Banking Standards publishes the requirements for IPIs.

When you set up the IPI – Languages and Countries UDC, you complete the Special Handling field with a value from the Language (01/LP) UDC table. The system uses the value in the Special Handling field to determine the secondary language that prints on the IPI form. If you do not want the system to print a secondary language on the IPI form, set the Special Handling code for a country to E (English). Generally, you use the language of the country where your customer’s bank is located.

You can set up only one language per country. For example, for banks in Belgium, you must specify a secondary language; but you can choose to use French, German, or Dutch. In the 00/IL UDC, you can set up only one of those languages for Belgium; you cannot set up a value for each language. The graphic below shows the secondary language preference for Belgium to be French.

The following table shows examples of the languages that you can set up for countries:

Codes	Description 01	Description 02	Special Handling
AT	Austria	O - German	G
BE	Belgium	R – French, Dutch, or German	F
CH	Switzerland	O – German, French, or Italian	F
DE	Germany	R – German	G

DK	Denmark	Unspecified – Danish	DN
ES	Spain	R – Spanish	S
FI	Finland	R – Finnish and Swedish	FN
FR	France	R – French	F
GB	United Kingdom	NA	E

IPI – Address Line Sequencing (00/IA)

The IPI - Address Line Sequencing UDC table (00/IA) determines the combination of the values for the Postal Code, City, and Country that the system includes as the second address line of the ordering customer's address on the International Payment Instruction (IPI).

These values are hard-coded and consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

IPI – Charges Paid By (00/IC)

The IPI – Charges Paid By UDC table (00/IC) contains values that specify the entity who is responsible for paying the bank charges that are associated with the International Payment Instruction (IPI). These values are hard-coded and consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

IPI – Form Types (00/IF)

The IPI – Form Types UDC table (00/IF) contains hard-coded values that represent the types of pre-formatted International Payment Instruction (IPI) forms that are available to use. The values in this UDC are consistent with the requirements for IPIs. The European Committee for Banking Standards publishes the requirements for IPIs.

IPI – Details of Payment (00/IP)

The IPI – Details of Payment UDC table (00/IP) determines the data that appears in the Details of Payment section on the International Payment Instruction (IPI). These values are hard-coded and are consistent with the requirements for International Payment Instructions (IPI). The European Committee for Banking Standards publishes the requirements for IPIs.

Setting Up Commodity Code Information

European Union requirements state that you must identify the products that are exported from or introduced to your country. You use commodity codes to comply with that requirement.

Commodity codes must have a corresponding commodity value. For release B73.3.1 and later releases, you set up this information on the Intrastat Commodity Code form.

Commodity code information is stored in the Intrastat Commodity Code Additional Information table (F744102).

Prerequisite

- ❑ Set up shipping commodity class codes on UDC 41/E. See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.

► To set up commodity code information

From the Set Up menu (G74STAT4), choose Commodity Codes.

1. On Work With Intrastat Commodity Code, click Add.
2. On Intrastat Commodity Code, complete the following fields:
 - Shipping Commodity Class
 - Commodity Code
 - Description
3. Complete the following optional fields if they pertain to the commodity code:
 - Supplementary UOM
 - Volume Conversion Factor

Enter the density of the product in the Volume Conversion Factor field only if the product is typically measured in liquid volume but needs to be reported in kilograms. The system multiplies the volume of the product by the density that you enter to calculate the mass of the product.

The Include on VAT or Statistics field is for future use for the United Kingdom.
4. Click OK.

Entering Cross-References for Items and Suppliers

An important element of including purchases on Intrastat reports is tracking the country of origin of goods. In some countries, Intrastat reports must contain the country of origin and the original country of origin for each item.

For example, a German company might place a purchase order with a French supplier for goods manufactured in France. These goods are stored in a warehouse in Belgium, so the actual delivery comes from Belgium. The country of origin is Belgium, but the original country of origin is France.

Depending on your business and your suppliers, you might need to set up a more advanced relationship among the supplier, the item, and the country of origin. You can cross-reference the following information in the Intrastat Item/Supplier Cross Reference program (P744101):

- Supplier
- Item
- Country of origin
- Original country of origin

The Supplier and Item Cross Reference program stores information in the Intrastat Supplier/Item Cross Reference Table (F744101). The Intrastats – Update - Purchasing program (R0018I2) retrieves the cross-referenced information if you specify in the processing options to use table F744101.

Note

The system retrieves the country of origin from the address book record of the supplier. The supplier's country of origin can be overridden when you update the Order Address Information table (F4006) for an individual order. If necessary, you can override the country of origin in the Country of Origin field (ORIG) in table F744101 and by specifying in the processing options of the Intrastats – Update - Purchasing program (R0018I2) to use table F744101.

The system uses the Country of Origin field (ORIG) to determine transaction eligibility for Intrastat reporting. The Original Country of Origin field (ORGO) is for information only.

Note also that in the United Kingdom, country of origin is called country of consignment and original country of origin is called country of origin.

► To enter a cross reference for items and suppliers

From the Set Up menu (G74STAT4), choose Supplier and Item Cross Reference.

1. On Work With Intrastat Cross Reference, click Add.
2. On Intrastat Cross Reference, complete the following fields, and then click OK:

- Item Number

You can enter *ALL in the Item Number field to indicate that all items for the supplier come from the specified country of origin and original country of origin.

- Address Number

You can enter *ALL in the Address Number field to indicate that the item always comes from the specified country of origin and original country of origin, regardless of supplier.

When the system searches for a specific record in the Intrastat Supplier/Item Cross Reference Table (F744101), it first searches for a record that matches the Item Number and Address Number. If no record is found, the system searches for a record that matches the Address Number with an Item Number of *ALL. If no record is found, the system then searches for a record that matches the Item Number with an Address Number of *ALL.

- Country of Origin
- Original Country of Origin

Setting Up Additional Bank Account Information

To process bank transactions for Belgium, the account information that you enter must be accurate to avoid service charges from the bank and possible rejection of electronic funds transfers. Electronic funds transfers can be rejected for payments and receipts because of incomplete or incorrect account information.

PeopleSoft EnterpriseOne automatically validates the bank account information for Belgian suppliers and customers, including the bank account numbers, according to the standards set by the Belgian banking authority. The Modulus 97 algorithm validates the bank account number when you add or change a bank account number. If you enter an invalid bank account number, you receive an error message stating that the bank account is invalid.

Note

When you add bank account information in the Bank Account Number field, ensure that the Control Digit is included, in addition to the Bank Account number in the Bank Account Number field. The Control Digit field is considered part of the bank account number in Belgium.

Prerequisite

- ❑ Verify that your company, suppliers, and customers have a country code that is equal to BE (Belgium) in the Address Book Master table (F0101). The validation of the online bank account information is activated based on this key.

See Also

- ❑ *Setting Up Bank Account Information* in the *Accounts Payable Guide* for information about entering bank account information for your company
- ❑ *Entering Supplier Records* in the *Accounts Payable Guide* for information about entering bank account information for your suppliers
- ❑ *Setting Up Bank Information for A/R* in the *Accounts Receivable Guide* for information about entering bank account information for your customers
- ❑ *Entering Address Book and Mailing Information* in the *Address Book Guide*

Setting Up Additional Voucher Information

PeopleSoft EnterpriseOne provides an option for reporting I.B.L.C./B.L.W.I (Institut Belgo-Luxembourgeois Du Change/Belgisch-Luxemburgs Wisselinstitut) codes for foreign payments. The I.B.L.C./B.L.W.I. is a Belgian governmental authority that requires reporting codes for all foreign payment orders. With the Create A/P Bank Diskette - Belgian Foreign (R04572L2) payment format, you must set up your suppliers and individual vouchers correctly.

Supplier Master Information

You can set up Category Code 07 with a default value only if your supplier sells one particular type of good or service. If you set up Category Code 07 in the supplier master, the Category Code 07 value defaults into the detail section of the grid of each individual voucher automatically. This value is included in the flat file that is produced by the Create A/P Bank Diskette – Belgian Foreign program.

If you choose to set up Category Code 07 at the Supplier Master level, the Address Book Revision form should look like the following form:

PeopleSoft

Supplier Master Information - Address Book Revision

Work With Supplier Master Address Book Revision

OK Cancel Form Previous Next Tools

Address Number 4003

Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Category Code 01	<input type="text"/>	.	Category Code 06	<input type="text"/>	.
Category Code 02	<input type="text"/>	.	Category Code 07	090	.
Category Code 03	<input type="text"/>	.	Category Code 08	<input type="text"/>	.
Category Code 04	<input type="text"/>	.	Category Code 09	<input type="text"/>	.
Category Code 05	<input type="text"/>	.	Category Code 10	<input type="text"/>	.

Voucher Setup

You can enter the Category Code 07 value at the time of voucher entry. To do this task, enter the Category Code 07 value in the field in the voucher detail grid.

If you choose to set up Category Code 07 at the individual voucher level, the Cat Cd 07 field in the detail area of the Enter Voucher Payment Information form should look like the following form:



Standard Voucher Entry - Enter Voucher - Payment Information

Document No/Typ/Co
 Batch No
 Prev Doc

Company *Luxe de France*

Supplier Number *Alpine Industries*
 Business Unit

Invoice Number
 Discount %
 Default Payment Terms

Invoice Date
 G/L Date
 Service/Tax Date

Currency
 Exchange Rate
 Base
 Foreign

Records 1 - 2							
<input type="checkbox"/>	Pay Itm	Gross Amount	Pymt Terms	Cat Cd	Discount Available	Remark	
<input checked="" type="radio"/>	001	50,000.00		1C			
<input type="radio"/>	002						

Gross
 Disc
 Tax
 Taxable

Note

If the voucher does not contain a value in the Category Code 07 field, the flat file contains the value 000.

Entering Customer Information for Parent Companies

The Belgian authorities allow only one VAT listing per VAT registration number for the Quarterly and Yearly VAT report. If multiple customers have identical VAT registration numbers within the EnterpriseOne system, a parent company must report the consolidated information for all its customers to the Belgian authorities.

When you enter customers from Belgium, enter the value 2 for the customer whom you want designated as the parent in the Add'l Ind Tax ID field. This code designates all sales and VAT information for that specific address to print on the report listing, in case multiple addresses have the same VAT registration number.

► **To enter customer information for parent companies**

From the Daily Processing menu (G01), choose Address Book Revisions.

1. On Work With Addresses, locate the customer whom you want to be the parent, and then choose A/B Revision from the Row menu.

2. On Address Book Revision, click the Additional tab and complete the following field with the value 2:
 - Add'l Ind Tax ID
3. Click OK.

All sales and VAT information for multiple customers with the same VAT numbers are now reported as part of the parent customer record.

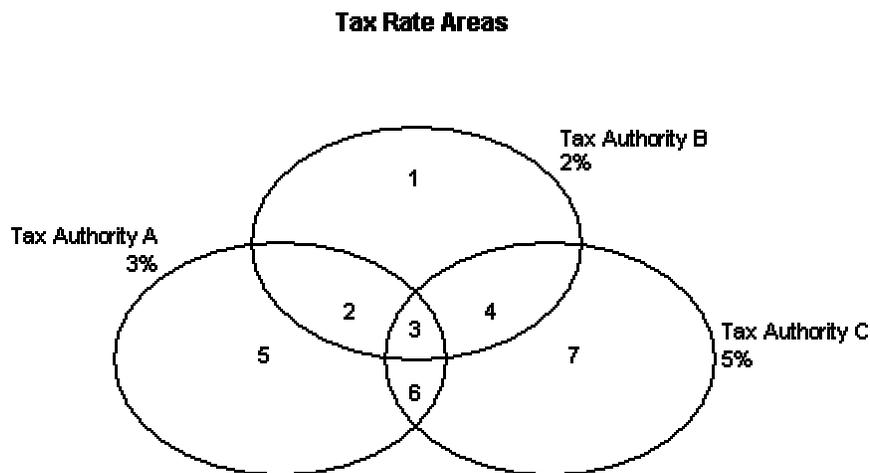
Setting Up Tax Rate Areas

To calculate and track the different taxes that you pay to your suppliers or for your customers, you must set up tax rate areas. Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographic area. Additionally, each authority within a tax area can have a different tax rate.

When you set up tax rate areas, you must specify effective dates. The system does not check for duplicate tax rate and area information, which means that you can set up different tax rates and effective date ranges for the same tax rate and area. The system checks for overlapping effective date ranges. When an overlap exists, the system issues an error.

The Tax Rates/Areas program (P4008) also provides features for special situations. For example, you can specify whether tax is calculated as "tax-on-tax," whether a portion of the tax is nonrecoverable (available for input credits), and whether maximum unit cost is associated with a particular item.

The following diagram illustrates how some tax areas could be organized:



The three circles represent three tax authorities. The seven numbered areas represent tax areas.

Notice that tax authority jurisdiction can overlap and that a tax area can be assessed taxes by one or more tax authorities. The tax rate for a tax authority does not vary from one tax area to another. Tax authority A assesses a 3% tax in tax areas 2, 3, 5, and 6.

For each tax area, however, the total tax burden can vary. It is the cumulative effect of multiple tax authorities for a single tax area that causes the tax burden to vary from one tax area to another. For example, the businesses located in tax area 5 must remit tax to only one tax authority (Tax Authority A for 3%). Businesses in tax area 2 remit taxes to two tax authorities (Tax Authorities A for 3% and B for 2%), and businesses in tax area 3 remit taxes to all three tax authorities.

You can run a report to review all of the tax areas that are set up.

Tax Rate Areas for Items

You can specify tax information for an item or group of items. To specify tax information for an item, set the processing option to validate information against the Item Branch File table (F4102) and enter the item number in the tax rate area.

To specify a tax rate for an item group, enter one of the valid options in the Sales Taxable Y/N field on the Item Branch/Plant Info. form (W41026A). Options 3 through 8 are for grouping items together based on the tax rate. You set up the tax rate by area for one of the options and then specify the option for like items on the Item Branch/Plant Info. form.

Revising Tax Rate Areas

You can revise any of the information for the tax rate area except the expiration date. If you need to extend the expiration date of a tax rates area, you must enter a new tax rate area record.

See Also

- ❑ *Setting Up a Base Pricing Structure* in the *Sales Order Management Guide* for more information about setting up item and customer price groups

Nonrecoverable VAT

When they sell their goods, most countries that pay value added taxes (VAT) fully recover the amount of VAT that they paid. In other words, VAT paid in accounts payable is offset against any VAT collected in accounts receivable to reduce the amount owed to the government or, in some cases, to generate a tax rebate. Exceptions to this rule might include expenses such as meals and entertainment, which are only 50% recoverable.

When you cannot recover all of the VAT that you pay, you must set up the tax rate area to indicate the percentage of tax that is nonrecoverable (or not available for credit). When you use the tax rate area in a transaction, the system credits the VAT account for the amount that can be recovered only. The system does not create a separate entry to an account for the nonrecoverable amount; however, it does store the amount in the Accounts Payable Ledger (F0411) and Customer Ledger (F03B11) tables.

The system only recognizes nonrecoverable VAT when using type explanation codes V, B, and C.

Example: Using Nonrecoverable VAT

When you set up a tax rate area that has nonrecoverable VAT, you enter the percent of the nonrecoverable tax on a separate line. Although the system requires a tax authority, it does not use the tax authority for reporting. When you specify a nonrecoverable percent, such as 50, the percent

applies to the total tax on the tax rate area. However, if you set up the tax rate area for multiple tax authorities, the system applies the nonrecoverable tax to the first tax authority defined.

For example, the following tax rate area has two tax authorities specified, as well as a nonrecoverable percent.

PeopleSoft

Tax Rate/Areas - Tax Rate/Area Revisions

Work With Tax Rate/Areas | **Tax Rate/Area Revisions**

OK Cancel Form Previous Next Tools

Tax Rate/Area: ONT Effective Date: 01/01/97
 Description: Canadian GST Tax (Ontario) Expiration Date: 12/31/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
4090	Revenue of Canada		7.000	
4030	Treasurer of Ontario		8.000	<input type="checkbox"/> Common and Tax
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
				<input type="checkbox"/> VAT Expense
TOTAL TAX			15.000	

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

When you enter a voucher or invoice and use this tax rate area (ONT), the system will apply the entire 50% to the account associated with the G/L Offset GST.

In this example, the AAIs associated with the tax rate area point to the following accounts:

- 1.4444 for RTGST
- 1.4445 for RTPST

If you enter an invoice for a taxable amount of 1,000 USD, the system calculates the tax amount as 150 USD (1,000 x .15) and the gross amount as 1,150 (1,000 + 150). When you post the invoice, the system creates the following entries:

Doc Type	Account	Account Description	Debit	Credit	Calculation
RI	3.5010	Store Sales		1,075	Taxable + (Tax x 50%)

AE	1.1210	A/R Trade	1,150		Taxable + Tax
AE	1.4444	VAT Payable (GST)	5*		$(1,000 \times 7\%) - 75 = -5$
AE	1.4445	VAT Payable (PST)		80	$1,000 \times 8\% = 80$

*Normally, the entry to VAT Payable is a credit, but because the system calculates a - 5 (credit), it debits the account.

Prerequisites

- Set up the tax authorities in the address book.
- Set up the necessary tax AAs.

► To set up tax rate areas

From the Tax Processing and Reporting menu (G0021), choose Tax Rate/Areas.

1. On Work With Tax Rate/Areas, click Add.

The screenshot shows the PeopleSoft interface for 'Tax Rate/Area Revisions'. The 'Tax Rate/Area' is set to 'CO' and the 'Description' is 'Colorado State & Regional Tax'. The 'Effective Date' is 01/01/97 and the 'Expiration Date' is 12/31/06. Under the 'Tax Authorities' section, there is one entry for 'Colorado State Treasurer' with a tax rate of 3.800. The 'TOTAL TAX' is calculated as 3.800. The form also includes fields for 'Inventory/Purchasing/Sales Order' with 'Item Number' and 'Maximum Unit Cost'.

2. On Tax Rate/Area Revisions, complete the following fields:

- Tax Rate/Area

- Description
- Effective Date
- Expiration Date
- Tax Auth 1
Enter the address number of the tax authority.
- G/L Offset
Only tax explanation code V uses the G/L Offset for the 2nd and subsequent tax authorities. The system ignores the field for all other tax explanation codes.
- Tax Rate

Note

If you use tax explanation codes B (VAT + Use) or C (VAT + sales), you must enter the VAT tax authority and tax rate on the first line of the tax rate area.

3. To calculate tax on the previous tax rate entered, activate the following option:
 - Compound Tax
The system calculates compound tax only when you use tax explanation codes B and C. To calculate compound taxes for tax explanation code V (VAT), use tax explanation code V+.
4. To calculate a nonrecoverable VAT percentage, complete steps 5 and 6; otherwise, proceed to step 7.
5. Turn on the following option:
 - VAT Expense
6. Complete the following field to specify the nonrecoverable VAT percent:
 - Tax Rate
The nonrecoverable percent applies to the first tax rate only when using tax explanation codes C and B. For other tax explanation codes, the system multiplies the nonrecoverable percent by the total tax, but applies it to the first tax authority only.
7. Verify the system-supplied information in the TOTAL TAX field:
8. To specify tax rate/area information for an inventory item, complete the following fields:
 - Item Number
You can enter an item number or an item group (3–8). If you enter an item group, you must set the Validation processing option to 0; otherwise, the system validates the number specified for a group as an item.
 - Maximum Unit Cost

These fields are used in the sales and procurement systems only. You can disable these fields by setting a processing option.

9. Click OK.
10. On Work With Tax Rate/Areas, to print the tax rates that are set up, choose Tax Area Report from the Report menu.

Processing Options for Tax Rate/Areas (P4008)

Display

Enter a value to either show or hide the Item Number and Maximum Unit Cost fields.

1 = show these fields

0 = hide these fields

Edits

Enter a value to validate Item Numbers

1 = Validate Item Numbers

0 = Do not validate Item Numbers

Setting up Tax Rates and Areas for Belgium

You use the Set up TAX Rate Area / Document Type program (P74B500) to set up your tax rates and areas for Belgium. You must set up the tax rate area and valid document types according to the type of VAT that is being reported. The data that you enter in this program is stored in the Monthly VAT Table Belgium Localisations table (F74B100).

Note

Valid tax rate areas must first be created in the standard Tax Rate/Areas program (P4008). See *Setting Up Tax Rate Areas* in the *Global Solutions Belgium Guide*.

Tax Rate/Areas must be set up according to accepted Belgian legal codes. Existing legal codes retrieve tax data from one of the two Code Tax/Amount fields in the Taxes table (F0018). Please review the codes and their Code Tax/Amount values below.

Note

The Code Tax/Amount column is not part of the UDC table 74B/TA. It corresponds to the Set up Tax Rate Area / Document Type program (P74B500) and indicates which field in table F0018 is used in the report.

Code	Description 01	Description 02	Code Tax/Amount
00	Zero tax	Outgoing	A
01	6% tax	Outgoing	A
02	12%	Outgoing	A
03	21%	Outgoing	A
45	VAT Co-contractor	Outgoing	A
46	Free from VAT: Intracommunity goods	Outgoing	A
47	Free from VAT: Export, non-EU	Outgoing	A
48	Credit notes for code 46	Outgoing	A
49	Credit notes for others	Outgoing	A
54	VAT payable	VAT payable	T
55	Intracommunity Goods	VAT payable	T
56	Co-contractor goods and services	VAT payable	T
57	Non-EU import, VAT domestic	VAT payable	T
59	VAT recoverable	VAT recoverable	T
61	Corrected total VAT payable	VAT payable	T
62	Corrected total VAT recoverable	VAT recoverable	T
63	VAT on credit notes received	VAT payable	T
64	VAT on credit notes sent	VAT recoverable	T
81	Goods and services	Incoming	A
82	Services and others	Incoming	A
83	Investments	Incoming	A
84	Credit notes for code 86	Incoming	A
85	Other credit notes	Incoming	A
86	Intracommunity goods	Incoming	A

Code	Description 01	Description 02	Code Tax/Amount
87	Other services	Incoming	A
98	Not in VAT report	Outgoing	A
99	Not in VAT report	Incoming	A

Below are examples of Tax Rate/Areas that you might use in Belgium. You can set up your document types with a Doc Type value of asterisk (*), or you can use a specific document type.

Tax Rate Area	Doc Type	VAT Code	Code Tax/Amount	Description of Tax Rate Area
CNPUGOBEL	*	81	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	85	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	63	T	Credit notes - Purchasing goods Belgium
CNPUSEEUC	*	82	A	Credit notes - Purchasing services European Community
CNPUSEEUC	*	84	A	Credit notes - Purchasing services European Community
CNPUSEEUC	*	87	A	Credit notes - Purchasing services European Community
CNSABEL	RI	49	A	Credit Notes - Sales Belgium
CNSABEL	RI	64	T	Credit Notes - Sales Belgium
CNSAOTHER	RI	49	A	Credit Notes - Sales orders
PUGOBEL	PV	81	A	Purchasing goods - Belgium
PUGOBEL	PV	59	T	Purchasing goods - Belgium
PUGOEUC	PV	81	A	Purchasing goods - European Community
PUGOEUC	PV	86	A	Purchasing goods - European Community
PUGOEUC	PV	59	T	Purchasing goods - European Community
PUGOEUC	PV	55	T	Purchasing goods - European Community
PUINVNONEU	PV	83	A	Purchasing Investments - non-European Community
PUINVNONEU	PV	87	A	Purchasing Investments - non-European Community

Tax Rate Area	Doc Type	VAT Code	Code Tax/Amount	Description of Tax Rate Area
PUINVNONEU	PV	56	T	Purchasing Investments - non-European Community
PUINVNONEU	PV	59	T	Purchasing Investments - non-European Community
PUSEEUC	PV	82	A	Purchasing services - European Community
PUSEEUC	PV	87	A	Purchasing services - European Community
PUSEEUC	PV	56	T	Purchasing services - European Community
PUSEEUC	PV	59	T	Purchasing services - European Community
SABEL0	RI	00	A	Sales - Belgium 0 percent
SABEL21	RI	03	A	Sales - Belgium 21 percent
SABEL21	RI	54	T	Sales - Belgium 21 percent

► **To add a tax rate and area**

From the Belgium Localization menu, (G74B), choose Set up Tax Rate Area / Document Type.

1. On Work with Tax Area & Document Type, click Add.
2. On Tax Area & Document Type Revisions, complete the following fields and option, and then click OK:
 - Tax Rate/Area
 - Document Type
 - Item Number
 - VAT Code
 - Code Tax/Amount
 - Invoice/Voucher

► **To revise a tax rate and area**

From the Belgium Localization menu, (G74B), choose Set up Tax Rate Area / Document Type.

1. On Work with Tax Area & Document Type, complete the following fields and click Find:
 - Tax Rate/Area

- Document Type
2. Click the row in the detail area that you want to revise, and then click Select.

PeopleSoft®

Set Up Tax Rate Area / Document Type - Tax Area & Document Type Revisions

OK Cancel Tools

Tax Rate/Area: BEL 01

Document Type: FA Invoice

Sales Taxable: 700605 Coffee Cart (Purchased Item) InvoiceVoucher

Records 1 - 4		Customize Grid	
	VAT Code	Code Tax/Amount	
<input type="radio"/>	0	T	
<input type="radio"/>	1	T	
<input type="radio"/>	3	A	
<input checked="" type="radio"/>			

3. On Tax Area & Document Type Revisions, revise the following fields, as necessary:
 - VAT Code
 - Code Tax/Amount
4. Click OK.

Validating Bank ID Numbers

A bank ID number identifies the bank with which you have established an account. The bank ID number is included in the customer information that you remit for processing accounts receivable drafts and EFT payments.

You activate bank ID validation routines for the following countries by setting up the Localization Country Code in your user profile:

- Italy
- France
- Belgium
- Finland
- Spain

- Japan
- New Zealand

Completing the Localization Country Code field on the User Profile Revisions form causes the system to search for a bank ID validation routine, but the validation routine to use is not specified. For example, if you specify Belgium in the Localization Country Code field, you can still validate bank IDs for other countries. When you use the Bank Accounts by Address program (P0030A), the system uses the value in the Country field on the Mailing tab on the Address Book Revision form to determine which validation to use for the address book record.

Note

You can upload bank information for Spain and Italy. For these countries, the system uses the uploaded bank information to validate bank transit numbers. For information about the upload process for Spain, see *Entering A.E.B. Bank Account Information* in the *Global Solutions Spain Guide*. For information about the upload process for Italy, see *Bank Information Processing* in the *Global Solutions Italy Guide*.

The system validates bank code numbers and bank branch codes when you enter bank IDs into the Bank Accounts by Address (P0030A) or the G/L Bank Accounts (P0030G) program. The system identifies the customers whose bank information is invalid with an error message.

You can check for missing bank information for customers by running the Bank Account Validation report (R00314).

The system validates account and bank identification information throughout the draft process as follows:

A/R Batch Draft Creation (R03B671)	The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.
Draft Remittance (R03B672)	When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

Overriding Bank ID Validation

You can override bank ID validation for a specific country by adding the country code to UDC 70/BI. The system does not run bank ID validation routines for countries listed in this UDC table.

Validating Tax ID Numbers

A tax ID is the identification number that you use when you report information to the various tax authorities. For every transaction that can occur with a company, a customer, or a supplier, you must enter an associated tax identification number. Tax IDs are also called VAT codes, VAT registration numbers, or fiscal codes.

To export goods free of value-added tax (VAT), you must have the tax ID or VAT registration number of your customers in other EU countries, and you must send your own tax ID or VAT registration numbers to your suppliers. The length and format of these numbers vary by country.

When you create an address book record for each company, customer, or supplier, enter the tax ID number in the Tax ID field on the Address Book Revision form. To ensure that the tax ID that you enter is checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing tab on the Address Book Revision form. When a country code is on the Mailing tab, the system validates tax IDs for that country.

The system only validates the tax ID if the country code that you have specified is set up and activated for validation in UDC table 70/TI.

Activating Tax ID Validation

You activate tax ID validation routines for specific countries by setting up a Localization Country Code your user profile and by setting up country codes in UDC 70/TI.

User Display Preferences

Completing the Localization Country Code field on the User Profile Revisions form causes the system to search for a tax ID validation routine, but the validation routine to use is not specified. For example, if you specify UK in the Localization Country Code field, you can still validate tax IDs for other countries. The system uses the value in the Country field on the Mailing tab on the Address Book Revision form to determine which validation to use for each address book record.

UDC 70/TI

The following table shows examples of country codes set up in UDC 70/TI:

Codes	Description 01	Description 02	Special Handling
	Default Country	US	1
AU	Austria	AU	1
AUS	Austria	AU	1
BE	Belgium	BE	1
BEL	Belgium	BE	1
DE	Germany	DE	1
DEU	Germany	DE	1

To turn on tax ID validation for a specific country code, enter 1 in the Special Handling field for that country code. To turn off tax ID validation for a specific country code, remove the 1 from the Special Handling field.

To activate tax ID validation for a country code that is not listed in UDC table 70/TI or to change the meaning of an existing country code, complete the fields as follows:

1. Enter the country code in the Codes field.

The country code must also be set up in UDC 00/CN.

2. Enter the standard two-digit ISO code for that country in the Description 02 field.

The two-digit ISO code is required in the Description 02 field to cross-reference the new country code with the country code that is hard-coded in the system.

For example, if you use DE for Denmark, enter DN (the two-digit ISO code for Denmark) in the Description 02 field for the DE country code. The system then validates tax IDs that are entered with the country code DE according to Danish, not German, specifications.

3. Enter 1 in the Special Handling field.

To activate tax ID validation for the default (blank) country code, complete the fields as described above, but leave the Codes field blank.

For example, if you use a blank country code to mean Denmark, enter DN (the two-2-digit ISO code for Denmark) in the Description 02 field for the blank country code.

Overriding Tax ID Validation

You activate tax ID validation routines for specific countries by setting up country codes in the Tax ID Validation UDC table (70/TI). When you set the Special Handling code to 1 for a specific country, the system validates the Tax ID for that country.

For France, Italy, and Spain, you can override the tax validation routine on a single customer/supplier basis. When you override the tax validation routine for a specific customer or supplier, the system does not validate the Tax ID for the specific customer or supplier, but it continues to validate the Tax ID for all of the other customers and suppliers in the country.

You override the tax validation routine for these countries by entering 0 (zero) in the Person/Corp field for the supplier or customer. The Person/Corp field is on the Address Book Revisions form in the Address Book program (P01012).

In Belgium, the VAT ID might not be known for some customers, such as recognized healthcare providers. You can override the tax validation routine for a single customer or supplier by specifying 99_unknown or 99_onbekend in the Tax ID field on the Address Book Revisions form for that customer or supplier.

For other countries, you can override the tax ID validation routine by setting up the codes for that country in UDC 00/CN and UDC 70/TI, specifying a 1 in the Special Handling field in UDC 70/TI for one of the codes and not for the other. When you create an address book record for which you want to validate the tax ID, use the country code that has a 1 in the Special Handling field. When you create an address book record for which you do *not* want to validate the tax ID, use the country code that does not have a 1 in the Special Handling field.

Example of Tax ID Numbers

The tax ID or VAT number in the following example appears in bold:

Example: Tax ID or VAT Registration Number for Belgium

Country
ID
BE 2345678

Additional Information

This section provides additional information about setup issues, technical considerations, and system use.

Setting Up an Alternate Chart of Accounts

You can set up an alternate chart of accounts if your corporate reporting requirements are different from the local reporting requirements of the country in which you are doing business. For example, if you set up the local chart of accounts by object and subsidiary, but you need to provide fiscal reports that reflect a different chart of accounts, you can set up and maintain an alternate chart of accounts in Category Codes 21, 22, and 23.

In the Account Master table (F0901), you can define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23. The location that you choose might depend on the use of your corporate chart of accounts, especially if your company is multinational.

Whether you define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in the software as alternate descriptions of your accounts.

The software identifies individual accounts in your chart of accounts based on a system-assigned number that is unique for each account. This number is called the Account Short ID. The Account Short ID is the key that the system uses to distinguish between accounts when you access, change, and delete the account information in any of the system tables. The system stores the short identification number in data item AID.

If you are using the Business Units program (P0006) to create a chart of accounts based on a model, the system copies any alternate chart of accounts that is associated with the model, in addition to copying the standard chart of accounts.

► To set up an alternate chart of accounts

From the Organization and Account Setup menu (G09411), choose Revise and Review Accounts.

1. On Work With Accounts, complete the following optional field and click Find:

- Company

You can customize the detail area by creating an alternate format to display the alternate chart of accounts (Category Codes 21, 22, or 23) next to the main chart of accounts (Object Account).

2. Click Add to access Revise Single Account.



Review and Revise Accounts - Revise Single Account

OK Cancel Form Tools

Account Number		
<div style="display: flex; justify-content: space-between;"> Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23 </div>		
Business Unit/Object/Subsidiary	<input type="text" value="70"/>	<input type="text" value="1110"/> <input type="text" value="FRANCE"/>
Description	<input type="text" value="First Bank of Paris"/>	
Account Level of Detail	<input type="text" value="7"/>	
Posting Edit	<input type="checkbox"/>	<i>Allows all posting</i>
Budget Pattern Code	<input type="text"/>	
Model Account/Consolidations	<input type="checkbox"/>	<i>Non-Model/Consolidation</i>
Currency Code	<input type="text"/>	
Account ID	<input type="text" value="00019641"/>	

3. On the Revise Single Account tab, complete the following fields:
 - Business Unit/Object/Subsidiary
 - Description
 - Account Level of Detail
 - Posting Edit
 - Budget Pattern Code
 - Currency Code
 - Account ID
4. Click the Category Codes 21–23 tab.
5. On the Category Codes 21–23 tab, complete the following fields and click OK:
 - Category Code 21
 - Category Code 22
 - Category Code 23

Note

In China, use only Category Code 21.

See Also

- *Data Integrity and the Chart of Accounts* in this Global Solutions guide for more information about maintaining an alternate chart of accounts

Data Integrity and the Chart of Accounts

In addition to the corporate chart of accounts that you set up in the Account Master table (F0901), you can define an alternate chart of accounts using category codes 21, 22, and 23.

Account Defined Only in the Account Master Table

You might create an account in the Account Master table (F0901) without defining a corresponding alternate account. If you do, when transactions are entered for the account in the F0901 table, any reporting measures that are based on the alternate chart of accounts are incomplete.

It is recommended that you establish an internal procedure to audit the integrity of the data entered. For example, you can run a Financial Enterprise Report Writer (Financial ERW) report that provides the following information to verify that the alternate accounts correspond to the accounts in table F0901:

Ledger Type (AA Actual Amounts)	DR	CR
Total Alternate Accounts (A)	DR	CR
Total Other or Corporate Accounts (B)	DR	CR
General Total (A + B)	DR	CR

Run the report on a daily or weekly basis, depending on the volume of your transactions.

Account Defined Only in the Alternate Chart of Accounts

You might create an alternate account using category codes 21, 22, and 23 without defining a corresponding account in the Account Master table (F0901).

In this case, no actual transactions can be entered for the account. In EnterpriseOne, you cannot enter accounts with an alternate account number.

Security on the Alternate Chart of Accounts

You can secure both your local chart of accounts (defined by object and subsidiary) and your alternate chart of accounts (defined in category codes 21, 22, and 23) by using the processing options on any of the account master programs (P0901). If you secure your accounts in this way, you cannot change account numbers in the category code that you secured. For example, if you secure category code 21, you cannot change the value of category code 21 on any account.

Caution

You should secure your chart of accounts after the account structure is well defined. It is recommended that you then restrict access to the processing options so that the security is not compromised.

If you use the Change Account Information program (R09813) and want to maintain the integrity of your alternate chart of accounts, you should exclude the category code that contains your alternate account from the global update. To exclude a category code, verify that the processing option for that category code does not contain a 1. The processing options for category codes are located on the Account Info tab.

Account Deleted from the Category Code Tables

From the category code tables (UDCs 09/21 through 09/23), you might delete an alternate account that has active transactions and balances. When you take this action, the system does not display an error message to indicate that active transaction information is attached to the account.

Caution

It is recommended that you establish an internal procedure to restrict the access to user defined codes tables to a few individuals who are responsible for system setup. These individuals should understand how category codes and accounts are related.

See Also

- *Setting Up an Alternate Chart of Accounts* in this *Global Solutions* guide.

Multiple Ledger Types

International businesses can use multiple ledgers to fulfill the reporting requirements of both the corporate entity and the local legal authorities.

During the first few days of January, your company reports the yearly results for the previous year. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. From January 1 until the time that the French company reports fiscal activity, the year is closed from the standpoint of the company; but it is not yet closed from a local legal standpoint. The time difference means that the French company must make adjustments for

three months to report transactions in the correct year. These adjustments do not have to appear in the corporate ledger. These adjustments are typically recorded in an alternate ledger type.

Currency Ledgers

A company might impose a fixed yearly exchange rate by management choice. In some countries, such as France, ignoring gains and losses in foreign currency is illegal. You can use the actual amounts (AA) ledger for foreign transactions that do not have any currency gains and losses, and use an alternate ledger type to record the currency gains and losses. In either case, the additional ledger is required to enter transactions that adjust either the local or the company's accounting system.

Depreciation Ledgers

Three ledger types are common when fixed assets depreciation is involved. In this case, you use one ledger to record the depreciation that is calculated with the corporate depreciation method in the corporate ledger. You use an alternate ledger to record the depreciation that is calculated using the depreciation method that is required by the local authorities. The difference between the two depreciation methods is recorded in a third ledger. For local legal reports, you sum the three ledger types to show the actual activity in the depreciation account.

User Defined Ledgers

To accommodate the need for multiple ledgers, the system provides UDC 09/LT in which you can define all of the ledgers that you use as the ledger types on which you must report.

The AA ledger is the company's standard ledger. The alternate ledgers contain the adjusting transactions that justify the differences between the company books and the local legal books. You can specify ledger types in the processing options for the reports. An inquiry or a report on the account shows the sum of the two ledger types, and displays the actual activity in that account.

Translation Considerations for Multilingual Environments

The system can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages installed in one environment to allow different users to display different languages, each user can work in his or her preferred language by setting up his or her user preferences accordingly.

In addition to the standard menus, forms, and reports, you might want to translate other parts of the software. For example, you might want to translate the names of the accounts that you set up for your company or translate the values in some UDCs.

You might want to translate the following common software elements if you use the software in a multinational environment:

Business Unit Descriptions	<p>You can translate the descriptions of the business units that you set up for your system.</p> <p>The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language, and one or all of the additional languages that your business uses.</p>
Account Descriptions	<p>You can translate the descriptions of your accounts into languages other than the base language.</p> <p>After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language, and one or all of the additional languages that your business uses.</p>
Automatic Accounting Instruction (AAI) Descriptions	<p>You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system.</p>
UDC Descriptions	<p>You can translate the descriptions of the UDCs that you set up for your system.</p>
Delinquency Notice Text	<p>Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)</p> <p>The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.</p>

The translations that you set up for your system also work with the language that is specified in the user profile for each person who uses the system. For example, when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French, rather than in the base language.

See Also

- *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for information about translating user defined codes

- ❑ *Translating Business Units* in the *General Accounting Guide* for information about translating business units
- ❑ *Translating Accounts* in the *General Accounting Guide* for information about translating accounts
- ❑ *Setting Up Letter Text for Delinquency Notices and Statements* in the *Accounts Receivable Guide*

Translation Routines

The system provides several translation routines to convert amounts to words. These translation routines are generally used by payment formats, draft formats, and check-writing programs that produce numerical output in both numeric and textual form. You specify the translation routine that you want to use in the processing options for these programs.

The system provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500C - Including cents
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

In some cases, the translation routine that you use depends on the currency that you are using. For example, if you are converting euro amounts to words, you should use a translation routine that has been set up to handle euro currencies. In Spanish, the gender of the currency determines the translation routine that you choose.

PeopleSoft EnterpriseOne Multicurrency Solution Summary

Companies that do business internationally often have additional accounting needs. These needs arise from doing business in different currencies, and following different reporting and accounting requirements for each country in which they do business. To process and report on transactions in multiple currencies, a company that operates internationally can:

- Convert foreign currencies into the local currency
- Convert different local currencies into one currency for reporting and comparisons
- Adhere to regulations that are defined in the countries where the company operates
- Revalue currencies due to changes in exchange rates

EnterpriseOne performs the following multicurrency functions throughout most base applications:

- Converts from one currency to another
- Restates multiple currencies to consolidate into one currency
- Revaluates currencies due to changes in exchange rates

EnterpriseOne stores each currency in a different ledger, as illustrated in the following table:

AA ledger	Domestic transactions are posted to the AA ledger.
CA ledger	Foreign transactions are posted to the CA ledger.
XA ledger	Alternate currency transactions, if used, are posted to the XA ledger.

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

You can enter all transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions. For foreign entries, the system automatically converts foreign amounts to domestic amounts.

Setting Up Daily Transaction Rates

You can set up the Currency Exchange Rates table (F0015) to use the following multicurrency features:

Default exchange rates	When you enter a transaction, the system supplies the exchange rate from table F0015.
Exchange rates for individual contracts	You can specify exchange rates for individual customers and suppliers.
Spot rates	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from table F0015.

Intercompany Settlements

You can enter transactions that cross company and currency boundaries. The system automatically generates the multicurrency intercompany settlements.

Gain and Loss Recognition

Features of gain and loss recognition include:

Realized gains and losses	Entries that represent realized gains and losses for exchange rates are automatically created at the time of cash receipt or entry.
Unrealized gains and losses	You can print a report to analyze open receivables and payables to book unrealized gains and losses at the end of the month. Optionally, you can set up your system to create these entries automatically.

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

- Maintain a dual set of accounting books:
 - One in the domestic (local) currency
 - One in an alternate, stable currency
- Restate amounts at the transaction level for a specified range of accounts

Balance Currency Restatement

Use the Balance Currency Restatement feature to consolidate balances into a common currency. You can specify the ledger type in which the system creates the newly restated balances. In addition, you can set up an exchange table and conversion specifications according to standard restatement practices.

As If Currency Repost

Use the As If Currency Repost feature to restate all transactions to a new ledger type by using one exchange rate instead of the individual rates that were associated with each transaction over the course of time. The As If Currency Repost feature eliminates the exchange rate fluctuation for financial analysis.

See Also

- *Multicurrency Overview* in the *Multicurrency Guide* for more information about multiple currencies

International Bank Account Numbers

The International Organization for Standardization (ISO) and the European Committee for Banking Standards (ECBS) developed the International Bank Account Number (IBAN) to assist companies with account identification. ISO standard 12616:1997 defines the IBAN.

The IBAN is used internationally to uniquely identify the account of a customer at a participating financial institution. The IBAN allows for validation checks through the use of international 2-character country codes as established by ISO 3166. Additional validation is performed through the use of an algorithm/check-digit process. The account-administering bank is responsible for calculating the IBAN and providing it to its customers.

The IBAN format differs, depending on whether it is transmitted electronically or printed on paper. The variance is only in its presentation; the IBAN number remains the same whether in electronic or print format. The IBAN consists of the following:

Country code	A two-letter country code as specified in ISO 3166. The country code used in the IBAN is the code of the county in which the bank or branch that is servicing the IBAN resides.
Check digits	Two digits that are assigned according to an algorithm.
Basic Bank Account Number (BBAN)	An alphanumeric string of characters of up to 30 characters that includes 0-9 and A-Z in upper-case letters only. The electronic format cannot contain separators or county-specific characters. The length of the BBAN is determined by the country of origin, and includes an explicit identification code of the bank or branch servicing the account at a fixed position within the BBAN.

When transmitted electronically, the IBAN is one string of characters. When printed, the IBAN is preceded by the text string “IBAN” and is split into groups of four characters that are separated by a space. The last group might contain fewer than four characters.

The following table shows examples of IBANs:

	Belgium	France
Account Number	510-0075470-61	20041 01005 0500013M026 06
Electronic IBAN format	BE62510007547061	FR1420041010050500013M02606
Print IBAN format	IBAN BE62 5100 0754 7061	IBAN FR14 2004 1010 0505 0001 3M02 606

The ECBS specifies that the IBAN appear on the International Payment Instruction (IPI) form in the print format but without the term IBAN. For example, the IBAN for the Belgian account number in the above table would appear on an IPI as BE62 5100 0754 7061.

You can link the IBAN number with a bank address in the Address Book application. When you link the IBAN with a bank address, the Auto Payment process can identify the correct country for suppliers and customers who have bank accounts in multiple countries. You enter the IBAN in the Bank Accounts by Address (P0030A) and the G/L Bank Accounts (P0030G) programs in the electronic format. The system stores the IBAN in the electronic format in the Bank Transit Master table (F0030).

See Also

- *Setting Up Multiple Bank Accounts for Suppliers* in the *Accounts Payable Guide*
- *Setting Up Bank Account Information* in the *Accounts Payable Guide* or *Accounts Receivable Guide*

VAT Processing

Value added tax (VAT) is a noncumulative tax that tax authorities impose at each stage of the production and distribution cycle. 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 the following:

- A/P VAT Receivable
- Recoverable VAT
- Collectable VAT

Input VAT Input VAT is the VAT paid by the purchaser of goods and services.

If the purchaser is subject to output VAT, the purchaser can recover input VAT by offsetting it against output VAT. When input VAT exceeds output VAT, the purchaser can forward the VAT balance as a credit toward the tax authority for the next reporting period; or receive a cash refund, depending on the policies of the tax authority.

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT Input VAT cannot be recovered for:

- 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

Intracommunity VAT

Since the creation of the single market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT. The buyer is then subject to output VAT on the transaction in the buyer's own EU member state. In some cases, the buyer is entitled to recover the amount of the output VAT as input VAT.

In the Accounts Payable system, you record the VAT on these transactions by setting up a tax rate/area for intracommunity VAT. The VAT payable is compensated with the VAT receivable, and

both amounts must be shown in the relevant reports. The reports must also show the transactions that were exempt from VAT.

To qualify for the intracommunity VAT exemption, the buyer's VAT registration number, including the European Union Member State National Identification Number, must be quoted on the supplier's invoice.

Reporting Considerations

You must print the information for sales and purchases that are subject to intracommunity VAT on separate VAT reports. To report on intracommunity VAT separately, use data selection to select transactions with the tax rate/area for intracommunity VAT.

Creating Tax Reports in the Euro

Many European companies use the Use and VAT Tax and VAT Exception reports to help them complete their VAT return forms.

The following tax reports use "as if" currency processing, which allows you to create tax reports in a currency other than the base currency of your company:

- Tax Detail Report (R0018P)
- VAT Exception Report by Tax Area (R0018P7)

"As if" currency processing for these tax reports follows the no inverse method of exchange rate calculation, which is a legal requirement for EMU member currencies. The tax reports print amounts as if they were entered in another currency. They do not write or update amounts in a tax table.

Processing Options for Tax Detail Report (R0018P)

Tax Report

1. Enter a '1' to flag the detail records as having been read:

As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the "As-Of" date for processing the current exchange rate for the as-if currency. If left blank, the system date will be used.

Dates

1. From Date
 2. Thru Date
-

Processing Options for VAT Exception Report by Tax Area (R0018P7)

As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print as normal.

2. Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the system date will be used.

Belgian VAT

In Belgium, the taxpayer is liable for collectable VAT and deductible VAT. Collectable VAT is included on sales (Invoices in the A/R system). Deductible VAT is included in the purchase of goods, equipment, and services (Vouchers in the A/P system). Collectable VAT can be offset against any deductible VAT.

EnterpriseOne VAT reporting solution for Belgium includes the following VAT reports:

- | | |
|---|---|
| Monthly VAT Payable Report - Belgium (R74B100) | <ul style="list-style-type: none">• Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes• Reports codes 00, 01, 02, 03, 45, 46, 47, 48, 49, 54, 64, and 98 (future use) |
| Monthly VAT Recoverable Report – Belgium (R74B110) | <ul style="list-style-type: none">• Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes• Reports codes 55, 56, 57, 59, 61, 62, 63, 81, 82, 83, 84, 85, 86, 87, and 99 (future use) |
| Yearly VAT Report - Belgium (R74B150) | <ul style="list-style-type: none">• Creates a flat file for the yearly VAT report for Belgium. The system only selects Belgian customers.• Checks the VAT number; if any errors are located, shows the errors in an exceptions report.• Creates a cover letter for the flat file. |
| Belgium - Yearly VAT Listing (R74B200) | <ul style="list-style-type: none">• Creates the listing for the yearly VAT report for Belgium• Creates a cover letter for the Belgian authorities |

**Quarterly VAT Report – Belgium
(R74B250)**

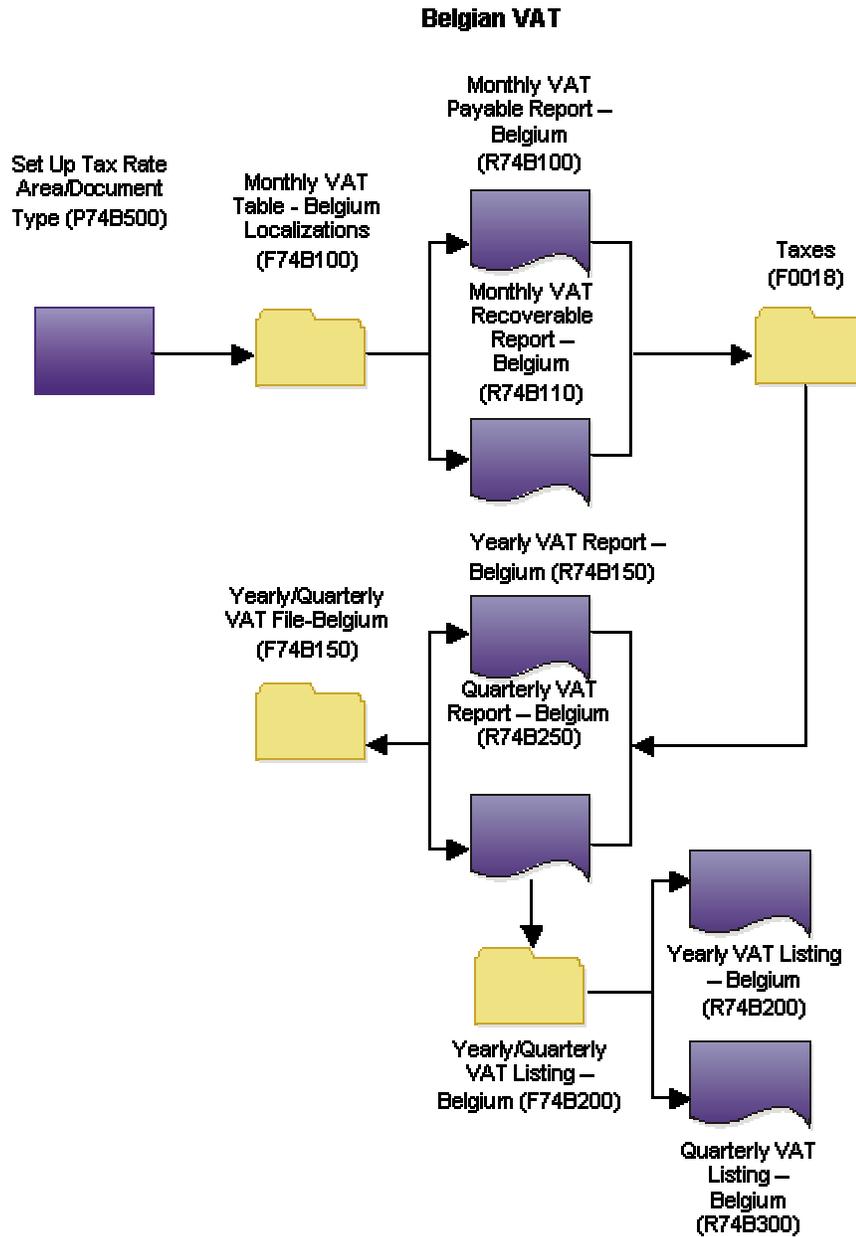
- Creates a flat file for the quarterly VAT report for Belgium. Only non-Belgian EU customers are included.
- Checks the VAT number; if any errors are located, shows the errors in an exceptions report.
- Creates a cover letter for the flat file.

**Quarterly VAT Listing – Belgium
(R74B300)**

- Creates the listing for the quarterly VAT report for Belgium
- Creates a cover letter for Belgian authorities

Each of the reports is a legal requirement of the Belgian government authorities and is based on tax amounts located in the Taxes table (F0018), which is updated at the time of posting.

The following graphic illustrates the Belgian VAT process:



Entering Journal Entries with VAT

If you do business in a country that assesses a recoverable value-added tax (VAT) or similar taxes, you might need to enter a journal entry with VAT.

You use the Journal Entries with VAT program (P09106) when you want to record a taxable entry without updating the Accounts Payable Ledger (F0411) or Customer Ledger (F03B11) tables. For example, you would do this if you wanted to enter bank charges.

The system provides a field for the address book number, which you can use to associate the entry with an employee, supplier, customer, or company. Depending on the setting of the processing option, the system might require an address book number for each detail line (general ledger distribution). You can enter a default address book number in the header area. The system uses this number for address book numbers that you leave blank on detail lines.

When you enter a journal entry with VAT, you can specify either the taxable or gross amount. The system calculates the tax and the amount that you did not specify (gross or taxable) based on the tax rate area. You must use a tax explanation code of V, V+ (tax on tax), or VT (tax only); the program does not accept any other tax explanation codes.

Because only one G/L distribution line might be specified for taxes, the system does not use the default tax rate area based on the business unit entered on the account; however, if the account is set up as taxable, the system will use the tax rate area that is set up for the account if the tax rate area is not specified on the form.

When you enter a journal entry with VAT, the system does the following:

- Automatically updates the Taxes table (F0018)
The system ignores the tax processing options when you post the journal entry.
- Creates Account Ledger records (F0911) for the tax account specified in the AAI item GTxxxx (where xxxx is the G/L offset from the tax rate area)

Note

The system creates the offsetting tax entries when the journal entry with VAT transaction is entered, not when it is posted.

The additional entries that the system creates based on the GTxxxx AAIs cannot be reviewed from the Journal Entries with VAT program. You must use the standard Journal Entries program (P0911) to review these entries. The system differentiates entries that you enter from those that the system creates by updating the ALT5 field in the Account Ledger table (F0911) as follows:

- V
This code identifies the entry as the account entered in the Journal Entries with VAT program that has tax information specified.
- T
This code identifies the entry as the tax account that the system creates based on the AAI item GTxxxx.

- O This code identifies the entry as the offset account entered in the Journal Entries with VAT program (P09106).

You can revise journal entries with VAT in the same way that you revise journal entries without VAT.

- If the journal entry is not posted, the system updates the existing record in the Taxes table.
- If the journal entry is posted, the system writes a revision record in the Taxes table.

You cannot create model or reversing journal entries using the Journal Entries with VAT program.

Example: Journal Entry with VAT

The following example shows a journal entry that was entered in order to record bank charges with VAT taxes using the Journal Entries with VAT program (P09106):

PeopleSoft® Sign Out

Journal Entries with VAT i ? M

OK Delete Cancel Form Row Tools

Batch Number: 6120 Address Number: 0

Doc Type/No/Co: JE 3805 00070 G/L Date: 06/30/05

Explanation: Daily Bank Charges Ledger Type: AA EUR

Currency Code: EUR Exchange Rate: Base Currency: EUR Foreign

Account Number	Taxable Amount	Tax	Tx Ex	Tax Area	Gross Amount	Track Taxes	Description
7001.9250	100,000.00				100,000.00	0	Miscellaneous Expense
70.1240	15,000.00				15,000.00	0	VAT Recoverable
70.1110.BBL	115,000.00-				115,000.00-	0	Banque Bruxelles La

Remaining Amount:

Because the offsetting entry (70.1110.BBL) did not have taxes, the gross amount must equal the sum of the taxable and tax amounts entered for account 70.8630; otherwise, the journal entry is not in balance and the system displays an error message.

The following example shows the same unposted transaction using the Journal Entry program (P0911). The system uses GTxxxx (where xxxx is the G/L offset entered for the tax rate area QUE) to locate the VAT tax account when you enter the journal entry, not when you post it. You cannot review these entries using the Journal Entries with VAT program; you must use program P0911.

PeopleSoft. Sign Out

Journal Entry [?] [?] [?]

OK Delete Cancel Form Row Tools

Batch Number: 28224 Model Percent Reverse

Doc Type/No/Co: JE 1 00070 G/L Date: 06/15/05
 Explanation: Bank Charges Ledger Type: AA EUR
 Currency: EUR Exchange Rate: Base Currency: EUR Foreign

Records 1 - 5 Customize Grid							
<input type="checkbox"/>	Account Number	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
<input type="checkbox"/>	70.8630	1,000.00	Bank Charges				
<input type="checkbox"/>	70.1240	64.40	VAT Recoverable				
<input type="checkbox"/>	70.1240	85.60	VAT Recoverable				
<input type="checkbox"/>	70.1110.BBL	1,150.00-	Banque Bruxelles Lambert				
<input type="checkbox"/>							

Remaining Amount:

Prerequisite

- Set up the tax AAIs for the General Accounting system.

► To enter journal entries with VAT

From the Tax Processing and Reporting menu (G0021), choose Journal Entries with VAT.

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
3. Complete the following optional field in the header area:
 - Address Number
The system copies the value that you enter to the corresponding field in each detail line that you enter.
4. Complete the following fields for each G/L distribution with tax:
 - Account Number
 - Tx Ex
You must use a tax explanation code that begins with V (V, VT, or V+). No other tax explanation codes are valid.
 - Tax Area
5. Complete one of the following fields:
 - Taxable Amount

If you enter the taxable amount, the system calculates the gross amount.

- Gross Amount

If you enter the gross amount, the system calculates the taxable amount.

6. To track taxes by G/L account, enter 1 in the following field:

- Track Taxes

The account must be set up as taxable in the Account Master table (F0901) to accept a value of 1.

7. If necessary, complete the following field in the detail area:

- Address Number

8. Review the calculated tax amount in the following field:

- Tax

If you change the tax amount, the system validates your change against the Tax Rules.

9. Repeat steps 4–8 for each G/L distribution line.

Note

The system updates the Taxable Amount field even when you do not specify tax information. The system uses the gross amount as the taxable amount. The system does not update these journal entry lines in the Taxes table (F0018).

10. Click OK.

Use the Journal Entry program (P0911) to review the system-generated entries.

► **To enter a tax-only journal entry**

From the Tax Processing and Reporting menu (G0021), choose Journal Entries with VAT.

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:

- G/L Date
- Explanation

3. Complete the following optional field in the header area:

- Address Number

4. Complete the following fields for the tax-only G/L distribution:

- Account Number
- Tx Ex

You must use VT.

- Tax Area
5. Complete one of the following fields. The system updates the other field based on the value specified.
 - Gross Amount
 - Tax
 6. To track taxes by general ledger account, enter 1 in the following field:
 - Track Taxes
 7. Complete the G/L distribution for offsetting entries as needed and click OK.

Processing Options for Journal Entries with VAT (P09106)

Addr # Required

1. Enter a '1' if the address book number field is required to be filled in the grid. If left blank no error will be set.

Address Book Number

MBF Version

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

Printing Monthly Payable and Recoverable VAT Reports

Use one of the following navigations:

From the Belgium Localization menu (G74B), choose Monthly VAT Payable Report - Belgium.

From the Belgium Localization menu (G74B), choose Monthly VAT Recoverable Report - Belgium.

The PeopleSoft EnterpriseOne solution for monthly VAT consists of two reports:

- Monthly VAT Payable Report - Belgium (R74B100)
- Monthly VAT Recoverable Report - Belgium (R74B110)

Each report consists of two parts:

- Detail information at the document number levels
- Summary totals per VAT Report Code

You should know the following key concepts about monthly VAT reports:

- Legal Format** The reports must be printed in the legal format. The government authority does not allow any format other than its official paper documents. You should obtain the official paper documents from the Belgian authorities.
- Reporting** VAT returns must be completed for each month on a special form and filed with the local tax office before the 20th day of the following month. You must also pay any excess collected VAT over deductible VAT before that day.
- G/L Date** All vouchers and invoices are included in the monthly reports, based on their G/L date.

Working with the Monthly VAT Payable Report

From the Belgium Localization menu (G74B), choose Monthly VAT Payable Report – Belgium (R74B100).

The Belgian Tax Authorities require monthly VAT reports on the detail of the VAT amounts that are declared on all of your customer invoices. All customers must be included on the report, including Belgian customers, European Union (EU) member customers, and non-EU customers.

The Monthly VAT Payable Report (R74B100) shows the following detail:

- Amounts at the document number levels
- Summary VAT Report code totals

Working with the Monthly VAT Recoverable Report

From the Belgium Localization menu (G74B), choose Monthly VAT Recoverable Report – Belgium (R74B110).

The Belgian Tax Authorities require monthly VAT reports on the detail of the VAT amounts that are declared on all of your supplier vouchers. All suppliers must be included on the report, including Belgian suppliers, European Union (EU) member suppliers, and non-EU suppliers.

The Monthly VAT Recoverable Report (R74B110) shows the following detail:

- Amounts at the document number levels
- Summary VAT Report code totals

Tax Code Columns in the Monthly VAT Recoverable Report

The two columns on the right of the Monthly VAT Recoverable Report – Belgium (R74B110) automatically include the appropriate VAT Legal Code values on those voucher detail items that have been assigned a Tax Rate/Area that includes a Legal Code column not already on the report. The other columns on the report include the most common listing of VAT Legal Code values.

The Code and Amount columns automatically include the voucher VAT tax detail that is not included in the list of columns already on the report. For example, a Tax Rate/Area can be defined to include a Legal VAT code that is not in the original columns.

Note

The Code column header never appears on the report. However, the legal VAT code always appears on the same line as the amount and to the left of the Amount column.

See Also

- *Setting Up Tax Rates and Areas for Belgium* in the *Global Solutions Belgium Guide* for more information about tax codes

Working with the Yearly VAT Report

From the Belgium Localization menu (G74B), choose Yearly VAT Report – Belgium.

The Belgian Tax Authorities require yearly reports that include VAT amounts for all of the customers who were invoiced during the fiscal year. Only Belgian customers need to be reported. The Belgian Tax Authorities require that this information be submitted in electronic form. EnterpriseOne provides both paper and electronic output for this report.

You should know the following key concepts about the Yearly VAT Report - Belgium (R74B150):

Output

The Yearly VAT Report (R74B150) produces a hard copy report in addition to the standard electronic flat file output. Hard copies of the report contain VAT numbers that are incorrect, the directory and file name of the electronic flat file output, and a cover letter for the Belgian Authorities that is submitted along with the electronic flat file output.

You should print two copies of the final report. You give one copy to the government authorities, and you keep one copy on file for audit purposes. Contact the Belgian tax authorities for more information regarding Belgian tax practices.

Processing Options

A processing option allows the user to produce an equivalent hard copy of the Yearly VAT Listing - Belgium (R74B200), which can be printed in the format chosen by the user. This report lists Total Sales by Customer (excluding VAT amounts) and Total VAT amounts by Customer. You can specify the version of the Yearly VAT Listing – Belgium to be printed.

You should not include zero VAT amounts in the electronic flat file. You can set the Minimum Taxable Amount to Report field on the Process tab to exclude all customers under specified amounts.

Report Execution

The report should be executed locally to successfully create the electronic flat file. Two methods are:

- Users can override the default report execution logic settings by choosing Advanced from the Row menu when submitting the report.
- Select the LOCAL option. By selecting the LOCAL option, you direct the report to run locally and allow the creation of the electronic flat file in the local PC directory that is indicated.

Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally.

Running the Report

Each time that you run the report, you must indicate a unique file name for the output. If you run the same report twice with the same file name indicated, you double the data that is contained in the electronic flat file.

Report Validation

This report validates the VAT number, or Tax Identification number, of each customer.

Validation occurs when the report is submitted. If an incorrect VAT number is encountered, the first page of the report output describes the number and the type of error that are encountered.

The VAT number, or Tax Identification number, is stored in the TaxId field (Alias TAX) field that is located in the Address Book Master table (F0101).

If invalid VAT numbers are associated with customer records, you must correct those numbers and rerun the report to avoid a government-assessed penalty.

Note

You should run the report in proof mode until all of the VAT validation issues are corrected.

VAT Numbers

In some cases, such as recognized health care providers, you might not have a VAT number for that customer. In those cases, you can assign 99_NB as a VAT/Tax ID value.

In any case for which you do not know the VAT number, you can enter 99_unknown or 99_onbekend in the VAT/Tax ID field.

Multiple Company Reporting

The VAT Yearly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is accepted by the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities that includes a description of each of the companies and its VAT information.

The Yearly VAT Report - Belgium output shows the following detail:

- Errors encountered by the VAT validation routine (N74B0150), as well as associated error codes. In the example below, BE0003 and BE0001 are the error codes. If the VAT numbers are correct, the first section is blank.
- Errors encountered by the VAT validation routine (N74B0150), as well as associated error codes.
- A message indicating that data was successfully recorded in the electronic flat file output.
- The local PC directory and file name of the electronic flat file output.

Note

The Yearly VAT Report - Belgium output contains a cover letter to submit along with the electronic file output. The cover letter detail is normally translated into either French or Dutch by the customer. EnterpriseOne does not provide a translated version of these reports.

The Yearly VAT Listing - Belgium (R74B200) can also be submitted to the Belgian Tax Authorities. The Yearly VAT Listing produces a separate cover letter and customer detail report.

Prerequisite

- ❑ Specify the processing options for the Yearly VAT Listing – Belgium batch program (R74B200).

See Also

- ❑ *Working With Error Messages in the Development Tools Guide* for information about reviewing error messages

Working with the Quarterly VAT Report

From the Belgium Localization menu (G74B), choose Quarterly VAT Report – Belgium.

The Belgian Tax Authorities require quarterly reports that include VAT amounts for all customers who are located in European Union (EU) member countries, except Belgium. Only non-Belgian EU member customers who are invoiced during the fiscal quarter need to be reported. The Belgian Tax Authorities require that this information be submitted in electronic file output. PeopleSoft EnterpriseOne provides both a paper and electronic version of this report.

You should know the following key concepts about the Quarterly VAT Report - Belgium program (R74B250):

Reporting Year	<p>Quarterly reports must be based on the calendar year, not the fiscal year that is associated with a particular company. The date range is specified in the processing options of the report.</p>
Output	<p>The Quarterly VAT Report program produces a hard copy report, in addition to the standard electronic flat file output. Hard copies of the report contain VAT numbers that are incorrect; the directory and file name of the electronic flat file output; and a cover letter for the Belgian Authorities, which is submitted along with the electronic flat file output. This feature is equivalent to that provided in the Yearly VAT Report – Belgium (R74B150).</p> <p>You should print two copies of the final report. You give one copy to the government authorities, and you keep one copy on file for audit purposes. Contact the Belgian tax authorities for more information regarding Belgian tax practices.</p>
Processing Options	<p>A processing option allows the user to produce an equivalent hard copy of the Quarterly VAT Listing – Belgium report (R74B300), which can be printed in the format chosen by the user. You can specify the version of the Quarterly VAT Listing – Belgium report to be printed.</p> <p>You should not include zero VAT amounts in the electronic flat file. You can set the Minimum Taxable Amount to Report field on the Process tab to exclude all customers under specified amounts.</p>
Report Execution	<p>The report should be executed locally for the successful creation of the electronic flat file. Two methods are:</p> <ul style="list-style-type: none"> • Users can override the default report execution logic settings by choosing Advanced from the Row menu when submitting the report. • Selecting the LOCAL option. By selecting the LOCAL option, you direct the report to run locally and allow for the creation of the electronic flat file in the local PC directory that is indicated. <p>Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally.</p>
Running the Report	<p>Each time that you run the report, you must indicate a unique file name for the output. If you run the same report twice with the same file name indicated, you double the data that is contained in the electronic file output.</p>
Report Validation	<p>This report validates the VAT number, or Tax Identification number, of each customer, according to the validation routines that are appropriate to each EU country.</p> <p>Validation occurs when the report is submitted. If an incorrect VAT number is encountered, the first page of the report output describes the number and the type of error that are encountered.</p> <p>The VAT number, or Tax Identification number, is stored in the TaxId field (Alias TAX) field that is located in the Address Book Master table (F0101).</p> <p>If invalid VAT numbers are associated with customer records, you must correct those numbers and rerun the report to avoid the government-assessed penalty.</p> <p>Note</p> <p>You should run the report in proof mode until all of the VAT validation issues are corrected.</p>

VAT Numbers In some cases, such as recognized health care providers, you might not have a VAT number for that customer. In those cases, you can assign 99_NB as a VAT/Tax ID value.

For any case for which you do not know the VAT number, you can enter 99_unknown or 99_onbekend in the VAT/Tax ID field.

Multiple Company Reporting The VAT Quarterly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is accepted by the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities that includes a description of each of the companies and its VAT information.

The Quarterly VAT Report - Belgium (R74B250) shows the following detail:

- Errors encountered by the VAT Validation routine (N74B0150), as well as its associated error code. Specifically, this routine verifies the following information for these current EU member countries:

Country	Country Code	VAT Number Length
Denmark	DK	8 positions
Germany	DE	9 positions
Finland	FI	8 positions
France	FR	11 positions
Great Britain	GB	9 positions
Ireland	IE	8 positions
Italy	IT	11 positions
Luxembourg	LU	8 positions
Netherlands	NL	11 positions
Austria	AT	9 positions
Portugal	PT	9 positions
Spain	ES	9 positions

- If customers from those countries have incorrect address book information according to this criteria, an error is returned; and the customer address book record must be adjusted.
- If the VAT numbers are correct, the first section is blank.

- A message indicating that data was successfully recorded in the electronic flat file output.
- The local PC directory and file name of the electronic flat file output.

The Quarterly VAT Report, as with the Yearly VAT Report, produces a cover letter that is submitted along with the electronic file output.

Note

The cover letter detail is normally translated into either French or Dutch by the customer. EnterpriseOne does not provide a translated version of these reports.

The Quarterly VAT Listing - Belgium (R74B300) can also be submitted to the Belgian Tax Authorities. The Yearly VAT Listing produces a separate cover letter and customer detail report.

Quarterly VAT Listing - Belgium contains Codes and Note Columns that provide you with the ability to report this information to the Belgian authorities. If you need to report information from these columns to the Belgian authorities, you must customize them. The Quarterly VAT Listing - Belgium is not set up to populate these columns.

Some typical uses of the Code and Notes column are the following:

Code Column You might want to use the code blank or T. The three countries involved must be European member states.

- Company A in country 1 sells and invoices goods to Company B in country 2.
- Company B in country 2 sells and invoices the goods to Company C in country 3.
- Company A in country 1 ships the goods directly to Company C in country 3, and Company B assigns C as the entity that is responsible for VAT registration.

Case 1 - Country 1 = Belgium

Company A reports this as a Category 1 transaction, so the Code field is blank.

Case 2 - Country 2 = Belgium

Company B reports this as a Category 2 transaction, so the Code field is updated with T.

Case 3 - Country 3 = Belgium

Company C has nothing to declare because it does not sell to the EC.

Summary:

T is used if goods are invoiced and delivered to a customer in another EC member state (bill-to and ship-to), and the goods themselves are purchased and shipped immediately from a vendor in another EC member state. The goods do not arrive in the warehouses of the reporting company.

Notes Column You might want to use this column to indicate that manual adjustments have been made to this customer's sales total.

See Also

- *Working With Error Messages in the Development Tools Guide* for more information about reviewing errors

Working with Processing Options for Belgian VAT Reports

Before you run either the VAT Monthly Payable or Recoverable reports, you must complete the following setup.

You must complete the following processing option on the General Ledger Post Report program (R09801). Invoices with VAT amounts must be posted to update the Taxes table (F0018) and appear on the report.

Tax Tab (Update Tax field)	Enter to update the Taxes table (F0018): 1 = VAT or Use Tax only 2 = For all Tax Amounts 3 = For all Tax Explanation Codes Blank = No update to Tax File (Default) Note For the Taxes table (F0018) to update correctly, you must have 1, 2, or 3 as a value in this processing option.
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You should review the following data selections on the Belgian VAT report that you are running:

Monthly VAT Payable Report – Belgium (R74B100)	<ul style="list-style-type: none"> • Data selection options are based on fields from the Taxes table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value. The Company Currency code must be either Belgian Franc (BEF) or Euro (EUR). • Batch type is commonly used as a value for selecting the appropriate data.
Monthly VAT Recoverable Report – Belgium (R74B110)	<ul style="list-style-type: none"> • Data selection options are based on fields from the Taxes table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value. • Batch type is commonly used as a value for selecting the appropriate data.

<p>Yearly VAT Report – Belgium (R74B150)</p>	<ul style="list-style-type: none"> • Data selection options are based on fields from the Taxes table (F0018). • Company and date range are selected by using the appropriate processing option values. • Batch type is commonly used as a value for selecting the appropriate data. • The Yearly VAT Report - Belgium program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection. <p>Note</p> <p>For electronic reporting, the program produces a flat file in the format that is acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.</p> <ul style="list-style-type: none"> • The cover page of the report prints according to the value that you enter in the processing options.
<p>Quarterly VAT Report – Belgium (R74B250)</p>	<ul style="list-style-type: none"> • Data selection options are based on fields from the Taxes table (F0018). • Company and date range are selected by using the appropriate processing option values. • Belgian Customer Invoices are automatically excluded from the report. • Batch type is commonly used as a value for selecting the appropriate data. • The VAT Quarterly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection. <p>Note</p> <p>For electronic reporting, the program produces a flat file in the format that is acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.</p> <ul style="list-style-type: none"> • The cover page of the report prints according to the value that you enter in the processing options.

Processing Options for Monthly VAT Recoverable Report - Belgium (R74B110)

Process Tab

These processing options customize which data the system includes in your report and whether to update the Taxes table (F0018).

1. Period starting date

Use this processing option to specify the first day of the month being reported.

2. Period end date

Use this processing option to specify the ending day of the month being reported.

3. Print Flag

Use this processing option to specify whether to update each individual Print Flag field in the Taxes table (F0018). If you leave this processing option blank, the system updates each individual PrintYN (alias TDPRT1) field in the Taxes table with a Y. This processing option allows you to use the Print (Y/N) field in the Data Selection of the report to exclude previously printed VAT amounts. If you enter a 1 in this processing option, the system does not update this field. You do not have to update the Print Flag field. Valid values are:

Blank

The system updates each individual Print Flag field in the Taxes table (F0018).

1

The system does not update each individual Print Flag field in the Taxes table (F0018).

4. Company

Use this processing option to specify the company for which the system runs the report. You can include only one company per report. You must run this report multiple time for multiple companies.

5. Company Address Number

Use this processing option to specify the address book number associated with the Company address that you want to appear in the header section on each page of the report.

Processing Options for Monthly VAT Payable Report – Belgium (R74B100)

Process Tab

These processing options customize which data the system includes in your report and whether to update the Taxes table (F0018).

1. Period starting date

Use this processing option to specify the first day of the month being reported.

2. Period end date

Use this processing option to specify the ending day of the month being reported.

3. Print Flag

Use this processing option to specify whether to update each individual Print Flag field in the Taxes table (F0018). If you leave this processing option blank, the system updates each individual PrintYN (alias TDPRT1) field in the Taxes table with a Y. This processing option allows you to use the Print (Y/N) field in the Data Selection of the report to exclude previously printed VAT amounts. If you enter a 1 in this processing option, the system does not update this field. You do not have to update the Print Flag field. Valid values are:

Blank

The system updates each individual Print Flag field in the Taxes table (F0018).

1

The system does not update each individual Print Flag field in the Taxes table (F0018).

4. Company

Use this processing option to specify the company for which the system runs the report. You can include only one company per report. You must run this report multiple time for multiple companies.

5. Company Address Number

Use this processing option to specify the address book number associated with the Company address that you want to appear in the header section on each page of the report.

Processing Options for Yearly VAT Report – Belgium (R74B150)

Process Tab

1. Start date

Use this processing option to specify the first day of the year for which you are running the report.

2. End date

Use this processing option to specify the ending day of the year for which you are running the report.

3. Tax exemption

Use this processing option to specify whether an exemption is applicable. Most companies do not claim a tax exemption, although certain smaller companies are eligible. Valid values are:

Blank

A tax exemption is not applicable.

1

A tax exemption is applicable.

4. Article 6 of royal decree nr. 50

Use this processing option to specify whether an article 6 of royal decree nr. 50 is applicable. This decree generally applies to small companies and industries, such as small farm operations. Valid values are:

Blank

An article 6 of royal decree nr. 50 is not applicable.

1

An article 6 of royal decree nr. 50 is applicable.

5. Minimum Taxable Amount to Report

Use this processing option to specify the minimum taxable amount that must be reported.

6. Final Mode

Use this processing option to specify whether the system executes the report in proof or final mode. Valid values are:

Blank

Proof mode

1

Final mode

Print Tab

1. VAT Listing

Use this processing option to specify whether the system prints the VAT Listing report. If you choose to print the report, complete the Version Yearly VAT Listing (R74B200) processing option with the version number of the R74B200 batch program that you want the system to use. If you do not choose to print the report, the system creates only a flat file. Valid values are:

Blank

The system does not print the VAT Listing report.

1

The system prints the VAT Listing report.

2. Version Yearly VAT Listing (R74B200)

Use this processing option to specify the version of the Yearly VAT Listing - Belgium (R74B200) report for the system to print.

File Tab

1. File name

Use this processing option to specify the directory and file name where you want the file to be stored (for example: C:\Belgian Yearly VAT2000.txt). The report should be executed locally in order for the successful creation of the electronic flat file. If you specify a directory and file on your local PC, and submit the report logic to the server, then the server processes do not generate the electronic flat file output on the PC. Two methods for executing the report logic locally are:

1. Users can override the default report execution logic settings by choosing the Advanced row exit when submitting the report and selecting the LOCAL option. By selecting the LOCAL option, you direct the report logic to run locally and allow for the creation of the electronic flat file in the local PC directory that is indicated.

2. Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally. Contact your administrator to arrange this configuration.

Note: This entry must be a new file name, or you must empty the file each time that you run the program.

2. Enter the file length

Use this processing option to specify the file length. The valid value for this processing option is 128.

Defaults Tab

1. Address Number

Use this processing option to enter an Address Number for a contact. The phone number of this record prints on the disk information page of the report. If you leave this processing option blank, the contact information defaults to the User ID Address Number in the F0092 table.

The name and phone number from the Address book record specified in this processing option appears on the cover letter that is generated by the Yearly VAT report (R74B150). The cover letter is on the last page of the report. If you leave this processing option blank, the value defaults to the address book number specified in the User preferences (as stored in the file F0092) of the person submitting the report.

2. Company

Use this processing option to specify the Company for which the report is created. Company information prints on the first two lines of the electronic file output and includes the name, address, and VAT number of the company.

Processing Options for Yearly VAT Listing – Belgium (R74B200)

Options Tab

1. Tax exemption

Use this processing option to specify whether an exemption is applicable. Most companies do not claim a tax exemption, although certain smaller companies are eligible. Valid values are:

Blank

A tax exemption is not applicable.

1

A tax exemption is applicable

2. Start date for exemption

Use this processing option to specify the effective date of the tax exemption.

3. Article 6 or royal decree nr. 50

Use this processing option to specify whether an article 6 of royal decree nr. 50 is applicable. This decree generally applies to small companies and industries such as small farm operations. Valid values are:

Blank

An article 6 of royal decree nr. 50 is not applicable.

1

An article 6 of royal decree nr. 50 is applicable.

4. Intrastat tax return

Use this processing option to specify whether an Intrastat tax return is applicable. Only companies for which the article 6 of royal decree nr. 50 is applicable may have to declare an Intrastat tax return. Valid values are:

Blank

Intrastat tax return is not applicable.

1

Intrastat tax return is applicable.

Processing Options for Quarterly VAT Report – Belgium (R74B250)

Process Tab

These processing options customize which data the system includes in your report.

1. Start date

Use this processing option to specify the first day of the quarter being reported.

2. End date

Use this processing option to specify the ending day of the quarter being reported.

3. Quarter

Use this processing option to specify the reporting quarter. You must specify the quarter by using a value that is set up in the Processing Quarter UDC (07/QU).

4. Minimum Taxable Amount to Report

Use this processing option to specify the minimum taxable amount to report.

5. Proof or Final Mode. Enter '1' to run in Final Mode

Use this processing option to specify whether the system runs the report in proof or final mode. Valid values are:

Blank

Proof mode

1

Final mode

Print Tab

These processing options specify whether the VAT Listing prints, as well as which version is printed.

1. VAT Listing

Use this processing option to specify whether the system prints the VAT Listing report. If you choose to print the report, complete the Version Quarterly VAT Listing (R74B300) processing option with the version number of the R74B300 batch program that you want the system to use. If you do not choose to print the report, the system creates only a flat file. Valid values are:

Blank

The system does not print the VAT Listing report.

1

The system prints the VAT Listing report.

2. Version Yearly VAT Listing (R74B200)

Use this processing option to indicate the version of the Quarterly VAT Listing - Belgium (R74B300) report that the system prints.

File Tab

These processing options specify where the system stores the report output, as well as the file length.

1. File name

Use this processing option to specify the directory and file name where you want the file to be stored (for example: C:\Quarterly VAT1.txt). The report should be executed locally in order for the successful creation of the electronic flat file. If you specify a directory and file on your local PC, and submit the report logic to the server, then the server processes do not generate the electronic flat file output on the PC. Two methods for executing the report logic locally are:

1. Users can override the default report execution logic settings by choosing the Advanced row exit when submitting the report and selecting the LOCAL option. By selecting the LOCAL option, you direct the report logic to run locally and allow for the creation of the electronic flat file in the local PC directory that is indicated.

2. Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally. Contact your technical administrator to arrange this configuration.

Note: This entry must be a new file name, or you must empty the file each time that you run the program.

2. Enter the filelength

Use this processing option to specify the file length. The valid value for this processing option is 128.

Defaults Tab

These processing options specify the contact information for the report, as well as the company for which the report is created.

1. Address Number

Use this processing option to enter an Address Number for a contact. The phone number of this record prints on the disk information page of the report. If you leave this processing option blank, the contact information defaults to the User ID Address Number in the F0092 table.

The name and phone number from the Address book record indicated in this processing option appears on the cover letter that is generated by the Quarterly VAT report (R74B250). The cover letter is on the last page of the report. If you leave this processing option blank, the value defaults to the address book number specified in the User preferences (as stored in the file F0092) of the person submitting the report.

2. Company

Use this processing option to specify the Company for which the report is created. Company information prints on the first two lines of the electronic file output and includes the name, address, and VAT number of the company.

Printing Invoices With an Attached International Payment Instruction (IPI)

From the Statement Reminder Processing menu (G03B22), choose Invoice Print with International Payment Instruction.

You use International Payment Instructions (IPI) for cross-border invoice settlements. When you originate invoicing from the Accounts Receivable system, you can choose to print your invoices with an attached IPI form. To print invoices with attached IPI forms, you must use preformatted invoices that contain the IPI form. The system processes and formats data from PeopleSoft EnterpriseOne tables, and prints the information in the appropriate places on the IPI form.

IPIs must be printed in English, but they can also contain a second language. Some countries require that you print IPI forms with a secondary language; for some countries, the use of a secondary language is optional. The European Committee for Banking Standards publishes the requirements for IPIs. You specify the secondary language by choosing a value in the IPI - Languages and Countries UDC table (00/IL).

The IPI form contains the four sections described below:

- Ordering Customer

The Ordering Customer section contains the name, address, and account number of your customer. The system uses the name, address, and account number (CBNK) that are associated with the invoice to which the IPI is attached. Your customer sends the IPI to the bank for processing, and the bank credits your account with the specified amount.

- Beneficiary

The Beneficiary section contains your company name, and the bank name and account number that you specify in processing options.

- Amount to be paid

The Amount to be paid section contains the amount and currency of the transaction, as well as a code to indicate who is responsible for paying the bank fees that are associated with the transaction. You specify the code for the bank fees in a processing option; the system uses the amount and currency from the transaction.

- Signature

The system does not print the signature.

Data Selection

When you set your data selection for the Invoice Print with International Payment Instruction program (R03B5053), you should filter out credit memos and other non-positive invoices. You can filter out these invoices by specifying that the Amount Open (AAP) is greater than zero. You should also designate in the Payment Instrument UDC table (00/PY) the code to use for invoices with attached IPIs, and then choose that payment type in your data selection.

Note

The Invoice Print with International Payment Instruction program does not write error messages to the Work Center; however, you can view error messages in the UBE log if you use UBE logging. If the Invoice Print with International Payment Instruction program encounters errors, it prints a blank invoice.

Prerequisite

- ❑ Set up the IPI – Languages and Countries UDC (00/IL).

Processing Options for Invoice Print with International Payment Instruction (R03B5053)

Defaults Tab

1. Invoice Print Date

Blank = Current date

Use this processing option to specify the date that will appear on the invoices. If you leave this processing option blank, the system uses the current date.

2. Customer Bank Account Type

Blank = D

Use this processing option to specify the type of bank account of the ordering customer. The system uses this account type code to retrieve the bank account number of the ordering customer. The code you enter must exist in the Bank Type Code UDC (00/BT) table. If you leave this processing option blank, the system uses bank type D.

3. Customer Address Format

Blank = 00

Use this processing option to specify the IPI - Address Line Sequencing code. This code determines the combination of the values for the Postal Code, City, and Country that the system includes as the second address line of the ordering customer's address on the International Payment Instruction. The code that you enter must exist in the IPI - Address Line Sequencing (00/IA) UDC table. If you leave this processing option blank, the system uses 00 (Postal Code City).

4. Beneficiary Bank Account

Blank = Use RBxxx AAI

Use this processing option to specify the beneficiary's G/L bank account number on the International Payment Instruction. The system uses this account number to locate the corresponding bank account information from the Bank Transit Master table (F0030), including the IBAN and SWIFT bank identification code. If you leave this processing option blank, the system uses the account associated with the RB AAI.

5. Beneficiary Bank Account Format

Blank = Use the International Bank Account Number (IBAN)

1 = Use the National Bank Account Number

Use this processing option to define the beneficiary's bank account format on the International Payment Instruction (IPI). Typically, you use the International Bank Account Number format (IBAN) from the Bank Transit Master table (F0030). In some cases you can use a national account number (CBNK) from the Bank Transit Master table instead of the IBAN. Valid values are:

Blank

Use the IBAN as the bank account format.

1

Use the CBNK as the bank account format.

6. Beneficiary Bank Name

Blank = Use SWIFT Bank Identification Code (BIC)

1 = Use Bank Name

Use this processing option to define the beneficiary's bank name on the International Payment Instruction (IPI). The IPI allows you to present the bank name in one of two formats. You can either use the SWIFT Bank Identification Code (BIC), stored as SWFT in the Bank Transit Master table (F0030), or you can use the name of the bank. Valid values are:

Blank

Use the BIC code.

1

Use the bank name.

7. Details of Payment

Blank = 00

Use this processing option to specify the data that appears in the Details of Payment section on the International Payment Instruction (IPI). You choose a hard-coded value from the IPI - Details of Payment UDC table (00/IP). If you leave this processing option blank, the system uses 00. Valid values are:

00

Unstructured - DOC. The system writes the value from the DOC field in the Customer Ledger (F03B11) table to the Details of Payment section of the IPI.

01

Unstructured - DOC, DCT, & CO. The system concatenates the values in the DOC, DCT, and CO fields in the Customer Ledger table and writes the concatenated string to the Details of Payment section of the IPI.

02

Unstructured - DOC & AN8. The system concatenates the values in the DOC and AN8 fields in the Customer Ledger table and writes the concatenated string to the Details of Payment section of the IPI.

8. Charges Paid By

Blank = 0

Use this processing option to specify the entity responsible for paying the bank charges associated with the International Payment Instruction (IPI). The value that you enter must exist in the IPI - Charges Paid By UDC table (00/IC). If you leave this processing option blank, the system uses 0 (Ordering Customer). Valid values are:

0

Ordering Customer

1

Beneficiary

2

Shared/Both

9. IPI Form Type

Blank = 03

Use this processing option to specify the type of preformatted International Payment Instruction form to use. The value that you enter must exist in the IPI - Form Types UDC table (00/IF). If you leave this processing option blank, the system uses 03 (Black - Unstructured). Valid values are:

00

Blind Colour - Structured

01

Blind Colour - Unstructured

02

Black - Structured

03

Black - Unstructured

04

Drop Out - Structured

05

Drop Out - Unstructured

Print Tab

1. Tax Amounts

Blank = Do not print tax amounts.

1 = Print tax amounts.

Use this processing option to specify whether tax amounts appear on the invoices. Valid values are:

Blank

Tax amounts do not appear on invoices.

1

Tax amounts appear on invoices.

2. Attachments

Blank = Do not print attachments on the invoice.

1 = Print attachments on the invoice.

Use this processing option to specify whether generic text that is associated with the invoice appears on the invoice. Valid values are:

Blank

Do not include generic text attachment.

1

Include generic text attachment.

3. Customer Bank Account Number

Blank = Do not print the customer's bank account number.

1 = Print the customer's bank account number.

Use this processing option to specify whether the customer's bank account number appears on the International Payment Instruction portion of the invoice. Valid values are:

Blank

Do not include the customer's bank account number.

1

Include the customer's bank account number.

4. Customer Name and Address

Blank = Do not print the customer's name and address.

1 = Print the customer's name and address.

Use this processing option to specify whether the name and address of the customer appears on the International Payment Instruction portion of the invoice. Valid values are:

Blank

Do not include the customer's name and address.

1

Include the customer's name and address.

5. Details of Payment

Blank = Do not print the details of payment.

1 = Print the details of payment.

Use this processing option to specify whether the system completes the payment details section on the International Payment Instrument portion of the invoice. Valid values are:

Blank

Do not complete the payment details section.

1

Complete the payment details section. The system prints in the payment details section the data that you specified in the Details of Payment processing option on the Defaults tab.

6. Charges To Be Paid By

Blank = Do not print the charges to be paid by information.

1 = Print the charges to be paid by information.

Use this processing option to specify whether the system completes the charges to be paid section on the International Payment Instrument portion of the invoice. Valid values are:

Blank

Do not complete the charges to be paid section.

1

Complete the charges to be paid section.

7. IPI Currency and Currency Amounts

Blank = Do not print the currency and related amount on the IPI.

1 = Print the currency and related amount on the IPI.

Use this processing option to specify whether the currency and amount appear on the International Payment Instruction portion of the invoice. Valid values are:

Blank

Do not print the currency and amount.

1

Print the currency and amount.

Process Tab

1. Maximum IPI Amount

Blank = 999999,99

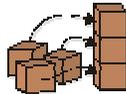
Use this processing option to specify the maximum amount allowed for an International Payment Instruction (IPI). If the IPI is greater than this amount, the system will not generate an IPI. If you leave this field blank, the system uses 999,999.99 as the maximum IPI amount.

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Step 1.
Set up auto
withholding.



Step 2.
Run Cash
Requirements



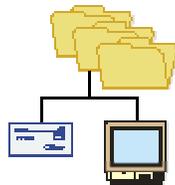
Step 3.
Decide what to pay. Use Speed
status Change to put all other
payments on hold.



Step 4.
Create payment
groups.

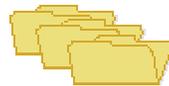


Step 5.
Review the Payment Group Edit
report and the Payment analysis
report (optional).



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.

Setting Up Bank Account Information

You must set up bank account information if you process Accounts Payable payments or use specific Accounts Receivable applications, such as draft processing and auto debit processing. Depending on the type of information that you process, you must set up bank account information for your company's bank accounts, as well as for your suppliers or customers.

The system provides the following programs for setting up bank account information:

- **Bank Account Information (P0030G)** – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.
- **Bank Account Cross Reference (P0030A)** – You use this program to set up bank account information for your suppliers and customers. If you process Accounts Payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, Accounts Receivable drafts, or automatic debits, you must set up bank account information for the customer.
- **Bank Account Addresses (P0030A)** – You use this program if you want to associate a bank transit number with a bank address book record.

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from suppliers who process automatic payments.

The following table describes the available record types and how they are used:

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B).

P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A).
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

Although the same program is used for the Bank Account Cross Reference and Bank Account Addresses applications, the system displays a different form for each application, as follows:

- If you choose Bank Account Cross Reference, the system displays the Work With Bank Accounts By Address form (W0030AD).
- If you choose Bank Account Addresses, the system displays the Work With Bank Transit Addresses form (W0030AE).

You can also access this form by choosing Bank Transit from the Form menu on Work With Bank Accounts by Address.

See Also

- *Setting Up Multiple Bank Accounts for Suppliers* in the *Accounts Payable Guide* for detailed setup instructions

► To set up G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

From the Automatic Debiting menu (G03B131), choose G/L Bank Accounts

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To add a new bank account record, click Add.



Bank Account Information - Set Up G/L Bank Account

OK	Cancel	Form	Tools
G/L Bank Account	<input type="text" value="1.1110.BEAR"/>		
Description	<input type="text" value="Bear Creek National Bank"/>		
Payment Information			
Next Payment Number	<input type="text" value="5048"/>	Next Autodebit Number	<input type="text" value="2"/>
Default Print Options			
Number of Alignment Forms	<input type="text" value="2"/>		
Detail Lines Per Stub	<input type="text" value="10"/>		

3. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
4. Complete the following optional field for Accounts Payable payment processing:
 - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
 - Next Autodebit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
 - Number of Alignment Forms
 - Detail Lines Per Stub
7. Click OK, and then click Cancel.
8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.



Bank Account Information - Revise Bank Information

OK	Cancel	Form	Tools
G/L Bank Account	1.1110.BEAR		
Description	Bear Creek National Bank		
Bank Address Number	<input type="text"/>		
Bank Transit Number	107004381	Float Days	
Bank Account Number	3664831509	Receivables	<input type="checkbox"/>
IBAN	<input type="text"/>	Payables	<input type="checkbox"/>
Control Digit	<input type="text"/>		
Checking or Savings Account	0	<i>Checking account</i>	
SWIFT Code	<input type="text"/>		
Bank Country Code	<input type="text"/>		
<input type="checkbox"/> Override Supplier Pre-Note Code			

9. On Revise Bank Information, complete the following fields:

- Bank Address Number
This is the bank's address book number.
- Bank Transit Number
You can leave this field blank.
- Bank Account Number
- Control Digit
- Checking or Savings Account
- SWIFT Code

10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

Note

Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.

11. Complete the following options if you use float days:
 - Receivables
This field is used only in Accounts Receivable draft processing.
 - Payables
12. Click OK.
13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.
14. On Revise BACS Information, complete the following fields and click OK:
 - Bank User Number
 - Reference/Roll Number
 - Bank Reference Name
15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.
16. On Work With Bank Account X12 Information, click Add.
17. On Set Up Bank Account X12 Information, complete the following fields and click OK:
 - Authorization Info Qualifier
 - Authorization Information
 - Security Info Qualifier
 - Security Information
 - Interchange Sender ID
 - Interchange Receiver ID
 - Application Sender's Code
 - Application Receiver's Code

► To delete or revise G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

From the Automatic Debiting menu (G03B131), choose G/L Bank Accounts

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.
3. On Confirm Delete, click OK.
4. To revise payment information or default print options, choose the bank account record and choose Revise from the Row menu.
5. On Set Up G/L Bank Account, revise any of the fields on the form and click OK.
6. To revise additional bank information, such as the bank transit or account numbers, on Work With G/L Bank Accounts, choose the bank account record and choose Bank Info from the Row menu.
7. On Revise Bank Information, revise any of the fields on the form and click OK.
8. To revise BACS information, on Work With G/L Bank Accounts, choose the bank account record and choose BACS Info from the Row menu.
9. On Revise BACS Information, revise any of the fields on the form and click OK.
10. To revise CTX information, on Work With G/L Bank Accounts, choose X12 Info from the Form menu.
11. On Work With Bank Account X12 Information, click Find, choose the bank account, and click Select.
12. On Set Up Bank Account X12 Information, revise any of the fields on the form and click OK.

► **To set up supplier and customer bank account information**

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

From the Automatic Debiting menu (G03B131), choose Customer Bank Account.

1. On Work With Bank Accounts by Address, click Find to display all bank account information, or complete the following field to limit the display and click Find:

- Address Number

Note

The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

2. To add a new bank account record, click Add.



Bank Account Cross-Reference - Set Up Bank Accounts By Address

OK	Cancel	Form	Tools
Address Number		<input type="text" value="1001"/>	<i>AB Common</i>
Record Type			
<input checked="" type="radio"/> Supplier <input type="radio"/> Customer <input type="radio"/> A/R Drafts, Auto Debit <input type="radio"/> Auto Receipts Payor			
Bank Information			
Bank Transit Number	<input type="text" value="111255000"/>		
Bank Account Number	<input type="text" value="1225545454"/>		
Control Digit	<input type="text"/>		
IBAN	<input type="text"/>		
Description	<input type="text" value="Bank Transit Account"/>		
Checking or Savings Account	<input type="text" value="0"/>	<i>Checking account</i>	
SWIFT Code	<input type="text"/>		
Reference/Roll Number	<input type="text"/>		
Bank Address Number	<input type="text" value="0"/>		
Bank Country Code	<input type="text"/>		

3. On Set Up Bank Accounts By Address, complete the following field:
 - Address Number
4. To specify the record type, choose one of the following options:
 - Supplier
 - Customer
 - A/R Drafts, Auto Debit
 - Auto Receipts Payor
5. Complete the following fields:
 - Bank Transit Number
You can leave this field blank.
 - Bank Account Number
 - Control Digit
 - IBAN

- Description
- Checking or Savings Account
- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

Note

Some of the fields are required for specific bank formats in specific countries. Your bank might not require all of this information.

- Bank Address Number
- Bank Country Code

6. Click OK.

► **To delete or revise supplier or customer bank account information**

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

From the Automatic Debiting menu (G03B131), choose Customer Bank Account.

1. On Work With Bank Accounts By Address, complete the following field and click Find:

- Address Number

Note

The system displays all bank account records for suppliers and customers only. The system does not display bank account records for record types B, G, or M.

2. To delete a bank account record, choose the record and choose Delete from the toolbar.

3. On Confirm Delete, click OK.

4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

► **To set up bank transit numbers by bank address**

You can associate a bank transit number with a bank's address book number.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses.

Note

You can also access this form by choosing Bank Transit from the Form menu in the Bank Account Cross Reference program.

1. On Work With Bank Transit Addresses, click Add.

The screenshot shows the PeopleSoft interface for setting up bank transit addresses. At the top, the PeopleSoft logo is visible. Below it, the title bar reads "Bank Account Addresses - Set Up Bank Transit Address". A toolbar contains "OK", "Cancel", and "Tools" buttons. The main form area has a "Bank Transit" field containing "852200451". Below that is an "Address Number" field containing "3003" and a label "CSC Corporation". The "Address" field is a multi-line text area containing "CSC Corporation", "43 Biltmore Plaza", and "Scottsdale AZ 85257".

2. On Set Up Bank Transit Address, complete the following fields and click OK:
 - Bank Transit
 - Address Number

The system creates a record in the Bank Transit Master table (F0030) with the record type B.

Note

You can revise the address book number that is associated with the bank transit number by locating the bank transit record and choosing Revise from the Row menu. If you need to revise the bank transit number, choose the record and delete it, and then add it again.

Working with 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; and can include checks, magnetic tapes, and drafts. You must set up a payment instrument for each payment format that you use.

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 one or more of the following:

- Payment registers
 - A printed list of payments.
- Attachments
 - A printed report that contains the detail information which does not fit on a payment stub.
- Debit statements
 - A printed list of debit balances. This printed list is debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out on 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 the Auto Payment Detail program (P04573), which is for 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 of instrument drawn on a different bank account.

Payment Instrument Codes

You set up payment instrument codes in UDC 00/PY, and then use the Set Up Payment Instrument Defaults form to associate payment instruments with each payment instrument code.

Note

You can use any digit or letter as a payment instrument code except for the letters B, C, D, G, and M. These letters are hard-coded for use in the Bank Type Code field and might cause problems if you use them for payment instruments.

You designate a payment instrument code using the Supplier Master Information program (P04012). When you create payment groups, the system creates a different payment control group for each payment instrument.

If you assign a bank account to a payment instrument, the system uses the payment instrument default, or the combination of the payment instrument and the bank account, to produce payments in a specific default format.

Working with Belgian Payment Formats

PeopleSoft EnterpriseOne supports the following country-specific automatic payment formats for Belgium:

Create A/P Bank Diskette – Belgium Foreign (R04572L2) – The Belgian foreign payment format. This payment format is based on the current Belgian banker association standard and allows clients to write electronic funds transfers to foreign suppliers.

Create A/P Bank Diskette – Belgium Domestic/EURO (R04572L3) – The Belgian domestic and euro compliant payment format. This payment format is based on the current Belgian banker association standard. This format allows clients to write EFT to domestic suppliers.

Prerequisite

- ❑ Set up a code on user defined codes table 00/PY for each payment instrument that you use, and set up codes on user defined codes table 04/PP for your payment programs. See *Setting Up User Defined Codes* in the *Global Solutions Belgium Guide*.

Working with the Foreign Payment Format

The Create A/P Bank Diskette - Belgium Foreign (R04572L2) payment format is used for payments to foreign suppliers. When you run the Create A/P Bank Diskette - Belgium Foreign program, it creates the following output and generates a standard bank formatted output file in the following tables:

Create A/P Bank Diskette - Belgium Foreign (R04572L2)	Produces a cover page in the standard printed format
Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)	Produces an attachment in the standard printed format
A/P Payment Tape (F04572OW)	The standard Electronic Funds Transfer file in the EnterpriseOne payment processing cycle
Text Processor Header (F007101)	The header record for the Text File Processor program (P007101)
Text Processor Detail Table (F007111)	The detail record for the Text File Processor program (P007101)

Note

You can use either the A/P Payment Tape table (F04572OW) or Text Processor files to extract payment details from the EnterpriseOne system.

The cover page contains the following details:

Principal	The name and address of the company that is remitting the payment.
Registration Number	The file ID for the A/P Payment Tape table (F04572OW).
Ordering Customer's Account Number	The bank transit number that is associated with the company account which is being used for payment. This information is found in the Bank Transit Master table (F0030) that is associated with that account.
Name of Medium File	The name of the report that creates the file.
Creation Date	The date when the file is created.
Number of Data Records	The number of data records created in the A/P Payment Tape table (F04572OW).
Number of Payment Orders	The number of separate payments that are included in the file.
Total of Amounts	The total amount of the payments added together.

When you run the Create A/P Bank Diskette - Belgium Foreign program, a standard payment attachment is created by the payment attachment program that is associated with this payment group. As with standard payment processing, the payment attachment contains the invoice numbers that are included in the payment.

Considerations for the Foreign Payment Format

To correctly populate the bank's address in the output file from the Create A/P Bank Diskette – Belgium Foreign program (R04572L2), you must complete either of the following fields:

- SWIFT Code on the Set Up Bank Accounts by Address form
- Address Number on the Set Up Bank Transit Address form

When you complete the SWIFT Code field, the SWIFT Code and the supplier's account number create a unique bank/bank account number combination in the bank file. When you complete the Address Number field for the bank, the bank's mailing address and the supplier's account number create a unique bank address/bank account number combination in the bank file.

Caution

PeopleSoft recommends completing the SWIFT Code field and leaving the Address Number field blank. If you complete both fields, the system uses the SWIFT Code.

See Also

- *Setting Up Bank Account Information* in the *Global Solutions Belgium Guide* for information about setting up the SWIFT Code and bank transit numbers

Processing Options for Create A/P Bank Diskette - Belgium Foreign (R04572L2)

Bank Info

1. Enter one of the following to indicate the bank's payment method: blank = Normal SWIFT, TLX = Urgent SWIFT (Other codes available from the bank)

Bank's Payment Method :

2. Enter the cost code to indicate where the bank's charges will be applied: NOR = Normal costs, BEN = All costs to beneficiary, OUR = All costs to orderer

Cost Code :

Diskette

3. Enter the following default values :

Device Name

Tape Density

Label Name

Block Size

New Volume Name

New Owner ID

File Name

The Domestic Belgium Payment Format

The Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3) payment format is used for payments to domestic suppliers. When you run the Create A/P Bank Diskette - Belgium Domestic/EURO program, it creates the following output and generates a standard bank formatted output file in the following tables:

Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)	Produces a cover page and a reference list in the standard printed format
Bank Payment Detail List - Belgium (R74GHP70)	Produces a bank payment detail list in the standard printed format (optional)
A/P Check Processing - Special Check Attachment (R04573)	Produces a standard attachment to the payment (optional)
A/P Payment Tape (F04572OW)	The standard electronic funds transfer file in the EnterpriseOne payment processing cycle
Text Processor Header (F007101)	The header record for the Text File Processor program (P007101)
Text Processor Detail Table (F007111)	The detail record for the Text File Processor program (P007101)

Note

You can use either the A/P Payment Tape table (F04572OW) or Text Processor files to extract payment details from the EnterpriseOne system.

The reference list contains the following details:

- Registration Number** This number identifies the file in A/P Payment Tape table (F04572OW).
- Payment From** The bank transit number that is associated with the company account which is being used for payment. This information is found in the Bank Transit Master table (F0030) that is associated with that monetary account.
- Payment To** This line identifies the payee's bank account number.
- Detail Section** This section includes the document type, document number, invoice number, invoice date, payment amount, and due date.

In addition to the reference list and cover page, an additional report is generated by the domestic payment program. The Bank Payment Detail List - Belgium program (R74GHP70), or Remittance letter, generates a hard copy of detail information that is included in the electronic file. It contains additional detail information about the electronic payment.

Processing Options for Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)

Diskette

1. Enter Execution Date. When blank the current date will be taken.

Execution Date :

2. Duplicate Generation. Enter a 1 to indicate that this is not the first generation of the diskette. A 'D' will be placed in the Header Record of the diskette.

Duplicate :

3. Enter the following default values :

Device Name :

Label Name :

New Volume :

New Owner Id :

File Name

Reference List

1. Print Reference List. 1=Always Print Reference List. Otherwise a Reference List will only be printed for the payee whose invoice numbers hit the max of the Bank Message Field

Print Reference List

2. Print Bank Payment Detail List. 1=Print the Bank Payment Detail List

Print Bank Payment Detail List

Currency

1. EURO Currency Code. When this currency code equals the currency code of the payment (F04572) then the Euro Bank Payment Format will be taken. Otherwise the BEF Bank Payment Format will be taken

EURO Currency Code :

Setting Up Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS (Bank Automated Clearing System), and so on. You must define the payment instruments that your business uses. Clients outside the U.S. must set up payment instruments that are country specific for their automatic payments. You control the format of each payment instrument by choosing programs and versions of the programs that produce each component of a payment. These components include the following:

- Payment. This is the printed copy or tape table for the payment.
- Payment register. This is the printed list of payments.
- Attachment. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statement. This is a printed list of debit balances that indicates that you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

The Payment Instrument Defaults program (P0417) includes all of the default programs associated with each component. The default program information is stored in the A/P Payments - Default Print and Update table (F0417).

You assign a program number to each component of a payment instrument. For example, you might assign program P04573 (for print standard attachments) to the attachments component of a payment instrument. The system accesses this program and produces the appropriate type of attachment.

You are not limited to using the preassigned programs for each payment instrument. For example, if the default method of payment for your company is to print a check that is in a Canadian format, you can change the payment print program for the blank payment instrument from Print Payments – Standard (P04572) to Print Payments - Canada (P04572C).

You are able to narrow your selections for each component even further by selecting a version of each program that will write the components. The advantage of this is that you can use different processing options or data selection in the versions, based on your needs.

A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open vouchers for a supplier net to zero. The system assigns a debit statement number as the payment number for the payment record, clears the open amounts of all records, and changes the pay status to paid.

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

See Also

- *Working with Payment Groups* in the *Accounts Payable Guide* for more information about the payment process

Prerequisite

- Determine what payment instruments you use.
- Set up additional codes in UDC 00/PY for payment instruments, if necessary.

► **To assign programs to a payment instrument**

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

1. On Work With Payment Instrument Defaults, click Find to display payment instruments.
2. Choose the payment instrument and click Select.

Print Programs			
Payments	<input type="text" value="P04572"/>	<i>Print Payments - Standard</i>	Print Version <input type="text"/>
Payment Register	<input type="text" value="P04576"/>	<i>Payment Register - Standard</i>	Register Version <input type="text"/>
Attachments	<input type="text" value="P04573"/>	<i>Print Attachments - Standard</i>	Attachment Version <input type="text"/>
Debit Statements	<input type="text" value="P04574"/>	<i>Print Dbt Statement - Standard</i>	Debit Version <input type="text"/>

3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
 - Payments
 - Payment Register
 - Attachments
 - Debit Statements
4. Enter a version number in any of the following optional fields for the corresponding print program:
 - Print Version
 - Register Version
 - Attachment Version
 - Debit Version
5. Click OK.

See Also

- *Processing Options for Create Payment Control Groups (R04570)* in the *Accounts Payable Guide* for information about how to prevent a debit balance from generating a debit statement

► **To revise processing options for payment instrument formats**

Some of the programs associated with a payment instrument have processing options that further define the format of each component of a payment instrument. Review and, if necessary, revise these processing options before using each program.

The payment instrument formats use the Rxxxx convention (where xxxx equals the program number), whereas the program format used in the payment instrument defaults is Pxxxx. For example, to access the format for P04572, the standard print payment format, you enter R04572 in the Batch Application field, and click Find.

From the System Administration Tools menu (GH9011), choose Batch Versions.

1. On Work With Batch Versions - Available Versions, enter the program number in the following field and click Find:
 - Batch Application
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

► **To assign a payment instrument to a supplier**

When you print payments, the system uses the payment instrument assigned to the voucher. Typically, you set up the most commonly used payment instrument as the default, so you do not have to define a payment instrument for each supplier. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

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

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.
3. On Supplier Master Revision, click the Vouchers tab and complete the following field:
 - Payment Instrument
4. You can also select the following optional box:
 - Pre-Note Code
5. Click OK.

To assign or change a payment instrument associated with vouchers entered previously, use Speed Status Change.

Processing Options for Payment Instruments

The following subsections include processing options for the payment instrument formats.

Processing Options for Print Automatic Payments – Standard Format (R04572)

Translation Tab

1. Translation Program

Use this processing option to specify the translation program to use when translating the amount of the payment into words. Enter a valid program from UDC 98/CT. If you leave this processing option blank, the system uses the translation program that is associated with the payment currency.

Defaults Tab

1. Address Format (FUTURE)

Use this processing option to specify a different address format for the payee and company addresses. This option applies only if you enter 1 in the Company Information and Payee Information processing options. If you leave this processing option blank, the system uses the country format that is associated with the payment currency.

Select Tab

1. Company Information

Blank = Do not print

1 = Print

Use this processing option to specify whether to print the company name and address on the payment stub.

Valid values are:

Blank

Do not print the company name and address on the payment stub.

1

Print the company name and address on the payment stub.

2. Payee Information

Blank = Do not print

1 = Print

Use this processing option to specify whether to print the payee name and number on the payment stub.

Valid values are:

Blank

Do not print the payee name and number on the payment stub.

1

Print the payee name and number on the payment stub.

3. Purchase Order

Blank = Supplier invoice number

1 = Purchase order number

Use this processing option to specify whether to print the supplier invoice number or the purchase order number on the payment stub. Valid values are:

Blank

The system prints the supplier invoice number.

1

The system prints the purchase order number.

4. Alternate Stub Information

Blank = Remark

1 = Supplier name

2 = Supplier invoice number

Use this processing option to specify alternate information for the system to print on the payment stub.

Valid values are:

Blank

Remark

1

Supplier name

2

Supplier invoice number

Print Tab

1. Form Type (FUTURE)

Use this processing option to specify the form type for the payment spool file. If you leave this processing option blank, the system uses form type APCHECKS.

Processing Options for Print Automatic Payments – Draft Format (R04572N)

Address

1. Enter an override address format.
country format will be used.

If left blank, the address number's

Address Format (FUTURE)

Payment

1. 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

Print Information

Print

1. Enter the Forms Type for the Payments Spool File.

If left blank, the default is

'APCHECKS'

Form Type (FUTURE)

Processing Options for Create A/P Bank Tape – CTX Format (R04572T2)

Process Tab

1. File ID Modifier

Use this processing option to specify the one-character file identification modifier. This value is used to differentiate between multiple files created on the same date on the tape. You can enter any alphanumeric character. If you enter more than one character, only the first character is used. The default value is 1.

2. Tape Payment Detail Description

Use this processing option to specify the tape payment detail description of the tape. You can enter up to 10 characters. For example, enter EXP REIMB to indicate that the payment is an expense reimbursement. The bank might print this description on the supplier's bank account statement.

3. Immediate Origin

Use this processing option to specify the 10-character immediate origin. The system populates this value in positions 14-23 of Header Record 1. If you enter only 9 characters or digits, the system right justifies the information and places a blank space in the first position of this field. If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the bank account's company does not contain a tax identification number, the clearing house rejects the tape.

4. Identification Code Designator

Use this processing option to specify the 10-character company identification number. The system populates this value in positions 41-50 of Record 5 and positions 45-54 of Record 8. For the identification code designators (ICDs), you can enter either a user defined value or enter one of the following values to precede the company identification number:

1

Internal Revenue Service employer identification number (EIN)

3

Data universal number system (DUNS)

9

User assigned number

If you leave this processing option blank, the system uses the tax identification number contained in the address book record for the bank account's company. If you leave this processing option blank and the address book record for the company does not contain a tax identification number or is less than 10 characters, the clearing house rejects the tape.

5. Discretionary Data

Use this processing option to specify the value for the system to use in the discretionary data field on the company/batch header record in positions 21-40 of header record 5. If you leave this processing option blank, the system leaves the discretionary data field blank. Enter any alphanumeric value.

Print Tab

1. Print Program

Use this processing option to specify the payment print program for the system to use if the Pre-Note Code option on the supplier master record is turned on.

Tape Tab

1. Device Name

Use this processing option to specify the type of device to be used when copying data to a tape.

2. Tape Density

Use this processing option to specify the density of the tape, such as 1600 or 6250. The system populates the KMTDEN field in the A/P Payment Tape table (F0457) with this value. This field is used only for information purposes.

3. Label Name

Use this processing option to specify the label for the copied tape.

4. Block Size

Use this processing option to specify the block length to be used when copying data to a tape.

5. New Volume Name

Use this processing option to specify the new volume name to be used when copying data to a tape.

6. New Owner ID

Use this processing option to specify the new owner ID to be used when copying data to a tape.

7. File Name

Use this processing option to specify the name of the flat file as it is identified by the program that reads the file.

Processing Options for Create A/P Bank Tape - EDI Format (R47052T)

Defaults Tab

1. EDI Transaction Set

Use this processing option to specify the default electronic data interchange (EDI) transaction set. Enter a valid value from UDC 40/ST.

2. EDI Translation Format

Use this processing option to specify the electronic data interchange (EDI) translation format. Enter a valid value from UDC 40/ST.

3. EDI Document Type

Use this processing option to specify the electronic data interchange (EDI) document type. Enter any alphanumeric value. The system populates the EDI - Document Type field (EDCT) in the following tables with this value:

EDI Payment Order Header - Outbound (F47056)

EDI Payment Order Bank N & A - Outbound (F470561)

EDI Payment Order Vendor N & A - Outbound (F470562)

EDI Payment Order Payee N & A - Outbound (F470563)

EDI Payment Order Remittance Advice - Outbound (F47057)

4. EDI Trading Partner ID

Use this processing option to specify the electronic data interchange (EDI) trading partner ID. The system populates the Trading Partner ID field (PNID) in the EDI Payment Order Header - Outbound (F47056) and EDI Payment Order Remittance Advice - Outbound (F47057) tables with this value.

5. EDI Transaction Handling Code

Use this processing option to specify the electronic data interchange (EDI) transaction handling code. Enter a valid code from UDC 47/TH.

6. Identification Code Designator

Use this processing option to specify the company identification number. This number is 10 characters in length. It is the identification code designator (ICD) followed by a 9 digit identification number. Valid ICDs are:

1

Internal Revenue Service (IRS) Employer Identification Number (EIN)

3

Data Universal Number System (DUNS)

9

User Assigned Number

If you leave this processing option blank, the system uses the tax identification number for the company of the bank account. If this field is blank on the tape, the banking clearing house rejects the tape.

7. File Name

Use this processing option to specify the file name for the system to use when populating the File Name field (FILE) in the A/P Payment Tape table (F0457).

Print Tab

1. Print Program

Use this processing option to specify the payment print program to use if the status of the Pre-Note code in the supplier master is on, requiring the system to print a check.

Processing Options for Print Automatic Payments – Subcontract Processing (R04572J)

Translation

1. Enter the program name to translate payment amount 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.

Translation Program

Address

2. Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.

Address

Payment

3. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.

Company Name

Print

4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'SUBCHECKS'
Form Type

See Also

- Localization guides for country-specific payment formats

Creating Payment Control Groups

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

After you have processed your vouchers, you can prepare to write your payments. Before you write payments, you must create payment groups to organize vouchers that can be paid together. For example, you can organize vouchers by bank account and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock. You use the payment groups when you review and write payments.

Create Payment Control Groups (R04570) is a batch process that you run once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account

- Payment instrument

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments
- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the Accounts Payable ledger.

When you create payment groups, the system:

4. Selects vouchers with a pay status of A (approved) and a due date that is prior to or the same as the specified pay-through date.
5. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
 - G/L bank account (optional)
 - Payment instrument
 - Business unit (optional)
 - Currency code

Note

To group vouchers for a supplier for which the vouchers have different G/L bank accounts, complete the G/L Bank Account override on the Printing tab of the processing options.

To group vouchers by business unit, complete the Business Unit option on the Process By tab of the processing options.

After the system creates payment groups, each group also has the following information in common:

- Version ID
 - User
 - Creation date
 - Output queue
6. Assigns each payment group a "next status" of WRT (write).
 7. Changes the pay status of selected vouchers from A to # (payment in-process).
 8. Creates the following worktables to use in writing payments:
 - A/P Payment Processing - Header table (F04571). Contains a single header record for each payment group with information about that group of payments.

- A/P Payment Processing - Summary table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program (P04571). This information is the basis for the Accounts Payable - Matching Document table (F0413).
 - A/P Payment Processing - Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the Accounts Payable ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
9. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
- Hold payment code active
 - Supplier master information missing
 - Amount under payment limit

The following graphic shows the process for creating payment groups:

Creating Payment Groups



Accounts Payable
Ledger (F0411)



Before you create
Payment groups

Voucher	Pay Status	Pay Inst	Due Date (MM/DD)
PV101	A		6/01
PR102	H		7/15
PD103	A	T	6/01
PV104	H		6/05
PV105	A	T	6/15

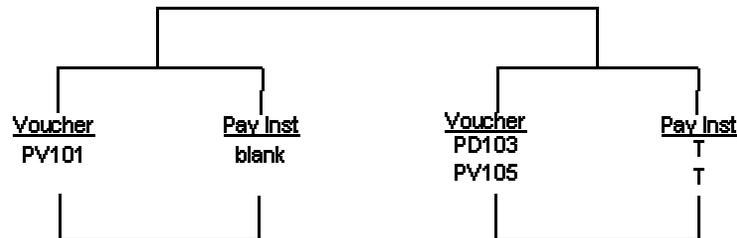


Create payment groups

Pay Status = Approved
Due on or before
June 15



Create two
payment groups



Processing Vouchers with Discounts

The Create Payment Groups program (R04570) provides four processing options that allow you to control how the system manages vouchers with discounts. The four processing options include the following:

- Pay Through Date
- Displacement Days
- Discount Cutoff Date
- Prohibit Payment Before Due Date
- If you want the system to process vouchers only on their discount due date, or on or after their net due date, set the processing options as follows:
 - Enter 1 for the Prohibit Payment Before Due Date processing option.
 - Enter the date through which you want to process vouchers in the Pay Through Date processing option.
 - If you leave this field blank, the system date is used.
 - If you leave this field blank and enter a value for the Displacement Days processing option, the date that the system uses is the system date plus the number of days specified in the Displacement Days processing option.

All vouchers with discounts due on the date specified for the Pay Through Date processing option are selected for a payment group and discounts are taken. All vouchers that have missed their discount due date but have a net due date on or before the date specified for the Pay Through Date processing option are selected for a payment group and discounts are not taken.

If you want the system to process vouchers over a range of dates, take discounts that are available, but not pay vouchers earlier than their net due date, set the processing options as follows:

- Enter either a date in the Pay Through Date processing option or enter a value in the Displacement Days processing option.
- Enter 1 in the Prohibit Payment Before Due Date processing option.
- Enter a date in the Discount Cutoff Date processing option.

The range for which the system takes discounts is from the date specified for the Discount Cutoff Date to either the Pay Through Date (or the system date if you leave the Pay Through Date blank) or the system date plus the number of displacement days, depending on which of the first two processing options are used.

See Also

- ❑ *Multicurrency Payments* in the *Multicurrency Guide* for more information about how to create payment groups based on currency code

Prerequisite

- ❑ Verify that you set up suppliers with the correct payment instrument.

- ❑ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ❑ Approve vouchers for payment.
- ❑ Calculate withholding, or set the processing options for this program to automatically calculate withholding.

Next Numbers for Create Payment Control Groups

When the Create Payment Groups program (R04570) is run, the payment group is assigned a number that is used to identify the payment group in the three workfiles that are used in the payment process (F04571, F04572, and F04573). This number prevents payments in one payment group from being combined with payments in different payment groups.

The Accounts Payable system uses the Next Numbers table (F0002) to assign these payment group numbers. The F0002 table is locked during the time a number is being assigned to one payment group, and is released immediately after the payment group has been assigned its identifying number.

The F0002 table will increment until it reaches its maximum (a number greater than 99 million), then will reset the next number for payment control groups to 1.

Note

The next number for Create Payment Control Groups is the number assigned to a payment control group, not to the payments within a group. There can be many payments in a single payment control group. Only one number from the Next Numbers table (F0020) is assigned to each payment control group.

Processing Options for Create Payment Control Groups (R04570)

Dates Tab

These processing options allow you to customize payment and discount dates of payment groups. If you leave the Pay Through Date processing option blank and the Displacement Days processing option is zero, the system date is used for the Pay Through Date.

1. Pay Through Date

Use this processing option to specify a due date through which you want to create a group of vouchers for payment. For example, if you want to create a payment group consisting of vouchers with due dates through March 15, 2005, enter 03/15/05. The system creates a payment group consisting of vouchers with due dates on or before March 15, 2005. Enter the date in this processing option, or leave the processing option blank to select vouchers by Displacement Days.

Note: If you leave the Pay Through Date field blank and the Displacement Days processing option as zero, the system date is used for the Pay Through Date.

2. Displacement Days

Use this processing option to specify the number of days from today's date through which you want to create a group of vouchers for payment. For example, if today's date is March 10, and you specify three displacement days, the system includes vouchers with due dates through March 13 in the payment group.

Enter the number of days in this processing option, or leave as zero to use the system date as the Pay Through Date.

3. Discount Cutoff Date

Use this processing option to enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts currently available for the selected pay items.

4. Prohibit Payment Before Due Date

Use this processing option to specify whether the system should include vouchers for payment if the discount due date of the voucher has passed but not the net due date. Valid values are:

Blank

Include vouchers for processing even if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.

1

Do not include vouchers for processing if the value specified in the Pay Through Date processing option is not on or after the voucher's net due date.

Amounts Tab

These processing options specify payment ranges, currency, and payment range exceptions.

The minimum and maximum amounts here refer to payment amounts, not voucher amounts. Use data selection to control the maximum and minimum amounts of the vouchers to be selected.

1. Payment Amount Range

2. Currency Code for Range Amounts

Use this processing option to enter a code that specifies the currency for the values you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control group. For example, if you enter ranges of 100 to 5000 in USD, the system converts those USD amounts to EUR for an EUR payment group, to GBP for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups created each time you run this program.

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Minimum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Maximum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Maximum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount more than the maximum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Printing Tab

These processing options allow you to customize various printing options for payment groups.

1. Sequence ID

Use this processing option to determine the order that the program processes and prints the A/P payments by entering a sequence ID.

Sequence IDs are user defined. To set up and define sequence IDs, choose Payment Sequence from the Automatic Payment Setup menu (G04411).

NOTE: You cannot leave this processing option blank.

2. Print Attachments

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment detail information will not fit on the payment stub. The system can print only 99 payment stubs per payment. The number of detail lines on each payment stub is set up on the Set Up G/L Bank Account form. The standard number of detail lines per payment stub is 10.

Valid values are:

Blank

Do not print attachments.

1

Print attachments.

Note: If you leave this processing option blank and you have more than 99 payment stubs, the system prints two or more payments. However, if you enter 1, the system prints a single payment with one payment stub referring to the attachment. The attachment prints all pay items.

Before using this processing option, you must assign an attachments program to your payment instrument. From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults. On Work With Payment Instrument Defaults, choose the payment instrument and click Select. On Set Up Payment Instrument Defaults, you can enter a program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

3. G/L Bank Account

Use this processing option to specify a bank account that you want the system to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

To specify a G/L bank account, enter its short account ID. The short account ID is an eight-digit alphanumeric field that does not allow any special characters. Therefore, if you identify a short account ID in the General Accounting Constants by attaching a special character to it, you do not include the special character in this field.

If the short account ID does not use eight digits, whatever digits are unused must be filled with zeros. For example, if the short account ID for the bank account you want to use is 108, enter the number as 00000108. If you use the visual assist to choose the bank account, the system enters the number into the field correctly.

If the intercompany settlements constant is set to N, and you specify a G/L override bank account in this field, the system compares each voucher's company to the company of the override G/L bank account. If the voucher company is not the same as the company of the override G/L bank account, the system does not include that voucher in the payment group.

Before you can enter a G/L bank account in this field, you must set up the account on your system. To set up G/L bank accounts, choose Bank Account Information from the Automatic Payment Setup menu (G04411).

If you use multicurrency, consider the following guidelines when using this processing option:

- o If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.

o If the bank account is a non-monetary account, its company currency must be the same as the domestic currency of the voucher.

4. Payment Currency

Use this processing option to specify the currency method that the program uses for payment.

Valid values are:

Blank

You pay in the currency of the general ledger bank account. For monetary accounts, this is the currency assigned to the general ledger bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the general ledger bank account resides. For example, the currency associated with the general ledger bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001, for which the currency is USD. If you enter vouchers in the euro (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company for which the base currency is USD.

1

You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, the voucher is paid in USD.

2

You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.

3

You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.

4

You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, for which the base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency. Designate the payment currency in the Alternate Currency Code processing option.

Exchange Rate Notes: When you make payments in the current domestic currency, the Create Payment Groups program (R04570) calculates the domestic amounts being paid using the exchange rate that is effective on that day. This rate might be different from the exchange rate that is effective when you actually make the payment.

Note: When you specify 2, 3, or 4 in this processing option, the program calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

5. Alternate Currency Code

Use this processing option to enter the code for the alternate currency amount. You enter a value in this processing option only if you specified 4 in the Payment Currency processing option.

6. Prepayment Selection

Use this processing option to indicate whether you want to include negative prepayment items in the payment group.

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

These processing options specify the categories by which the system groups payments.

1. Company

Use this processing option to specify whether to create separate payments based on company.

Valid values are:

Blank No

1 Yes

2. Due Date

Use this processing option to specify whether to create separate payments based on due date.

Valid values are:

Blank No

1 Yes

3. Payee

Use this processing option to specify whether to create payments based on payee, regardless of the supplier.

Valid values are:

Blank No

1 Yes

For example, the following table illustrates one possible voucher, supplier, and payee combination:

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

If you leave the Payee processing option blank, the system generates four payments, based on the payee, then supplier:

- o Payee 1001: Supplier 1001, Voucher 1
- o Payee 1001: Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3
- o Payee 1002: Supplier 1002, Voucher 4

If you set the Payee processing option to 1, you have two payments based only on the payee:

- o Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4

4. Business Unit

Use this processing option to specify whether to create separate payment control groups by business unit.

Valid values are:

Blank No

1 Yes

Summarize Tab

These processing options allow you to customize the information that appears on the payment stub.

1. Summarized Pay Item

Use this processing option to specify whether to summarize pay items within a document on the pay stub or attachment. When you set the processing option to summarize pay items, the Due Date processing option on the Process By tab must have a value of 1. Valid values are:

Blank

Do not summarize pay items.

1

Summarize pay items.

2. Summary Description

Use this processing option to specify the information that appears in the Description field on the pay stub.

Valid values are:

Blank The generic description Invoice Summary appears on the pay stub.

-
- 1 The remark from the first pay item appears on the pay stub.
-

Report Tab

These processing options specify the information that will appear on the report.

1. Print Mailing Address

Use this processing option to specify whether the mailing address for each payee appears on the report.

Valid values are:

Blank No

- 1 Yes

2. Print Contract Number

Use this processing option to specify whether the the contract number appears on the report.

Valid values are:

Blank

No

1

Yes

3. Print Job Number

Use this processing option to specify whether the job number appears on the report.

Valid values are:

Blank

No

1

Yes

Bank Tape Tab

These processing options specify the bank information that prints on the report.

1. Print Bank Tape Information

Use this processing option to specify whether bank tape information appears on the edit report.

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

Use this processing option to specify whether the program issues an error message when bank account information does not exist for the payee. Valid values are:

Blank

Do not issue an error message.

1

Issue an error message.

If you complete this processing option, the system generates a message whenever a payee does not have bank account information stored in the Bank Transit Master table (F0030), regardless of whether a bank tape is being processed. The system cannot distinguish between pay instruments when using this processing option.

3. Bank Account X12 Information Error

Use this processing option to specify whether the program issues an error when X12 information does not exist for the G/L bank account.

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

These processing options specify whether to submit the Calculate Withholding program before you create payment control groups.

1. Calculate Withholding

Use this processing option to specify whether to submit the Calculate Withholding program prior to creating payment control groups.

Blank No

1 Yes

2. Program Version

Use this processing option to specify the version number of the Calculate Withholding program. You must specify a version number if you enter 1 in the Calculate Withholding processing option.

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

The Create Payment Control Groups program (R04570) sequences payments within payment groups using the default template sequence and the processing option settings. You do not need to change the data sequence to sequence payments properly. PeopleSoft recommends that you not change the data sequence.

When you run the Create Payment Control Groups program, the system reads records from the Accounts Payable Ledger table (F0411) in an order that is determined by the template sequence and the processing option settings. The system creates a new payment group when it encounters a change in any of the following values as it reads the records:

- Payment Instrument (PYIN)
- G/L Bank Account (GLBA) (optional)

The system uses the G/L Bank Account field unless you have entered a G/L Bank Account override on the Printing tab of the processing options.

- Business Unit (MCU) (optional)

The system uses the Business Unit field only if you have completed the Business Unit option on the Process By tab of the processing options.

- Currency Code (CRCD)

Within the payment groups, the system creates a new payment when it encounters a change in any of the following values as it reads the records:

- Payment Handling Code (CRC)
- Payee Number (PYE)
- Company (CO) (optional)

The system uses the Company field only if you have completed the By Company processing option on the Process By tab of the processing options.

- Statement/Control Number (CTL) (optional)

The system uses the Statement/Control Number field only if either or both of the following situations is met:

- The Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).
- The Print Job Number processing option on the Report tab of the processing options is completed, the Payment Creation Option on the payee's Supplier Master (F0401) record is

set to By Contract (C), and the Business Unit Type (STYL) of the business unit on the voucher is Job Cost (JB).

- Purchase Order Number (PKCO) (optional)

The system uses the Purchase Order Number field only if the Print Contract Number option on the Report tab of the processing options is completed and the Payment Creation option on the payee's Supplier Master (F0401) record is set to By Contract (C).

- Address Number (AN8)
- Due Date (DDJ) (optional)

The system uses the Due Date field only if you have completed the Due Date processing option on the Process By tab of the processing options.

The system also creates payments within payment groups based on the Payment Creation option on the payee's Supplier Master (F0401) record. For example, if you have specified By Supplier as the Payment Creation option for a payee and that payee is listed on vouchers for three different suppliers in the payment group, the system generates three payments for that payee.

Also, the system can print no more than 99 check stubs per payment. The number of detail lines that you print on each check stub is set up on the Set Up G/L Bank Account form. For example, if you specify 10 detail lines per check stub on the Set Up G/L Bank Account form, the system can print 990 detail lines per payment.

If a payment requires more than 99 check stubs, the system will print the additional detail lines on an attachment if you have completed the Print Attachments processing option. Otherwise, the system creates a new payment for the additional detail lines.

Important

The sequence for creating payment groups and payments is separate from the sequence for printing payments using the Write process. The sequence for printing payments using the Write process is determined by the Sequence ID processing option on the Create Payment Control Groups program (R04570). The Sequence ID processing option does not affect the sequence of payments when payment groups are created. You can print payments using the Write process in a different sequence from the sequence used to create payment groups.

Example: Data Sequenced by Business Unit

In the following example, the Accounts Payable Ledger table (F0411) contains the following records:

Address	Document	Due Date	Amount	Business Unit
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11003 001	07/01/05	1,500.00	1
1001	PV 11005 001	07/01/05	2,500.00	9
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11004 001	07/01/05	1,000.00	1

1002	PV 11006 001	07/01/05	3,500.00	9
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Payment Control Groups by Business Unit

If the processing option is set to create separate payment control groups by business unit, the system creates one payment group for the records with business unit 1 and another payment group for the records with business unit 9. In the payment group for business unit 1, the system creates two separate payments because each of the records has a different payee. In the payment group for business unit 9, the system creates two payments, each with two records, because two records exist for each payee.

Payment Control Group # 1

Address	Document	Due Date	Amount	Business Unit
1001	PV 11003 001	07/01/05	1,500.00	1
	Payment Amount		1,500.00	

1002	PV 11004 001	07/01/05	1,000.00	1
	Payment Amount		1,000.00	

Payment Control Group #2

Address	Document	Due Date	Amount	Business Unit
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11005 001	07/01/05	2,500.00	9
	Payment Amount		4,500.00	

1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11006 001	07/01/05	3,500.00	9
	Payment Amount		6,500.00	

Payment Control Groups Not by Business Unit

If you process the same vouchers with the processing option *not* set to create separate payment control groups by business unit, the system creates one payment group and creates two payments within the payment group, one payment for each payee.

Payment Control Group # 1

Address	Document	Due Date	Amount	Business Unit
1001	PV 11001 001	07/01/05	2,000.00	9
1001	PV 11003 001	07/01/05	1,500.00	1

1001	PV 11005 001	07/01/05	2,500.00	9

	Payment Amount		6,000.00	
1002	PV 11002 001	07/01/05	3,000.00	9
1002	PV 11004 001	07/01/05	1,000.00	1
1002	PV 11006 001	07/01/05	3,500.00	9

	Payment Amount		7,500.00	

Example: Data Sequence by Due Date and Payment Creation by Voucher

In the following example, the Accounts Payable Ledger table (F0411) contains the following records:

<u>Document</u>	<u>Due Date</u>	<u>Amount</u>
PV 12345 001	07/15/05	2,000.00
PV 12345 002	07/01/05	1,500.00
PV 23456 001	07/15/05	3,000.00
PV 23456 002	07/01/05	1,000.00

Payments by Voucher and by Due Date

If the payee is set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is set to create separate payment by due date, the system creates four payments even though only two vouchers exist because the pay items on the vouchers have different due dates.

<u>Document</u>	<u>Due Date</u>	<u>Amount</u>
PV 12345 002	07/01/05	1,500.00

Payment Amount		1,500.00
PV 23456 002	07/01/05	1,000.00

Payment Amount		1,000.00
PV 12345 001	07/15/05	2,000.00

Payment Amount		2,000.00
PV 23456 001	07/15/05	3,000.00

Payment Amount		3,000.00

Payments by Voucher Only

If the payee is set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is *not* set to create separate payment by due date, the system creates one payment for each voucher, even though the due dates for the pay items are different.

<u>Document</u>	<u>Due Date</u>	<u>Amount</u>
PV 12345 001	07/15/05	2,000.00
PV 12345 002	07/01/05	1,500.00

Payment Amount		3,500.00
PV 23456 001	07/15/05	3,000.00
PV 23456 002	07/01/05	1,000.00

Payment Amount		4,000.00

Payments by Due Date Only

If the payee is *not* set up in the Supplier Master table (F0401) to create payments by voucher, and the processing option is set to create separate payment by due date, the system creates two payments, one for each due date, even though the pay items within the payments are from different vouchers.

Document	Due Date	Amount
PV 12345 002	07/01/05	1,500.00
PV 23456 002	07/01/05	1,000.00

Payment Amount		2,500.00
PV 12345 001	07/15/05	2,000.00
PV 23456 001	07/15/05	3,000.00

Payment Amount		5,000.00

Working with Payment Groups

After you create payment groups, you can work with them to review and change payments. You generally review payments twice:

- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
 - Change information at the payment and voucher levels
 - Remove payment groups, payments, and vouchers from the payment cycle
 - Change control information for payment groups
- After you write payments but before you update the A/P ledger. This allows you to identify payments that you want to void or remove from the payment cycle. You can:
 - Void the payments that were written and rewrite them
 - Remove payment groups, payments, and vouchers from the payment cycle

When you work with payment groups, you work with pay items that are at one of the following statuses:

Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the Accounts Payable Ledger table (F0411).

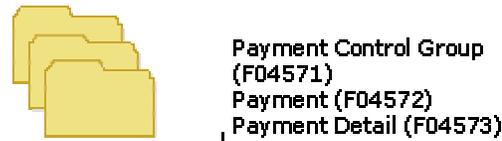
When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

Undo	Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item will have an open amount other than 0, and will have a status of approved.
Reset	Reset means to return a pay item to the previous step in the payment process. If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

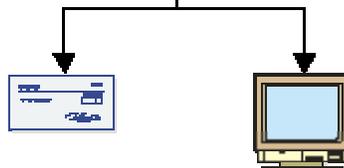
The following graphic shows the process for working with payment groups:

Working With Payment Groups

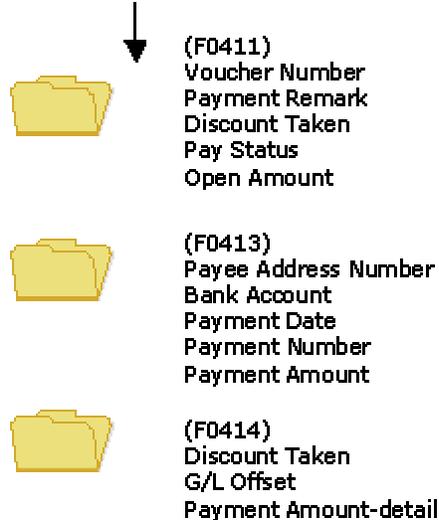
Vouchers are selected and stored in temporary workfiles



Write payments



Update payments



After you process payment groups

Voucher	Pay Status	Pay Inst	Due Date (MM/DD)
PV101	P		6/01
PR102	H		7/15
PD103	P	T	6/01
PV104	H		6/05
PV105	P	T	6/15

Printing the Payment Analysis Report

From the Automatic Payment Processing menu (G0413), choose Payment Analysis Report.

You can print the Payment Analysis report at any time in the automatic payment process to ensure that payments are correct. This report shows whether payments are ready to be written or ready to be updated to the A/P ledger. It shows all payments in all payment groups.

Processing Options for Payment Analysis Report (R04578)

Print Tab

1. Detail Voucher Information

Blank = No detail voucher information will print

1 = Detail voucher information will print

Use this processing option to specify whether you want the system to print voucher detail information on the report.

Valid values are:

Blank

Do not print voucher detail information. The system prints only payment detail information.

1

Print voucher detail information.

2. Business Unit

Blank = The business unit will not print

1 = The business unit will print

Use this processing option to specify whether the business unit appears on the report. This processing option applies only when you process payment groups by business unit. Valid values are:

Blank

The business unit does not appear on the report.

1

The business unit appears on the report.

Reviewing Payment Groups

When you review payment groups, you can display groups based on a next status of write, update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account or payments that meet a number of additional search criteria.

This program displays information from the A/P Payment Processing - Header table (F04571).

► To review a payment group

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

1. On Work With Payment Groups, click one or both of the following options:

- Write Status
- Update Status

2. To further limit your search, complete the following field:

- Bank Account

3. Click Find.

For additional search criteria, you can preset a value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.

4. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.

5. Choose Detail from the Row menu.



Work with Payment Groups - Payment Group Detail

Cancel Tools



Bank Account	1.1110.BEAR	Bear Creek National Bank
Version	JG0001	Payment Instrument <input type="checkbox"/> Default (A/R & A/P)
Originator	JG5941598	
Payment Group Control Number	67	Currency <input type="text" value="USD"/>

Write Status

Payment Amount	<input type="text"/>	Number of Payments	<input type="text"/>
Discount Taken	<input type="text"/>		

Update Status

Payment Amount	1,810,990.00	Number of Payments	5
Discount Taken	10.00		

The Payment Group Detail form shows the same detailed information for the single payment group that appears on Work With Payment Groups.

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

- Review payment and voucher information (write status)
- Review payment summary information (write status)

The payment group programs display information from the following temporary worktables:

- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► **To review payment and voucher information (write status)**

You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

1. On Work With Payment Groups, click the following option and click Find:

- Write Status
2. Choose a payment group and click Select.

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Work with Payment Groups - Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account 1.1110.BEAR Bear Creek National Bank
 Version XJDEDOC1 Total Amount 24,776.00
 Number of Payments 2
 Currency USD

Amount From Through

Records 1 - 2

	Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company
<input type="checkbox"/>	1001	AB Common	10,000.00				1 00001
<input type="checkbox"/>	4344	Universal Incorporated	14,776.00	124.00			1 00001

3. On Work With Payment Group - Write Status, choose a payee and click Select.

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Work with Payment Groups - Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 1001 AB Common
 Bank Account 1.1110.BEAR Bear Creek National Bank
 Payment Amount 10,000.00 Currency USD

Records 1 - 2 Customize Grid

	Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
<input type="checkbox"/>	1580	PV	00001	001	5,500.00		17984
<input type="checkbox"/>	1581	PV	00001	001	4,500.00		194203

4. On Work With Payment Detail, choose a voucher and click Select to review voucher information associated with a payment.



Work with Payment Groups - Payment Detail

Cancel Tools



Document No/Ty/Co	1580	PV	00001
Pay Item	001		
Supplier Number	1001	AB Common	
Remark	Air Fare		
Invoice Number	17984		
Invoice Date	04/30/05	Due Date	05/30/05
Company	00001	Financial/Distribution Company	

Payment Amount	5,500.00	Currency	USD
Discount Taken			

The Payment Detail form shows the voucher information associated with a payment.

► **To review payment summary information (write status)**

When you review payments within a payment group, you can review the summary information for each payment before you actually write the payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

PeopleSoft®

Work with Payment Groups - Payment Header Detail - Write Status

Cancel Tools

Payee Number: 4344 Universal Incorporated

Payment Amount: 14,776.00 Currency: USD

Discount Taken: 124.00 Stub Total: 1

Bank Transit: 107004381

Value Date:

Company: 00001 Financial/Distribution Company

Reviewing Payments with an Update Status

Before you update the payments that you have written, you can review them. To do so, complete either of the following tasks:

- Review payment information (update status)
- Review payment summary information (update status)

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). The payment group programs display information from the following worktables:

- A/P Payment Processing - Header table (F04571)
- A/P Payment Processing - Summary table (F04572)

► To review payment information (update status)

You can review payment information for a specific payment group before you update the payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.

► To review payment summary information (update status)

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Update Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

See Also

- *Resetting Payment Processing* in the *Accounts Payable Guide* for information about changing values in payment processing

Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including the following:

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

- *Setting Up Payment Instruments* in the *Accounts Payable Guide* for information about how to set up payment instruments

► To exclude a debit memo (credit voucher)

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail
- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, click Find to display all payment groups.

2. Choose a payment group and then choose Undo from the Row menu.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

Related Tasks

Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

► To split a payment

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, click Find to display all payment groups.
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
4. On Work With Payment Detail, choose a voucher.
5. From the Row menu, choose Split.



Work with Payment Groups - Split Payment

OK Cancel Tools

Document No/Ty/Co	1565	PV	00001
Pay Item	001		
Invoice Number	G9874		
Payment Amount	2,500.00		

Enter Amounts to be Paid

Gross Amount	1,500.00
Discount Taken	<input type="text"/>

6. On Split Payment, complete the following fields and click OK:

- Gross Amount
- Discount Taken

► **To revise the value date of a payment**

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.



Work with Payment Groups - Revise Payment Value Date

Bank Account *Bear Creek National Bank*
 Version

Total Amount
 Number of Payments
 Currency

Global Value Date

Records 1 - 2		Customize Grid <input type="checkbox"/>		
	Payee Number	Payee Name	Payment Amount	Value Date
<input checked="" type="radio"/>	1001	AB Common	10,000.00	<input type="text"/>
<input type="radio"/>	4344	Universal Incorporated	14,776.00	<input type="text"/>

3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:
 - Global Value Date
4. Click Load Date to update the value date for each payment.
5. To revise the value date of an individual payment, complete the following field:
 - Value Date
6. Click OK.

► **To remove a voucher pay item**

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing vouchers.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, click OK.

► To remove an unprocessed payment

If you do not want to make a payment, you can remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► To remove an entire payment group

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

1. On Work With Payment Groups, click Find to display all payment groups.
2. Choose a payment group.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.

See Also

- ❑ *Reviewing Payments with a Write Status* in the *Accounts Payable Guide* for more information about how to review payments that are in a Write status
- ❑ *To review or revise voucher information* in the *Accounts Payable Guide* for information about how to review vouchers

Setting Up the Processing Options for Payment Groups

Before you run either the foreign or domestic payment format programs, verify that you have entered the appropriate payment format version that you set up for Belgian payment processing. You can specify the version in the Print Program Version processing option field on the Print Tab.

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

- Write all payments in a payment group
- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.
- Prints attachments if needed

Note

The Create Payment Control Groups program (R04570) controls the printing of attachments. The P04572 payment format is designed to print *ten* detail lines on a payment stub. However, you can specify a different number of detail lines per payment stub on the Set Up G/L Bank Account form. If you specify more than ten detail lines per payment stub, you must use a print payment program that can accommodate the number of lines that you specify.

If a payment has more detail lines than are specified on the Set Up G/L Bank Account form, and the R04570 processing option to print attachments is set, the payment stub will print *See Attachment* and all detail will print on the attachment.

If the R04570 processing option for attachments is *not* set to print attachments, and more than the specified number of detail lines exist for a single payment, the Auto Payments Write/Reset program (P04572) prints the specified number of detail lines on a stub, voids the payment, prints the specified number of detail lines on the next stub, voids the payment, and so on until all detail lines have been printed. The payment form following the last detail line prints with the full payment amount.

The system can print as many as 99 payment stubs for a single payment. The number of detail lines that the system prints for a single payment depends on the number of detail lines on each payment stub. For example, if you are printing 10 detail lines on each payment stub, the system can print 990 (10 detail lines times 99 payment stubs) for the payment. In this example, if more than 990 lines of detail exist, the system prints multiple payments.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options by specifying a version of the Voucher Entry Master Business Function. On the Defaults tab for the Voucher Entry MBF, enter 1 in the Alternate Payee processing option to complete the alternate payee with the factor/special payee. Leaving this option blank will complete the alternate payee with the supplier number. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable - Matching Document table (F0413), or the Accounts Payable Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment

Processing - Header table (F04571), A/P Payment Processing - Summary table (F04572), and A/P Payment Processing - Detail table (F04573).

Note

When you write a payment whose amount, in words, exceeds the number of characters provided in the print program, the system prints checks with digits for the payment amount instead of words.

Record Reservation for Payments

Record reservation for payments is a process in which the system determines, prior to writing payments, how many payment numbers to reserve for a payment cycle. The system adds that number to the next payment number in the Bank Transit Master table (F0030). The F0030 table has a record for each bank account in the system. Payment numbers are reserved by bank account.

The purpose of using the record reservation process is to prevent more than one payment from having the same payment number. This is especially useful when more than one user is making payments from one bank account at the same time.

To use record reservation, the F0030 table must be added to UDC 00/RR.with the Special Handling Code set to 1.

After the user defined code is set up, when you write payments, the system determines the number of payments to be used and increases the value in the Next Check Number field in the F0030 table by that number. Thus, if the next payment number in the F0030 table for the bank account being used in the payment cycle is 258, and the record reservation process determines that 30 payment numbers are going to be used, the system updates the next payment number to 288. When another person writes payments from the same bank account, the next payment number will begin at 288. Payment numbers between 258 and 287 will be used only by the payment cycle that reserved those numbers.

If two users access the write payments process at the same time, the system activates the record reservation process for the first user and sends an error message to the second user. When the first user completes the record reservation process, the second user will be able to access a payment number record and reserve the number of payments needed for that payment cycle.

Payment ID Using Next Numbers

When a write payment program is run (R04572 or one of its variations, such as R04572A, R04572C, and so on), each payment is assigned a number that identifies it throughout the payment process and after the process finishes. This number is the Payment ID (PKID), and is a key to both the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. The Payment ID prevents pay items in one payment from being mixed with pay items that are paid on a different payment.

The Accounts Payable system uses the Next Numbers - Automatic table (F0002) or the Next Numbers by Company/Fiscal Year – Automatic table (F00021) to assign Payment ID numbers. The table is locked while a number is being assigned to the pay items associated with one payment, and is unlocked immediately after the pay items have been assigned their identifying numbers.

Prerequisite

- ❑ Review payments and make any changes necessary.
- ❑ Verify control information for payment groups.

► To write all payments in a payment group

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

1. On *Work with Payment Groups*, follow the steps for reviewing payment groups.
2. Choose one or more payment groups.

If some payments in a group have already been written, the payment group appears as two lines on the *Work With Payment Groups* form, with the appropriate totals for each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

3. From the Row menu, choose *Controls*.

PeopleSoft

Work with Payment Groups - Revise Payment Group Controls

OK Cancel Tools

Bank Account: 1.1110.BEAR *Bear Creek National Bank*

Version: XJDEDOC1

Originator: JG5941598 Payment Instrument: *Default (A/R & A/P)*

Payment Group Control Number: 60 Currency: USD

Sequence ID: DEMO *Demo sequence*

Payment	P04572	<i>Print Payments - Standard</i>	Print Version	<input type="text"/>
Register	P04576	<i>Payment Register - Standard</i>	Register Version	<input type="text"/>
Attachment	P04573	<i>Print Attachments - Standard</i>	Attachment Version	<input type="text"/>
Debit Statement	P04574	<i>Print Dbt Statement - Standar</i>	Debit Version	<input type="text"/>

4. On *Revise Payment Group Controls*, verify that the following fields show the correct programs and versions and click OK:
 - Payment
 - Print Version
 - Register
 - Register Version
 - Attachment

- Attachment Version
 - Debit Statement
 - Debit Version
5. On Work with Payment Groups, choose Write from the Row menu.

The screenshot shows the PeopleSoft interface for 'Work with Payment Groups - Write Payments'. At the top, there is a header with the PeopleSoft logo and a sub-header with the title 'Work with Payment Groups - Write Payments'. Below the header is a toolbar with buttons for 'OK', 'Cancel', and 'Tools'. The main area contains a table with the following data:

Records 1 - 1				Customize Grid
Bank Account	Payment G/L Date	Next Payment	Bank Account Description	
1.1110.BEAR	06/06/05	5048	Bear Creek National Bank	

The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

► **To revise control information for a payment group**

You can change the programs for printing payments, payment register, attachments, and debit statements by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change that you make affects the entire payment group.

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose a payment group.
3. From the Row menu, choose Controls.
4. On Revise Payment Group Controls, change the following field (optional):
 - Sequence ID
5. Change any of the following print program fields:
 - Payment
 - Print Version
 - Register
 - Register Version

- Attachment
 - Attachment Version
 - Debit Statement
 - Debit Version
6. Click OK.

► **To write selected payments in a payment group**

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
 - Amount From
 - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

See Also

- *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to review payment groups after creating them

Resetting Payment Processing

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number, if that number was previously assigned.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the general ledger.

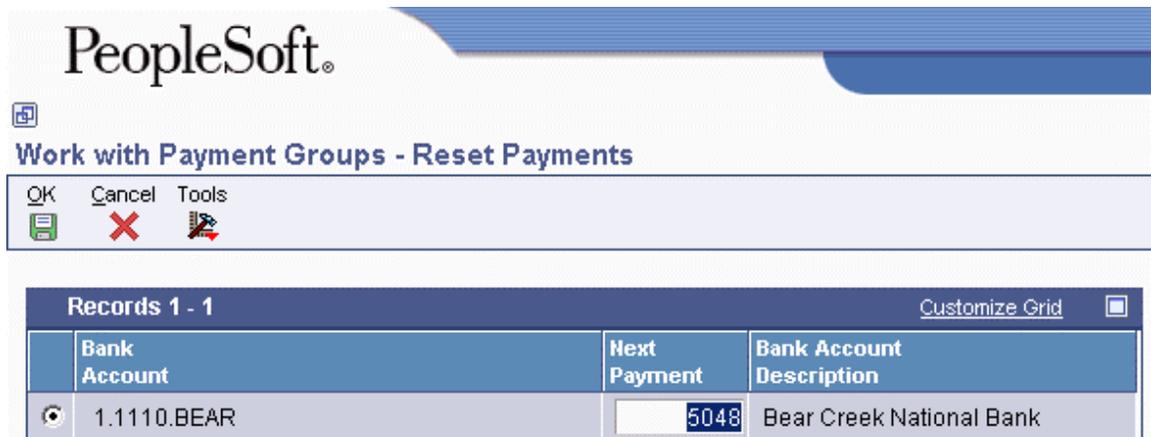
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

When you reset payment processing, the pay items return to open vouchers.

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.
3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
 - Beginning Payment
 - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:
 - Next Payment

► **To reset payment processing for a bank tape**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

See Also

- *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to verify the information in payment groups

Removing Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

► **To remove processed payments**

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
2. Perform one of the following actions:
 - Choose a payment group with a next status of UPD
 - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
 - Next Payment

If you do not reset the next payment number, the system creates void payments.

If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

See Also

- *Reviewing Payment Groups* in the *Accounts Payable Guide* for information about how to verify the data contained in payment groups

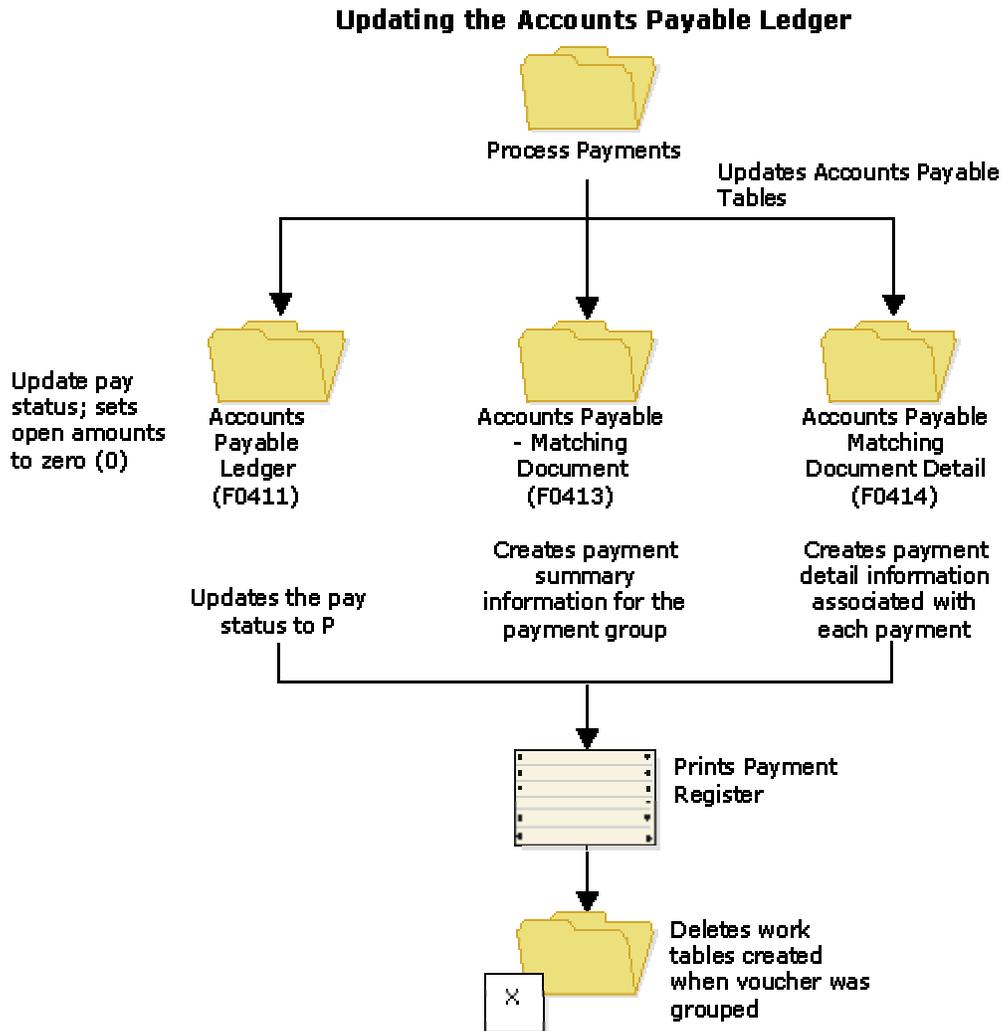
Updating the Accounts Payable Ledger

After you write payments, you must update the Accounts Payable ledger. Updating the accounts payable ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the Accounts payable ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
 - A/P Payment Processing - Header table (F04571)
 - A/P Payment Processing - Summary table (F04572)
 - A/P Payment Processing - Detail table (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the accounts payable ledger:



After you update the accounts payable ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the accounts payable ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

Prerequisite

- ❑ Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- ❑ Review processed payments. See *Reviewing Payment Groups* in the *Accounts Payable Guide*.

► **To update the Accounts Payable ledger**

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options specify how the system prints payment groups.

1. Default Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank Separate files by PCG.

- 1 Separate files by bank account.
- 2 Send multiple PCGs in one spool file.

Save Spool File (FUTURE)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in PeopleSoft EnterpriseOne software.

Valid values are:

Blank Do not save spool file.

1 Save spool file.

Hold Spool File (FUTURE)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in PeopleSoft EnterpriseOne software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Default Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

These processing options specify the way the system displays payment groups.

1. Display Business Units

Display Business Units

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form.

You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Payment Instrument

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Currency Code

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Use this processing option to specify the date to use to retrieve the exchange rate when you write foreign or alternate currency payments. If you leave this processing option blank, the system uses the payment G/L date.

If you create a payment group using the domestic amount of a voucher instead of the foreign amount, the system calculates a currency gain or loss based on the pay date exchange rate. The payment is not a foreign currency payment because it is made in the domestic currency.

Note: If you enter an effective date for which there is no corresponding exchange rate in the Currency Exchange Rates table (F0015), the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

This processing option specifies how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

- 1 Process payments interactively.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

- 1 Allow the entry of BACS processing dates.
-

Working with European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intraunion trade must submit the following reports to the customs authorities:

- Intrastat Report
- EC Sales List

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 intraunion trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use PeopleSoft EnterpriseOne Sales Order Management and Procurement systems, you can set up your system to extract all of the necessary information to meet EU Intrastat reporting requirements.

Prerequisites

Before you can collect information for European Union reporting, you must perform the following tasks:

- ❑ Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area* in the *Tax Reference Guide*.
- ❑ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.

Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the single European market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

Detailed statistical information regarding merchandise trade between members of the EU is important 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 intraunion trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their

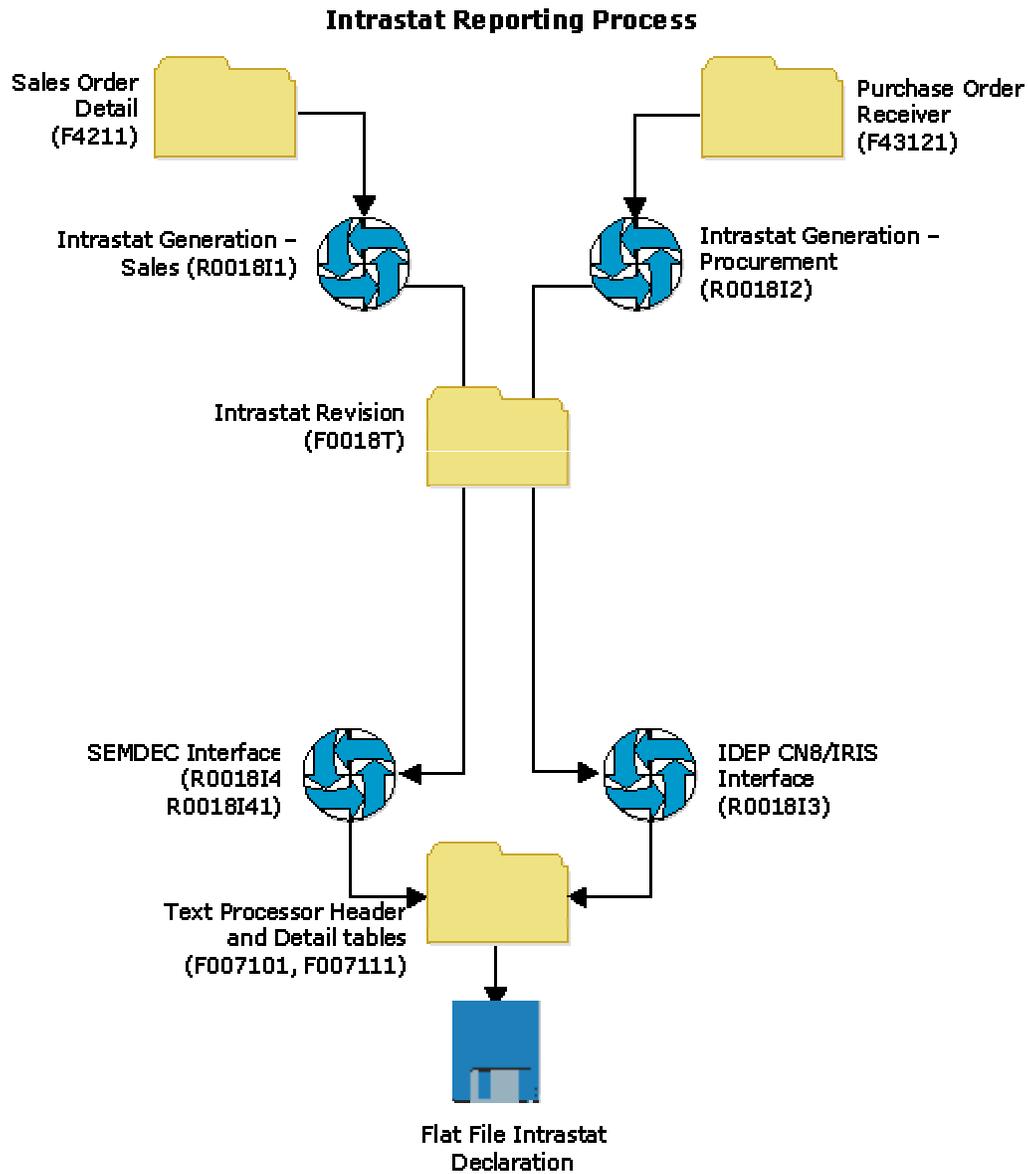
intraunion trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use the Sales Order Management and Procurement systems, you can extract all of the information that is necessary to meet Intrastat reporting requirements.

Note

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or the placement of orders between member countries.

The following graphic illustrates the Intrastat reporting process:



Note

PeopleSoft EnterpriseOne does not provide country-specific Intrastat reports.

Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation, however, continues to determine its own Intrastat requirements.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which you do business. The following examples describe situations that might apply to your company:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit reports in an alternate currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency that is different from your base currency.

Considerations for Creating Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully. You should always be aware of each company's base currency, and whether Intrastat reports must be in the euro or an alternate. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which you do business, you can use the processing options and data selection to create different versions of Intrastats - Tax Update – Sales (R0018I1) and Intrastats – Tax Update – Purchasing (R0018I2).

See Also

- *Updating Intrastat Information* in this Global Solutions guide for information about euro considerations when updating the Intrastat Revision table (F0018T)

Updating Intrastat Information

Use one or both of the following navigations:

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Sales.

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Purchase.

Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this action, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

Intrastat Workfile Generation - Sales Updates the F0018T table with sales information based on the following tables:

- Sales Order Header File (F4201)
- Sales Order Detail File (F4211)

Intrastat Workfile Generation - Purchase Updates the F0018T table with purchase information based on the following tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)
- Purchase Order Receiver File (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference Table (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates File (F1113)
- Item Master (F4101)
- Item Branch File (F4102)
- Address Book Master (F0101)
- Address by Date (F0116)
- Order Address Information (F4006)
- Item Units of Measure Conversion Factors (F41002)
- Unit of Measure standard conversion (F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options and data selections to select transactions that are based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables that are based on the order activity rule which corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from

the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that table F0018T contains the most current information, you should periodically update the information in table F0018T. The update program for sales accesses the detail for your sales transactions in table F4211. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Sales Update program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update table F0018T at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

Note

If you change sales order or purchase order information after you generate table F0018T, your changes are not reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Revision program (P0018T). See *Revising Intrastat Information* in this Global Solutions guide for information about manually editing the Intrastat Revision table.

Transaction Eligibility

Sales order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

1. Country (CTR) in the Address by Date table (F0116), using the supplier's address book record
2. Country (CTR) in the Order Address Information table (F4006)
3. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In table F744101, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORGO) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate table F0018T.

Note

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

Caution

Changes to transaction eligibility that occur *after* you generate table F0018T are *not* recognized when you regenerate table F0018T using the processing option to refresh it. It is recommended that you generate table F0018T only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating table F0018T, you should clear and completely regenerate table F0018T.

Triangulation

The Intrastats – Tax Update - Sales program (R0018I1) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from table F4211 is written to table F0018T as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table:

- The amount extended price (AEXP)
- The amount original cost (ECST)
- The amount total extended cost (TCST)

The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from table F4211 is always written to table F0018T as the declaring company; and the document type is always the type that is entered on the sales order.

For the Intrastats - Tax Update - Purchase program, you can specify the actual Ship From in table F4006. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction is included in the Intrastat Revision table correctly.

Multicurrency Environments

In multicurrency environments, the system creates records in table F0018T based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this restatement, use the processing options on the Currency tab to indicate the exchange rate type and the date for the exchange rate. The system recalculates the domestic amount based on the rate and date that are indicated in the processing options. The exchange rate is taken from table F1113.

“As If” Currency Processing

To use "as if" currency processing for the Intrastats – Tax Update - Sales and Intrastats – Tax Update - Purchasing programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between table F0018T and the original tables in the Sales Order Management and Procurement systems.

Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time that is required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to table F0018T.
- Update table F0018T as part of your nightly operations.

Prerequisite

- ❑ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.
- ❑ Set up commodity codes. See *Setting Up Commodity Code Information* in this Global Solutions guide.
- ❑ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit), and customer in the Address Book. See *Creating and Revising Address Book Records* in the *Address Book Guide*.
- ❑ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers* in this Global Solutions guide.

Processing Options for Intrastat Workfile Generation – Sales (R001811)

Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant * Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type

Date - Effective

Process

TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

Examples:

"3SI" = Transfer Cost, Document Type SI

"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.

4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.

2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type

Date Exchange Rate Effective

Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this revision to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but are not populated by the system. You can also use the Intrastat Revision program (P0018T) to update sales order or purchase order information that has changed since you generated table F0018T.

Prerequisite

- ❑ Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information* in this Global Solutions guide.

► To revise Intrastat information

From the Periodic Processing menu (G74STAT2), choose *Intrastat Workfile Revision*.

1. On Work with Intrastat Tax File - 1993 EEC, locate and choose a record, and then click Select.

PeopleSoft®

Intrastat Workfile Revision - Intrastat Tax File Revision

OK Cancel Tools

Order/Type/Co 12346 AF 00001 Order Suffix 000

Line Number 5.000

Purchase Receiver 20

Detail Amounts Codes User Reserved

Company	00001	Financia/Distribution Company
Branch/Plant	1	Financia/Distribution Company
Ship To/From	3002	Atlantic Corporation
Sold To		
Document Company	00001	Financia/Distribution Company
Document Number	500	
Document Type	AF	Adjusting Entries
Line Type	S	Stock Inventory Item
G/L Date	05/01/05	
Invoice Date	05/01/05	
Actual Ship	05/01/05	
Receipt Date	05/05/05	

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:
 - Company
 - Branch/Plant

- Ship To/From
 - Document Company
 - Document Number
 - Document Type
 - Line Type
 - G/L Date
 - Invoice Date
 - Actual Ship
 - Receipt Date
3. Click the Amounts tab and revise the information in any of the following fields:
- Net Mass in KG
 - Base Currency
 - Taxable Amount
 - Statistical Value Amount
 - Transaction Currency
 - Foreign Taxable Amount
 - Foreign Statistical Value
 - Supplementary Units
4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
- Country of Origin
 - Original Country of Origin
 - Region of Origin or Destination
 - Mode of Transport
 - Conditions of Transport
 - Nature of Transaction
 - Port of Entry or Exit
 - Nature of VAT Regime
 - Nature Code
 - Process Indicator
 - Commodity Code

Purging Records from the Intrastat Table

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary workfile that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted by the tax authority, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from table F0018T. You can use data selection to purge all of the records in the file or purge only selected records. You can specify selection criteria based on the invoice date, general ledger date, procurement date, or shipment date. For example, you might purge records with shipment dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

Processing Options for Intrastat Workfile Purge (R0018TP)

Defaults Tab

Use these processing options to specify whether to run the program in proof or final mode, and to specify the dates to use to select transactions.

1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode.

2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

4. Compare Date (Required)

Blank = Invoice date

1 = G/L date

2 = Receipt date

3 = Ship date

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship date

Using the IDEP/IRIS Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose IDEP CN8 / IRIS Interface.

IDEP/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R0018I3) to generate an electronic Intrastat declaration in any of the following formats, which are used in the specified countries:

IDEP/CN8 France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

CBS-IRIS Holland

CBS-IRIS Germany

Intrastat declarations are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary by country.

Note

Neither the IDEP/CN8 format nor the CBS-IRIS format requires a specific file layout.

IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

IDEP/CN8 includes an option to import the data that is necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data, and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail lines
- Good codes for the provider of statistical information
- VAT registration numbers of trading partners
- Exchange rates

Although you can import all of the information above, the interface with IDEP/CN8 provides the ability to import only the detail lines and the VAT registration numbers or the trading partners. For sales transactions, the VAT registration number of the customer is based on the declaration type. For statistical declarations, the system uses the value in the Ship To - Address Number field. For fiscal or complete declarations, the system uses the Sold To - Address Number. Because the default

declaration type is complete, the VAT registration number uses the Sold To - Address Number by default. For procurement transactions, the system uses the VAT registration number of the supplier.

Before importing this information from an external system, such as from EnterpriseOne to IDEP/CN8, you need to specify the format of the file to be imported. After you specify the format, you need to indicate the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

Field	Position[Length]
Declarant Reference Number	1-14[14]
Partner VAT number	16-35[20]
Original Country of Origin	37-39[3]
Country of Origin	41-43[3]
Nature of Transaction A	45-45[1]
Nature of Transaction B	47-47[1]
Statistical Procedure	49-53[5]
Mode of Transport	55-55[1]
Port of Entry	57-60[4]
Region of Origin	62-63[2]
Terms of Delivery	65-67[3]
Related Location 1 Identity	69-69[1]
Commodity Code	71-78[8]
Goods Description	80-219[140]
Supplementary Unit	221-233[13]
Net Mass	235-248[12,2]
Invoice Value	250-262[13]
Foreign Invoice Value	264-276[13]
Statistical Value	278-289[10,2]
Foreign Statistical Value	291-302[10,2]

Field	Position[Length]
Currency Code	304-306[3]
Declaration Type	307-307[1]

Note

The comma in the Net Mass, Statistical Value, and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

CBS-IRIS - Holland

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

Note

The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of positions to import should not exceed the number of positions that is defined in CBS-IRIS for the field. The fields cannot overlap. You should end each field with a carriage return and a line feed.

In CBS-IRIS, the file containing the data to be imported should be a “blank-separated txt-file” (this type of file can be compared with a Microsoft Excel file that is saved as a text file with blanks as separation characters).

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (in other words, each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

Field	Position[Length]
Declarant Reference Number	1-10[10]
Del VAT Number	12-23[12]
Partner VAT Number	25-42[18]
Original Country of Origin	44-46[3]
Country of Origin	48-50[3]
Nature of Transaction A	52-52[1]
Statistical Procedure/Nature of VAT Regime	554-55[2]
Mode of Transport	57-57[1]
Port of Entry	59-60[2]
Commodity Code	62-69[8]
Tariff Code	71-72[2]
Currency Code	74-74[1]

Supplementary Unit	76-85[10]
Net Mass	87-96[10]
Invoice Value	98-107[10]
Statistical Value	109-118[10]
Commodity Flow	120-120[1]
Reporting Period	122-127[6]

CBS-IRIS - Germany

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file. For each field imported in the flat file format, you need to set up the beginning position and the length of the field. The following table illustrates the structure that you must set up for a CBS-IRIS - Germany file:

Field	Position[Length]
Declarant VAT Number	1-16[16]
Original Country of Origin	18-20[3]
Country of Origin	22-24[3]
Nature of Transaction	26-27[2]
Statistical Procedure/Nature of VAT Regime	29-33[5]
Mode of Transport	35-35[1]
Port of Entry	37-40[4]
Region of Origin	42-44[3]
Commodity Code	46-53[8]
Currency Code	55-55[1]
Supplementary Unit	57-65[9]
Net Mass	67-75[9]
Invoice Value	77-85[9]
Statistical Value	87-95[9]
Commodity Flow	97-97[1]
Reporting Period	99-104[6]

Grouping Transactions

To group transactions for sales, purchases, and adjustment declarations, set up versions of the IDEP/IRIS Interface program (R001813) that have data selection for sales orders, purchase orders, adjustments for sales orders, and adjustments for purchase orders based on document type.

Electronic Format

Use the IDEP/IRIS Interface program (R001813) to create a flat file in the IDEP/IRIS message format, which you can then submit to the proper tax authorities in an electronic format.

The IDEP/IRIS Interface program generates one record for each declaring company.

When you run the IDEP/IRIS Interface program, the system creates a batch for review by the Text File Processor program (P007101). The batch is stored in the following tables:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail Table

You must run the Text File Processor program to convert the batch to a flat file that you can submit to the different countries' customs authorities, statistical offices, or both.

The Text File Processor program assigns the batch number and interchange from the seventh field of next numbers for system 00. The Text File Processor assigns the message number from the fifth field of next numbers for system 74.

See Also

- *Setting Up System Next Numbers* in the *General Accounting Guide*

Prerequisite

- Run the Intrastats – Tax Update - Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information* in this Global Solutions guide.

Processing Options for IDEP CN8/IRIS Interface (R0018I3)

Defaults Tab

1. Tax ID

Blank = Tax ID

1 = Additional Tax ID

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank

Tax ID (ABTAX)

1

Additional Tax ID (ABTX2)

2. Country Code

Blank = ISO Code

1 = GEONOM Code

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank

Two-character ISO code. You must enter a two-character ISO code that is defined in UDC 00/CN.

1

Three-digit GEONOM code. You must enter a three-digit GEONOM code that is defined in the special handling code field of UDC 00/CN.

3. Declaration Type (UDC 74/IT)

1 = Fiscal

2 = Statistical

3 = Complete

Use this processing option to specify the Intrastat declaration type (required for IDEP).

Valid values are:

1

Fiscal

2

Statistical

3

Complete

The codes that correspond to these declaration types are maintained in the Intrastat Declaration Type UDC (74/IT).

For IDEP, the code specified in the special handling code for the UDC is written to the text field in the Text Processor Detail table (F007111). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

Process Tab

1. Interface Type

Blank = IDEP

1 = IRIS Holland

2 = IRIS Germany

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank

IDEP

1

Dutch version of IRIS

2

German version of IRIS

2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

6

Arrivals

7

Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface.

3. Level of Detail

Blank = No summary

1 = Summary

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank

Detail mode

1

Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs and a summarized record is written to the text file.

4. Proof or Final Mode

Blank = run IDEP/IRIS Interface in Proof mode

1 = run IDEP/IRIS Interface in Final mode

Use this processing option to specify the mode in which you want to process the IDEP/IRIS Interface. Final mode updates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111).

Valid values are:

Blank

Run the IDEP/IRIS Interface in proof mode.

1

Run the IDEP/IRIS Interface in final mode.

Currency Tab

1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table.

2. Number of digits to truncate from monetary amounts

Use this processing option to determine how many digits are truncated from monetary amounts. For example, if the value entered is 3, the monetary amount 123456 is truncated to 123.

Valid values are 0 - 9.

Rounding Tab

1. Round Rules

Blank = No rounding

1 = Round to nearest whole amount

2 = Round down to whole amount

3 = Round up to whole amount

4 = Round to the nearest half

5 = Round to the nearest tenth

6 = Round to the nearest hundred

7 = Round to the nearest thousand

Taxable Amount

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=2$

Statistical Amount

Use this processing option to specify the method to round both domestic and foreign statistical amounts.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=2$

Supplementary UOM

Use this processing option to specify the method to round the supplementary unit of measure.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=2$

Net Mass UOM

Use this processing option to specify the method to round the net mass unit of measure.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=2$

Print Tab

1. Reporting Period

Year (Required)

Use this processing option to specify the reporting year.

Period (Required)

Use this processing option to specify the reporting period.

Working with the EC Sales List

If they perform the following functions, businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods for processing to an entity that is registered for VAT in another EU-member country
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

Note

If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

You can use either of two EC Sales List programs (R0018L or R0018S) to generate the EC Sales List. Refer to the following table to determine which EC Sales List program you should use:

R0018L	R0018S
Retrieves trade information from the Supply Chain system.	Retrieves trade information from the Financials system.
Bases results on information in the Intrastat Revision table (F0018T).	Bases results on information in the Taxes table (F0018).
Reports trade triangulation in summary and detail mode. You can report triangulation for interbranch transactions, direct ship transactions, or both.	Uses tax rates from the Triangulation Tax Rates UDC (00/VT) to identify trade triangulation.
Can exclude nonstock items. Use data selection on the Intrastat generation programs (R0018I1 and R0018I2) to exclude nonstock items.	Cannot distinguish between stock and nonstock items; use this report only if your business does not provide services.
Does not net trade amounts based on credit memos, discounts, and write-offs.	Nets trade amounts based on credit memos, discounts, and write-offs.

Trade Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods represented by the transaction are physically shipped from a third EU member. Statistical reports that are submitted to EU authorities must identify trade triangulation transactions. Both the R0018L and R0018S programs identify trade triangulation transactions.

Printing the EC Sales List (R0018L)

From the Statistical Reports menu (G74STAT3), choose EC Sales List.

You can print the EC Sales List (R0018L) in summary or detail mode. Detail mode provides information for auditing.

If you print in summary mode, the EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the EC Sales List provides the following information about customers in addition to the information above:

- Company order number
- Order type
- Country of sale
- Country of shipment

Triangulation

Triangulation can be reported in summary and detail mode in two ways:

- Interbranch
- Direct ship

Interbranch Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped from a branch/plant of the supplier who is located in a third EU member country

Direct Ship Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped directly from a third company that is located in a third EU member country

Data Selection

You must run the EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the EC Sales List for each country within which you operate.

For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the EC Sales List three times:

- For the three branch/plants in Germany
- For the branch/plant in France

- For the branch/plant in Denmark

To run the EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies that are associated with each branch/plant.

Note

The companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the EC Sales list with the following data selection:

For branch/plants in Germany:

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France:

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark:

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

Prerequisite

- ❑ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers* in this Global Solutions guide.
- ❑ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.
- ❑ Run the Intrastats – Tax Update – Sales (R0018I1) and Intrastats – Tax Update - Purchasing (R0018I2) programs to build the Intrastat Revisions table (F0018T). See *Updating Intrastat Information* in this Global Solutions guide.

Processing Options for VAT EC Sales List (R0018L)

Process Tab

Use these processing options to specify whether to print the report in summary or detail mode, and to specify the triangulation method to use.

1. Reporting Level

Blank = Summary

1 = Detail

Use this processing option to specify whether to run the program in summary or detail mode. If you run the program in detail mode, the report displays information that can be used for auditing.

Valid values are:

Blank

Summary

1

Detail

2. Triangulation

Blank = No Triangulation

1 = Direct Ship and Interbranch

2 = Direct Ship

3 = Interbranch

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastat.

Valid values are:

Blank

No triangulation

1

Direct Ship and Interbranch

2

Direct Ship

3

Interbranch

Print Tab

Use these processing options to specify the reporting period for the report.

1. Reporting Period

From month

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List.

From year

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List.

To month

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List.

To year

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List.

Currency Tab

Use this processing option to specify the currency code for “as –if” currency processing.

1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table.

Printing the EC Sales List - A/R (R0018S)

From the Statistical Reports menu (G74STAT3), choose EC Sales List – A/R.

You can print the EC Sales List - A/R (R0018S) in summary or detail mode. If you print in summary mode, the EC Sales List - A/R provides the following information about customers:

- Country of destination
- Customer VAT registration number
- Total value of supplies
- Triangulation (yes or no)
- Customer name and address (optional)

If you print in detail mode, the EC Sales List - A/R also includes the document number.

The EC Sales List - A/R includes the following information in the report header:

- Reporting company VAT registration number
- Reporting company currency code
- Company name and address

The report header can also include the approval code of the EC authority to whom the report will be submitted.

Information on the report is sequenced by company, address book number, tax ID, and document number. Line numbering and page numbering restart for each reporting company.

Prerequisite

- Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers* in this Global Solutions guide.
- Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.
- Set up tax rules for both Accounts Receivable and Accounts Payable with the following options selected:
 - Tax on Gross Including Discount
 - Discount on Gross Including Tax

See *Setting Up Tax Rules* in the *Tax Reference Guide*.

- Set the processing options in the General Ledger Post Report program (R09801) to automatically update the Taxes table (F0018).
- Set up the user defined code for Triangulation Tax Rates (00/VT). See *Setting Up User Defined Codes for Intrastat Reporting* in this Global Solutions guide.

Processing Options for EC Sales List – A/R (R0018S)

Select Tab

Use these processing options to specify the branch ID and the date range for the report.

1. Branch ID

Use this processing option to specify the branch ID for the reporting company. The branch ID is displayed in the report heading; it is not used for data selection.

2. To and From Dates

From month (1-12):

Use this processing option to specify the first calendar month of the reporting period. This information is used for data selection.

From year (4 digits):

Use this processing option to specify the first four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection.

To month (1-12):

Use this processing option to specify the last calendar month of the reporting period. This information is used for data selection.

To year (4 digits):

Use this processing option to specify the last four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection.

Process Tab

Use this processing option to specify whether to print the report in detail or summary mode.

1. Report Mode

Blank = Print in detail mode

1 = Print in summary mode

Use this processing option to specify whether to run the report in summary mode or detail mode. If you choose detail mode, the document number of each transaction is displayed on the report. Valid values are:

Blank

Detail mode

1

Summary mode

Display Tab

Use this processing option to specify whether to display the name and address on the report.

1. Name and Address

Blank = Do not print name and address

1 = Print name and address

Use this processing option to include the name and address of each customer on the report.

Valid values are:

Blank

Do not print name and address.

1

Print name and address.

As-If-Currency Tab

Use these processing options to specify the “as – if” currency and the date to use to select the exchange rate.

1. As-If-Currency Code

Use this processing option to specify the currency code for as-if-currency reporting. This option lets you print amounts in a currency other than the currency in which they are stored. Amounts are converted and are displayed in the currency you specify. If you leave this processing option blank, amounts are displayed in the reporting company's base currency.

2. Exchange Rate Date

Use this processing option to enter the as-of date for determining the exchange rate for the as-if-currency conversion. If you leave this processing option blank, the system uses the current date.

Approval Code Tab

Use this processing option to specify the approval code for the reporting authority.

Reporting Authority Approval Code

Use this processing option to enter the Reporting Authority Approval Code. This code is displayed in the report heading. This code is required in Germany.

Working with the Text File Processor

The Text File Processor is a tool that is used to convert PeopleSoft EnterpriseOne data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run one of the programs that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that the program generates. For example, all of the information that is required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extraction of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media, and then submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail Table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates table F007101 to indicate that the batch has been processed.

Note

If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Prerequisite

- ❑ Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

PeopleSoft®

Text File Processor - Work With Text Batches

Find Close Form Row Tools

User ID *

Batch Number *

Transaction Number *

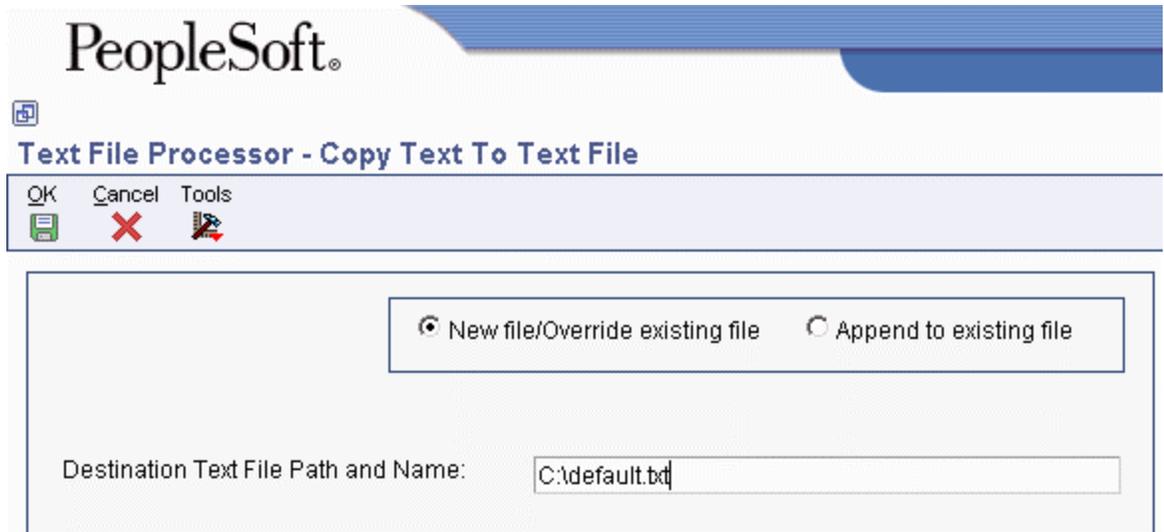
Records 1 - 1

Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name
20	Intrastats	IDEP Interface		Unprocessed	R001813

Description

Description

1. On Work With Text Batches, complete any of the following fields and click Find:
 - User ID
 - Batch Number
 - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



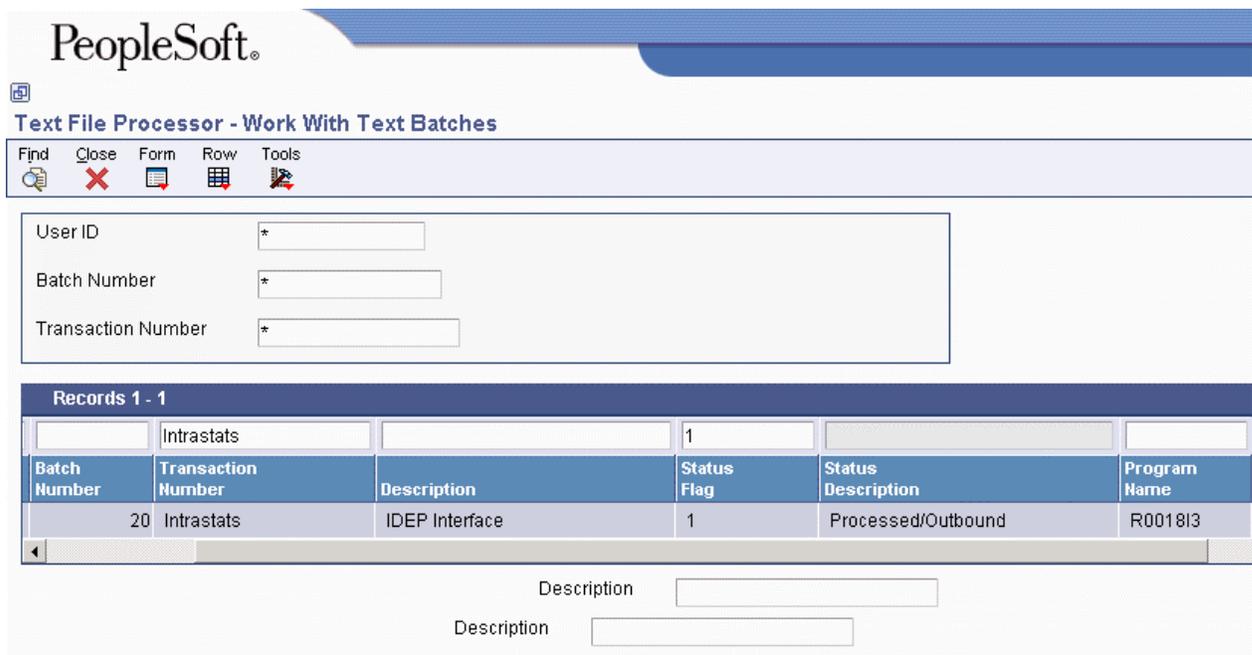
4. On Copy To Text File, click either of the following options:

- New file/Override existing file
- Append to existing file

5. Complete the following field and click OK:

- Destination Text File Path and Name:

The system displays the Work With Text Batches form.



A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft Word template to use during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you need to enter the correct path for the location of the normal.dot template.

Importing Text Using the Text File Processor

You can import information from an external text file to the PeopleSoft EnterpriseOne system. When you import a text file, the system creates a batch in the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111). To move the information from the Text Processor Header and Detail tables into other tables in the EnterpriseOne system, you must run a batch program that has been designed to retrieve data from tables F007101 and F007111.

► To import text using the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, choose Import Text from the Form menu.

The screenshot shows a PeopleSoft dialog box titled "Text File Processor - Import Text To Text File Processor". The dialog has a standard Windows-style title bar with "OK", "Cancel", and "Tools" buttons. Below the title bar, there is a "Batch Details" section with two input fields: "Transaction Number" containing "IFL99:11" and "Batch Description" containing "Interface File". At the bottom, there is a field for "Source Text File Path and Name" containing "c:\import\filename.doc".

2. On Import Text To Text File Processor, complete the following fields and click OK:

- Transaction Number
 - Batch Description
3. Complete the following field and click OK:
 - Source Text File Path and Name:
 4. On Work With Text Batches, click Find.

The system displays the new batch in the detail area. A value of 5 (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to reset.
3. From the Row menu, choose Maintain Batch, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option in the Purge Processed Transactions program to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from table F007111.

If you do not remove records from table F007101 when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in table F007101. When you run the

purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► **To purge a text batch in the Text File Processor**

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to purge.
3. From the Row menu, choose Maintain Batch, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header table (F007101) along with detail records from the Text Processor Detail Table (F007101). Deleting only detail records updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status. Valid values are:

1

Purge header and detail records

Blank

Purge only detail records

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.
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.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
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 layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
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 return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
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 via customer tapes for automatic receipt application.

base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or “basket” of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
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.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.

cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
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.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry

	process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
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.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders

	usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
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.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
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 that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.

debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups

	<p>Scheduled delivery date</p> <p>Scheduled delivery time</p> <p>Preferred delivery date</p> <p>Preferred delivery time</p> <p>Average delivery time for that geographical location</p> <p>Available resources</p> <p>Special equipment requirements at the product's source or destination.</p>
displacement days	The number of days that are 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 re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.

edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll.

	R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
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.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change

	when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
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.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% 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.

inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root

	directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port.</p>

	Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is 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 can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.

logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
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 that you establish.
master table	A database table that is 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 that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
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 of the 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).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as

	anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of reusable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
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.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a

	<p>vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually “turned out” by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time “snapshot” of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent

	<p>and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ($100 / 80 = 1.25$).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.

preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated

	publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
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.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
relevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are 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. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repassé	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.

replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See relevé d'identité bancaire.
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.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server

	configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.

SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
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 which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory

	and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional 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).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.

termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The

	data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what

	data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
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.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for

	an external system to access.
zusammenfassende meldung	In Germany, the term for the EU Sales Listing.

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