PeopleSoft®

PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! 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, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

Batch Number Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

Batch Date Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

Batch Status Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

Blank: Batch is unposted and pending approval.

A: The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

D: The batch posted successfully.

E: The batch is in error. You must correct the batch before it can post.

P: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

Business Unit Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

Category Code Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

Company Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

Document Company Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number — Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type — Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date — Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and **Fiscal Year** — Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date) — Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Accounts Payable Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals
- Common elements used in this PeopleBook

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Accounts Receivable
- PeopleSoft EnterpriseOne General Accounting
- PeopleSoft EnterpriseOne Procurement

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook.*

See Also

PeopleSoft EnterpriseOne Preface

Common Elements Used in This PeopleBook

G/L Bank Account A value that identifies an account in the general ledger. Use one of these formats to enter account numbers:

- Standard account number (business unit.object.subsidiary or flex format).
- Third G/L number (maximum of 25 digits).
- Account ID number. The number is eight digits long.
- Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

You need to complete only the G/L Bank Account field if you are setting up a relationship between the record type and the G/L bank account.

Next Pay Status

Enter a code from UDC 00/PS that indicates the next payment status for a voucher or an invoice. Valid codes:

P: Paid. The voucher or invoice is paid in full.

A: Approved. The voucher or invoice is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H: Held or pending approval.

R: Retainage.

%: Withholding applies.

?: Other codes. Any other reason that payment is being withheld.

The Accounts Payable system does not print payments for Other codes.

Payment Instrument

Enter a code from the user defined code (00/PY) that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

Tax ID

Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The Supplier Master record supplies the default value for the tax ID for 1099 processing.

Withholding Percent

Specify the rate of withholding tax retained from a payment to the supplier. This number is expressed as a decimal. For example, 20 percent is expressed as .2000.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Accounts Payable

This chapter discusses:

- Accounts Payable overview
- Accounts Payable business processes
- Accounts Payable integrations
- Accounts Payable implementations

Accounts Payable Overview

An accounts payable department has many responsibilities to fulfill to ensure that payments to suppliers are made on time and the needs for flexibility in the organization are met:

Managing Supplier Relationships

The accounts payable department needs to manage the organization's relationships with its suppliers so that goods and services are received and paid on time, according to established payment terms. Those payment terms might be the same for all suppliers, or they might have been negotiated with some or all of the suppliers according to the mutual needs of the suppliers and the organization. The accounts payable department is responsible for creating and maintaining a partnership with each supplier to ensure that all terms and conditions of the relationship are met.

Processing Invoices

The accounts payable department receives invoices and records liabilities and corresponding expenses or assets. Depending on the size of the company, the accounts payable department might receive hundreds of invoices daily and would need a system that creates vouchers quickly and accurately. Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing. So the department will need an accounts payable system that integrates easily with the software systems of other departments.

Processing Payments

The goal of the accounts payable department is to ensure that payments are made in the most timely, accurate, and efficient manner possible. Before paying its suppliers, the accounts payable department needs to consider several factors, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.

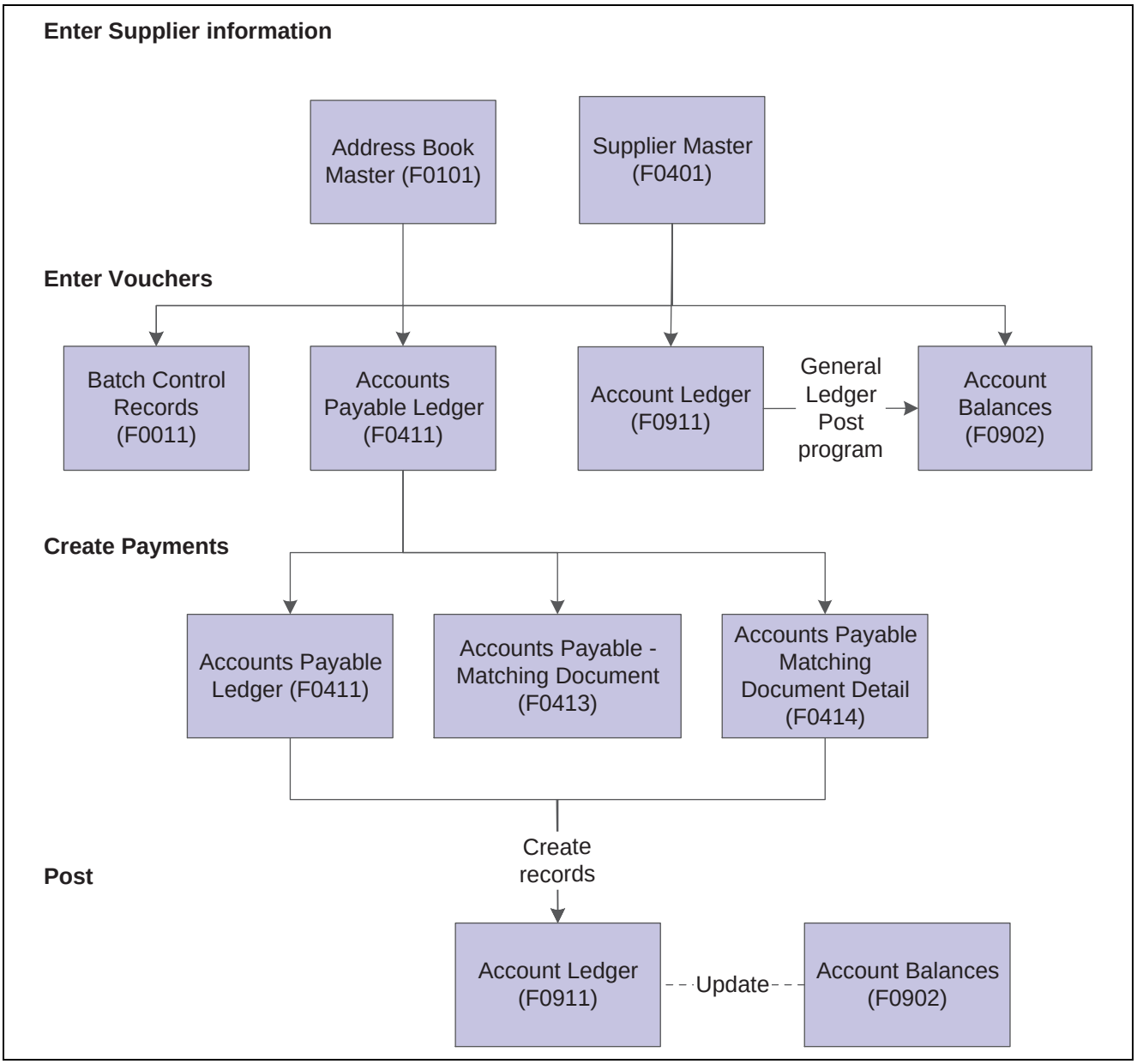
Suppliers are paid by various payment methods, such as electronic funds transfers (EFTs), drafts, and paper checks. They might want specific information included on the check such as an invoice number or purchase

order number. An international company might need to pay in more than one currency.

Suppliers commonly require payment before delivering goods or services. The prepayment must be matched with the actual invoice when the goods are received. Thus, an accounts payable department needs an accounts payable system capable of matching prepayments with future invoices, one that is flexible, and one that offers a variety of payment options.

Accounts Payable Business Processes

The following process flow illustrates the Accounts Payable business processes:



Accounts Payable business process flow

Accounts Payable Integrations

The Accounts Payable system works with other PeopleSoft EnterpriseOne systems to ensure that all payables transactions and information are fully integrated into accounts payable. The following systems integrate with the Accounts Payable system, as described:

General Accounting Various general ledger accounts are debited and credited when a voucher and payment are processed. When a voucher is entered, the general ledger expense account is debited and the accounts payable trade account is credited. When the voucher is paid, the accounts payable trade account is debited and the bank

	account is credited. Procurement Vouchers are created when you match a purchase receipt to the supplier invoice.
Procurement	Vouchers are created when you match a purchase receipt to the supplier invoice.
Inventory	Inventory is increased when you purchase and pay for stock items.
Contract Management	Vouchers are created when you use the progress payment cycle.
Equipment/Plant Management	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.
Job Cost	Vouchers are created when payments are made against a contract for a job.
Fixed Assets	Vouchers are created when you purchase (acquire) an asset or purchase items to maintain an existing asset.
Multinational Features	Multinational features allow you to build a global supplier network to optimize price, terms, and availability of goods. The multinational features in the Accounts Payable system include: • Currency processing This feature enables you to pay vouchers in a domestic, foreign, or alternate currency, using any currency in the world, from the Australian dollar to the Japanese yen to the euro. For information about multicurrency processing, see the Multicurrency Guide. • Multiple languages This feature enables you to communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

Accounts Payable Implementations

This section provides an overview of the steps that are required to implement the Accounts Payable system.

In the planning phase of your implementation, take advantage of all PeopleSoft EnterpriseOne sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface of *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the suggested implementation steps for the PeopleSoft EnterpriseOne Accounts Payable system:

This table list the implementation steps for Accounts Payable.

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization"
2. Set up accounts, and the chart of accounts.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts"
3. Set up the General Accounting constants.	*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System"
4. Set up multicurrency processing, including currency codes and exchange rates.	• *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing" • *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Exchange Rates"
5. Set up ledger type rules.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Ledger Type Rules for General Accounting"
6. Enter address book records.	*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records"

Accounts Payable Implementation Steps

This table lists the suggested application-specific steps for the PeopleSoft EnterpriseOne Accounts Payable system:

Step	Reference
1. Set up constants, user defined codes (UDCs), next numbers, and automatic accounting instructions (AAIs). Optionally, set up country-specific information for Argentina, Italy, and Poland.	Chapter 2, "Setting Up the Accounts Payable System," page 7
2. (ARG) Set up parameters for S.U.S.S and cleaning services withholding, contractor withholding, gross income withholding, VAT withholding, and profit withholding.	Chapter 3, "(ARG) Setting Up Withholding," page 37
3. (ARG) Set up constants, AAIs, UDCs, tax area relationships, status rules, and payment instruments for credit invoices.	Chapter 8, "(ARG) Setting Up the System for Credit Invoices for Accounts Payable," page 107
4. (BRA) Set up purchase use codes for taxes, tax codes, the income tax schedule, and payment dues dates for withholding taxes.	Chapter 4, "(BRA) Setting Up Withholding," page 65
5. (ITA) Set up UDCs, AAIs, tax codes, and the data dictionary for withholding taxes.	Chapter 5, "(ITA) Setting Up Withholding," page 81
6. (PER) Set up UDCs, withholding percentages, SPOT withholding information, suppliers, and legal company constants for withholding taxes	Chapter 6, "(PER) Setting Up Withholding," page 89

Step	Reference
7. (GBR) Set up construction industry scheme (CIS) constants, CIS company constants, CIS payment voucher constants, CIS document types, and CIS subcontractor documents.	Chapter 7, "(GBR) Setting Up CIS," page 93
8. Set up payee control, payment instruments, print programs, print sequences, and payment information by business units. Optionally, set up the system to process electronic funds transfers (EFT), electronic data interchange (EDI), BACS, and country-specific information for Argentina, Japan, Norway, and Sweden.	Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," page 117
9. Set up standard and country-specific payment formats.	Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," page 117

CHAPTER 2

Setting Up the Accounts Payable System

This chapter provides overviews of the Accounts Payable system setup and the accounts payable processes for Russia and discusses how to:

- Set up constants.
- Set up user defined codes (UDCs).
- Set up next numbers.
- Set up automatic accounting instructions (AAIs).
- (ARG) Set up additional accounts payable information for Argentina.
- (ITA) Set up the 30/60/90 end-of-month invoice date.
- (POL) Set up voucher types.

Understanding System Setup for Accounts Payable

Before you use the Accounts Payable system, you need to define certain information that the system uses during processing. You define this information to customize the system for your business needs.

This table describes the setup information for the Accounts Payable system:

Feature	Setup Task
Constants	Establish system basics, such as: • Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately. • Whether you require management approval of batches of documents before posting. • How you want the system to create automatic offsetting entries. • Whether the system verifies that supplier invoice numbers are not duplicates. • The number of days in the time intervals on your aging reports.
UDCs	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs.

Feature	Setup Task
Next numbers	Establish an automatic numbering system for documents.
AAIs	Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction.
Payment terms	Define payment terms codes, such as net due upon receipt, for easier voucher entry. See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Payment Terms".

(RUS) Understanding Accounts Payable Processes for Russia

In addition to using the standard PeopleSoft EnterpriseOne Accounts Payable programs, you must use Russian-specific programs to:

- Enter amount difference vouchers.
- Add additional information for payments that the system prints on payment orders.
- Print payment orders.
- Change the GL payment date, as necessary.
- Print Cash Issue Notes.

Legal Verification of Payments

In Russia, the bank statement that a bank sends to its customer is the only legal confirmation of activity in the accounts used for payments. When you process payments, you send to the bank a payment order that includes both summary payment details, similar to those printed on a standard check, and detailed payment information. Depending on the circumstances, it may take from one to several days to process the payment. If the layout of the payment order is incorrect or required information is missing, the bank must refuse to process the payment.

After the bank receives the payment orders and processes them, the bank sends the customer a bank statement that is used to verify the actual payment date. You use the date that the bank confirms in the bank statement as the actual payment date in your accounts. To make the payment date in your accounts match the payment date in the bank statement, you change the GL transaction date for payment transactions after you receive the bank statement that confirms the payment.

Setting Up Constants for Accounts Payable

This section provides an overview of the Accounts Payable constants and discusses how to set up constants.

Understanding Accounts Payable Constants

Constants provide a basic framework for how your Accounts Payable system works, based on your business needs. Generally, one person sets up all constants. It is recommended that you do not change constants after they are set up because this might produce undesirable results. It is also recommended that you ensure that only authorized personnel can access and change accounts payable constants.

Note. Settings for constants are loaded during software initialization. Therefore, for the settings to take effect, you must restart the system after you define constants.

The accounts payable constants are stored in the General Constants table (F0009).

Constants for Accounts Payable include these options:

- Batch Control Required

  The Batch Control Required constant enables you to specify whether to track the total number and amount of a batch of vouchers. Turning this constant on enables you to verify the total amount expected against the total amount entered immediately after you enter each batch.

- Manager Approval of Input

  The Manager Approval of Input constant enables you to specify whether management approval of batches is required before batches can be posted.

- Automatic Offset Method

  The Automatic Offset Method constant enables you to specify how the system makes offsetting entries to the AP liability and discount accounts when you post vouchers to the general ledger.

  Three offset methods are available:

  B: Batch offset

  S: Single offset per pay item

  Y: One offset per document

  You must consider the intercompany settlement method selected in General Accounting Constants when deciding on the automatic offset method to choose.

  For intercompany settlement method 1 (Hub method), you can use any of the offset methods noted previously.

  For intercompany settlement method 2 (Detail method), you can use any of the offset methods noted previously.

  For intercompany settlement method 3 (Configured Hub method), you can use offset method S or Y, but not B.

- Invoice Number Editing

  The Invoice Number Editing constant enables you to set up your system so that it notifies you when it detects duplicate invoices. Duplicate invoices might occur when a supplier invoice is accidentally entered twice. You can enter one of these codes:

  - *H:* Hard error upon duplication.

    By entering *H,* you can force users to enter an invoice number for each voucher.

  - *N:* Do not edit for duplication.

  - *Y:* Warning upon duplication.

- Aging Days for Accounts Payable

  The columns on your aging reports are calculated based on the number of days in each time interval that you set up.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Batch Approval and Post Security"

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Using Batch Control to Manage the Entry Process"

Forms Used to Set Up Accounts Payable Constants

Form Name	Form ID	Navigation	Usage
System Setup	W0000A	Accounts Payable Setup (G0441), Accounts Payable Constants	Select Accounts Payable Constants.
Accounts Payable Constants	W0000E	On the System Setup form, select Accounts Payable Constants.	Set up constants.

Setting Up Accounts Payable Constants

Access the Accounts Payable Constants form.

Batch Control Required Select the check box to have the system displays an additional form when you enter a batch. You enter the total number of documents and the total amount that you expect the batch to contain. When you finish entering each batch and close the program, the system displays the difference, if any, between the totals that you expected to enter and the totals that you actually entered. If you do not select the check box, the system does not display an additional form.

Manager Approval of Input Select this check box to specify that a manager must approve batches. The system assigns a Pending status to the batch, and a manager must approve it before it can be posted. If you do not select this check box, the system assigns an Approved status to the batch, and it does not require manager approval.

Offset Method Specify how the system generates the offset entry (document type AE) in the F0911 table when vouchers, payments, and drafts are posted to the general ledger. The system generates offset entries for the actual amount (AA) and foreign currency (CA) ledgers only. Values are:

B: The system creates one offset for each batch by account if all of the transactions in the batch are in the domestic currency. You cannot use this method for multicurrency processing because the post programs cannot post batches of transactions that contain one or more foreign or alternate currencies.

Y: The system creates one offset for each document by account.

S: The system creates one offset for each pay item by account.

Duplicate Invoice Number Edit Specify whether the Accounts Payable system validates the invoice number to determine whether it is a duplicate. Values are:

H: The system validates the invoice number. If it is a duplicate number, the system issues an error message and requires that you enter a unique invoice number.

Y: The system validates the invoice number. It if is a duplicate number, the system issues a warning message but does not require that you enter a unique invoice number. It permits the duplication.

N: The system does not validate the invoice number, and it does not issue an error message, regardless of whether the invoice number that you enter is a duplicate.

To locate duplicate invoice numbers, run the Suspected Duplicate Payments report (R04601).

Note. The system does not validate invoice numbers for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

1 thru Specify the end of the first interval used for aging data on Accounts Payable reports.

thru Specify the end of the second interval used for aging data on Accounts Payable reports.

Setting Up UDCs for Accounts Payable

Many programs in the Accounts Payable system used UDCs to process information. Most of the UDCs for the Accounts Payable system are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded and add your own UDCs to suit your own needs. You should not change the product code, code type, or description name for the UDCs in the Accounts Payable system.

Voucher Document Type Codes (00/DV)

A document type code is one of the key fields, along with the document number, document company, and G/L date, that links records in various systems that are part of the same transaction. The Accounts Payable system maintains voucher document type codes and matching document type codes. Transactions with voucher document type codes can exist by themselves. That is, they do not need to be associated with a document that has a different document type code to be complete. All voucher document type codes are not hard-coded.

These codes are included with the software; you can change them and add to them:

UDC Code	System Usage
PV (voucher)	The system creates a voucher with this code when you enter a supplier's invoice during voucher entry.
PR (recurring voucher)	The system creates a voucher with this code when the voucher requires a specific number of payments at specified intervals.
PM (manual voucher)	The system creates a voucher with this code when the voucher and the payment are created at the same time.

UDC Code	System Usage
PD (debit memo)	The system creates a voucher with this code when you enter a credit to the supplier.
PL (logged voucher)	The system creates a voucher with this code when you enter a logged voucher.

For processing accounts payable in China, you must set up these document types with predefined special handling codes:

Code	Special Handling
Taxable invoices	s
Tax exempt invoices	n
Transportation invoices	t
Agriculture certificates	a
Waste certificates	w
Custom tax certificates	g

Matching Document Type Codes (00/DT)

Matching document type codes represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding voucher document. All matching document type codes are hard-coded.

The system provides these codes for the matching documents that you use when you enter vouchers:

UDC Code	System Usage
PE (change the voucher amount)	The system creates a record with this code when you change the amount of a posted voucher or void the voucher.
PK (automatic payment)	The system creates a payment record with this code when you use the automatic payment process to pay a voucher.
PN (manual payment)	The system creates a payment record with this code when you use the manual payment process to pay a voucher.
PO (void payment)	The system creates a record with this code when you void a payment and reopen the original voucher so that you can pay it at another time.
PT (electronic funds transfer)	The system creates a record with this code when you use the electronic funds transfer process to pay a voucher.

Payment Status Codes (00/PS)

Payment status codes indicate whether a voucher is approved, pending, paid, and so on. You assign a payment status code to a voucher if you need to change the status that the system assigned. Some payment status codes are hard-coded.

The system provides these payment status codes:

- *A:* Approved for payment.
- *H:* Hold pending approval (not hard-coded).

  You can set up additional codes for each type of hold status for vouchers:
- *P:* Paid in full.
- *R:* Retainage.
- *%:* Withholding tax applies.
- *#:* Payment in process.

  The system marks any vouchers that you select during prepayment processing with a # to prevent any changes to the voucher until payment processing is complete.
- *Z:* Voucher was selected during the manual payment process.

  This status appears for a voucher when you have selected the voucher to be paid by a manual payment but have not yet clicked OK on the Manual Payment Entry form.

Payment Instrument Codes (00/PY)

Payment instrument codes indicate various methods of payment, such as draft, check, and electronic funds transfer. You assign a payment instrument code to each voucher. Set up a code for each type of payment instrument that you use. Blank is the default value.

The system provides these hard-coded payment instrument codes:

- *X:* Electronic data interchange (EDI) check.
- *Y:* EDI wire.
- *Z:* EDI.

The system provides these payment instrument codes that are not hard-coded:

- *C:* Check (8.75 inches).
- *D:* Draft.
- *N:* Print Checks - Brazil.
- *T:* Electronic funds transfer (EFT).
- *W:* Check (8.5 inches).

(ARG) Special Handling for UDC 00/PY

To meet requirements for payments in bonds, you must specify that withholdings not be carried out if these types of vouchers are being written off. These unfulfilled withholdings are stored in a table so that they can be used to generate a report for the fiscal authority when needed.

You specify how withholdings should be carried out by completing the Special Handling Code field for the payment instrument in UDC 00/PY. This UDC specifies only whether withholdings are saved in permanent files or in unfulfilled withholding tables. This UDC does not affect withholdings calculations.

The value in the Special Handling Code field consists of these parts:

First Position	Specifies whether the payment is deferred. Values are: • *1:* The payment is deferred. • *Blank:* The payment is not deferred.
Second Position	Specifies whether VAT is withheld. Values are: • *Y:* Withhold VAT. • *N:* Do not withhold VAT.
Third Position	Specifies whether profit taxes are withheld. Values are: • *Y:* Withhold profit taxes. • *N:* Do not withhold profit taxes.
Fourth Position	Specifies whether taxable amounts and profit withholdings are stored in the Profit Withholding - Payments Done - ARG - 04 table (F760406A). Values are: • Y: Store amounts in table F760406A. • N: Do not store amounts in table F760406A.

This table lists the results of various special handling code combinations. The underlined character represents a blank space:

Special Handling Code	Explanation
_YYYY	All withholdings are made and the profits are accrued. This code is the same as leaving the Special Handling Code field blank.
_YYN	VAT is withheld, but profits are not accrued.
_YNY	VAT is withheld, but profits taxes are not withheld. The taxable amount is accrued for the unfulfilled withholdings calculation.
_YNN	VAT is withheld, but profits taxes are not; profits are not accrued.
_NYY	VAT is not withheld; but profit taxes are withheld, and profits are accrued.
_NNN	No taxes are withheld. The VAT and profit tax withholdings are saved in temporary files, and profits are not accrued.

Note. If you include a *1* in the first position in any of the preceding combinations, the payment is considered to be a deferred payment.

This table is an example of payment instruments for LECOPS payments:

Codes	Description 01	Description 02	Special Handling	Hard-Coded
J	LECOPS	No retiene ni acumula RET	NNN	N
N	Cheque dif con LECOPS	No RET si acumula Gcias	1YNN	N

Special Handling Code - AP Pymt (00/HC)

You assign special handling codes for various types of special handling instructions, such as remittance attachment. Special handling codes are not hard-coded. Set up a code for each type of special handling instructions that you use.

Examples of special handling codes include:

- Remittance attachment.
- Application form attachment.
- Return payment to tax department.

Draft Processing Codes (00/DV)

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

These UDCs are required for draft processing:

Required UDC Code	System Usage
Document types (00/DV)	• PV (voucher). • P1 (draft).
Payment status (00/PS)	• D (draft accepted). • # (draft selected). • P (draft paid). • Other payment statuses, as necessary.
Payment instruments (00/PY)	A code for each payment instrument that you use.

1099 Processing Codes (04/TR and 01/07)

The Accounts Payable system uses UDCs to select vouchers for IRS Form 1099 processing. These UDCs specify which IRS 1099 form and which box on the form a voucher applies to.

The UDC tables in the Accounts Payable system for 1099 processing are:

- Type of Return (04/TR)

- 1099 Reporting Code (01/07)

The software is installed with the values for Type of Return - 1099s (04/TR) UDCs. However, for the 1099 Reporting Codes (01/07), you must specify what codes the system will have available to select and process vouchers using the F045143 table.

(BEL) Category Code 07

Set up UDCs in UDC table 01/07 to identify foreign payment reporting categories for the Belgian authorities. When entering supplier master records, enter the code in the Category Code 7 field so that Belgian payments are processed correctly.

For example, you might set up these codes:

- 090 Export credits
- 092 International business credits

Verify all codes with the Belgian authorities before entering them.

Bank Type Codes (00/BT)

You define bank type codes (00/BT) for setting up multiple bank accounts for suppliers. When you define codes for bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.

When you assign a bank type code to a supplier, a record is created for that supplier in the Multiple Vendor Bank Account Status table (F0401M) with the default Pre-Note Status of P to indicate that the supplier has more than one bank account to make payments to.

Note. (CHE) For Switzerland, you must set up a bank type code for the Supplier Post Office Account, Bank Post Office Account, Supplier Bank Account, and Supplier ESR Identification Account.

(Europe) Affiliated Companies (74/AC)

You must set up UDC 74/AC so that the system can determine whether the customer or supplier company is affiliated with the reporting company. You must list the address book records of all companies with which the reporting company is affiliated. The system uses the Affiliated Companies UDC list 74/AC to select records for reporting, and to group data for affiliated companies and non-affiliated companies in this manner:

Type of Company	Usage
Affiliated companies	If the address book number from a record in the Accounts Payable Ledger table (F0411) matches an address book record in UDC list 74/AC, the system selects the record for reporting for affiliated companies.
Nonaffiliated companies	If the address book number from a record in the Accounts Payable Ledger table (F0411) does not match an address book record in UDC list 74/AC, the system selects the record for reporting for non-affiliated companies.

(VEN) Group Type (74/DG)

Set up this UDC with document types that the system uses when processing vouchers for Venezuela. You must set up one or more document types that identify vouchers, and complete the Special Handling Code field with *01* for these document types. Set up one or more document types that identify debit notes and complete the Special Handling Code field with *02* for these document types. Set up one or more document types that identify credit notes and complete the Special Handling Code field with *03* for these document types.

(Europe) Code Number (74/30)

Set up code numbers to indicate the type of service industry. For example, you might set up these values:

- *014:* Transportation by domestic air carrier.
- *015:* Transportation by foreign air carrier.
- *016:* Transportation by other carrier.

(CHE) Swiss SOG Countries/Currencies (74/SS)

Set up valid country and currency combinations for each country that uses the Create A/P Post Office File-Swiss SOG program (R)4572S3). When you set up UDC 74/SS, you need to consider:

- The first three characters of the Description 01 field are used for the country code that is required for SOG payments in record types 12, 14, and 25.

  The dash followed by the country description is for information only.

- The values in the Description 02 field are the foreign record types that are enabled for the country and currency combination.

  The system verifies whether this combination is valid. If you try to write a payment group with a different country and currency combination, the system displays an error message.

- The Special Handling Code field contains the two-digit country code that is assigned by the Swiss Post Office.

  The two-digit country code should be used in the foreign record types 12, 14, and 25.

(POL) Address Number Label (74P/AL)

The system uses the values in the Address Number Label UDC table to identify the type of entity that uses the document type for which you set up additional information for accounts payable transactions. For example, you might set up these values:

Code	Description
1	Supplier
2	Employee
3	Customs office

(POL) Customs Tax Categories (74P/IM)

You set up the Customs Tax Categories UDC to create a cross reference between tax rate areas and types of taxes or fees on imported goods. The system uses the special handling code in the 74P/IM UDC to define the type of taxes and fees associated with a tax rate area when you process VAT reports.

To create the cross reference, enter the tax rate area in the Codes field of the UDC table, and enter one of these codes in the Special Handling Code field to specify the tax or fee that applies:

- *0* (Net value of purchase)
- *1* (Duty)
- *2* (Package tax)
- *3* (Excise tax)
- *4* (Additional duty payments)

(RUS) Petty Cash Document Type (74R/CD)

Set up this UDC to identify the types of documents you use for petty cash transactions. You specify whether the code is for an inbound or outbound transaction by completing the Special Handling Code field. Enter *I* for inbound transactions. Enter *O* for outbound transactions. For example, you might set up these codes:

Code	Description	Special Handling Code
KP	Cash Receipt Note	I
KW	Cash Issue Note	O

(RUS) Budget Classification Code (74R/PB)

Set up this UDC to specify the budget code that appears on payment orders. The system uses the values from this UDC when you run the Automatic Payment Order program (R74R4520) or run the Payment Order Reprint (R74R4530) to print a payment order manually. For example, you might set up this value:

Codes	Description
01	KBK

(RUS) Payment Type (74R/PC)

Set up the Payment Type UDC to identify the type of payment included on a payment order. The system uses the values from this UDC when you run the Automatic Payment Order program (R74R4520) or run the Payment Order Reprint (R74R4530) to print a payment order manually. For example, you might set up these values:

Codes	Description
1	DGI Tax Payment
2	Federal Taxes Payment

(RUS) Tax Period (74R/PP)

Set up this the Tax Period UDC identify the tax period for which you issue a payment order. The system uses the values from this UDC when you run the Automatic Payment Order program (R74R4520) or run the Payment Order Reprint (R74R4530) to print a payment order manually. For example, you might set up these values:

Codes	Description
FY	Fiscal Year
TP	Tax Period
YY	YY.02

(RUS) Payment Reason (74R/PR)

Set up the Payment Reason UDC to identify the reason for the payment included on a payment order. The system uses the values from this UDC when you run the Automatic Payment Order program (R74R4520) or run the Payment Order Reprint (R74R4530) to print a payment order manually. For example, you might set up these values:

Codes	Description
Y	Payment of Current Year
D	Deferred Debts Payment
R	Restructured Debts

(RUS) Payment Status (74R/PS)

Set up this Payment Status UDC to identify the type of payment included on a payment order. The system uses the values from this UDC when you run the Automatic Payment Order program (R74R4520) or run the Payment Order Reprint (R74R4530) to print a payment order manually. For example, you might set up these values:

Codes	Description
TP	Tax Payment
TB	Other payment

(JPN) Withholding Tax Category (75/WT)

Set up codes to identify each type of withholding tax category that your company uses. For Japan, set up codes for these withholding tax authority types:

- Blank: without calculation
- *1:* Resident
- *2:* Nonresident
- *3:* Attorney

(VEN) ARG- Profit WH Concept (76/04)

Use this UDC to set up the income tax withholding codes *(Impuesto sobre la Renta* [ISLR]). You set up three-character codes for the ISLR codes.

(COL) Recycle Voucher (76C/RC)

Use this UDC to specify the recycling report version that you use for accounts payable and accounts receivable transactions. For accounts payable transactions, enter the version number for Recycle Recurring Vouchers (R048101) in the Code field. In the Description 02 field, enter the version number of the Voucher Entry MBF Processing Options (P0400047) program in which exists the date that the system uses to retrieve the exchange rate for recycled vouchers.

For accounts payable transactions, enter the version number for Recycle Recurring Invoices (R03B8101) in the Code field. In the Description 02 field, enter the version number of the Invoice Entry MBF Processing Options (P03B0011) program in which exists the date that the system uses to retrieve the exchange rate for recycled invoices.

(VEN) Rate Types Codes (76V/CT)

Use this UDC to set up rate codes.

(VEN) Municipal Tax Withholding Code (76V/IM)

Use this UDC to set up municipal tax codes.

Setting Up Next Numbers for Accounts Payable

This section provides overviews of next numbers for Accounts Payable and next numbers for Venezuela and discusses how to set up next numbers for Accounts Payable.

Understanding Next Numbers for Accounts Payable

When a program retrieves a next number from the Next Numbers - Automatic table (F0002), it references a specific line in the next number table for the appropriate system. If the next number table becomes damaged or if entries are mistakenly deleted, you must set up the next number for the appropriate program on the specific line. This table provides the information necessary to create the next number entries for the Accounts Payable system:

Line Number	Description	Function
1	Voucher Entry	Provide a next number for vouchers.
2	Future Use	This line number is not currently used. However, it is recommended that you do not use this line, in the event that future enhancements to the Accounts Payable system use this line.
3	Future Use	This line number is not currently used. However, it is recommended that you do not use this line, in the event that future enhancements to the Accounts Payable system use this line.
4	Debit Stmt Chk#	NA

Line Number	Description	Function
5	Check No.-ACH	NA
6	EFT Tape Member	NA

(VEN) Understanding Next Numbers for Venezuela

You must set up next numbers for system 76V (Venezuela) to process withholding for income taxes (ISLR) and municipal taxes.

Set up the first record for ISLR taxes. The system uses this set of next numbers to assign a new number to the withholding document for ISLR withholding when the next numbers are not set up by company and fiscal year.

Set up the second record for municipal taxes. The system uses this set of next numbers to assign a new number to the withholding document for municipal withholding when the next numbers are not set up by company and fiscal year

Set up the fifth record for VAT taxes. The system uses this set of next numbers to assign a new number to the withholding document for VAT withholding when the next numbers are not set up by company and fiscal year.

Set up the third and fourth records to add a next number to the VINV field in the F0411 table so that you can relate the withholding documents to the invoice when you calculate withholding. You set up the third and fourth records using different document types. Setting up these next numbers enables you to calculate records multiple times when the withholding record is voided.

Forms Used to Set Up Next Numbers for Accounts Payable

Form Name	Form ID	Navigation	Usage
Set Up Next Numbers by System	W0002C	Enter NN in the Fast Path. On the Work With Next Numbers form, select Accounts Payable.	Set up next numbers for the Accounts Payable system.

Setting Up Accounts Payable Next Numbers

Access the Set Up Next Numbers by System form.

Check Digit Specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system adds a check digit such as 7, making the last two numbers 27. The check digits option provides a method for increasing numbers randomly to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while the check digits option is activated. Select this option to add a check digit.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up System Next Numbers"

Setting Up AAIs for Accounts Payable

This section provides overviews of the Accounts Payable AAIs and discusses how to set up AAIs.

Understanding Accounts Payable AAIs

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction. In Accounts Payable, for example, if you enter a voucher, the system locates the item that contains account numbers for AP trade accounts.

The name of an AAI item, such as PC, is hard-coded. AAI items for Accounts Payable always start with the letter P. For example, PC is the AAI item for payables class (trade account) and PB is the AAI item for payables bank. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to the chart of accounts. If you decide not to include a business unit for an AAI, the business unit of the voucher is used as part of the specified account number.

Some AAIs require that you define a complete range, consisting of a beginning and an ending AAI item. For example, for item PX (used for 1099 processing), the first range must begin with PX*yy*01. You must end the first range with PX*yy*02, the next consecutive number. Define the next range, if needed, to start with PX*yy*03 and end with PX*yy*04, and so on.

Each AAI has a hierarchical order in which the system searches for an account number. For example, if you enter a voucher for company 00100 and G/L offset code 30, the system determines which AP trade account to use based on this search hierarchy:

- The system searches for AAI item PC30 for company 00100 to locate the AP trade account.
- If the system cannot locate this AAI item, the system searches for item PC30 for company 00000.
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

The following subsections describe the AAIs used in the Accounts Payable system.

Payables Bank (PB)

An AAI item for the default bank account (PB) is required. This item specifies the default bank account that the system assigns if you do not enter a bank account number when you enter a voucher.

If you have multiple bank accounts defined for a company, you can define an offset using PB*yyyy* (payables bank account). If you use PB*yyyy*, you must also define PC*yyyy* (payables trade account) for the same offset.

For example, company 1 has two bank accounts: 1.1110.BEAR and 1.1110.FIB. You define PBBEAR and PBFIB to point to the respective bank account. PCBEAR and PCFIB must also exist in the AAI table. You can, however, point them back to the same account defined in PC *yyyy*. In voucher entry, you would enter the *yyyy* into the G/L Offset field in the detail area to specify an account.

For example, Universal Incorporated must be paid from OMNI National Bank, which is not the default payables bank. Set up the G/L offset code of OMNI in the supplier master record or on each voucher for Universal Incorporated and set up these AAIs:

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PByyyy)	OMNI bank-specific code	Blank	100	1110	OMNI	4.015
PCOMNI (PCyyyy)	OMNI bank-specific G/L offset code	Blank	100	4110	Blank	4.020

Payables Trade (PC)

An AAI item for the accounts payable trade accounts (PC) is required. A payable trade account is the holding or clearing account that you use until you pay the voucher. This item specifies the default trade account that the system assigns to each voucher if you do not enter a trade account for the G/L offset when you enter the voucher.

The payables offset code can be specific to a supplier so that when you enter a voucher, the system uses the offset code from the supplier master record.

For trade accounts, you need to set up:

- Default AAI item for company 00000.
- Company-specific AAI items.
- Offset codes PC*yyyy* (PCNOTE) for company 00000.
- Company-specific offset codes.

This table illustrates this setup:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC (PC _ _ _ _)	Payables Trade Account	Blank	100	4110	Blank	4.020
PC (PC _ _ _ _)	Company 200-specific Payables Trade Account	200	200	4110	Blank	4.020
PCNOTE (PCyyyy)	Default Notes Payable Trade Account	Blank	100	4110	Blank	4.020
PCNOTE (PCyyyy)	Company 200-specific Trade Account	200	200	4110	Blank	4.020

(PER) You must set up this AAI to automatically post tax duty payment system *(Sistema de Pago de Obligaciones Tributarias* [SPOT]) vouchers. Set up the AAI with the document type for SPOT vouchers as defined in the Legal Company Constants (P76P002) program. For example, if you set up IG as the document type, set up this AAI as PCIG.

Payables Discounts Available/Lost (PKD/PKL)

An AAI item for payable discounts available (PKD) and for payable discounts lost (PKL) is required if you take discounts. These items specify the profit and loss account for discounts available and lost. Discounts are not recognized until a payment is posted. The system uses PKD and PKL for the offsets that it creates when posting the payment.

Discounts taken is the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number. At the time of payment, the system writes a credit for the discount available to whatever account is associated with PKD. If you do not take a discount at the time of payment, the system also writes a debit to whatever account is associated with PKL.

Set up a default PKD and PKL account for company 00000 or a specific PKD and PKL account for each company.

Voucher Logging Expense/Trade (PP/PQ)

AAI items for preliminary distribution (PP) and a suspense trade account (PQ) are optional if you use voucher logging. Voucher logging is a feature of the Accounts Payable system that enables you to enter a voucher but defer distribution to a GL expense account, which is typically a suspense account.

These items specify the default values for preliminary expense and suspense trade accounts when you enter a logged voucher. If you do not set up item PP, you have to enter a valid suspense account when you enter a logged voucher. If you do not set up item PQ, the system uses the account for item PC when you post the logged voucher.

You designate the use of the suspense trade account on Company Names and Numbers in the General Accounting system:

- If you enter *0,* the system uses the AP payables class (PC) AAI item to post the liability to a regular trade account.
- If you enter *1,* the system uses the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

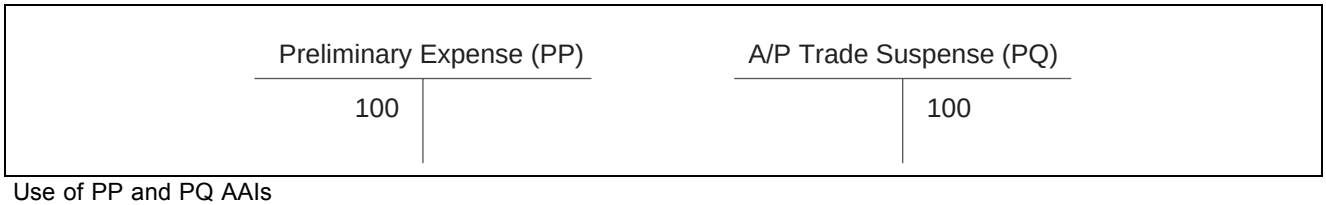
When the preliminary expense account is redistributed to the actual expense account, the system adjusts the suspense trade account (PQ) to the AP Trade Account (PC).

When you know the expense accounts to post the voucher to, you use Voucher JE Redistribution. You must manually enter the expense account. The system:

- Credits the preliminary expense (PP).
- Debits the AP trade suspense (PQ).
- Credits the AP trade (PC).

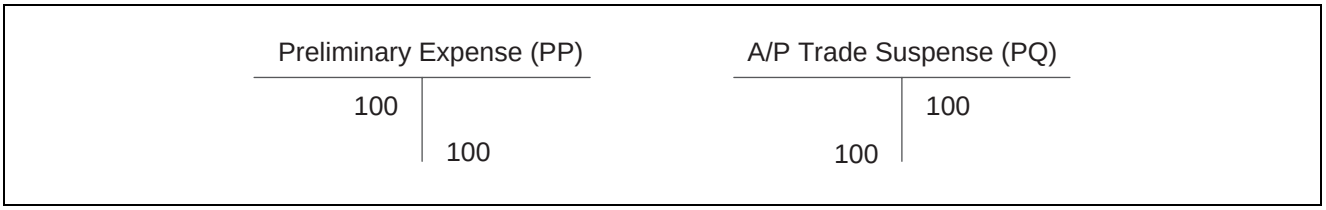
Example of Voucher Logging

You enter a voucher in the amount of 100 in Voucher Logging Entry. The system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ. This graphic shows the initial journal entry when the AP trade suspense account (PQ) is used instead of the AP trade account (PC).



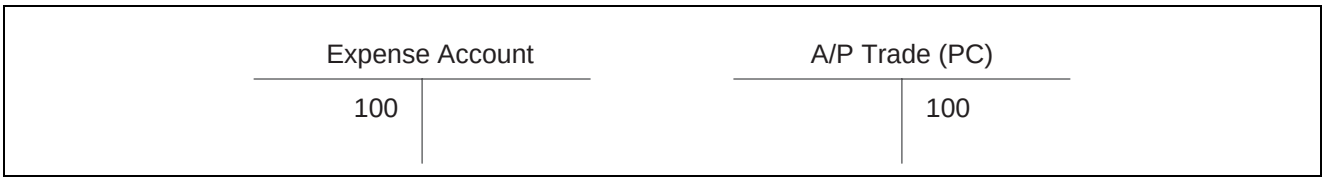
Use of PP and PQ AAIs

When you redistribute the voucher, you debit an expense account. The system debits the AP trade suspense account and credits the preliminary expense and AP trade accounts. This graphic shows how you debit an expense account.



Redistributing the voucher

This graphic shows how the system completes the journal entry:



System entries

Drafts Payable (PD)

AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company if you use a different account number for it. That is, you do not need to set up an AAI for each company if the companies use the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

Draft processing uses a single AAI that defines the drafts payable account. This account acts as a holding or clearing account until you pay the draft. When you create a draft, the system:

- Debits AP trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

You set up a single AAI for the drafts payable account (item PD), which the system uses as the default value. You can also set up one AAI for each payment instrument (item PD*x*, where *x* equals the UDC for a payment instrument).

1099s for G/L Method (PX)

The G/L method uses AAIs to determine G/L account number ranges for 1099 processing. You must edit the 1099 AAI items to tie your chart of accounts to the corresponding IRS form and box.

You need to define these AAI items based on the type of 1099 forms you process:

- PXA*xxx*

  1099-MISC (Miscellaneous) form

- PX1*xxx*

1099-DIV (Dividend and Distribution) form

- PX6*xxx*

  1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, UDC 04/TR values A1 through A9 (AAI items PXA1*xx* through PXA9*xx*) correspond to 1099 MISC boxes 1 through 9. However, UDC 04/TR value AA (AAI item PXAA*xx*) corresponds to box 10, and both AB and AC (AAI items PXAB*xx* and PXAC*xx*) correspond to box 13. Also, the 1099 DIV form has boxes 2a, 2b, 2c, and 2d that correspond to UDC 04/TR values 1A, 1B, 1C, and 1D (AAI items PX1A*xx* through PX1D*xx)*.

Each pair of AAI items defines the beginning and end of a range of object accounts. For example, Attorney Fees (box 13 on the 1099 MISC form) are identified by the range of accounts associated with AAI items PXAC01 and PXAC02. If you need to identify other accounts, use another range defined by PXAC03 and PXAC04, and so on.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Working with Automatic Accounting Instructions"

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Setting Up Tax Information," Setting Up AAIs for Taxes

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Accounts Payable for Multicurrency Processing," Setting Up Multicurrency AAIs for Accounts Payable

Setting Up Accounts Payable AAIs

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Working with Automatic Accounting Instructions".

(ARG) Setting Up Additional Accounts Payable Information for Argentina

This section provides an overview of additional accounts payable information for Argentina and discusses how to:

- Set up AFIP document type relationships.
- Set up legal invoice groups.
- Set up voucher authorization rules.

Understanding Additional Accounts Payable Information for Argentina

Before processing accounts payable for Argentina, you must also set up the following:

AFIP Document Types

You set up AFIP document type relationships to cross reference PeopleSoft EnterpriseOne document types and legal invoice groups to legal document types. Both legal invoices groups and legal document types are defined by the AFIP (Administracíon Federal de Ingresos Públicos).

The PeopleSoft EnterpriseOne document type and the legal invoice group (which is assigned based on the tax area that is used during voucher entry) determine the legal document type of the invoice by using the AFIP document type relationship that you set up.

Voucher Authorization Rules

You set up voucher authorization rules to authorize different users to change the status of vouchers up to a given amount.

Setting Up Invoice Type M

General Resolution 1575 defines these withholding requirements for vouchers with invoice type M:

- The withholding is calculated when the taxable amount of the transaction is equal or greater than 1000 USD.

  In this case, the transaction is excluded from other withholding or perception requirements that might be applied (except Guía Fiscal Ganadera, Harinera, or both).
- If the taxable amount of the transaction is less than 1000 USD and the payer is a withholding agent in any other regime that makes withholdings for less than 1000 USD, the withholding must be done.

The withholding amount is calculated as follows:

- VAT

  Net transaction amount × 100 percent of the corresponding tax rate. This amount is calculated for each payable voucher.
- Profit

  Net transaction amount × 3 percent. This calculation does not consider the accumulated profit for the month. This calculation must be done for each payment.

To perform these calculations, set up the Accounts Payable system in this way:

- Add a new document type to UDC 00/DT and UDC 00/DV to identify type M vouchers.
- Add a new Tax Area exclusively for type M vouchers.

  Specify Invoice Group M for this tax area on the Additional Tax Information form.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(ARG) System Setup Argentinian Taxes," Setting Up Tax Areas.
- Add these legal withholding regimes, which are informed in the SICORE report and in the withholding certificate:

UDC	Code	Description
76/L3	99	Invoice M - Profit - Emission of documents with tax discrimination.
76/L1	499	Invoice M - VAT - Emission of documents with tax discrimination.

Add these legal withholding concepts, which are used during voucher entry:

UDC	Code	Description
76/04	GAM	Invoice M - Profit - Emission of documents with tax discrimination. The code is just an example.
76/02	IVM	Invoice M - VAT - Emission of documents with tax discrimination. The code is just an example.

Note. These concepts must be different from those already defined in the system. The existent concepts cannot be reused because they have different withholding calculations.

For VAT withholdings, set up a withholding percentage in the V.A.T WH - Percentages program (P760402A), as shown in this example:

Field	Information
Company	00028
VAT Withholding	IVM
Description	Invoice M - VAT
Effective Date	20/10/2005
Expiration Date	31/12/2010
%	21,00
Minimum Amount	1000,00
Legal Concept	499
Description	Invoice M - VAT
Vs	NA

For profit withholdings, set up a withholding percentage in the Profit W/H - Percentages program (P760403A) as shown in this example:

Field	Information
Company	00028
Profit Withholding	GAM
Concept Description	Invoice M - Profit
Legal Concept	099
Legal Concept Description	Invoice M - Profit
Minimum Amount	0,00
Registered %	3,00
Not Registered	3,00
Expiration Date	31/12/2010
Minimum Wh Amount	0,00
Minimum Wh Amount N Reg	0,00
Profit Wh Category	N
Misc Code	1

Note. You must specify *1* in the Misc Code field to indicate to the system that it doesn't have to consider the accumulated amounts from the month in the profit withholding calculation for the payment group.

When you enter a voucher into the system, assign the withholding concepts corresponding to the operation on the Withholdings tab of the Voucher Additional Information - Revision form, as shown in this example:

Field	Code	Description
VAT Withholding Concept	IVM	Invoice M - VAT
G.I. Agreement Code	02	Multilateral Agreement
G.I. Concept Source	BIE	Goods
G.I. State Source	04	Neuquen
G.I. Concept Destination	FLT	Shipment
G.I. State Destination	02	Mendoza
Profit Withholding Condition	INS	Registered
Profit Withholding Concept	GAM	Invoice M - Profit

Field	Code	Description
Contract Concept	500	More than 500 square meters
S.U.S.S. Concept	LIM	Cleaning Services

Note. When a transaction with invoice type M is less than 1000 USD, specify the appropriate profit withholding concept (regardless of the general withholding method). If the transaction is greater than 1000 USD, specify the withholding concept of RG 1575.

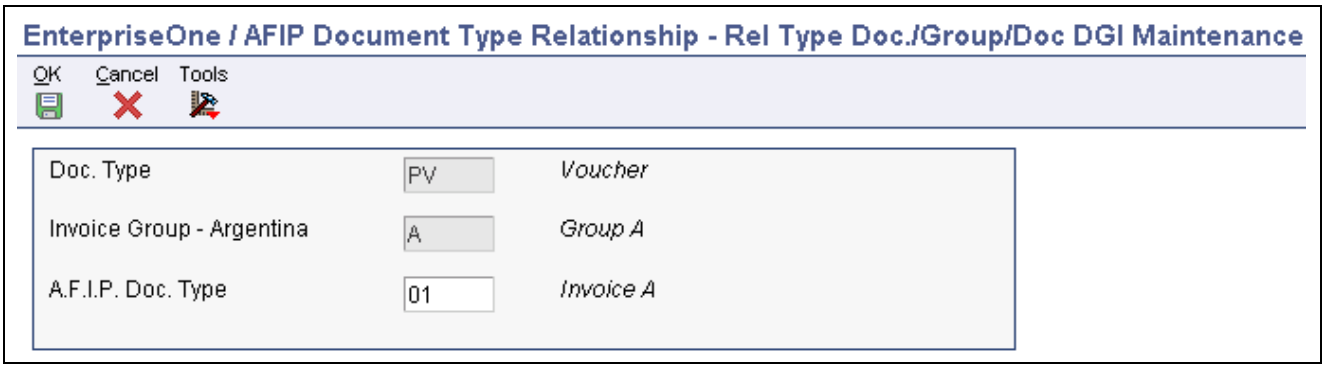
- If you are adhering to General Resolution 1575, you generate certificates before you update the payment group in the same way as if you were not adhering to this resolution.
- For General Resolution 1575, you inform withholdings using the SICORE report.

Forms Used to Set Up Additional Accounts Payable Information for Argentina

Form Name	Form ID	Navigation	Usage
Rel Type Doc.\Group/Doc DGI Maintenance	W76002AC	Additional Features - Set up (G76A116), EnterpriseOne / AFIP Document Type Relationship Click Add on the Work With Rel. Type Doc./Group/Doc.DGI form.	Set up AFIP document type relationships.
Additional Tax Information	W764008AD	Additional Features - Set up (G76A116), Additional Tax Area Information On the Work With Tax Areas form, select a tax area and click Select.	Set up legal invoice groups.
Add Voucher Authorization Rules Maintenance	W760409AA	Additional Features - Set up (G76A116), Voucher Authorization Rules Click Add on the Work with Voucher Authorization Rules Maintenance form.	Add voucher authorization rules.

Setting Up AFIP Document Types

Access the Rel Type Doc.\Group/Doc DGI Maintenance form.



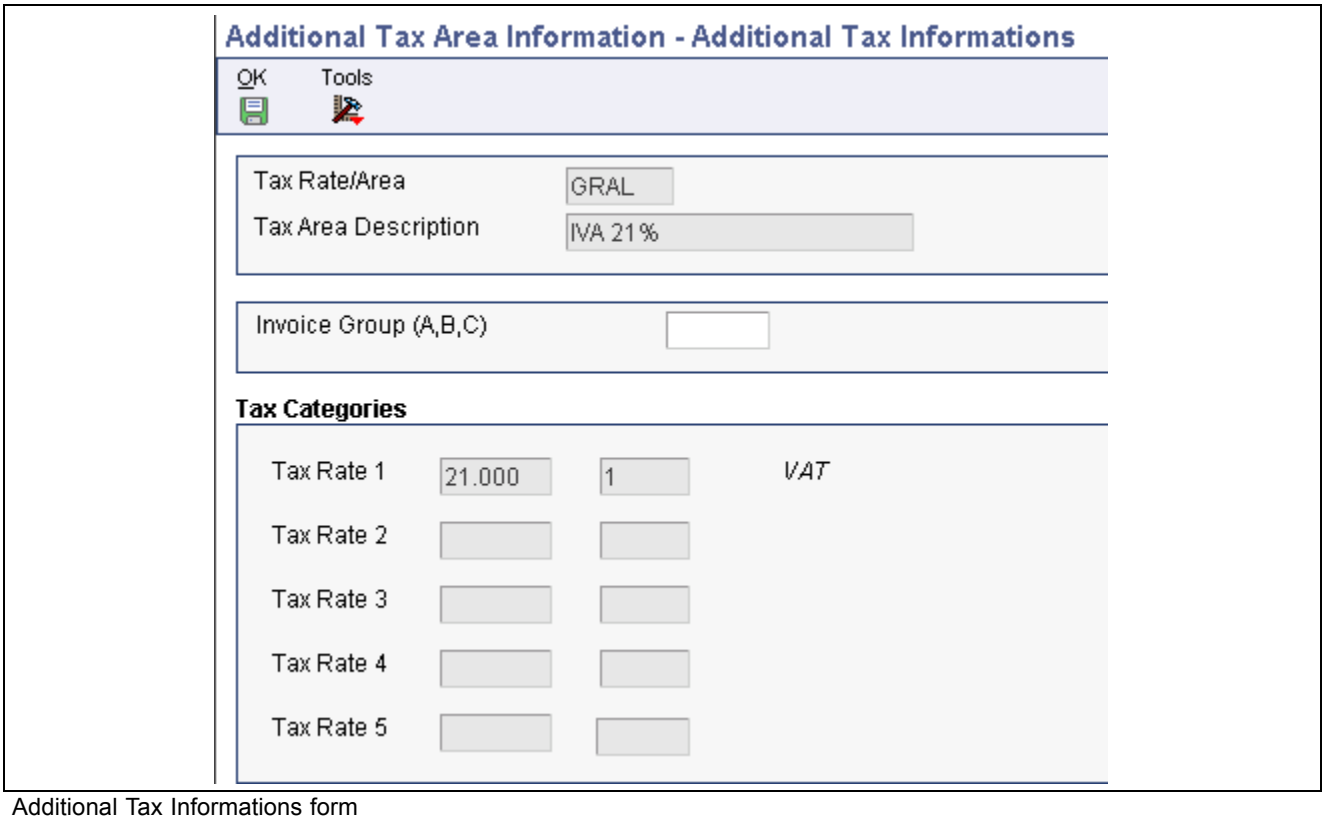
Rel Type Doc.\Group/Doc DGI Maintenance form

Invoice Group - Argentina Displays the code that identifies the invoice group.

A.F.I.P. Doc. Type(Administracíon Federal de Ingresos Públicos document type) Enter the legal document type given by DGI for documents.

Setting Up Legal Invoice Groups

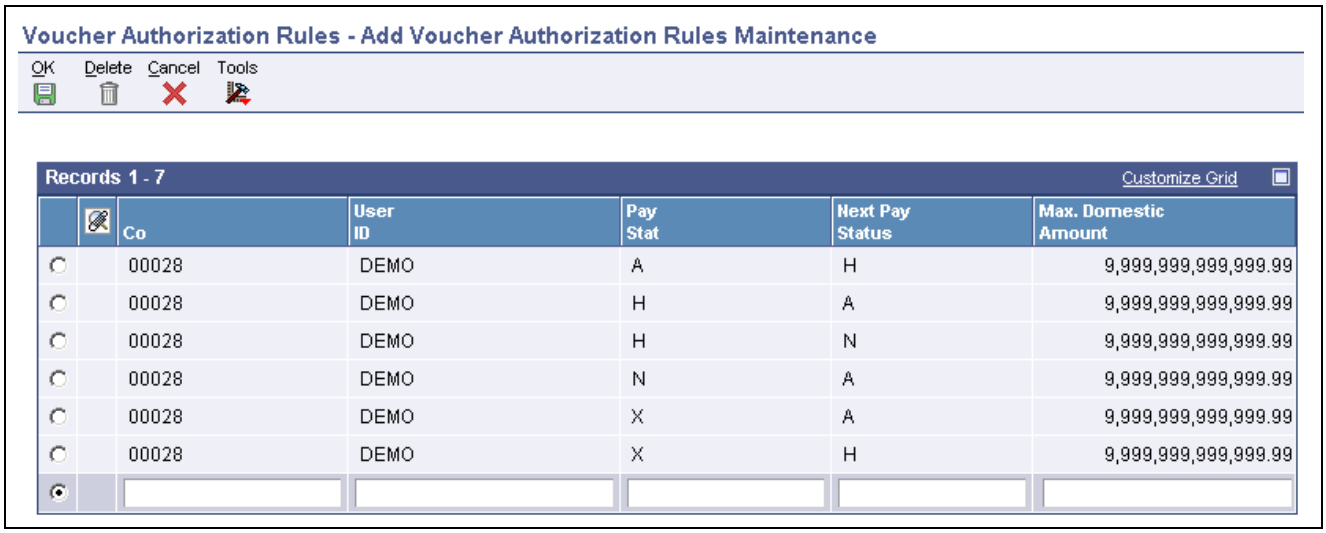
Access the Additional Tax Informations form.



Additional Tax Informations form

Setting Up Voucher Authorization Rules

Access the Add Voucher Authorization Rules Maintenance form.



Add Voucher Authorization Rules Maintenance form

Max. Domestic Amount(maximum domestic amount) Enter the amount of an invoice or voucher pay item that is unpaid.

(ITA) Setting Up the 30/60/90 End-of-Month Invoice Date for Italy

In this example, a payment is split into three installments. The first installment is due 30 days after the end of the month of the invoice date. The second installment is due after 60 days, and the third installment is due after 90 days. No matter what the day of the month when the invoice was created, the due dates are always calculated from the end of that month.

Field	Information
Invoice Amount	9.000,00 euros
Invoice Date	15 July
Based on Date	End of month invoice date (31 July)
First Installment	3.000,00 due 30 August
Second Installment	3.000,00 due 29 September
Third Installment	3.000,00 due 29 October

To pay the invoice in this example, you must set up an installment payment term that is based on three equal payments. To determine the due dates of the payments, you must first set up the date range to calculate the end of the month of the invoice date. You then set up the first installment to be due 30 days after the calculated end of the month, the second installment to be due 30 days after the first installment, and the third installment to be due 30 days after that installment.

You set up due date rules for the 30/60/90 end-of-month invoice date as shown in the examples:

End of Month Rule Part 1

End of Month Rule Part 1 calculates the invoice date.

From the Due Date Rules Revision form:

Field	Information
Due Date Rule	EOM1
Description	End of Month Rule Part 1
Based on Date	1 (Invoice Date)

Date Range for End of Month Rule Part 1

The system calculates the end of the month for the invoice date from the date range.

From the Date Range Revision form:

Field	Information
From Day	1
To Day	31
Days to Add	30

End of Month Rule Part 2

End of Month Rule Part 2 calculates a due date 30 days after the previous due date.

Field	Information
Due Date Rule	EOM2
Description	End of Month Rule Part 2
Based on Date	1 (Invoice Date)
Days to Add	30

Example: Advanced Payment Terms

This example shows how to set up the end-of-month payment term:

Field	Information
Payment Term	EOM
Description	End of Month Payment Term

Example: Installments

This example shows how to set up the installment payments for the end-of-month payment term:

Field	Information
Sequence Number	1.000
Percent of Installment	33.333
Net Due Date Rule	EOM1
Sequence Number	2.000
Percent of Installment	33.333
Net Due Date Rule	EOM2
Sequence Number	3.000
Percent of Installment	33.334
Net Due Date Rule	EOM2

(POL) Setting Up Voucher Types

This section provides an overview of voucher types for Poland and discusses how to set up accounts payable document types.

Understanding Voucher Types

The system uses the document type of transactions to determine the transactions to include in the purchase registers. To include the correct transactions in the purchase registers, you should set up document types in the Document Type (00/DT) UDC table for these types of transactions:

- Purchases
- Purchases corrections
- Customs documents
- Employee expenses
- Employee expenses corrections

After you create the document types, you use the Set Up AP Document Types program (P74P4010) to associate additional information to the UDC values that represent the vouchers that you pay.

Note. When you set up voucher types for domestic purchase corrections and domestic purchase of fixed assets correction, you must specify that the entry of the original document type, original document number, and the original invoice date is required. This information is required in the VAT Domestic Register report.

Forms Used to Set Up Accounts Payable Document Types

Form Name	Form ID	Navigation	Usage
Work With Poland Document Types	W74P4010A	Accounts Payable (G74P04), Set Up AP Document Types	Select existing records.
Edit Document Types - Setup Information	W74P4010C	Click Add on the Work With Poland Document Types form.	Add a new record or modify an existing record.

Setting Up Voucher Types for Poland

Access the Edit Document Types - Setup Information form.

Original Document Flag Enter *Y* (yes) to require that information about the document on which a voucher is based is entered during voucher entry.

Address Number Flag Enter *Y* (yes) to enable a change to the default value in the Address Number Label field. Enter *N* (no) to accept the default value of *I* (supplier) in the Address Number Label field. You must complete this field.

Address Number Label If you entered *Y* in the Address Number Flag field, enter a value from the Address Number Label (74P/AL) UDC table that represents the type of address book record for the payee.

Standard Dates Flag Enter *Y* (yes) to enable the change of the invoice or service date for a voucher during voucher entry. Enter *N* (no) to prevent the change of the invoice or service date.

CHAPTER 3

(ARG) Setting Up Withholding

This chapter provides an overview of setting up the Accounts Payable system for withholding and discusses how to set up the following types of withholding:

- Cleaning services
- Contractor
- Gross income
- S.U.S.S.
- VAT
- Profit
- VAT and profit legal number withholdings
- VAT withholdings by RG 726 or RG 615

Understanding System Setup for Withholding

The following subsections describe required setup common to all withholding types.

Automatic Accounting Instructions

You must set up the following AAIs for VAT, gross income, contract, cleaning, and eventuals withholdings and associate them with the appropriate accounts:

- $I: VAT withholding account
- $G: Profit Withholding account
- $Bxx: Gross income withholding account; xx specifies the state
- $S: Contract withholding account
- $A: Eventuals withholding account

  As an alternative, you can set up $ADEF (eventual services including the withholding concept)
- $L: Cleaning services

  As an alternative, you can set up $LLIM (cleaning services including the withholding concept)
- PC$I: VAT withholdings control account
- PC$G: Profit withholdings control account
- PC$L: Cleaning services control account
- PC$Bxx: Gross income withholdings control account

- PC$S: Contract withholdings control account
- PC$A: Eventuals withholdings control account

When setting up $B and PC$B for gross income, you must append the state number to the suffix-for example, $B01 and PC$B01 for state 01.

For VAT, profits, eventuals, and contract accounts, the system can associate current accounts by concept-for example, $IFLT - $ISER. If the system does not find these accounts, it uses the generic withholding codes ($I, $G, $A, and $S).

Setting Up Next Numbers for Withholding Tax

You must set up next numbers by company, fiscal year, or both, for the tax withholding document types $A, $G, $I, $L, and $S. The system uses this setup to obtain the numbering for supplier tax withholding certificates.

For example, you might set up next numbers as follows:

Document Company	Document Type	Description	Check Digit	Next Number Range
00028	$G	Profit Withholdings	N/A	115
00028	$I	VAT Withholdings	N/A	111
00028	$S	Contract Withholdings	N	5
00028	$A	Eventuals Withholding	N	26
0028	$L	Cleaning Services Withholding	N	40

Note. Gross income withholdings next numbers are assigned according to state specifications. Therefore, the only gross income document type for which you have to set up next numbers is gross income rectifications.

Setting Up UDCs

You must set up the following UDC tables:

- ARG-A/B Legal Document Type (76A/A0)

  You must set up legal document types: types to classify tax ID numbers.

- Unchangeable Pay Status (UDC 76A/EI)

  You set unchangeable pay status codes to specify the pay statuses at which vouchers cannot be changed.

The following table provides an example of how you could set up UDC 76A/A0:

Codes	Description 01	Special Handling	Hard Coded
080	CUIT	1	Y

Codes	Description 01	Special Handling	Hard Coded
084	CUIT prov del exterior		N
085	DNI		N

Note. When you set up document type CUIT, you must enter a value of *1* in the Special Handling Code field so that the system validates the CUIT number when it is entered or modified.

The following table provides an example of how you could set up UDC 76A/EI:

Codes	Description 01	Special Handling	Hard Coded
#	Payment Process		N
A	Approved		N
P	Paid		N

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up System Next Numbers"

Prerequisite

Verify that document types $A, $G, $I, and $S are set up in UDC tables 00/DT and 00/DV.

Common Elements Used in This Chapter

Effective Date Enter the first day on which the withholding term is effective.

Expiration Date Enter the expiration date of the withholding terms.

Minimum Amount Enter the minimum amount for the withholding.

%(Percentage) Enter the percentage of the withholding. The maximum value you can enter is 999,99.

Resolution Date The effective date of the resolution.

Setting Up S.U.S.S and Cleaning Services Withholding

This section provides an overview of withholding for cleaning services and S.U.S.S. and the UDCs required and discusses how to:

- Set up withholding percentages for cleaning services.
- Set up supplier exemptions for withholdings for cleaning services.

Understanding Withholding for S.U.S.S. and Cleaning Services

Administración Federal de Ingresos Públicos (AFIP) General Resolution 1556 established a new withholding method for cleaning services, valid as of November 1, 2003.

PeopleSoft EnterpriseOne software meets this requirement by using the same programs that are used for eventual services withholdings. This section explains how to set up these programs for both types of withholdings.

You cannot apply both S.U.S.S. withholdings and eventual services withholdings at the same time because the combination of the two withholdings might create an undue burden. However, if a company that provides eventual services also provides personnel to carry out cleaning tasks, that company should not make withholdings for cleaning services under General Resolution 1556 because the company does not lose its position as provider of eventual services.

This new withholding concept applies to all unpaid vouchers that have been created for cleaning services. Vouchers for cleaning services that have already been entered in the system must be modified to be associated with the new withholding concept.

Understanding UDCs for S.U.S.S and Cleaning Services Withholding

You must set up the ARG-Eventual Concept (76/11) UDC table and the ARG-Eventual Legal Concept (76/L5) UDC table to process withholdings for cleaning services.

ARG-Eventual Concept (76/11)

Enter a *1* in the Special Handling Code field for cleaning services concepts as shown in this table:

Codes	Description 01	Special Handling Code	Hard Coded
(Blank)	(Blank)	N/A	N
ABC	Professional	N/A	N
DEF	Administrative	N/A	N
LIM	Cleaning Services	1	N
NOR	No withholding	1	N
SER	Servicios de Limpieza	1	N

ARG-Eventual Legal Concept (76/L5)

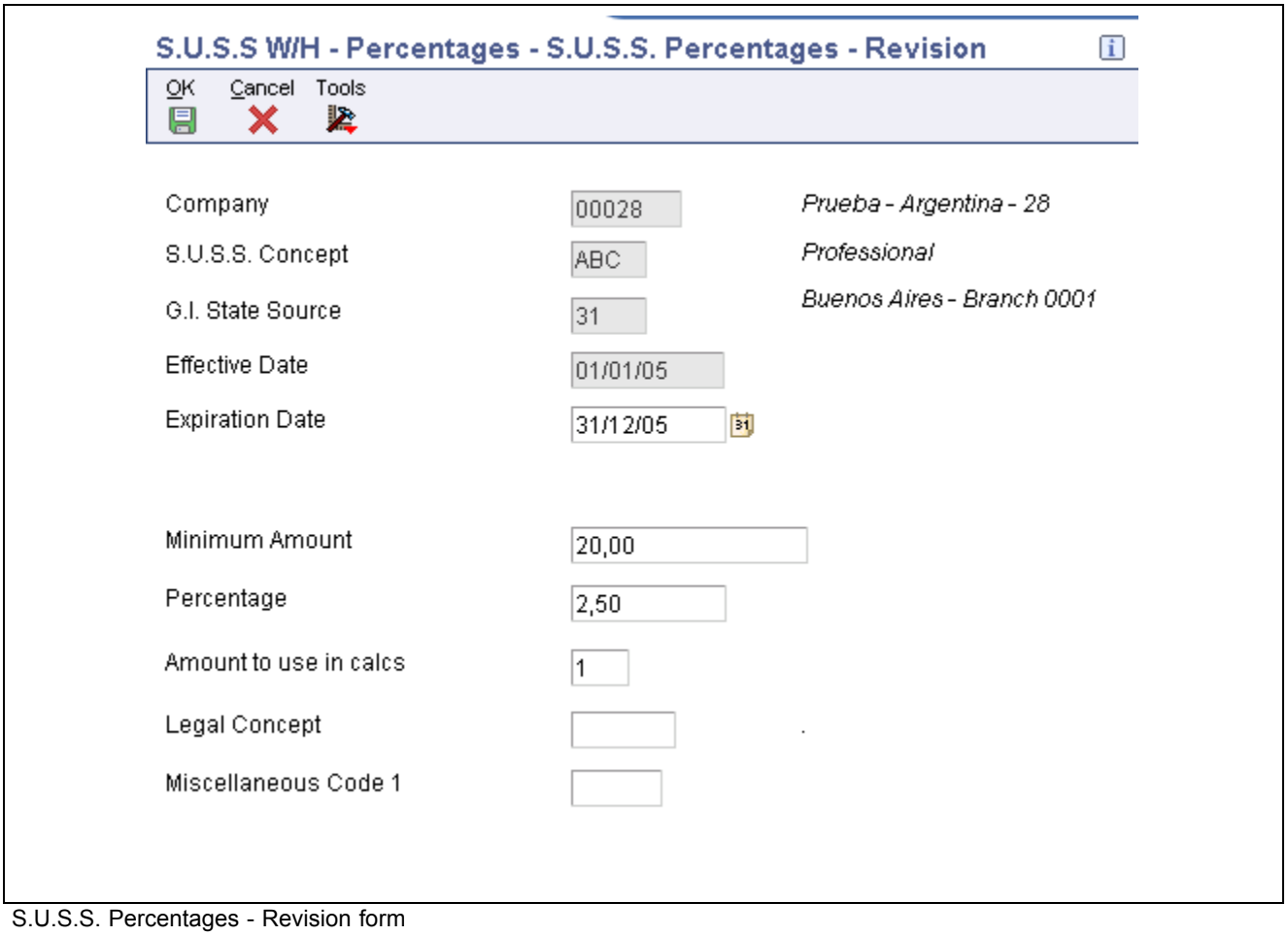
Set up eventual legal concepts to identify different types of legal activities. Eventual legal concept codes are defined by the AFIP. For example, you might set up the following eventual legal concept:

Forms Used to Set Up S.U.S.S and Cleaning Services Withholding

Form Name	Form ID	Navigation	Usage
S.U.S.S. Percentages - Revision	W760410AB	S.U.S.S. Vendors WH - Set up (G76A115), S.U.S.S. W/H - Percentages Click Add on the Work with S.U.S.S Percentages form.	Set up withholding percentages to specify the withholding concept for cleaning services.
S.U.S.S. Percentages - Exempt Percentages	W760416AB	S.U.S.S. Vendors WH - Set up (G76A115), S.U.S.S. W/H - Exempt Percentages Click Add on the Work with Withholding Exempt Percentage form.	Set up supplier exemptions from withholdings to specify withholding exemption percentage for suppliers.

Setting Up Withholding Percentages for S.U.S.S and Cleaning Services Withholding

Access the S.U.S.S. Percentages - Revision form.



S.U.S.S. Percentages - Revision form

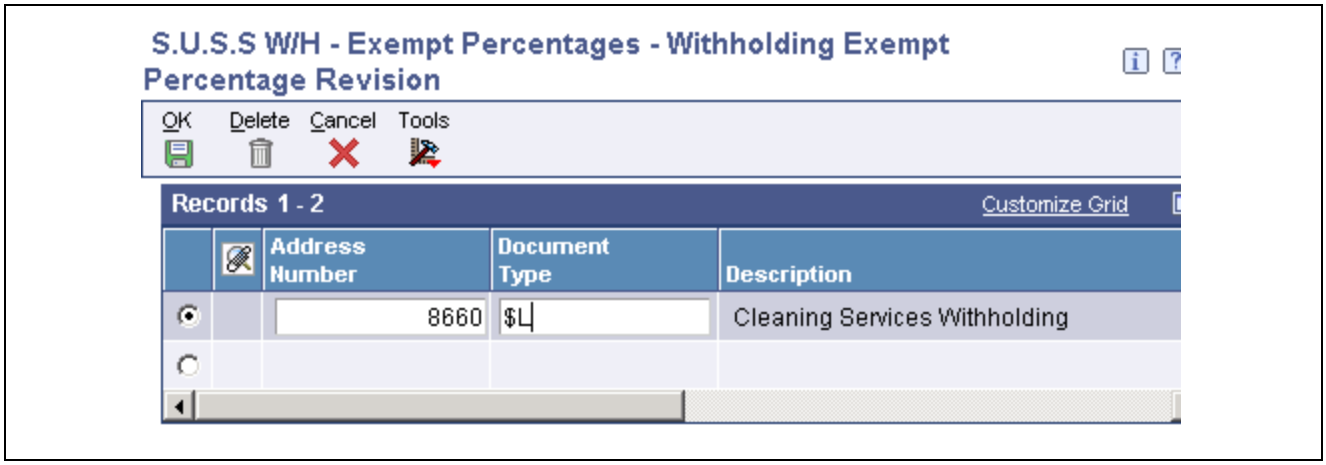
S.U.S.S. Concept Displays the Eventual Services withholding concept.

Amount to use in calcs(amount to use in calculation) Enter the amount type to use in withholding calculation process.

Legal Concept Enter the Withholding Description Code that is based on the tables from the tax authority (Direccion General Impositiva).

Setting Up Supplier Exemptions for S.U.S.S and Cleaning Services Withholding

Access the Withholding Exempt Percentage Revision form.



Withholding Exempt Percentage Revision form

% Enter the percentage of the withholding. This percentage specifies the Withholding Exception Percentage on taxes. The maximum valid amount is 999,99.

Setting Up Contractor Withholdings

This section lists the required UDCs and discusses how to:

- Set up contract withholding percentages.
- Set up supplier exemptions for contract withholdings
- Enter contract withholdings related to advance payments.

Understanding UDCs for Contractor Withholdings

You must set up the following UDCs to process contractor withholdings.

ARG-Contract Concept (76/07)

You set up contract concept codes to identify groups of items according to their contract withholding percentages. For example, you might set up the following contract concept source codes:

- 500 - More than 500 square meters

- 600 - More than 600 square meters
- 700 - More than 700 square meters
- 999 - No Withholding

ARG-Contract Legal Concept (76/L4)

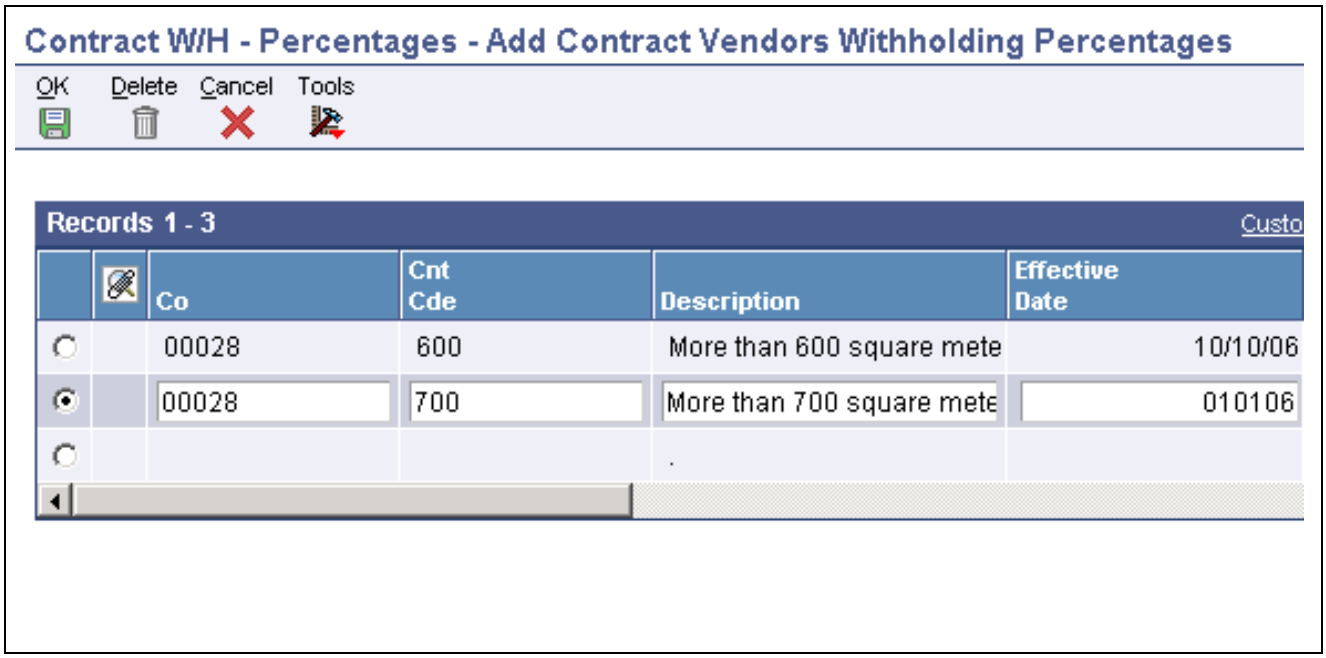
Set up contract legal concepts to identify different types of legal activities. Contract legal concept codes are defined by the AFIP. For example, you might set up the following contract legal concept: 01 - Contractos ABC

Forms Used to Set Up Contractor Withholdings

Form Name	Form ID	Navigation	Usage
Add Contract Vendors Withholding Percentages	W760405AC	Contract Vendors Withholding - Set up (G76A114), Contract W/H - Percentages Click Add on the Work with Contract Vendors Withholding Percentages - ARG04 form.	Specify the withholding rate for each contract withholding concept and specify the taxable base amount to use in calculating the withholding amount.
Withholding Exempt Percentage Revision	W760416AB	Contract Vendors Withholding - Set up (G76A114), Contract W/H - Exempt Percentages Click Add on the Work with Withholding Exempt Percentage form.	Specify contract withholding exemption percentages for suppliers. Enter contract withholdings made by the supplier when the supplier has voluntarily made a payment in advance.

Setting Up Contract Withholding Percentages, Supplier Exemptions

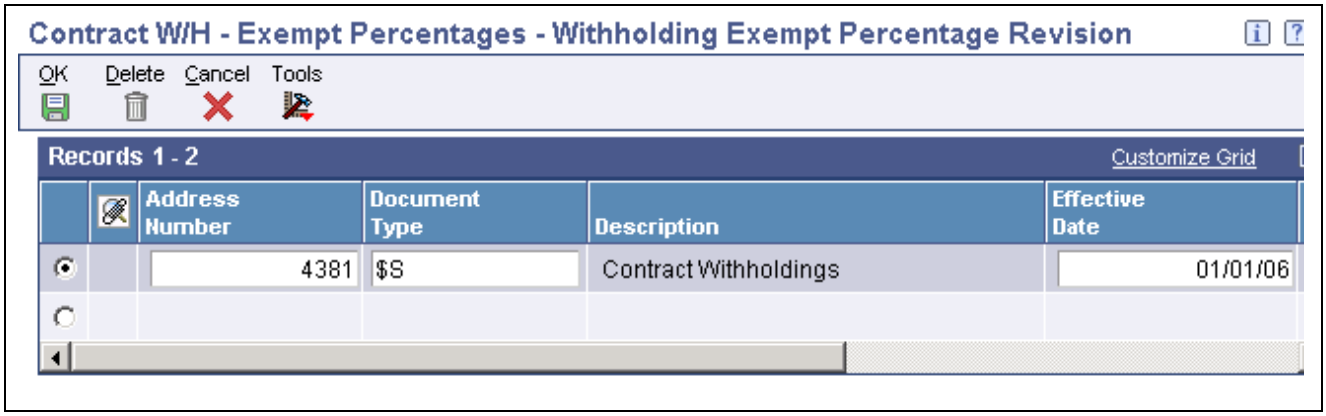
Access the Add Contractor Vendors Withholding Percentages form.



Add Contract Vendors Withholding Percentages form

Setting Up Supplier Exemptions for Contract Withholdings

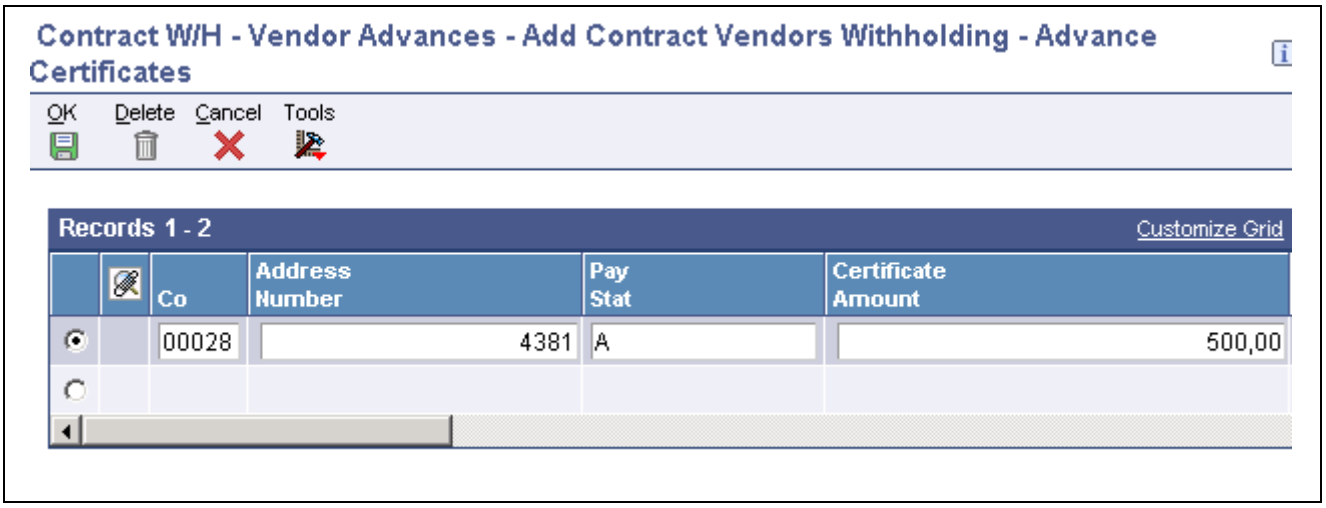
Access the Withholding Exempt Percentage Revision form.



Withholding Exempt Percentage Revision

Entering Contract Withholdings Related to the Advance Payments

Access the Add Contract Vendors Withholding - Advance Certificates form.



Add Contract Vendors Withholding - Advance Certificates form

Certificate Amount Enter the amount that the system adds to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Contract Doc Number(contract document number) Enter the number of the contract withholding certificate presented by the vendor.

Contract Conc.(contract concept) Enter the contract withholding concept.

Note. The withholdings will be calculated when the invoices being paid have the same concept as the one entered in the Contract Conc. field on this form.

Check/ Item Date Enter the date on a payment or the date on which a receipt was entered.

In Accounts Payable, the manual payment date and the general ledger date that the system uses when it posts payments. The system also uses this date to retrieve the exchange rate for foreign payments from the Currency Exchange Rates table (F0015).

Setting Up Gross Income Withholding

This section lists the UDCs required for gross income withholding and discusses how to:

- Set up supplier gross income agreements by state.
- Set up state specifications.
- Set up gross income withholding percentages.
- Set up supplier gross income withholding exemptions.

Understanding UDCs for Gross Income Withholding

You must set up the following UDCs to process gross income withholdings.

ARG-G.I. Concept - Source (76/05)

You set up gross income concept source codes to identify groups of items according to their gross income withholding percentages. For example, you might set up the following gross income concept source codes:

- BIE - Goods
- FLT - Shipment
- NOR - No Withholding
- SER - Services

ARG-G.I. Concept - Destination (76/06)

You set up gross income concept destination codes to identify groups of items according to their gross income withholding percentages. For example, you might set up the following gross income concept destination codes:

- BIE - Goods
- FLT - Shipment
- NOR - No Withholding
- SER - Services

ARG-Gross Income Legal Conc. (76/L2)

You set up gross income legal concepts to identify different types of legal activities. Gross income legal concept codes are defined by the AFIP. For example, you might set up the following gross income legal concepts:

- 25: Goods
- 55: Shipment
- 77: Services

ARG-G.I. State - Source (76/09)

You set up set up gross income state source codes to identify the states that are the source of gross income taxes. For example, you might set up the following gross income state source codes:

- 01: Cordoba
- 02: Mendoza
- 03: Catamarca
- 04: Neuguen
- 05: Santa Fe
- 30: Buenos Aires
- 31: Buenos Aires - Branch 0001
- 32: Buenos Aires - Branch 0002
- 99: No Withholding

ARG-G.I. State-Destination (76/10)

You set up set up gross income state destination codes to identify the states that are the destination of gross income taxes. For example, you might set up the following gross income state destination codes:

- 01: Cordoba
- 02: Mendoza
- 03: Catamarca
- 04: Neuguen
- 05: Santa Fe
- 30: Buenos Aires
- 31: Buenos Aires - Branch 0001
- 32: Buenos Aires - Branch 0002
- 99: No Withholding

ARG-G.I. Agreement Code (76/01)

You set up gross income agreement codes to identify agreement types. For example, you might set up the following gross income agreement codes:

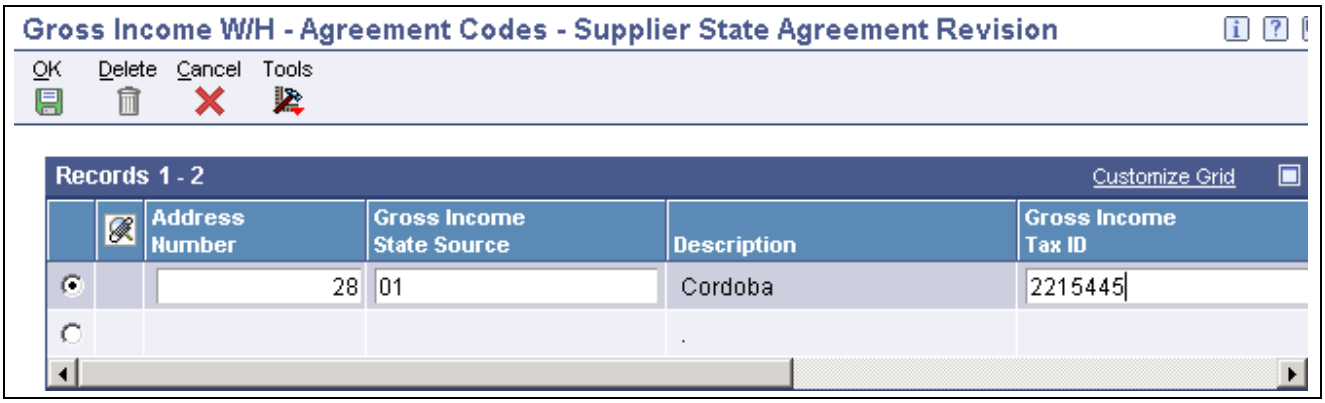
- 00: Multilateral
- 01: Unilateral
- 02: Multilateral Agreement
- 03: Not Registered
- 04: Exempt
- 05: Special Regime
- 99: Without Agreement

Forms Used to Set Up Gross Income Withholding

Form Name	Form ID	Navigation	Usage
Supplier State Agreement Revision	W760417AC	Gross Income Withholding - Set up (G76A113), Gross Income W/H - Agreement Codes Click Add on the Work With Supplier State Agreement form.	Set up agreements between your suppliers and all of the states with which the suppliers work. You must set up all of the states for which a supplier works, wit the exception of those that have been set up in the address book.
Gross Income States Revision	W760407AC	Gross Income Withholding - Set up (G76A113), Gross Income W/H - States Set up Click Add on the Work With Gross Income States form.	Set up states for gross income withholding. The system bases the gross income numbering for document type $B (Gross Income Withholdings) on the Gross Income W/H - States Set up program. The system uses the Next Numbers - Automatic table (F0002) only for gross income withholding rectifications.
Gross Income Percentage Revisions	W760401AC	Gross Income W/H - Percentages (G76A113), Gross Income W/H - Percentages Click Add on the Work With Gross Income Withholding Percentages form.	Specify the withholding rate for each gross income concept.
Withholding Exempt Percentage Revision	W760416AB	Gross Income W/H - Percentages (G76A113), Gross Income W/H - Exempt Percentages Click Add on the Work With Withholding Exempt Percentage form.	Specify gross income withholding exemption percentage for suppliers. Gross income withholding exemptions apply to all gross income, regardless of state.

Setting Up Supplier Gross Income Agreements by State

Access the Supplier State Agreement Revision form.



Supplier State Agreement Revision form

Setting Up State Specifications

Access the Gross Income States Revision form.

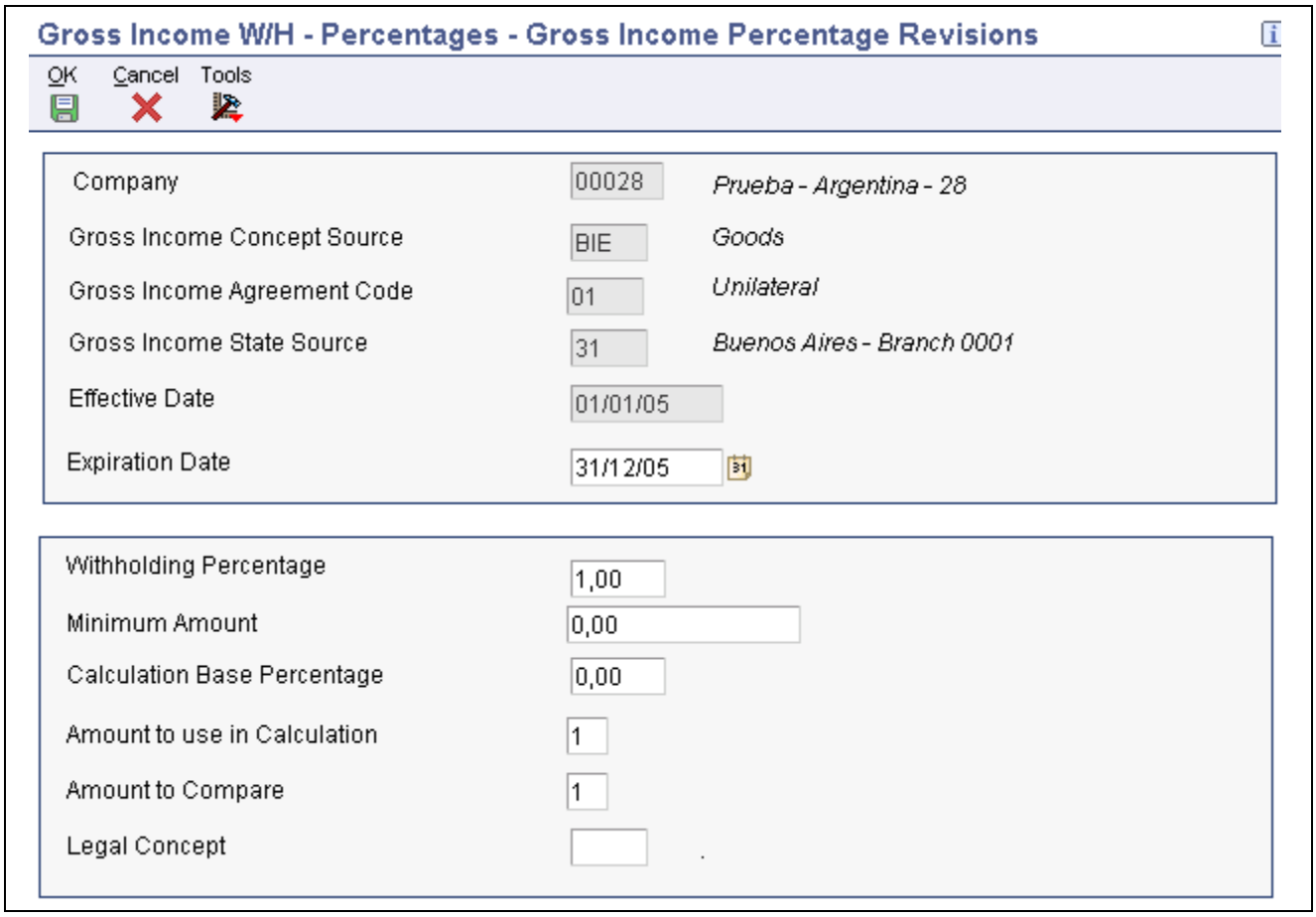
Comparison Point Indicates when total amount must be compared against minimum amount. If total amount is greater than minimum amount, withholding calculation will be done. Total amount may be voucher amount or payment amount.

Next Number Type Enter the gross income withholding next number type.

Next Number Range 1 Displays the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

Setting Up Gross Income Withholding Percentages

Access the Gross Income Percentage Revisions form.



Gross Income Percentage Revisions form

Gross Income Concept Enter a code from UDC 76/05.

Gross Income Agreement Cd Enter a code from UDC 76/01.

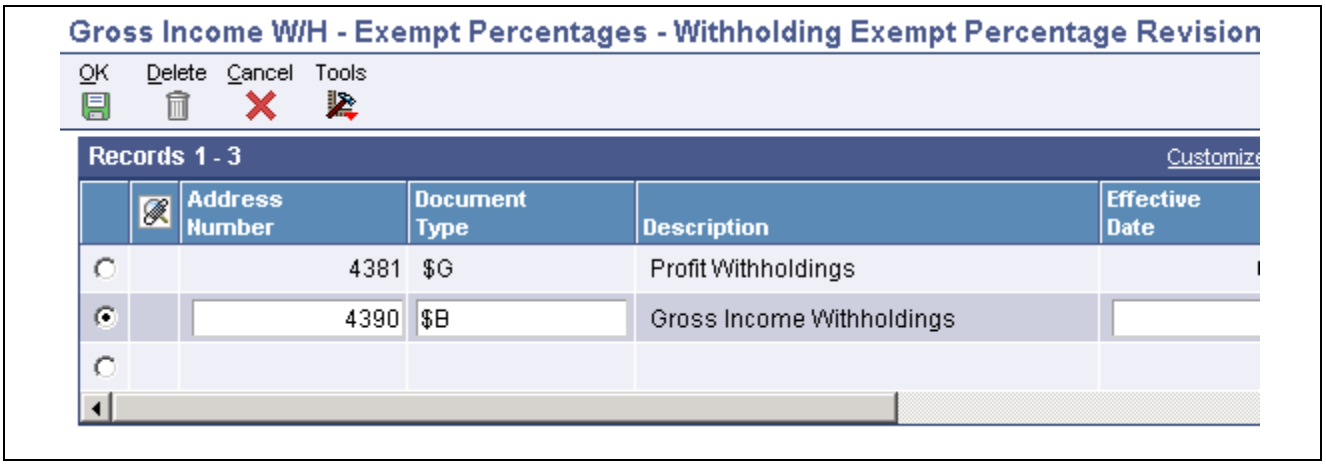
Gross Income State Source Enter a code from UDC 76/09.

Calculation Base Percentage Enter the base amount on which the withholding percentage is calculated.

Amount to Compare Enter a code from UDC 76/A1 that indicates an mount type to compare against the minimum amount in the withholding calculation process.

Setting Up Supplier Gross Income Withholding

Access the Withholding Exempt Percentage Revision form.



Withholding Exempt Percentage Revision form

Setting Up VAT Withholding

This section lists the UDCs required for VAT withholding and discusses how to:

- Set up VAT withholding percentages.
- Set up VAT withholding exempt percentages.

Understanding UDCs for VAT Withholding

You must set up the following UDCs to withhold VAT.

ARG-VAT Withholding Concept (76/02)

Set up VAT withholding concepts to identify groups of items according to their withholding percentages. For example, you might set up the following VAT withholding concepts:

- BIE: Goods
- CER: Cereals
- FLT: Shipment
- NO: No Concept
- SER: Services

ARG-V.A.T. Legal Concept (76/L1)

Set up VAT legal concepts to identify different types of legal activities. VAT legal concept codes are defined by the AFIP. For example, you might set up the following VAT legal concepts:

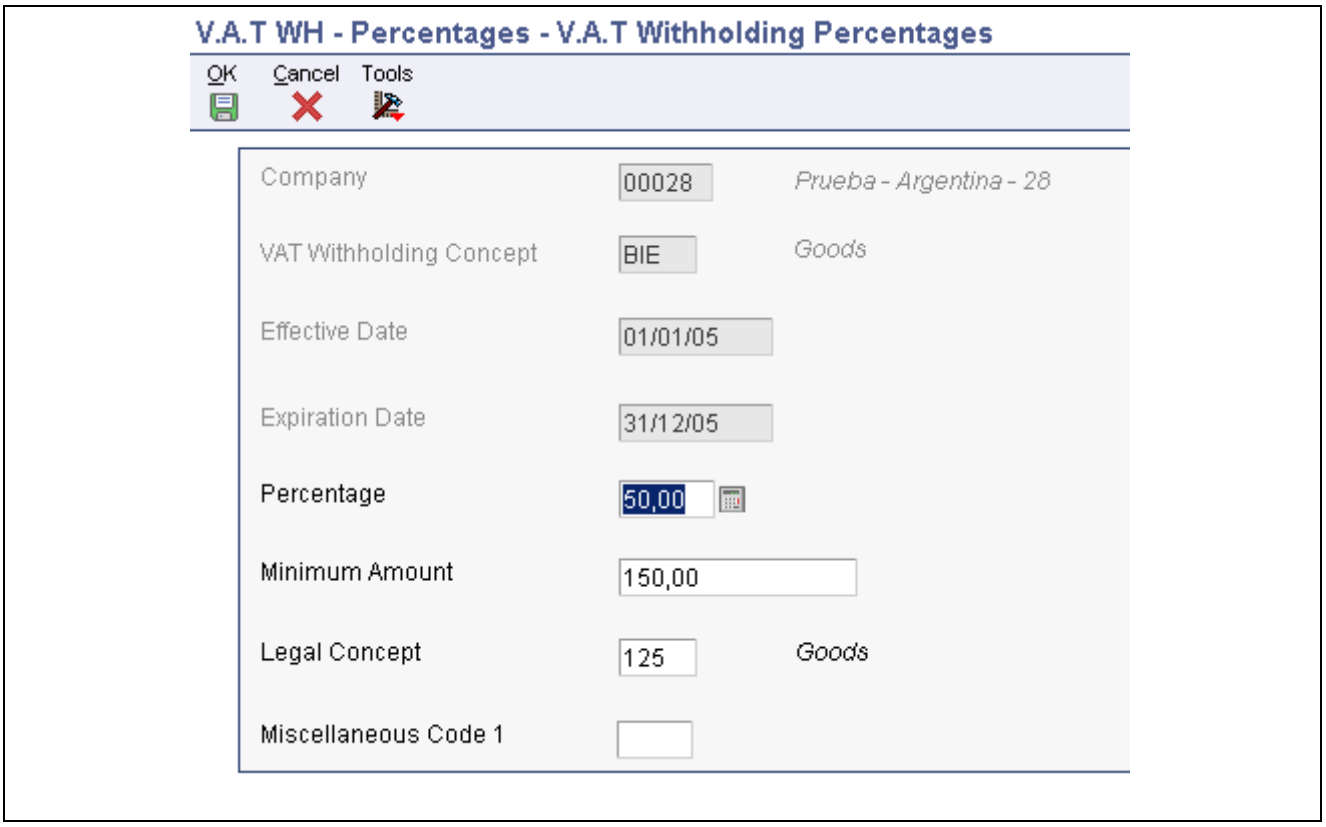
- 110: Services
- 12: Goods
- 250: Shipment
- 76: Cereals

Forms Used to Set Up VAT Withholding

Form Name	Form ID	Navigation	Usage
V.A.T. Withholding Percentages	W760402AD	V.A.T Withholding - Set up (G76A111), V.A.T WH - Percentages Click Add on the Work With V.A.T Withholding Percentages form.	Specify the VAT withholding rate for each VAT withholding concept. If a supplier is an unclassified subject within the VAT withholding regime (as stipulated in RG 249/98 AFIP), you must enter a *1* in the VS field for the withholding concepts that are assigned to that supplier. Withholdings calculations for the VAT withholding concept are performed by using the invoice's gross income.
Withholding Exempt Percentage Revision	W760416AB	V.A.T Withholding - Set up (G76A111), V.A.T WH - Exempt Percentages Click Add on the Work With Withholding Exempt Percentage form.	Set up VAT withholding exempt percentages for suppliers who are exempt from VAT withholding. You specify the document type from which the supplier is released. The document type for VAT is $I. You also specify the effective dates, the percentage of the exemption, and the date on which the supplier's exemption was published in the Official Bulletin. This date must be reported in the SI.CO.RE.

Setting Up VAT Withholding Percentages

Access the V.A.T. Withholding Percentages form.



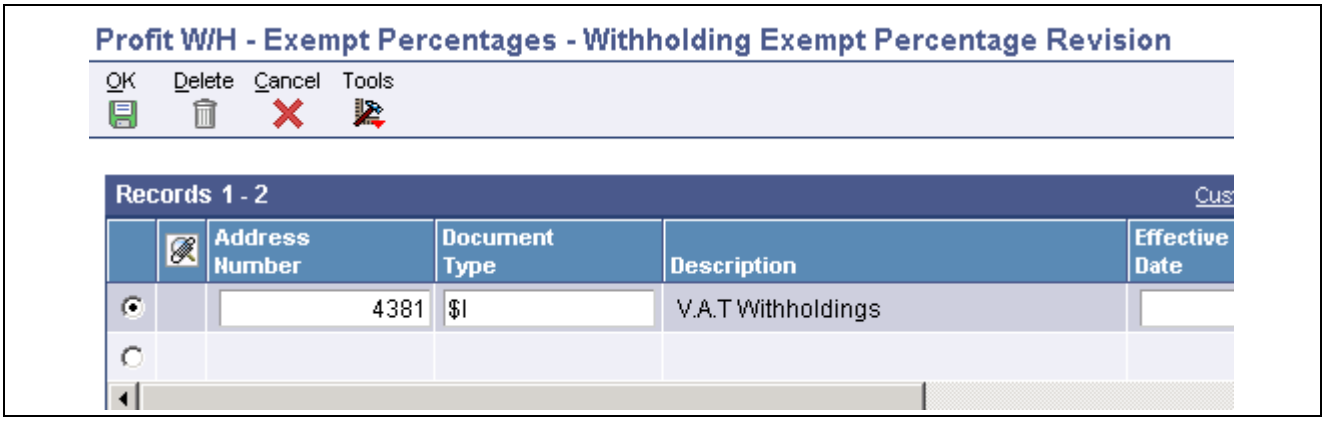
V.A.T. Withholding Percentages form

VAT Withholding Concept Enter the VAT withholding concept.

Legal Concept Enter the withholding description code that is based on the tables from the tax authority (Direccion General Impositiva).

Setting Up VAT Withholding Exempt Percentages

Access the Withholding Exempt Percentage Revision form.



Withholding Exempt Percentage Revision form

Setting Up Profit Withholding

This section provides an overview of profit withholdings, a list of required UDCs for profit withholdings, an overview of UTE members, and discusses how to:

- Set up withholding percentages.
- Set up fourth category profit withholding percentages.
- Set up withholding exemptions by supplier.
- Set up UTE members.

Understanding the Setup for Profit Withholdings

For the system to calculate profit withholdings, you must set up the following:

- user defined codes (UDCs).
- Profit withholding percentages.
- Fourth category profit withholding percentages.
- Suppliers exempted from profit withholding, if needed.

To meet the requirements of RG830/00, you must consider additional setup requirements. Article 28 of RG 830/00 stipulates:

"Profits stemming from copyright use and others derived from rights protected under Law No. 11.723 will only be taxed until earnings accrued reach the amount of TEN THOUSAND PESOS ($10,000.-) during each fiscal period for each withholding agent."

"After the aforementioned amount is surpassed, payments are subject to withholdings in conformity with the calculation method set forth in articles 25 and 26. As per clause a) of said article 26, withholdings shall not be taken from payments before the previously mentioned sum was reached."

The system stores all of the taxable amounts of invoices in the Profit Withholding - Payments Done - RG 830 - ARG - 0 - 04 table (F76A8070) to determine when amounts surpass the annual upper limit amount.

The structure of table F76A8070 is identical to that of the Profit Withholding - Payments Done - ARG - 04 table (F760406A). Both tables are populated when payments are updated.

Considerations for Setting Up UDC 76/04

To meet the requirements of RG 830/00, you must set up UDC 76/04 to identify the concept that is used to withhold taxes for copyright, and set up the special handling code with the amount up to which no withholdings will occur. According to RG 830, this amount is ten thousand pesos. For example, you might set up the following concept code for RG 830/00:

Codes	Description 01	Description 02	Special Handling	Hard Coded
60	Derechos de Autor	NA	10000	N

Considerations for Setting Up Profit Withholding Percentages

When you set up the concept for copyright withholdings using the Profit W/H - Percentages program (P760403A), enter a value of *2* in the Misc Code (miscellaneous code) field and, since the withholdings for suppliers registered in the profits category depend on the scale that is specified in Attachment VIII of the Resolution, enter a *Y* in the Profit Wh Category (profit withholding category) field.

Considerations for Setting Up Fourth Category Profit Withholding Percentages

Using the Profit W/H - Fourth Category Percentages program (P760404A), you must set up the appropriate scale of withholdings for those suppliers that are registered in the tax category.

Note. In the case of unregistered suppliers, the system uses the percentage set up in the Profit W/H - Percentages program (P760403A).

Understanding UDCs for Profit Withholdings

You must set up the following UDCs to process profit withholdings.

ARG-Profit WH Condition (76/03)

You set up profit withholding condition codes to define different supplier conditions for profit withholding. For example, you might enter:

- IN: Registered
- NOI: Not Registered
- NOR: No Withholding

ARG-Profit Legal Concept (76/L3)

You set up profit legal concept codes to identify different types of legal activities. Profit legal concept codes are defined by the AFIP. For example, you might set up:

- 019: Service Location
- 027: Rental Income
- 110: Services
- 115: Professionals
- 116: Professional fees
- 128: Goods

ARG-Profit WH Concept (76/04)

You set up profit withholding concepts to identify groups of items according to their profit withholding percentages. For example, you might set up:

- 10: Services
- 20: Rental Income
- 30: Goods
- 40: Professional
- 50: Service Location

- 70: Professional Fees
- 80: Decentralized Regime
- 99: No Withholding

Understanding UTE Members

When a supplier is a UTE (temporary enterprise union), profit withholding is calculated individually for each member of the UTE and withholding certificates are printed for each member. You specify the participation percentage for each member of the UTE.

If any member of the UTE is a direct supplier of the company, payments to that supplier are included in the profit withholding calculation when payments are made to the UTE.

You can add, change, or delete UTE members if no payment has been made to that UTE, or if a payment has been made and has been voided. If any payments have been made to the UTE or any vouchers have been included in payment groups that have not yet been updated, no changes can be made to the UTE membership.

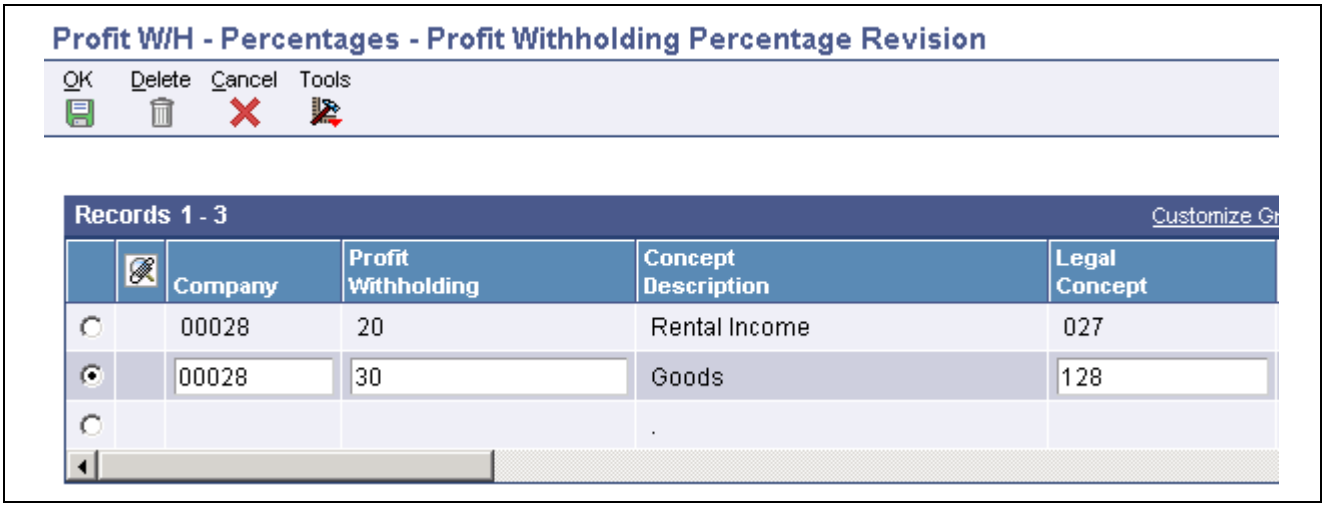
The UTE must be set up as a supplier in the address book and must be identified as a UTE by a category code. You can use any category code and any value in that category code. You specify the category code that you are using in the RG 830/00 processing options of the PO - PCG process - ARG 04 – 04 program (P76A570). You must also set up UTE members as suppliers in the address book, but do not need to identify them using a category code.

Forms Used to Set Up Profit Withholding

Form Name	Form ID	Navigation	Usage
Profit Withholding Percentage Revision	W760403AC	Profit Withholding - Setup (G76A112), Profit W/H - Percentages Click Add on the Work With Profit Withholding Percentage form.	Specify the rate for each profit withholding concept.
Add Profit Withholding Percentage, Fourth Category Concepts	W760404AC	Profit Withholding - Setup (G76A112), Profit W/H - Fourth Category Percentages Click Add on the Work With Profit Withholding Percentages – Fourth Category Concepts form.	Specify Fourth category profit withholding percentages.
Withholding Exempt Percentage Revision	W760416AB	Profit Withholding - Setup (G76A112), Profit W/H - Exempt Percentages Click Add on the Work With Withholding Exempt Percentage form.	Specify profit withholding exemption percentages by supplier.
Add UTE Members	W76A0110B	Profit Withholding – Setup (G76A112), Ute Composition Click Add on the Work with Ute Members form.	Specify the members of a UTE.

Setting Up Profit Withholding Percentages

Access the Profit Withholding Percentage Revision form.



Profit Withholding Percentage Revision form

Legal Concept Enter the Withholding Description Code that is based on the tables from the tax authority (Direccion General Impositiva).

Reg % Enter the generic percentage used in Argentinean localization that specifies the Withholding Exception Percentage on taxes. The maximum valid amount is 999,99.

Non Reg Enter the non-registered percentage. The maximum valid amount is 999,99.

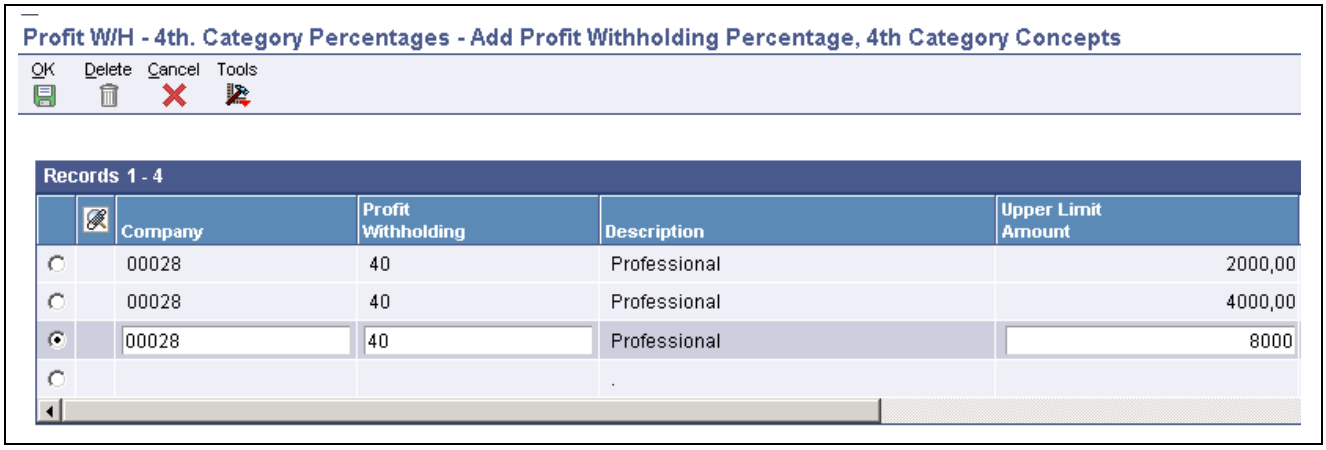
Minimum Wh Amount Enter the minimum amount for withholding. The calculated withholding amount must be greater than this minimum amount to take effect.

Profit Wh Category Enter *Y* to use the profit withholding calculation for 4th category percentages. Enter *N* to use the profit withholding calculation algorithm for normal concept percentages.

Minimum Wh Amount N Reg. Enter the minimum withholding amount for nonregistered companies or vendors. This amount is optional and used to calculate profit withholding.

Setting Up Fourth Category Profit Withholding Percentage

Access the Add Profit Withholding Percentage, Fourth Category Concepts form.



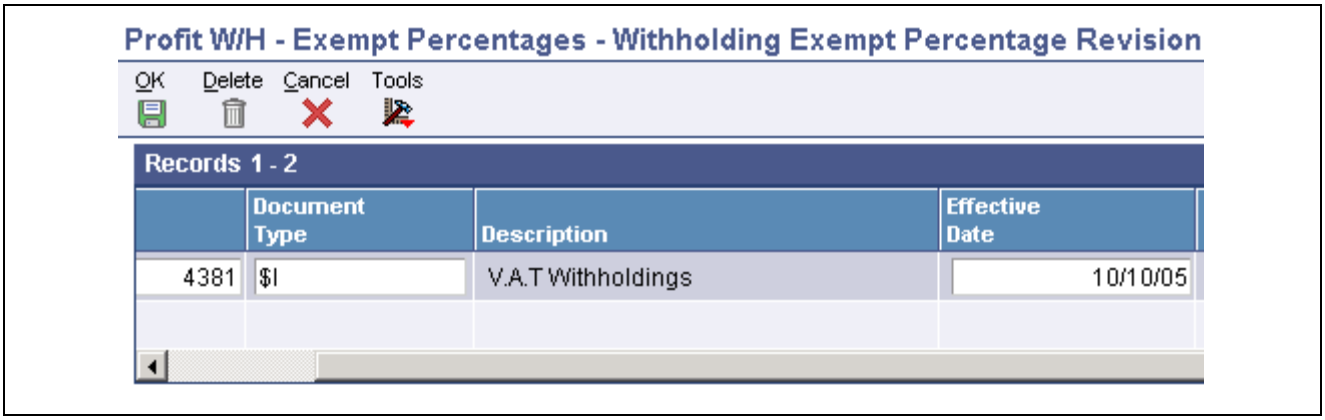
Add Profit Withholding Percentage, 4th Category form

Excess Percent Enter the generic percentage that specifies the Withholding Exception Percentage on taxes. The maximum valid amount is 999,99.

Expiration Date Enter the date when a transaction, contract, obligation, preference, or policy rule ceases to be in effect.

Setting Up Profit Withholding Exemptions by Supplier

Access the Withholding Exempt Percentage Revision form.



Withholding Exempt Percentage Revision form

Setting Up UTE Members

Access the Add UTE members form.

UTE Number Specify the address book number of the UTE. The UTE must be set up as a supplier in the address book and must be identified as a UTE by a category code.

Member Number Specify the address book number of each UTE member. UTE members must be set up as suppliers in the address book, but do not need to be identified by a category code.

UTE Member Percentage Specify the participation percentage of each member of the UTE. The sum of the participation percentages of all members must be 100.

Setting Up VAT and Profit Legal Number Withholdings

This section provides an overview of VAT and profit legal number withholdings and discusses how to:

- Set up certificate next numbers.
- Set up company next numbers.

Understanding VAT and Profit Legal Number Withholdings

As stipulated in article 21 of R.G. 738/99, from April 1st onwards, numbering of VAT and Profit withholding certificates that is performed by significant taxpayers must match the AFIP numbering when withholdings are recorded.

Note. One day before this regulation became effective, RG 814 was published in the Official Bulletin dated 03/30/00, making the use of this numbering optional.

The format of this new numbering consists of four digits for the issue place, four digits for the date, and six digits for the withholding number.

This numbering does not replace the numbering set up in the Next Numbers program (P0002); it only complements it. For this reason, both tables must be maintained.

If several companies are set up in your system but you want to base certificate next numbers on only one of them, you must set up company relationships. For example, if you set up company 00028 with company 00001 as its hub company, the next numbering is based on company 00001. In this example, you would set up company 00001 with company 00028 as a related company.

You set up company relationships for document types $I (V.A.T. Withholdings) and $G (Profit Withholdings) so that the system obtains the certificate next numbers from the related company's next numbers for those types of withholdings.

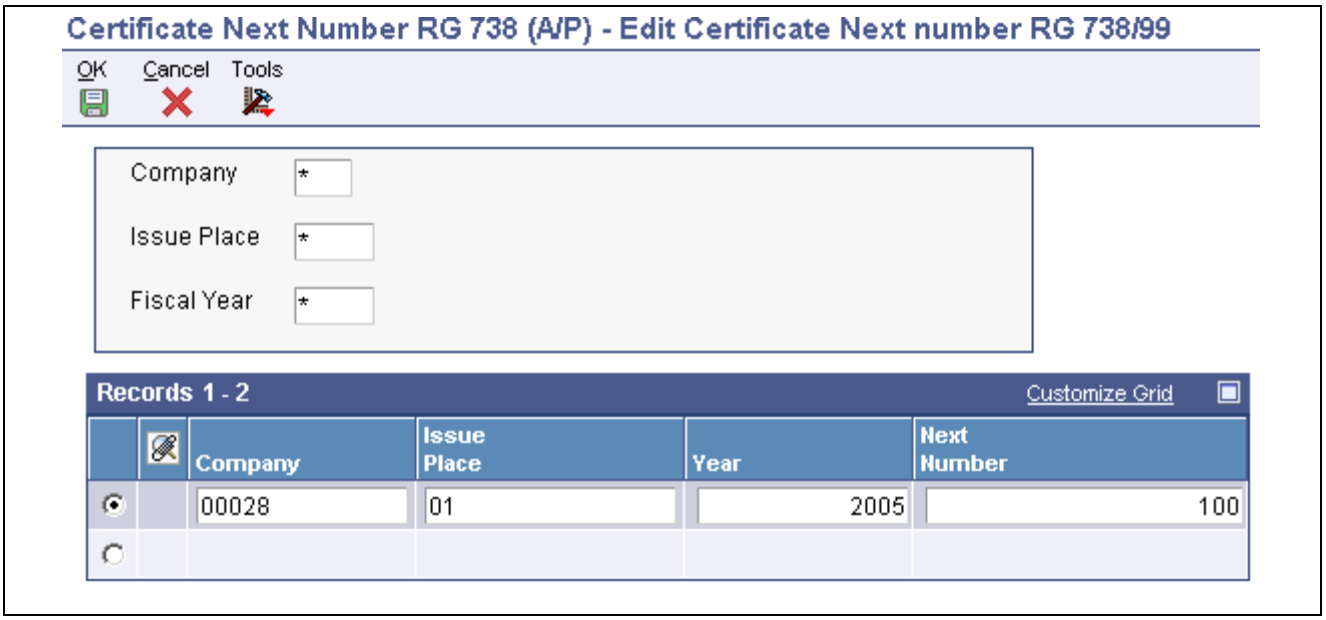
If you number the VAT and profit withholdings of one company by using the numbering of another company, you do not need to set up next numbers for the first company in the Certificate Next Number RG 738 (A/P) program (P76A8080).

Forms Used to Set Up VAT and Profit Legal Number Withholdings

Form Name	Form ID	Navigation	Usage
Edit Certificate Next Number RG 738/99	W76A8080B	SICORE RG 738/99 (G76A738), Certificate Next Number RG 738 (A/P). Click Add on the Work With Certificate Next Number RG 738/99 form.	Set up next numbers by company, issue place, and payment year. This numbering is used for both profit and VAT withholdings, therefore, numbering is consecutive for both withholding types.
Edit Company Relation RG 738/99	W76A8081A	SICORE RG 738/99 (G76A738), Company Relation RG 738 (A/P) Click Add on the Work With Certificate Next Number RG 738/99 form.	Set up company relationships so that the system obtains the certificate next numbers from the related company's next numbers for those types of withholdings.

Setting Up Certificate Next Numbers

Access the Edit Certificate Next Number RG 738/99 form.



Edit Certificate Next number RG 738/99 form

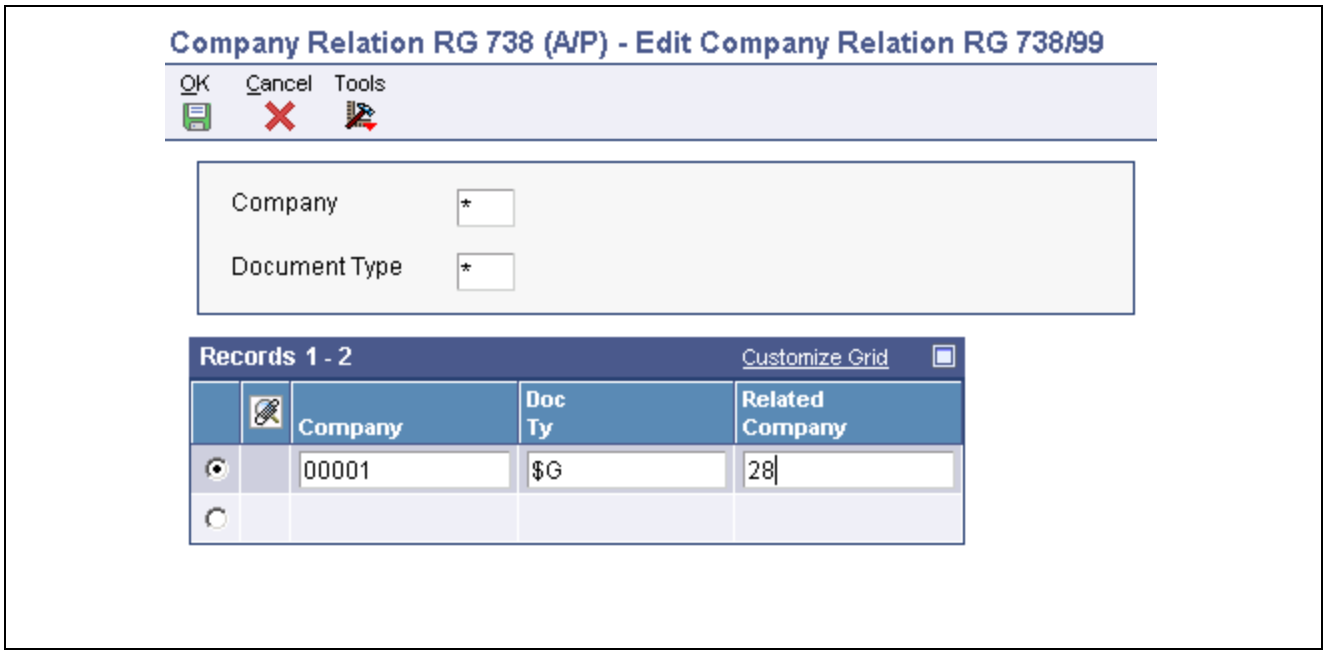
Issue Place Enter the code for the issuing location of the invoice or shipment note.

Fiscal Year Enter the four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.

Next Number Displays the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

Setting Up Company Relationships

Access the Edit Company Relation RG 738/99 form.



Edit Company Relation RG 738/99 form

Related Company Enter the company number that identifies a related company.

Setting Up VAT Withholdings by RG 726 or RG 615

This section provides an overview of VAT withholdings by RG 726 or RG 615 and discusses how to set up VAT withholdings by RG 726 or RG 615.

Understanding VAT Withholdings by RG 726 or RG 615

You can specify the withholding percentage to be used, based on the supplier's classification (2 or 4) and the regulation in question (RG726 or RG615).

This VAT percentage table does not replace the VAT percentage set up for RG 18. Rather, this table complements the other. Both tables must be maintained.

When you follow RG 615 requirements for processing, you must also specify the substitute percentage to be applied to classification 1 if the total amount of the invoice is equal or less to the minimum amount that is specified.

If the total amount of the invoice is greater than the minimum amount specified, or if RG 726 is followed for suppliers for a classification of 1, the system uses the VAT withholding percentage set up in the V.A.T. WH - Percentages program (P760402A).

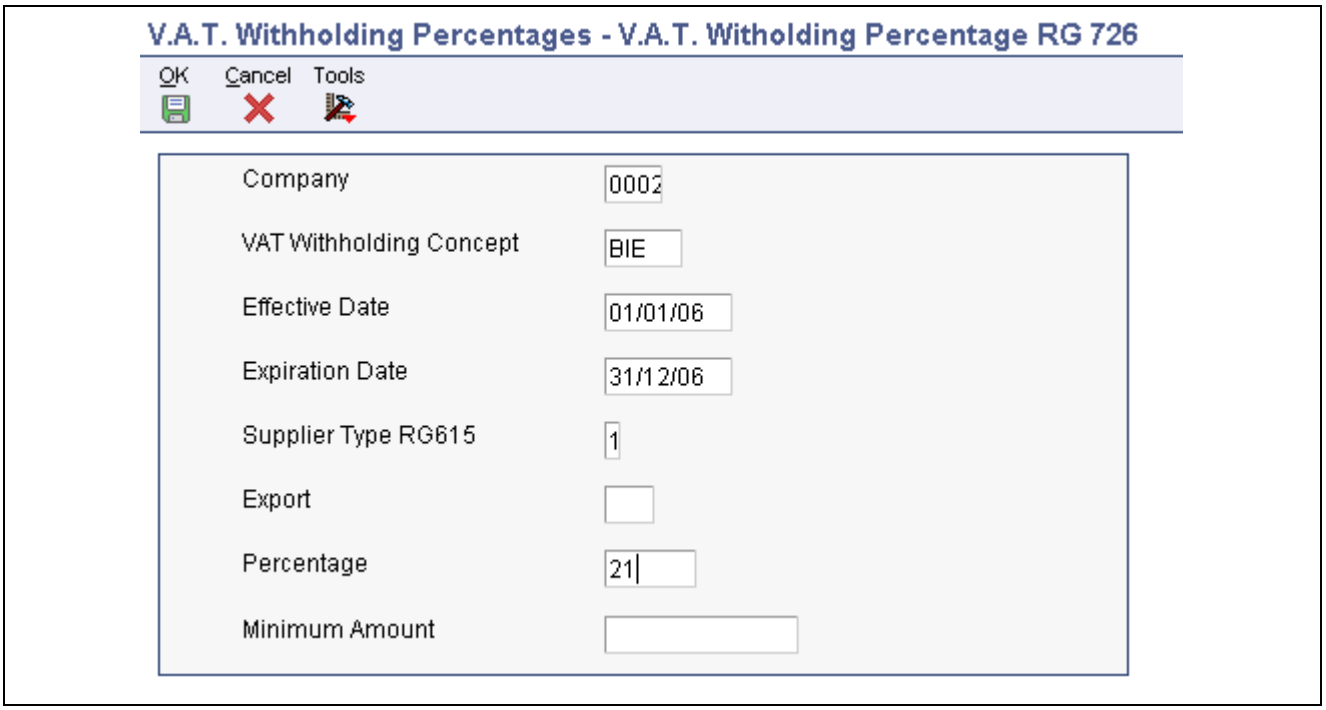
Note. At the time of publication, the minimum amount established by AFIP is 10,000 pesos.

Form Used to Set Up VAT Withholdings by RG 726 or RG 615

Form Name	Form ID	Navigation	Usage
V.A.T. Withholding Percentage RG 726	W76A8090A	General Resolution 726 (G76A726), V.A.T. Withholding Percentages Click Add on the Work With V.A.T Withholding Percentage RG 726 form.	Set up VAT withholdings.

Setting Up VAT Withholdings by RG 726 or RG 615

Access the V.A.T. Withholding Percentage RG 726 form.



V.A.T. Withholding Percentage RG 726 form

VAT Withholding Concept Enter the VAT withholding concept.

Supplier Type RG615 Enter the type of supplier, classified according to the information that the AFIP provides using the internet on a monthly basis. This classification corresponds with the supplier types specified in RG 726 and RG 615. Valid values are stored in UDC 76A/A4.

CHAPTER 4

(BRA) Setting Up Withholding

This chapter provides an overview of the required setup for processing withholding in Brazil and discusses how to:

- Set up user defined codes for withholding.
- Set up purchase use codes for PIS/PASEP, COFINS, and CSLL withholding taxes.
- Set up the system for INSS contributions.
- Set up purchase use codes for INSS contributions.
- Set up withholding tax codes.
- Set up the income tax schedule for individuals.
- Set up payment due date for taxes.

Understanding Withholding for Brazil

Before the PeopleSoft EnterpriseOne systems can calculate Brazilian supplier withholding taxes, you must set up the tax tables, UDCs, AAIs, and other information that the system needs to perform the calculations.

You can set up your system to perform calculations for the following taxes:

Tax	Explanation
IR (*Imposto de Renda*)	A federal income tax that is levied on services that are provided by individuals or legal entities. This tax is due at the time that the service is rendered.
INSS (*Instituto Nacional do Seguro Social*)	The national social security tax. Some types of services are subject to INSS tax. The tax amount is added to the value of the provided service.
FUNRURAL *(Fundo de Assisência e Previdência do Trabalhador Rural)*	The income tax for agricultural businesses. It is similar to the IR tax for corporations, but the rate at which the income is taxed is different.
PIS/PASEP *(Programa de Integração Social/Programa de Formação do Patrimônio do Servidor Público)*	A mandatory contribution that is levied as a percentage of monthly billings. The PIS contribution is made to Brazilian social programs by private companies and enterprises. The PASEP contribution is made to Brazilian social programs by public or government companies.

Tax	Explanation
COFINS (*Contribuição para Financiamento da Seguridade Social*)	A mandatory contribution that is levied as a percentage of monthly billings on merchandise and services.
CSLL (*Contribuição Social sobre o Lucro Líquido*)	A tax on net gains.

To set up your system to calculate Brazilian social security and income taxes, you must do the following:

- Set up the following UDCs:
  - Retired IR-PF (Income Tax) (76B/AP)
  - Dependence Reduction IR-PF (76B/DP)
  - INSS Code (76B/IN)
  - Recieta Code (76B/IR)
  - Service Code (76B/IS)
  - Explanation of Installments (76B/OB)
  - Tax Code A/P (76B/TR)
  - Cross Reference - Due Date Tax (76B/VE)
- Set up the IR, INSS, PIS, COFINS, CSLL, and FUNRURAL tax codes that you need.
- Set up the income range, percentage of funds to be withheld, and the amount of the deduction for IR taxes for individuals.
- Set up the Advanced Payment Terms module in the PeopleSoft EnterpriseOne Accounts Payable system.
- When you set up the Advanced Payment Terms module, you set up date ranges, due date rules, and payment terms.
- For every vendor for which you calculate supplier withholding taxes, complete the appropriate fields on the Tax Information tab in the Address Book system.
- For every item for which you will calculate supplier withholding taxes, complete the following fields in the Item Master program:
  - IR Retention
  - IR Reduction
  - INSS
- For every item for which you will calculate supplier withholding taxes, complete the following fields in the Branch/Plant Master program:
  - IR Retention
  - IR Reduction
  - INSS

Setting Up User Defined Codes (UDCs) for Withholding

Set up the following UDC codes for withholding:

Retired IR-PF (Income Tax) (76B/AP)

Set up codes for income tax deductions for retired persons. Enter the amount of the deduction in the Description 01 field. The system uses the schedule to calculate income taxes for persons who are retired and who have provided a service that is included on a *nota fiscal*.

Dependence Reduction IR-PF (76B/DP)

Set up codes for the income tax deductions for the dependents of an individual. Enter the amount of the deduction in the Description 01 field. The system uses the codes when it calculates income tax for an individual who has provided a service that is included on a *nota fiscal*.

Document Type INSS - Brazil (76B/DT)

You use the values in the Document Type INSS - Brazil (76B/DT) UDC table to populate the Document Type INSS field in the INSS/IN89 Mntn 3rdParty Svcs Inbound NF program (P76B200H). The system prints the value in the Observations column for the cover letter that accompanies the text file that is generated by the Services Third Parties Notas Fiscais Flat File - Header program (R76B300H). The following values are hard-coded in the system:

Codes	Description 01
DUP	Duplicata
REC	Recibo
NP	Nota Promissória

You must set up these values in the Document Type - All Documents (00/DT) UDC table and assign valid special handling codes to the codes in the 00/DT UDC table.

INSS Code (76B/IN)

Set up codes for the schedule of INSS taxes. The system uses these codes when calculating taxes for services that are on a *nota fiscal*.

Recieta Code (76B/IR)

The system uses the values in the Recieta Codes UDC table when it calculates the income tax for an individual or corporate entity that has provided a service that is included on a *nota fiscal.* For individuals, the system uses the DIPAM Table (76/DP) and the Retired IR-PF (Income Tax) (76B/AP) UDCs to reduce the amount of the income tax in this UDC, if applicable.

The following values are hard coded for Brazilian localization:

Codes	Description 01
0000	Default
0561	Salaried Individuals
1708	Legal Entity (PJ)

Tax Code A/P (76B/TR)

The system uses the codes in UDC 76B/TR to identify taxes.

The following valid values are hard-coded in Brazilian localization:

Codes	Description 01
01	IRRF
02	ISS
03	INSS
04	FUNRURAL
05	PIS
06	COFINS
07	CSLL

Maximum Monthly INSS Amount (76B/TX)

You set up the 76B/TX UDC table with the maximum withholding amounts for INSS taxes for each job type. You must set up a code and corresponding amount in the 76B/TX UDC table for each INSS retention tax code that exists in the F76B0401 table. Enter the INSS retention code from the F76B0401 table in the Codes field in the UDC table, and enter the maximum withholding amount in the Description 01 field.

Note. Enter the percentage amount as an integer with three decimals. For example, for ten percent, enter 10.000 instead of .10.

When you run the Calculate A/P Tax Withholding program (R76B0411A), the system compares the calculated INSS retention to the values that you specify for the INSS maximum amount to determine the amount of INSS retention.

Cross-Reference - Due Date Tax (76B/VE)

The system uses the Cross-Reference - Due Date Tax code when it calculates the due date for IR taxes. The code comprises four digits. The first two digits are the month, and the second two digits are the year. You should set up codes for each month/year combination for which you have *notas fiscais*. You enter a payment term for the description of the code.

For example, you can set up the following codes:

Codes	Description 01
0100	I71
0101	I21
0200	I39
0300	I41
0400	I70
0500	I21

Codes	Description 01
0600	I50
0700	I71
0800	I31

Explanation of Installments (76B/OB)

The system prints the codes in the 76B/OB UDC table on vouchers to identify taxes.

The descriptions that you associate with the codes appear on the voucher. Values 00 through 07 are hard-coded in Brazilian localization, but you can change the descriptions to suit your needs.

The Tax Code A/P UDC (76B/TR) uses specific codes for the various taxes. You can set up the codes for the 76B/OB UDC in the same way to make it easier to remember the description that goes with each code. For example, you might set up the following descriptions:

Codes	Description 01
00	
01	IRRF
02	ISS
03	INSS
04	FUNRURAL
05	PIS/PASEP
06	COFINS
07	CSLL

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Payment Terms," Setting Up Advanced Payment Terms

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records," (BRA) Entering Tax Information for Address Book Records

Setting Up Purchase Use Codes for PIS/PASEP, COFINS, and CSLL Withholding Taxes

This section provides an overview of setting up purchase codes and discusses how to set up purchase codes.

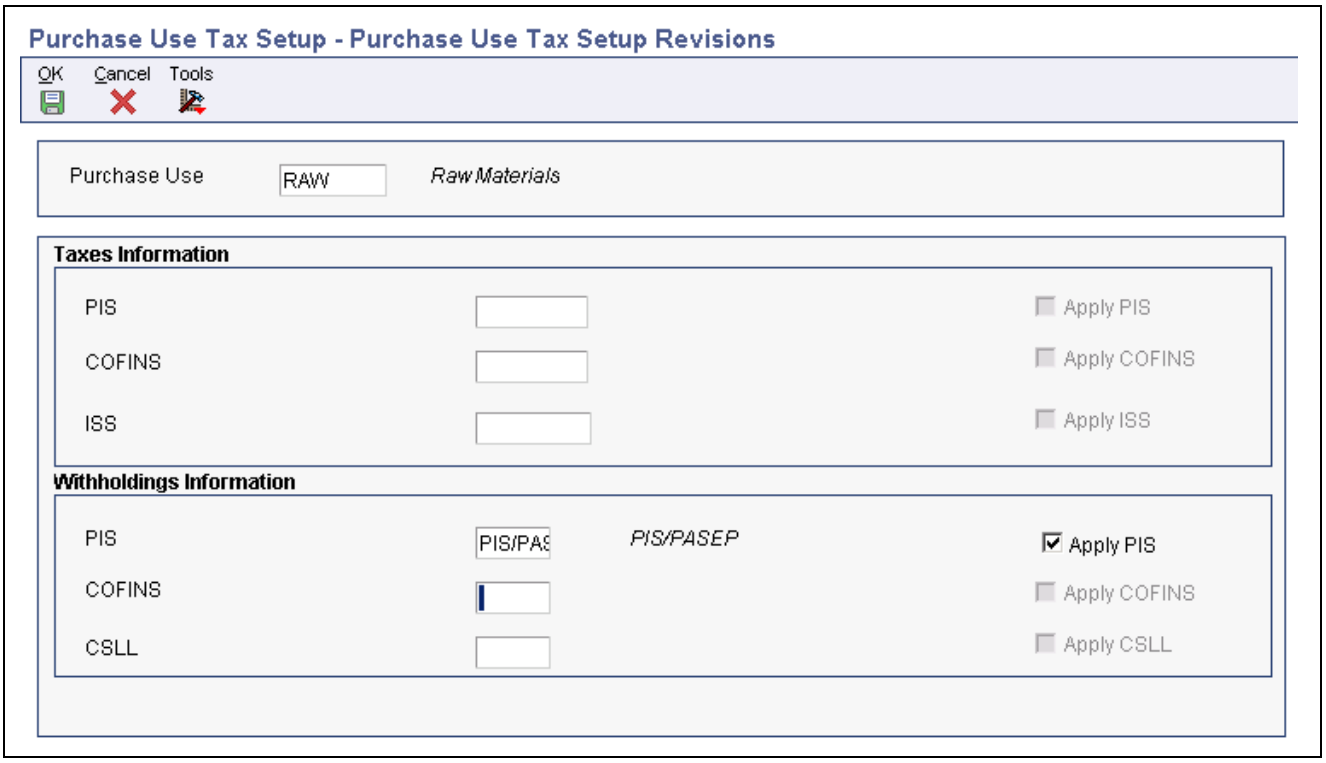
When you run the Calculate A/P Tax Withholding program (R76B0411A), the system accesses the associations between the purchase use codes and tax codes that you set up in the Withholding Information section of the Purchase Use Tax Setup - Brazil program (P76B003). The system uses the associations to determine whether to calculate PIS/PASEP and COFINS withholding taxes. The system then reads the F76B0401 table to determine the tax rate that applies to an item or service.

Forms Used to Set Up Purchase Use Codes for PIS/PASEP, COFINS, and CSLL Withholding Taxes

Form Name	Form ID	Navigation	Usage
Purchase Use Tax Setup Revisions	W76B003B	Brazil Localization Setup (G76B41B), Purchase Use Tax Setup Click Add on the Work With Purchase Use Tax Setup from.	The system enables the Apply PIS field only when you complete the corresponding PIS field. You must select this option before the system will calculate PIS/PASEP withholding based on the code that you enter in the PIS field. The system enables the Apply COFINS field only when you complete the corresponding COFINS field. You must select this option before the system will calculate COFINS withholding based on the code that you enter in the COFINS field. The system enables the Apply CSLL field only when you complete the corresponding CSLL field. You must select this option before the system will calculate CSLL withholding based on the code that you enter in the CSLL field.

Setting Up Purchase Use Codes for PIS/PASEP, COFINS, and CSLL Withholding Taxes

Access the Purchase Use Tax Setup Revisions form.



Purchase Use Tax Setup Revisions form

Setting Up the System for INSS Contributions

Before you can accurately calculate and report on INSS contributions for suppliers, you must perform the following setup:

- Use the Review A/P Tax Code program (P76B0401) to set up social security and income tax codes, including codes for INSS aggregation and INSS retention
- Set up the Advanced Payment Terms module of the Accounts Payable system to set up payment due dates.
- Set up the following UDC tables:
  - Purchase Use (76/PU).
  - Cross-Reference - Due Date Tax (76B/VE).
  - Maximum Monthly INSS Amount (76B/TX).
  - Document Type - All Documents (00/DT).
- Enter the *Código Brasileiro de Operações* (CBO) code for the supplier in the Complementary ID field on the Address Book Additional Information - Brazil form in the Address Book Additional Information - Brazil program (P01012BR).
- Enter in the Service Taxes Paid Externally program (P76B0403) the INSS contribution amounts that are held by others.

Setting Up Purchase Use Codes for INSS Contributions

You set up purchase use codes for INSS contributions in the Purchase Use UDC table (76/PU) to specify whether individuals and cooperatives are subject to INSS aggregation and retention contributions. You might set up different codes for different circumstances under which an individual or cooperative is subject to INSS aggregation and retention contributions. For example, set up different purchase use codes when the INSS contribution rate for one group of individuals differs from another group.

The system uses the values that you specify in the Description 02 field to determine the INSS contribution rate for aggregation and retention. The values that you enter for the Description 02 field must exist in the Tax Code table (F76B0401). You can enter a value for retention, for aggregation, or for both. You must enter a / (slash) after a value for retention and before a value for aggregation, even when entering only one code. The following table shows examples of values for the Description 02 field:

Tax codes for retention and aggregation	Description 02
Retention = INSR	INSR/
Aggregation = INSA	/INSA
Retention = INSR Aggregation = INSA	INSR/INSA

When you run the Calculate A/P Tax Withholding program (R76B0411A), the system uses the purchase use code that you enter in the Purchase Use Code processing option to determine how to apply INSS contribution rates. The system compares the purchase use code to the values in the F76B0401 table to obtain the contribution rate. If the purchase use code has two values in the Description 02 field, the system accesses the F760401 table twice:

- Once to obtain the rate for aggregation.
- Once to obtain the rate for retention.

If you do not complete the Purchase Use processing option, the system uses the purchase use code from the Purchase Order Detail Tag File - Brazil table (F76432) or the tax code for the supplier in the Address Book Brazilian Tag Table (F76011).

Setting Up Withholding Tax Codes

This section provides an overview of setting up withholding tax codes and discusses how to set up withholding tax codes.

Understanding Withholding Tax Code Setup

The Review A/P Tax Code program (P76B0401) enables you to set up tax codes that the system uses to calculate withholding taxes on *notas fiscais*. For example, you can set up codes for PIS/PASEP, COFINS, CSLL, INSS, and so on.

For social security and income taxes for suppliers, you must set up codes that represent each tax that is being withheld or aggregated. You might have more than one code for each tax type for each supplier. For example, you must set up INSS tax codes for each type of service that is provided by a supplier.

Withholding for PIS/PASEP, COFINS, and CSLL Contributions

When you purchase goods and services for which withholding taxes apply, the system calculates PIS/PASEP, COFINS, and CSLL when you run the Calculate A/P Tax Withholding program (R76B0411A).

PIS/PASEP is a mandatory contribution that is levied as a percentage of monthly billings. The PIS contribution is made to Brazilian social programs by private companies and enterprises. The PASEP contribution is made to Brazilian social programs by public or government enterprises.

COFINS is mandatory contribution that is levied as a percentage of monthly billings on merchandise and services.

CSLL tax is levied as a percentage of monthly billings on the net amount of services.

Both PIS/PASEP and COFINS contributions are calculated for each line item on the *nota fiscal*. CSLL contributions are calculated on the net amount of the *nota fiscal*. The system stores data about the contributions in the Voucher Additional Information Brazil table (F76B0411).

Prerequisite

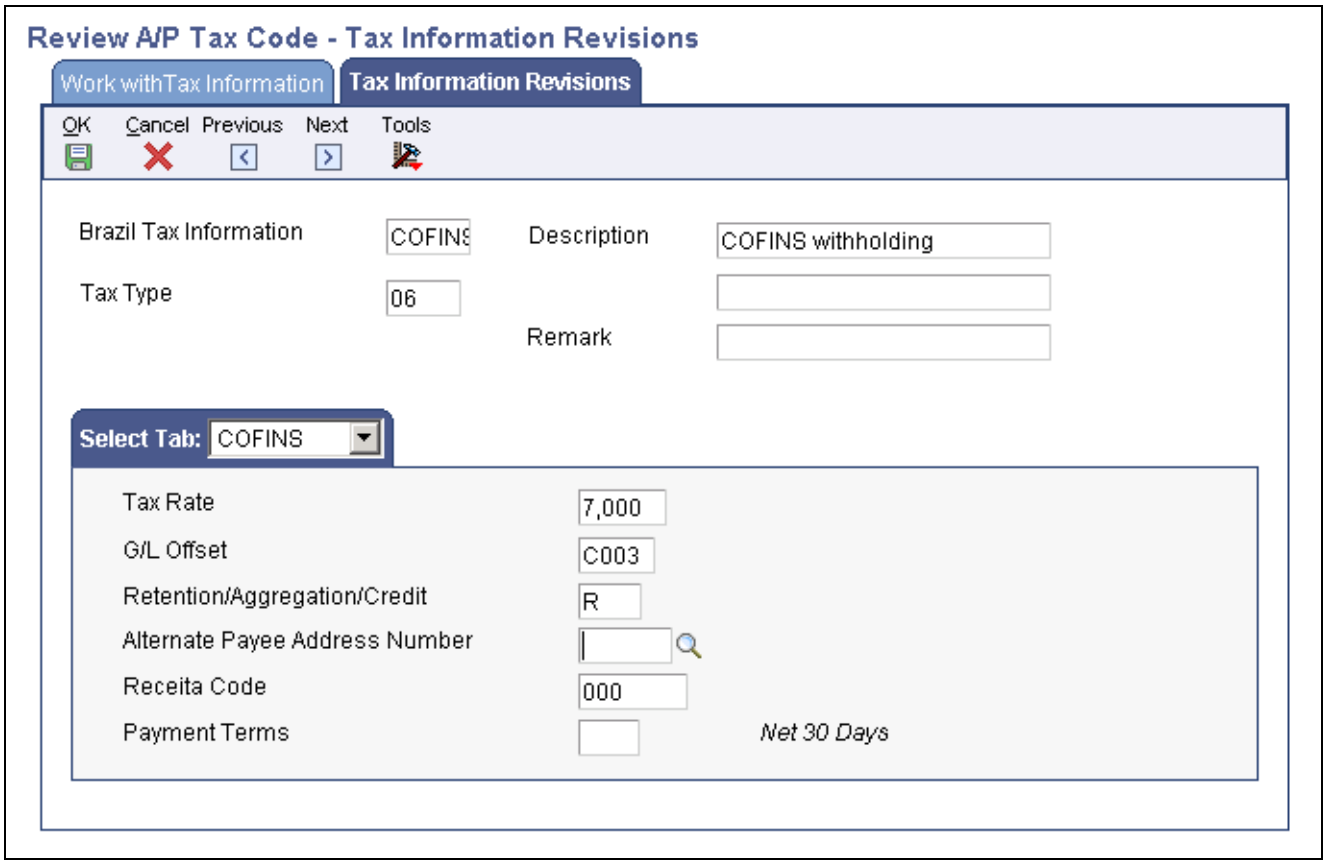
Verify that the tax codes for withholding taxes are set up in the Tax Code A/P user defined code (76B/TR).

Forms Used to Set Up Withholding Tax Codes

Form Name	Form ID	Navigation	Usage
Tax Information Revisions.	W76B0401A	A/P Tax Processing - Brazil (G76B0414), Review A/P Tax Code Click Add on the Work With Tax Information form.	Set up withholding tax codes.

Setting Up Withholding Tax Codes

Access the Tax Information Revisions form.



Tax Information Revisions form

Brazil Tax Information Enter up to eight character to describes the tax.

Tax Type Enter a code from UDC 76B/TR to specify the type of Brazilian income tax. Values are:

01: IRRF

02: ISS

03: INSS

04: FUNRURAL

05: PIS

06: COFINS

07: CSLL

Retention/Aggregation Rate Enter the retention or aggregation tax rate that is applied to the service transaction.

Retention/Aggregation Enter *R* if the tax code is for retention. Enter *A* if the tax code is for aggregation.

Reduction IR Enter the percentage of the reduction of the tax calculation base for an individual.

IR Code Enter a code from UDC 76B/IR that identifies the type of IR tax.

Alternate Payee Address Number Enter the address number for an alternate payee, such as a tax authority.

Number of Dependents	Enter a code from the 76B/DP UDC table that identifies a reduction in tax liability based on the number of dependents the taxpayer has.
Retired	Enter a code from the 76B/AP UDC table that indicates a reduction in tax liability for retired persons.
Progressive Table	Select this check box to use the progressive tax table when calculating taxes. You use the Progressive Table IR-PF program (P76B0402) to set up the progressive tax table.
ISS Code	Enter a code from the 76B/IS UDC table that specifies the type of service for a city.
INSS Code	Enter a code from the 76B/IN UDC table that specifies the type of social security tax.
Cooperative	Select this check box to indicate that the legal entity is a cooperative.

Setting Up the Income Tax Schedule for Individuals

This section provides an overview of setting up the income tax schedule for individuals and discusses how to set up the income tax schedule for individuals

Understanding the Setup for Income Tax Schedules for Individuals

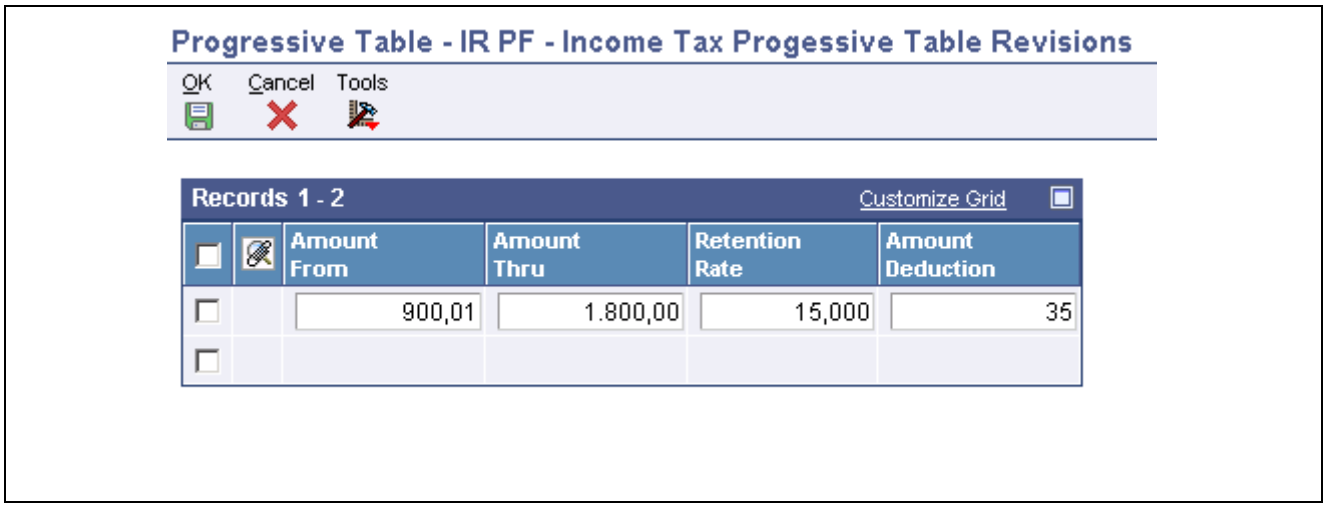
The system calculates IR taxes for individuals according to the schedule that you set up in the IR Progressive Table program (P76B0402). When you set up the schedule, you specify the income range, the percentage of funds being withheld and the amount of the deduction.

Forms Used to Set Up Income Tax Schedules for Individuals

Form Name	Form ID	Navigation	Usage
Work With Income Tax Progressive Table	W76B0402A	A/P Tax Processing - Brazil (G76B0414), Progressive Table IR-PF	Locate income tax schedules. Delete income tax schedules.
Income Tax Progressive Table Revisions	W76B0402B	Click Add on the Work With Income Tax Progressive Table form.	Set up an income tax schedule for individual.

Setting Up Income Tax Schedules for Individuals

Access the Income Tax Progressive Table Revisions form.



Income Tax Progressive Table Revisions form

Amount From Enter the beginning monetary amount for the range of the tax rate.

Amount Thru Enter the ending monetary amount for the range of the tax rate.

Retention Rate Enter the retention or aggregation tax rate applied to the service transaction.

Amount Deduction Enter the beginning monetary amount for the range of the tax rate.

Setting Up Payment Due Dates for Taxes

Before you can use PeopleSoft EnterpriseOne systems to calculate tax payments and payment due dates, you must set up the Advanced Payment Terms module in the Accounts Payable system. Income and Social Security taxes are due at different times, so you must set up a schedule for the payment due date for each tax type. The following table describes the payment due dates:

Tax	Due Date
IR	The due date is the Wednesday of the week after the date of payment of the *nota fiscal* for individuals and the Wednesday of the week after the GL date of the *nota fiscal* for corporate entities. For example, if you paid an invoice to a corporation on a Monday, the tax payment would be due in nine days. The system uses the payment terms and the Cross Reference - Due Date Tax UDC (76B/VE) when calculating the due date.

Tax	Due Date
PIS/PASEP COFINS CSLL	Tax due dates for withholding from the 1st through the 15th of a month, and for withholdings from the 16th through the end of a month are due on the Friday of the week following the end of the payment period. If the Friday is a holiday, then the tax is due on Thursday. For example, if the 15th of the month is a Monday, the taxes for the period of the 1st through the 15th are due on the 26th, which is the Friday of the following week.
ISS	The due date is the seventh day of the month after the date when the *nota fiscal* is entered into the system. If the seventh day is a nonworking day, the due date is the next working day. The system uses payment terms when calculating the due date.
INSS	The due date is the second day of the month after the date when the *nota fiscal* is entered into the system. The system uses payment terms when calculating the due date.
FUNRURAL	The due date is the second day of the month after the date when the *nota fiscal* is entered into the system. If the second day is a nonworking day, the due date is the next working day. The system uses payment terms when calculating the due date.

When you set up your system to calculate payment due dates, you must set up date ranges, due date rules, and payment terms. For IR taxes, you also must set up the Cross Reference - Due Date Tax UDC (76B/VE).

Due date rules specify how the system adds days to the date that the system uses for calculating the payment due date, whether the calculation for the payment due date is based on the date of the invoice or the GL date, and which work day rule the system uses. You associate the date ranges that you set up to due date rules.

After you set up due date rules, you set up payment terms. Payment terms specify whether the system uses a due date rule to remit the payment on a net or on a discount basis. You associate the codes that you set up for due date rules to other payment rules when you create the codes for payment terms. The payment term codes are then used as the description in the Cross Reference - Due Date Tax UDC, which associates the payment terms with invoice dates.

Date Ranges for ISS, INSS, and FUNRURAL Taxes

You set up date ranges so that the system can calculate when tax payments are due. After you set up date ranges, you associate the date ranges to due date rules.

You set up date ranges so that the system can calculate when tax payments are due. After you set up date ranges, you associate the date ranges to due date rules. You set up date ranges so that the system can calculate when tax payments are due. After you set up date ranges, you associate the date ranges to due date rules.

The number of days that elapse between the date when a *nota fiscal* is processed and the date when the tax is due varies, depending on how many days are in a month and whether the statutory due date falls on a working or nonworking day. For example, if you process a *nota fiscal* on February 25, 2005, then the ISS tax is due on Monday, March 7, 2005, which is ten days later. If you process a *nota fiscal* on April 25, 2005, then the ISS tax is due on Monday, May 9, 2005, which is 14 days later. The tax is due on May 9 instead of May 7 because May 7 is a Saturday. When you set up date ranges for ISS, INSS, and FUNRURAL taxes, you set up a schedule that specifies how many days that the system adds to the GL date to calculate the tax due date.

Example of Date Range for ISS Tax

Suppose you want to set up date ranges for invoices processed in March 2005. March 1,2005, is a Tuesday.

ISS taxes are due on the 7th of each month, so the time elapsed between each date that you process *notas fiscais* and the due date varies. For each date that you might process invoices, you must count the number of days between the GL date and the 7th day of the month following the GL date. When you set up the ranges for this month, you specify the date when the tax is due in the Fixed Days field on the Date Range Revision form, and you enter the date in the From Day and in the To Day fields. You also complete the Days To Add field with the number of days between the G/L date of the *nota fiscal* and the due date.

The following table shows some of the entries that you would make for ISS taxes for invoices processed in March 2005:

From Day	To Day	Days To Add	Fixed Days	Months to Add
1	1	37	7	0
2	2	36	7	0
3	3	35	7	0
4	4	34	7	0
7	7	31	7	0
8	8	30	7	0
9	9	29	7	0

Date Ranges for IR, PIS/PASEP, COFINS, and CSLL Taxes

You set up date ranges so that the system can calculate when tax payments are due. After you set up date ranges, you associate the date ranges to due date rules.

For IR, PIS/PASEP, COFINS, and CSLL taxes, you specify the range of dates for tax payments that are due on a specific date. For example, these taxes are due on Wednesday unless Wednesday is a nonworking day. When you set up a date range for taxes that are due on March 16, 2005, you specify that the tax for *notas fiscais* that are processed between the 6th and the 12th is due on the 16th.

Example of Date Range for IR Tax

Suppose you want to set up date ranges for invoices that are processed in March 2005. March 1, 2005, is a Tuesday.

IR taxes are due on Wednesday, so invoices processed in March of 2005 will have IR tax due on the 9th, 16th, 23rd, or 30th of the month. All invoices that are processed the first week of March (from Tuesday the 1st through Saturday the 5th) have IR tax due on the Wednesday of the following week, which is March 9. All invoices that are processed the second week of March (from Sunday the 6th through Saturday the 12th) have IR tax due on the Wednesday of the following week, which is January 16. When you set up the ranges for these weeks, you specify the date when the tax is due in the Fixed Days field on the Date Range Revision form, and you enter the first day of the week in the From Day and the last day of the week in the To Day fields.

Invoices processed during the last week of March 2005 have IR tax due on the first Wednesday of April, which is April 6. When you set up the date range for that week, you specify that the tax is due on the sixth day of the *following* month by specifying that the system adds a month to the due date that is specified in the Fixed Days field.

The following table shows the entries that you would make for IR taxes for invoices processed in March 2005:

From Day	To Day	Days To Add	Fixed Days	Months to Add
1	5	0	9	0
6	12	0	16	0
13	19	0	23	0
20	26	0	30	0
27	31	0	6	1

Due Date Rules

You set up due date rules for each tax type, and for each month that begins on a different day of the week or that has a different number of days. For example, February and March of 2005 both begin on a Tuesday, but you must set up a different due date rule for February and for March because they have a different number of days.

The due date rule is a four-digit code. To make it easier to recognize what the code represents, you can set up due date rules that follow a recognizable pattern. For example, you might set up codes for the year 2005 according to the following schedule:

Identify Tax	Month, Day, Day of the Week	Day of the Week	Due Date Rule Code
R = IR tax	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	R731 = IR code for January R328 = IR code for February R331 = IR code for March R630 = IR code for April
S = ISS tax	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	S731 = ISS code for January S328 = ISS code for February S331 = ISS code for March S630 = ISS code for April

Identify Tax	Month, Day, Day of the Week	Day of the Week	Due Date Rule Code
N = INSS and FUNRURAL taxes	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	N731 = INSS code for January N328 = INSS code for February N331 = INSS code for March N630 = INSS code for April
P = PIS and PASEP taxes	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	P731 = PIS/PASEP code for January P328 = PIS/PASEP code for February P331 = PIS/PASEP code for March P630 = PIS/PASEP code for April
C = COFINS taxes	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	C731 = COFINS code for January C328 = COFINS code for February C331 = COFINS code for March C630 = COFINS code for April
L = CSLL taxes	Jan = 31, begins on Saturday Feb = 28, begins on Tuesday Mar = 31, begins on Tuesday April = 30, begins on Friday	Sunday = 1 Monday = 2 Tuesday = 3 and so on	L731 = CSLL code for January L328 = CSLL code for February L331 = CSLL code for March L630 = CSLL code for April

Payment Terms

When you set up payment terms, you create a code that associates due date rules with discount percentages. The system uses the codes that you create for calculating when a tax payment is due. The system also uses the payment term code in the Cross Reference - Due Date Tax UDC (76B/VE). After you set up payment terms, you can specify the payment terms for each supplier in the F0401 table.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Payment Terms," Setting Up Standard Payment Terms

CHAPTER 5

(ITA) Setting Up Withholding

This chapter provides an overview of withholding taxes in Italy and discusses how to:

- Set up user defined codes (UDCs) for withholding.
- Set up the data dictionary for withholding.
- Set up automatic accounting instructions (AAIs) for withholding.
- Set up withholding tax codes.

Understanding Italian Withholding Tax

In Italy, businesses must withhold taxes from payments to certain types of suppliers, such as self-employed and contract suppliers. These withholding taxes are remitted directly to the government. Each year, businesses must submit the Model 770 (*Modello* 770) form to the tax authorities. The *Modello* 770 form contains information about the suppliers from whom withholding tax has been collected.

In some cases, businesses can defer the recognition of accounts payable value-added tax (VAT) receivable (input) on vouchers for suppliers who are subject to withholding tax until the voucher is paid. The document used to defer the VAT is called *notula*.

Businesses must also give a certification of all of the amounts that are paid for their services, including detail of the tax withheld, to all their suppliers who are subject to withholding tax.

To track withholding tax records through the withholding tax process, refer to the Withholding Tax Status field. The system automatically updates this field for each tax record, based on the status of the record in the withholding tax process.

Status	Description	Update Programs
0	Withholding tax amounts generated	A/P Standard Voucher Entry (P0411) A/P Speed Voucher Entry (P0411SV) Voucher Match (P4314) Store and Forward Voucher Batch Processor (R04110Z2)
1	Voucher paid to supplier	A/P Manual Payments (P0413M) Automatic Payments (P0457*xx*)
2	Withholding tax re-distributed	Distribute W/T Amount Report (R7404530)

Status	Description	Update Programs
3	Withholding tax paid to government	Withholding Tax Payments (R7404500)
4	Certification printed	Withholding Tax Certification - Italy (R7404027)
5	770 form printed	770 Model - Italy (R74094)
9	Record deleted	

1. Voucher Entry

This table describes the first step in the withholding process for Italy:

Type	Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV	1230	30/06/05	119	100	10	AB	19

Status Code: 0

AP Trade Amount: 119-

Expense Amount: 100

VAT Amount: 19-

2. Voucher Payment

This table describes the second step in the withholding process for Italy:

Type	Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV	1230	30/06/05	119	100	10	AB	19

Payment Date: 01/10/05

Status Code: 1

AP Trade Amount: 119

Expense Amount: 109-

VAT Amount: 10-

3. Payment to Fiscal Authorities

This table describes the third step in the withholding process for Italy:

Type	Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV	1230	30/06/05	119	100	10	AB	19

Withholding Paid Date: 15/10/05

Payment Number: 1031

Status Code: 2

Cash Amount: 10-

Withholding Payable Amount: 10

4. Fiscal Reports

The system generates these reports for withholding:

- Annual Declaration of Withholding Tax Information by Supplier.
- File Generated to Interface to Official 770 Form.

INPS Withholding Tax

In addition to the standard withholding tax, payment to certain types of contractors is subject to a social security (*Istituto Nazionale Previdenza Sociale* [INPS]) withholding tax. The INPS withholding tax is paid to the Italian social security office.

The company must withhold two-thirds of the withholding tax amount that is due to the contractor and pay this amount by the 20th day of every month. The supplier is liable for the remaining one third of the ten percent.

The base amount for the calculation of INPS withholdings can be 95 percent or 100 percent, depending on the type of contractor.

The company is liable for the debt to INPS from the time of payment to the contractor.

Notula

Notula is the document that is used by a company to defer VAT recognition until payment of a voucher is made. Notula is used for suppliers who are subject to withholding tax. You should use the prepayment process in the base software to process *Notula*.

Setting Up UDCs for Withholding

To process withholding in Italy, you must set up the following UDCs:

Section of 770 Form (74/RA)

Set up codes to identify the information that you want to use when you create your Model 770 form sections. For example, you might set up codes for this information:

- INPS withholding
- Self-employment revenues

- Sales commissions

Form 770 Information (74/70)

Set up codes to identify information for the 770 form. This code indicates whether the supplier is a resident of Italy and whether the supplier's revenue is partially, totally, or not subject to INPS withholding tax.

Set up these codes:

- 0: Resident
- 0A: Resident whose income is all subject to INPS.
- 0B: Resident whose income is partially subject to INPS.
- 0C: Resident whose income is not subject to INPS.
- 1: Nonresident whose income is all subject to INPS.
- 1A: Nonresident whose income is partially subject to INPS.
- 1: Nonresident whose income is not subject to INPS.
- 1C: Nonresident.

Country Codes for 770 Form (74/CN)

Set up the numeric country codes that have been defined by the fiscal authority for use on the 770 form. The Codes field must contain the same country codes as user defined code table 00/CN. The Description 01 field must contain the corresponding numeric code as defined by the fiscal authority. The system uses user defined code list 74/CN with user defined code list 00/CN to convert country codes to the proper numeric format for the 770 form.

Withholding Tax Government (74/IM)

Set up user defined codes to further define withholding tax information for your suppliers. You specify the government withholding tax information for each code in the Special Handling Code field. The codes that you specify are for internal use to link the government information to withholding tax types (user defined codes table 74/WT).

Valid values for the Special Handling Code field include:

- 1: Self-employed
- 2: Sales commissions

Withholding Tax Fiscal Code (74/WF)

Set up codes to identify the withholding taxes that you process for your suppliers. For example, you might set up withholding tax fiscal codes as follows:

- 103: Fiscal Code 1038
- 1040: Fiscal Code 1040

Specify a special handling code to indicate the conditions of the withholding tax. Values for the Special Handling Code field are:

- A: Code applies to persons in receipt of sums that are subject to withholding tax as advanced payment.
- B: Code applies to persons in receipt of sums that are subject to withholding tax by way of tax advance.

Withholding Type (74/WT)

In Italy, suppliers can be eligible for different types of withholding tax. For reporting and processing purposes, set up user defined codes to identify the types of withholding tax that apply to your suppliers.

Set up the following codes:

- E: Sales commissions withholding (ENASARCO)
- I: Social security withholding (INPS)
- R: Standard withholding tax

Withholding type codes are linked to an internal withholding tax code, which you set up in the Withholding Tax Codes - Italy program (P740405).

Setting Up the Data Dictionary for Withholding

When you process withholding tax, the system uses the data item IRSA (Withholding Tax Status) to track the status of the tax.

The following values are hard-coded for the data item IRSA:

- 0: Voucher entered with withholding tax information.
- 1: Payment for voucher entered (debt to fiscal authority).
- 2: Withholding tax paid to fiscal authority.
- 9: Withholding tax cancelled.

In addition, you can set up another user defined value to indicate that a Withholding Tax Certification report has been generated for the tax.

Setting Up Automatic Accounting Instructions for Withholding

To identify the Withholding Tax account in your chart of accounts, set up the PKD (Discounts Available) and PKL (Discounts Lost) AAIs with the same object account.

Setting Up Withholding Tax Codes

This section provides an overview of withholding tax codes for Italy and discusses how to set up withholding tax codes for Italy.

Understanding Withholding Tax Codes

If your suppliers are subject to withholding tax, define withholding tax rates so that the system can calculate the withholding tax when you enter supplier vouchers. To do this task, you set up withholding tax codes.

When you set up codes for withholding tax, you specify, among other parameters, the withholding tax type, the percentage, and the base of computation for the tax. For example, the type of withholding tax to which a supplier is subject is *Ritenuta d'acconto imposta*. Based on this type of withholding tax, vouchers for the supplier are subject to a withholding tax rate that is 20 percent of the total taxable amount.

You can also establish links between different withholding taxes and the user defined codes that you set up for Model 770 reporting.

Prerequisite

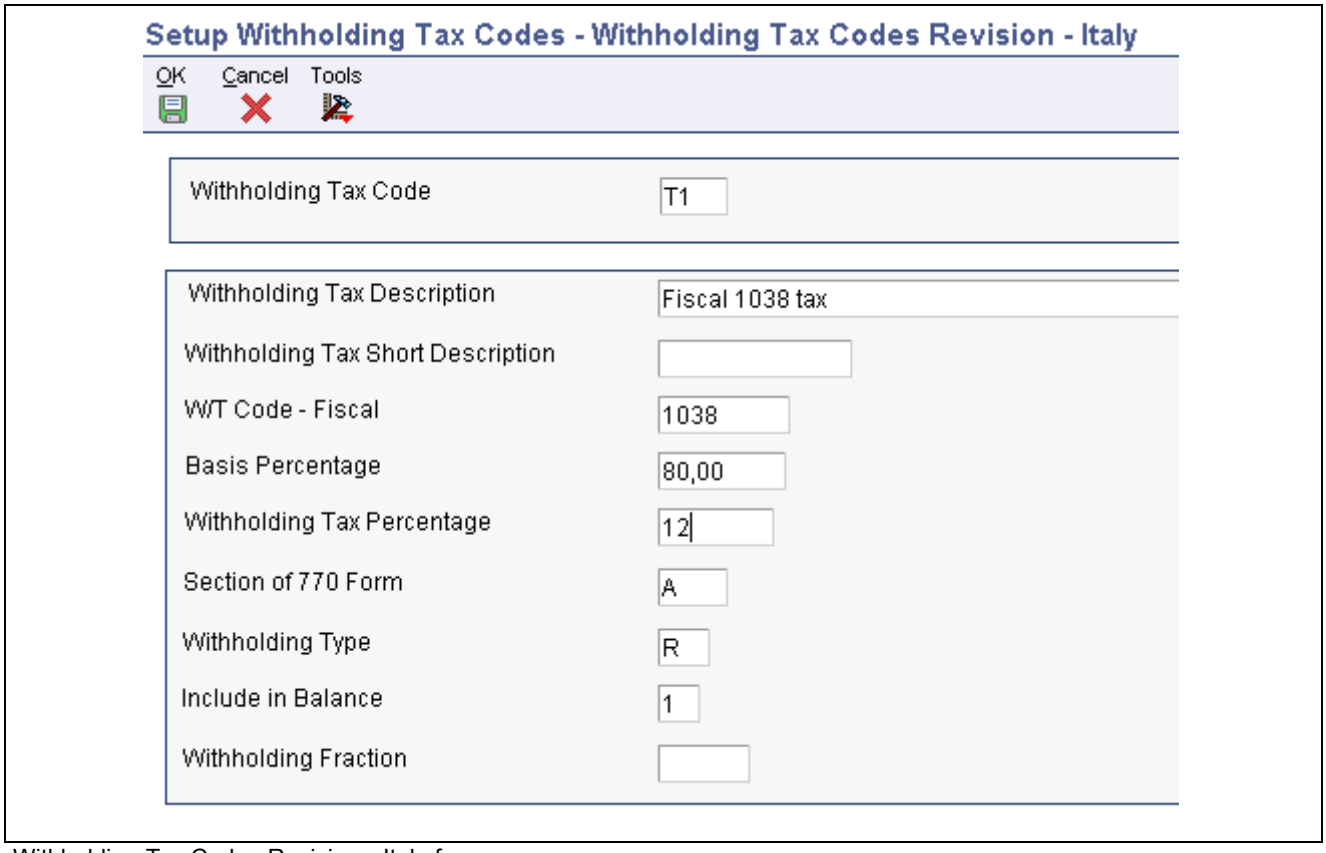
Set up the user defined codes for Model 770 reporting on user defined codes table 74/RA.

Forms Used to Set Up Withholding Tax Codes

Form Name	Form ID	Navigation	Usage
Withholding Tax Codes Revision - Italy	W740411A	Italian Tax Processing (G002131), Setup Withholding Tax Codes Click Add on the Work With Withholding Tax Code form.	Set up withholding tax codes.

Entering Withholding Tax Codes

Access the Withholding Tax Codes Revision - Italy form.



Withholding Tax Codes Revision - Italy form

Withholding Tax Code

Enter a tax code that exists in the F740405 table to define the withholding tax rate. The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax.

When you set up this internal withholding tax code, you establish links between:

- The withholding tax percentage.
- The percentage of the base amount that is subject to withholding tax.
- The type of withholding tax.
- The user defined codes for Model 770 reporting.
- The withholding tax fiscal codes.

W/T Code - Fiscal(withholding tax code - fiscal)

Enter a code from the Withholding Tax Fiscal Code UDC table (74/WF) that is assigned by the government for printing on official forms.

Withholding Type

Enter a code from the Withholding Type (74/WT) UDC table that specifies the type of withholding tax. The system uses the withholding type to distinguish between different types of withholding tax for reporting and processing purposes.

In Italy, there are different types of withholding tax on supplier's vouchers, such as standard withholding and INPS withholding. You link a withholding type to each internal withholding tax code that you define on the Withholding Tax Codes - Italy program (P740405).

Include in Balance

Specify whether to bypass the balance control when you enter a code for INPS withholding tax on the Withholding Tax Codes Revision form (P740405).

The balance control calculation for withholding tax entries is as follows:

Gross amount is the amount not subject to withholding tax, plus the amount subject to withholding tax, plus the VAT amount. Values are:

0: Amount excluded from balance

1: Amount included in balance

Basis Percentage

Enter the percentage of the base invoice or voucher amount that is subject to withholding tax.

Withholding Tax Percentage

Enter the withholding tax percent or rate.

Section of 770 Form

Enter a code from the Section of 770 Form (74/RA) UDC table.

You must complete this field when you define a new withholding tax code.

CHAPTER 6

(PER) Setting Up Withholding

This chapter provides an overview of supplier withholding for Peru and discusses how to:

- Set up user defined codes (UDCs).
- Set up withholding percentages for *Impuesto General a la Venta* (IGV).
- Set up *Sistema de Pago de Obligaciones Tributarias* (SPOT) withholding.
- Set up suppliers.
- Set up legal company constants.

Understanding Supplier Withholding

When you process payments for vouchers, the system calculates general sales tax (IGV) withholding for suppliers when you set up the supplier for withholding. You must set up suppliers for IGV withholding when you process real estate sales transactions for the supplier or process the rendering of services and construction contracts that are subject to the tax.

See Chapter 19, "Processing Automatic Payments," page 417.

You also set up withholding percentages for vouchers for the tax duty payment system (SPOT withholding). When you process SPOT vouchers for payment, you also withhold a tax amount from the supplier and send the payment to the National Bank. The values that you set up in the Spot Maintenance Percentage (P76P410) program determine whether the system generates a payment to the National Bank and the percentage that is withheld from the supplier.

Common Elements Used in This Chapter

Effective Date	Enter the first day on which the withholding percentage is effective.
Expiration Date	Enter the last day on which the withholding percentage is effective.
WH Minimum Amount (withholding minimum amount)	Enter the minimum amount on which the system calculates the tax. The system calculates the tax only when the amount on the voucher exceeds this amount.
Withholding Percentage	Enter the amount of withholding as a percentage. For example, for 10 percent, enter *10* not .10.

Setting Up UDCs

You must set up the following UDCs that the system uses for withholding for Peru.

Type Code (01/W0)

The Type Code (01/W0) UDC table includes values that the system uses in the Who's Who (P0111) program. You must set up codes for suppliers who are classified as individuals to specify the names of the supplier's mother and father. This information is required when reporting withholding for these suppliers.

Withholding Document Type (76H/HO)

Set up UDC 76H/HO to include the internal document types that you use to enter fees for withholding.

IGV Withholding Concept (76P/01)

Use this UDC to set up codes that the system uses to process IGV withholding.

SPOT Concepts (76P/02)

Use this UDC to set up codes that the system uses to process SPOT withholding.

Amount Type (76P/AT)

PeopleSoft EnterpriseOne software provides hard-coded values to identity the basis on which the system calculates taxes. For example, when you use a value in this UDC, you can specify that the system calculates taxes based on the gross amount of the voucher.

TAXC (H00/TA)

Set up this UDC to include codes that the system uses to identify the names of the supplier's mother and father. The system uses this information when you run reports for suppliers who are individuals.

Setting Up Withholding Percentages for IGV

This section provides an overview of withholding percentages and discusses how to enter withholding percentages for IGV.

Understanding Withholding Percentages

You set up withholding percentage amounts for each supplier by IGV concept, minimum withholding amounts, and effective dates. You can set up multiple percentages for a supplier by using different minimum withholding amounts and effective dates. The system uses the percentages that you set up to calculate IGV withholding amounts for payments.

Forms Used to Enter Withholding Percentages

Form Name	Form ID	Navigation	Usage
Work with IGV Withholding Percentage	W76P405A	Accounts Payable (G76P04), Withholding Percentage	View or select existing records.
Edit IGV Withholding Percentage	W76P405B	Click Add on the Work with IGV Withholding Percentage form.	Add withholding percentages for companies by IGV concept, minimum withholding amount, and effective date.

Entering Withholding Percentages

Access the Edit IGV Withholding Percentage form.

IGV Withholding Concept Enter the code that identifies the type of IGV withholding. The code that you enter must exist in the IGV Withholding Concept (76P/01) UDC table.

Amnt Type (amount type) Enter the code that identifies the basis of the minimum amount. For example, you can specify that the system uses the gross amount of the voucher or the taxable amount of the voucher when determining if the voucher amount meets the withholding minimum amount requirement. The code that you enter must exist in the Amount Type (76A/AT) UDC table.

Setting Up SPOT Withholding Information

This section provides an overview of SPOT withholding and discusses how to enter SPOT withholding percentages.

Understanding SPOT Withholding Information

You set up codes for the tax duty payment system (*Sistema de Pago de Obligaciones Tributarias* or SPOT) that the system uses when you enter vouchers for the tax duty. When you set up the codes, you enter the withholding percentage, the minimum amount on which the system calculates the tax, and the amount type on which the system bases the calculation.

See Also

Chapter 13, “Processing Accounts Payable Vouchers,” (PER) Processing SPOT Vouchers, page 306

Forms Used to Enter SPOT Withholding Information

Form Name	Form ID	Navigation	Usage
Work with Spot WH Percentage - 76P (Work with Withholding Percentage - 76P)	W76P410A	Accounts Payable (G76P04), Spot Maintenance Percentage	View or select existing records.
Edit Spot Withholding Percentage	W76P410C	Click Add on the Work with Spot WH Percentage - 76P form.	Enter the withholding percentage, the minimum amount on which the system calculates the tax, and the amount type on which the system bases the calculation.

Entering SPOT Withholding Information

Access the Edit Spot Withholding Percentage form.

SPOT Concept Enter the code that identifies the type of SPOT withholding. The code that you enter must exist in the SPOT Concepts (76P/02) UDC table.

Comparison Amount Enter the code that identifies the basis of the minimum amount. For example, you can specify that the system uses the total of the voucher or the taxable amount of the voucher when determining if the voucher amount meets the withholding minimum amount requirement. The code that you enter must exist in the Amount Type (76A/AT) UDC table.

Setting Up Suppliers

When you set up suppliers for Peru, you must specify whether the supplier is an individual. If the supplier is an individual, you complete the Person/Corporation field on the Supplier Master Revision form in the Supplier Master Information (P04012) with *01*. You must also complete the fields in the Who's Who program in the Address Book system to include the names of the supplier's mother and father. This information is required for reporting to the tax authorities.

See Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records," Adding Who's Who Information to Address Book Records.

Setting Up Legal Company Constants

You use the Legal Company Constants program (P76P002) to specify information about withholding fees, withholding agent companies, and whether value-added tax (VAT) is reimbursable.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization," (PER) Setting Up the Legal Company for Peru.

CHAPTER 7

(GBR) Setting Up CIS

This chapter provides an overview of the Construction Industry Scheme (CIS) and discusses how to set up:

- CIS constants
- CIS company constants
- CIS payment voucher constants
- CIS document types
- CIS subcontractor documents

Understanding the CIS

This section discusses:

- CIS codes
- CIS rules

The economic environment in the United Kingdom construction industry is diverse and complex. A business owner or main contractor can employ many subcontractors to complete a contract. To meet statutory requirements, especially in the area of taxation, contractors must maintain careful records of the subcontractors whom they employ and the withholding tax that the contractor is required to pay.

Withholding tax for subcontractors in the construction industry is administered under the Construction Industry Scheme (CIS). Under CIS, subcontractors must be registered with the Inland Revenue Service and hold a valid tax certificate or card.

Subcontractors who hold registration cards are subject to a withholding tax deduction from qualifying payments. The withholding tax is deducted before VAT is calculated. For these payments, the contractor must produce a tax payment voucher to accompany the tax remittance.

Payments to subcontractors who hold certificates can be made without deduction. Depending on the type of certificate held by the subcontractor, the contractor must either produce a construction gross payment voucher or receive a gross payment voucher from the subcontractor.

At the end of each tax month, any withholding tax that was deducted under the rules of the scheme, as well as the payment vouchers (that is, those that were created by the contractor and those received from the subcontractor), must be remitted to the Inland Revenue Service. At the end of the tax year, all payments must be reported to the Inland Revenue Service.

Consult the Inland Revenue Service for information about current rules and regulations, including current withholding tax rates.

CIS Codes

You must set up user defined codes (UDCs) for CIS.

CIS Validation Hierarchy Codes (74U/CL)

Use CIS validation hierarchy codes to prioritize CIS documents for subcontractors who hold more than one CIS document. Documents with a higher classification code are given priority. For example, if a tax certificate has a classification code of 1 and a registration card had a classification code of 9, the tax certificate is used during CIS processing for a subcontractor who holds both documents. The highest possible value is 1, and the lowest possible value is 9.

CIS Taxable Status Codes (74U/TS)

Use CIS taxable status codes to indicate whether a line item on a voucher is subject to withholding tax.

CIS Voucher Status Codes (74U/VS)

The system assigns CIS status codes at various stages of CIS processing to identify the current status of a document. Some processes require that a document be at a specific status.

CIS Voucher Type Codes (74U/VT)

Use CIS voucher type codes to identify the types of payment vouchers that are used in the CIS. Values are:

- CIS23: Construction Gross Payment Voucher
- CIS24: Subcontractors Gross Payment Voucher
- CIS25: Tax Payment Voucher

CIS Rules

The CIS covers payments made to the following subcontractors working in the construction industry:

- CIS4 Registration Card holders, usually individuals.
- CIS5 Certificate holders, usually large multinational corporations.
- CIS6 Certificate holders, usually teams of subcontractors who work with other subcontractors.

No payments are allowed to subcontractors who do not hold one of these cards or certificates.

Any payments that are made to holders of valid CIS4 Registration Cards are subject to a withholding tax deduction on labor costs and on certain categories of expenses, such as those incurred during the provision of labor. All payments to CIS5 and CIS6 Certificate holders can be made without deduction if the subcontractor's certificate is valid at the time of payment.

The CIS imposes the following obligations at the time of payment:

- CIS4 Registration Card holders.

  The contractor must send an accompanying CIS25 Tax Payment Voucher to the subcontractor at the time of payment.

- CIS5 Certificate holders.

  The contractor must create a CIS23 Construction Gross Payment Voucher, but does not need to send this document to the subcontractor with the payment.

- CIS6 Certificate holders.

The subcontractor must complete a CIS24 Gross Payment Voucher and return that document to the contractor who is making the payment. The contractor might not make any subsequent payments until the CIS24 is received.

At the end of each tax month, the contractor must remit any withholding tax that the contractor has deducted to the Inland Revenue Service along with any CIS23, CIS24, and CIS25 documents that the contractor created or received during the tax month.

At the end of the tax year, the contractor must submit CIS36 End of Year Returns for all payments made within the scheme to the Inland Revenue.

Setting Up CIS Constants

This section discusses how to set up CIS constants.

Understanding CIS Constants

CIS system constants provide the basic framework for how the CIS operates for your business needs. These parameters enable you to:

- Activate the scheme.
- Define how you want to identify subcontractors within the scheme.
- Define which GL accounts fall within the scheme.
- Provide system process defaults, and warning and error message settings.

Important! After you set up CIS Constants, you must update the Account Master record with the category code value that you specify on CIS Constants for all GL accounts that fall within the CIS. You must also update the Address Book records with the category code value that you specify on CIS Constants for all subcontractors within the scheme.

Note. To include only selected vouchers from a specific supplier in the CIS, you must set up two Address Book records for that supplier: one with the subcontractor category code value and one without it. You might label the suppliers Supplier 1 - CIS and Supplier 1 - No CIS, for examples. You must then train your accounts payable and purchasing clerks on when to use each supplier record.

Prerequisite

Set up the following category codes:

- An Address Book category code (01/01-30) to identify subcontractors.
- An Account category code (09/01-23) to identify GL accounts that fall within CIS.

See Also

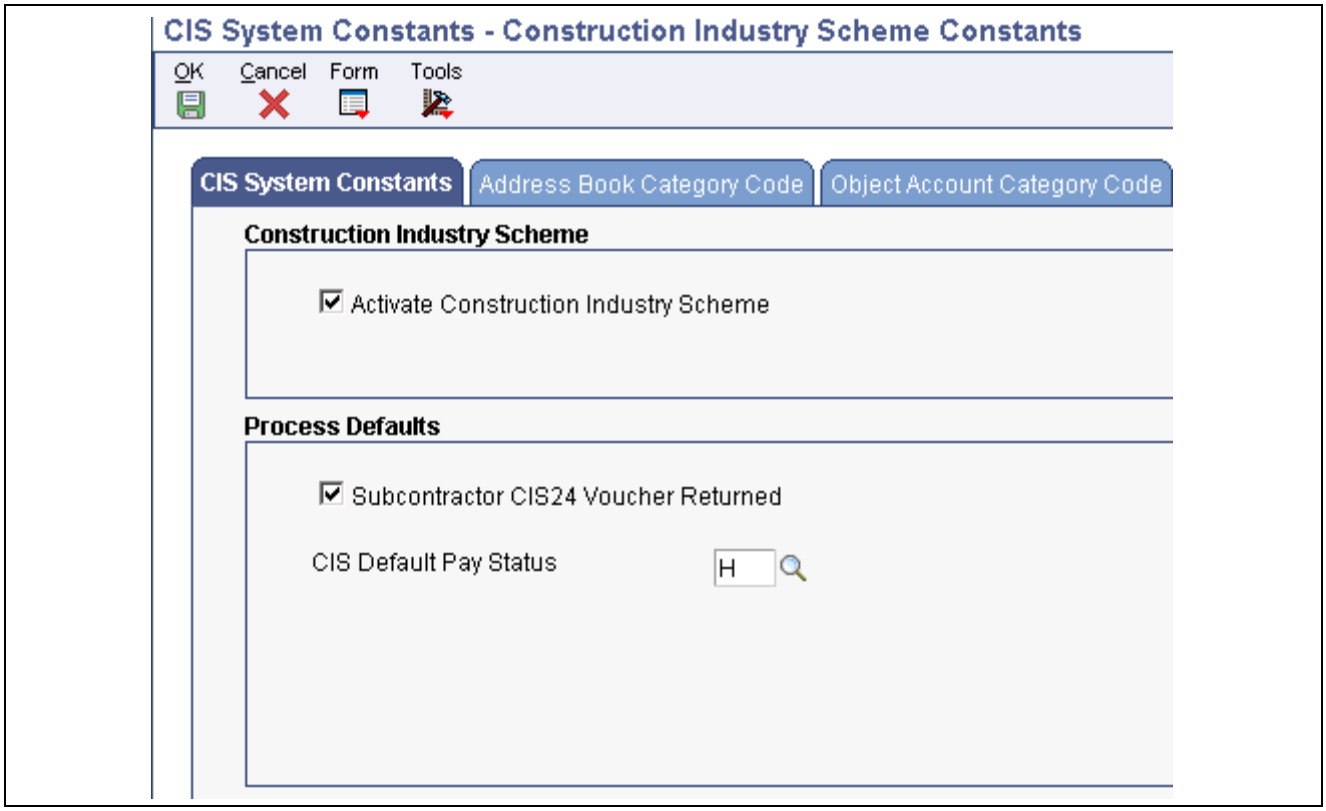
Chapter 12, “Entering Supplier Information,” Entering Supplier Master Information, page 243

Form Used to Set Up CIS Constants

Form Name	Form ID	Navigation	Usage
Construction Industry Scheme Constants	W74U0100B	System Setup (G74U0240), CIS System Constants	Activate the Construction Industry Scheme. To prevent payments to CIS6 subcontractors when they have not returned CIS24 payment vouchers for previous payments, click Subcontractor CIS24 Voucher Returned.

Setting Up CIS Constants

Access the Construction Industry Scheme Constants form.



Construction Industry Scheme Constants form

CIS Default Pay Status Enter a code from the Payment Status Code (00/PS) UDC. The system uses the code that you enter as the default pay status for CIS subcontractor vouchers that are entered through Voucher Entry (P0411), Speed Voucher Entry (P0411SV), or Voucher Match (P4311).

Subcontractor CIS24 Voucher Returned Select this check box to specify that payments are allowed to CIS6 subcontractors who have not returned payment vouchers (CIS24) for previous payments. If you select this option, the system does not allow payments where payment vouchers have not been returned. If you leave this option blank, the

system issues a warning but allows payments where payment vouchers have not been returned.

Note. CIS Pre Withholding Validation (R74U0130) uses this field during its validation.

A/B Category Code (address book category code)
Select one of the address book category codes to identify CIS subcontractors. This option is used in conjunction with the Address Book category code selection.

Designated Flag A/B (designated flag address book)
Enter a code from UDC 00/11.

O/A Category Code (object account category code
Select one of the object account category codes to identify taxable GL accounts that are used to pay CIS subcontractors' labor. This field is used in conjunction with the CIS GL category code value.

Designated Flag O/A (designated flag object account)
Enter the user defined GL account category code value (09/01-20) used to identify taxable GL accounts that are used to pay CIS subcontractors' labor. This option is used in conjunction with the CIS GL account category code selection.

No CIS Document
This option determines the error that occurs when you enter a voucher for a CIS subcontractor for whom no registration card or tax certificate exists in the system.

If you select this option, you receive a hard error on voucher entry and cannot create the voucher. If you leave this option blank, you receive a warning on voucher entry but can create the voucher.

If you leave this option unchecked, the system issues a warning when the situation that is associated with the option occurs, but it still enables voucher entry.

Note. Voucher input includes Voucher Entry (P0411), Speed Voucher Entry (P0411SV) and Voucher Match (P4314).

CIS Document Invalid
This option determines the error that occurs when you enter a voucher for a CIS subcontractor whose registration card or tax certificate is invalid or has expired.

If you select this option, you receive a hard error on voucher entry and cannot create the voucher. If you leave this option blank, you receive a warning on voucher entry but are able to create the voucher.

Note. Voucher input includes Voucher Entry (P0411), Speed Voucher Entry (P0411SV) and Voucher Match (P4314).

If you leave this option unchecked, the system issues a warning when the situation that is associated with the option occurs, but it still enables voucher entry.

Invalid Tax Certificate Valid Reg. Card (invalid tax certificate valid registration card)

This option determines the error that occurs when you enter a voucher for a CIS subcontractor whose tax certificate is invalid, but who has a valid registration card.

If you select this option, you receive a hard error on voucher entry and cannot create the voucher. If you leave this option blank, you receive a warning on voucher entry but can create the voucher.

If you leave this option unchecked, the system issues a warning when the situation that is associated with the option occurs, but it still enables voucher entry.

Note. Voucher input includes Voucher Entry (P0411), Speed Voucher Entry (P0411SV), and Voucher Match (P4314).

CIS Document has Future Start Date

This option determines the error that occurs when you enter a voucher for a CIS subcontractor whose registration card or tax certificate has an invalid start date. If you select this option, you receive a hard error on voucher entry and cannot create the voucher. If you leave this option blank, you receive a warning on voucher entry, but are able to create the voucher.

If you leave this option unchecked, the system issues a warning when the situation that is associated with the option occurs, but it still enables voucher entry.

Note. Voucher input includes Voucher Entry (P0411), Speed Voucher Entry (P0411SV) and Voucher Match (P4314).

Setting Up CIS Company Constants

This section discusses how to set up CIS company constants.

Use CIS Company Constants to enter the contractor CIS tax reference number for each company that operates within the scheme.

Prerequisites

Before you complete the tasks in this section:

- Set up the company's mailing address in the Address Book (P01012).
- Set up the company in Companies (P0010).

See Also

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records," Entering Address Book Records

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization," Setting Up Companies

Form Used to Set Up CIS Company Constants

Form Name	Form ID	Navigation	Usage
CIS Company Constants Revisions	W74U0101B	System Setup (G74U0240), CIS Company Constants.	Specify the Contractor Tax Reference Number.

Setting Up CIS Company Constants

Access the CIS Company Constants Revisions form.

Contractor Tax Reference Enter the contractor's unique 13-character CIS tax reference.

Setting Up CIS Payment Voucher Constants

This section discusses how to set up CIS Payment Voucher Constants.

Understanding CIS Payment Voucher Constants

Use CIS payment voucher constants to set up the following payment vouchers:

- CIS23: Construction Gross Payment Voucher
- CIS2: Subcontractor Gross Payment Voucher
- CIS25: Tax Payment Voucher

You must set up payment voucher constants separately for each company that operates within the scheme.

Prerequisite

Set up the company's mailing address in the Address Book (P01012).

Form Used to Set Up CIS Payment Voucher Constants

Form Name	Form ID	Navigation	Usage
Tax Payment Voucher Revisions	W74U0102B	System Setup (G74U0240), CIS Payment Voucher Constants.	Complete the Tax Payment Voucher area of the form.

Setting Up CIS Payment Voucher Constants

Access the Tax Payment Voucher Revisions form.

CIS Voucher Type Enter the voucher code for the tax payment that distinguishes the types of payment vouchers used in the scheme. Values are stored in the UDC 74U/VT and include the following codes:

CIS23: Construction Gross Payment Voucher. The contractor generates this voucher each time that a payment is made to subcontractor who holds

a Construction Tax Certificate (CIS5). The contractor keeps a copy and sends a copy to the Inland Revenue.

CIS24: Subcontractors Gross Payment Voucher. The contractor receives this voucher from the subcontractor after the contractor has paid a subcontractor who holds a Subcontractors Tax Certificate (CIS6). The contractor adds his or her CIS tax reference, returns a copy to the subcontractor, keeps a copy, and sends a copy to the Inland Revenue.

CIS25: Tax Payment Voucher. The contractor generates this voucher each time that a payment is made to a subcontractor who holds a registration card. The contractor keeps a copy, and sends a copy to both the Inland Revenue and the subcontractor.

Voucher Serial Number Enter the serial number recorded on CIS25 and CIS23 tax payment vouchers.

Payment Voucher Seq No(payment voucher sequence number) Enter the unique, sequential voucher number. This number is included on the Tax Payment Voucher CIS25 report (R74U0135) when the report is run in final mode.

Setting Up CIS Document Types

This section discusses how to set up CIS document types.

Understanding CIS Document Types

Use CIS Documents to set up the CIS document types that enable subcontractors to carry out construction work within the CIS. Valid document types include the following:

- CIS4T: Temporary Registration Card
- CIS4P: Permanent Registration Card
- CIS5: Construction Tax Certificate
- CIS: Subcontractors Tax Certificate

For each document type, you can specify which fields are required, determine the priority for searching and validating documentation for a subcontractor who holds multiple documents, and indicate whether tax is deductible for subcontractors who hold the document type.

The following table indicates the fields that are required for each document type:

Field	CIS4T	CIS4P	CIS5	CIS6
Company Registration Number	-	-	X	-
Insurance Number	-	X	-	X
Start Date	-	-	X	X
Expiry Date	X	-	X	X
Acting For	-	-	-	X

Field	CIS4T	CIS4P	CIS5	CIS6
Trading As	X	X	X	X
CIS Voucher Returned	-	-	-	X

See Also

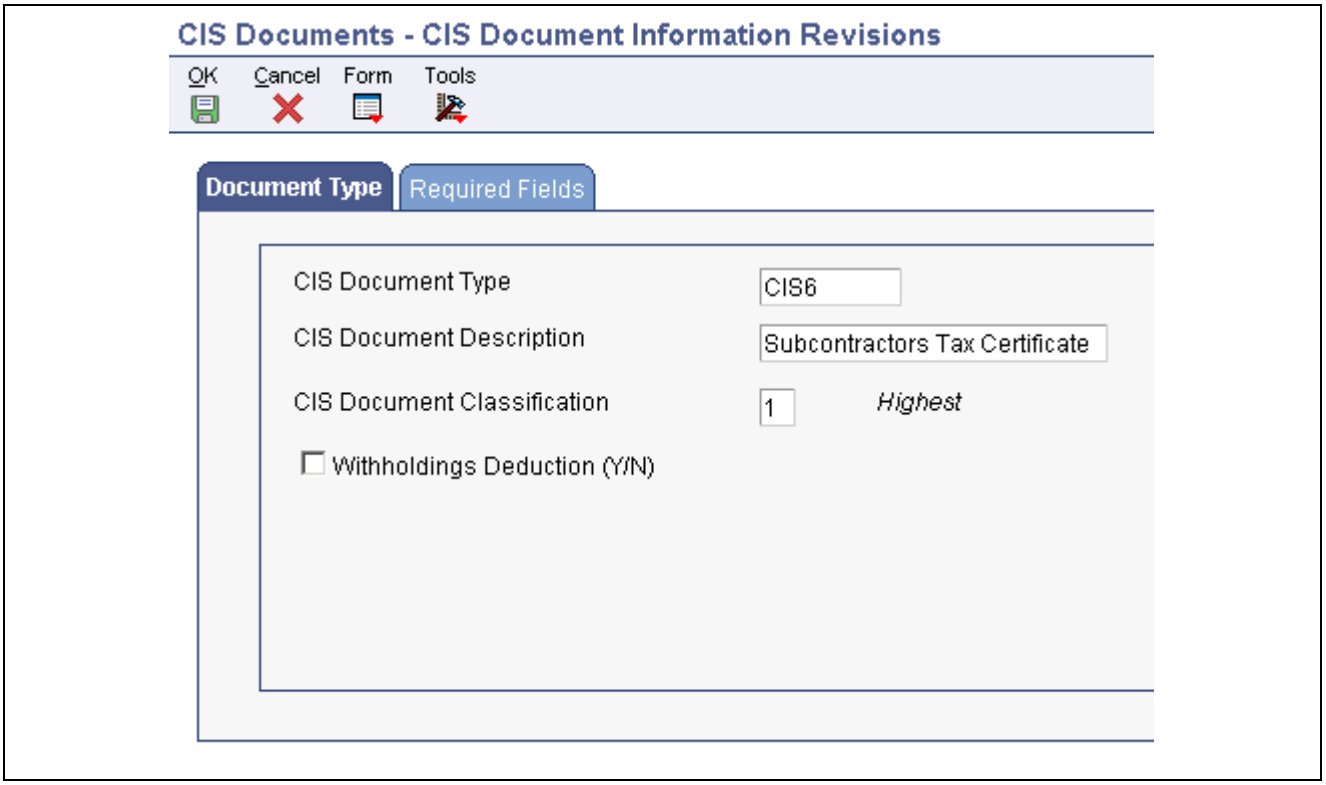
Chapter 7, "(GBR) Setting Up CIS," Setting Up CIS Subcontractor Documents, page 103

Form Used to Set Up CIS Document Types

Form Name	Form ID	Navigation	Usage
CIS Document Information Revisions	W74U0105B	System Setup (G74U0240), CIS Documents.	Specify document types and required fields.

Setting Up CIS Document Types

Access the CIS Document Information Revisions form.



CIS Document Information Revisions form

CIS Document Type Enter the type of CIS document held by a subcontractor. CIS documents allow subcontractors to carry out construction work within the Construction Industry Scheme.

Typical CIS document types include the following:

- CIS4P: Permanent Registration Card (CIS4)

- CIS4T: Temporary Registration Card (CIS4)
- CIS6: Subcontractors Tax Certificate (CIS6)
- CIS5: Construction Tax Certificate (CIS5)

CIS Document Description Enter a description of the CIS document type.

CIS Document Classification Enter a code from UDC 74U/CL to give priorities to subcontractors' CIS documents if a subcontractor holds more than one CIS document. Documents with a higher classification code are given priority. For example, if a tax certificate has a classification code of 1 and a registration card has a classification code of 9, the tax certificate is used during CIS processing for a subcontractor who holds both documents. The highest possible value is 1 and the lowest possible value is 9.

Warning! Use document classification 9 for Registration Cards (CIS4P and CIS4T). Use document classification 1 for Tax Certificates (CIS5 and CIS6). Using other document classifications produces unpredictable results.

Withholdings Deduction (Y/N) Select this check box to withhold taxes from any payments that are made to a subcontractor who holds a CIS document of the specified type.

Company Registration Number Select this check box to require a user to enter a company registration number for the specified CIS document type. For example, you might require a company registration number for CIS5 documents. If you select this option, the Company Registration Number field is required on the CIS Subcontractor Document Revisions form. If you do not select this option, the Company Registration Number field is hidden.

Insurance Number Select this check box to require a user to enter a National Insurance number for the specified CIS document type. For example, you might require a National Insurance number for CIS4 documents. If you select this option, the National Insurance Number field is required on the CIS Subcontractor Document Revisions form. If you leave this option blank, the National Insurance Number field is hidden.

Start Date Select this check box to require a user to enter a start date for the specified CIS document type. For example, you might require a start date for CIS5 and CIS6 documents. If you select this option, the Start Date field is required on the CIS Subcontractor Document Revisions form. If you leave this option blank, the Start Date field is hidden.

Expiry Date Select this check box to require a user to enter an expiry date for the specified CIS document type. For example, you might require an expiry date for CIS5, CIS6, and CIS4 documents. If you select this option, the Expiry Date field is required on the CIS Subcontractor Document Revisions form. If you leave this option blank, the Expiry Date field is hidden.

Trading As Select this check box to require a user to complete the Trading As field for the specified CIS document type. For example, you might require the Trading As field for CIS4, CIS5, and CIS6 documents. If you select this option, the Trading As field is required on the CIS Subcontractor Document Revisions form. If you leave this option blank, the Trading As field is hidden.

Acting For Select this check box to specify that the Acting For field is available for the specified CIS document type. For example, you might display the Acting For

field for CIS4 and CIS6 documents. If you select this option, the Acting For field appears on the CIS Subcontractor Document Revisions form. If you leave this option blank, the Acting For field is hidden.

CIS Voucher Returned (Y/N)

Select this check box to allow payments to CIS6 subcontractors who have not returned payment vouchers (CIS24) for previous payments. If you select this option, the system does not allow payments where payment vouchers have not been returned. If you leave this option blank, the system issues a warning but allows payments where payment vouchers have not been returned.

Note. CIS Pre Withholding Validation (R74U0130) uses this field during its validation.

This option determines whether the CIS Voucher Returned (Y/N) option is available for the specified CIS document type. For example, you might display this option for CIS6 documents. If you select this option, the CIS Voucher Returned (Y/N) option appears on the CIS Subcontractor Document Revisions form. If you leave this option blank, the option is hidden.

Setting Up CIS Subcontractor Documents

This section discusses how to set up CIS subcontractor documents.

Understanding CIS Subcontractor Documents

Enter CIS subcontractor documents to record the registration cards (CIS4) or tax certificates (CIS5 and CIS6) that are held on behalf of each subcontractor. These cards and certificates authorize subcontractors to work in the construction industry. No payments are allowed to any subcontractors who do not hold one of these cards or certificates.

The system enables you enter multiple authorized users and the CIS documents that are held by each on behalf of a subcontractor.

Important! Under the CIS, you must see the authorized user's original CIS document before making a payment to a subcontractor. A copy is not acceptable.

Related Tasks

You can access the Work With CIS Subcontract Documents form to add or revise CIS subcontractor documents by selecting Regional Info from the Row or Form menu on any of the following forms:

- Work With Addresses
- Address Book Revision
- Supplier Master Information
- Supplier Master Revision

To access the Work With CIS Subcontractor Documents form, the selected address book or supplier master record must be for a supplier (search type V) and have the appropriate category code for CIS subcontractors.

Prerequisites

Before you complete the tasks in this section:

- Set up CIS card holders in the Address Book using a search type of S (Subcontractors) or V (Suppliers) and the category code you set up in the CIS System Constants program (P74U0100) to identify them as subcontractors.
- Set up the CIS card holders that you set up in the Address Book in the Supplier Master Information program (P04012).

  On the Tax Information tab of the Supplier Master Revision form, specify the Address Book number for Inland Revenue in the Tax Authority field and specify the withholding tax percentage for subcontractors in the Percent field
- If an authorized user is representing a subcontractor, verify that the subcontractor's trading name exists in the Address Book, has a search type of V (supplier), and is identified in the category codes as a subcontractor.
- Set up CIS document types.

See Also

Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243

Chapter 7, "(GBR) Setting Up CIS," Setting Up CIS Constants, page 95

Form Used to Set Up CIS Subcontractor Documents

Form Name	Form ID	Navigation	Usage
CIS Subcontractor Document Revisions	W74U0110B	System Setup (G74U0240), CIS Sub Contractor Documents.	Record registration cards or tax certificates for subcontractors.

Setting Up CIS Subcontractor Documents

Access the CIS Subcontractor Document Revisions form.

Authorized User/Issued To Enter the address book number of the authorized user. In the Construction Industry Scheme (CIS), the authorized user is an employee who represents the subcontracting company, usually a senior manager.

CIS Document Type Enter the type of CIS document that is held by a subcontractor. CIS documents allow subcontractors to carry out construction work within the Construction Industry Scheme.

Typical CIS document types include the following:

- CIS4P: Permanent Registration Card (CIS4)
- CIS4T: Temporary Registration Card (CIS4)
- CIS6: Subcontractors Tax Certificate (CIS6)
- CIS5: Construction Tax Certificate (CIS5)

CIS Document Number Enter the 13-digit CIS subcontractor's registration card or tax certificate number. This number is issued by the Inland Revenue and provides a unique CIS document reference number.

Company Registration Number Enter the 8-digit subcontractor's U.K. company registration number.

Insurance Number Enter the subcontractor's U.K. National Insurance number. The format is xxyyyyyyx, where x represents a letter and y represents a number.

Start Date Enter the date when a subcontractor's CIS tax certificate becomes valid.

Expiry Date Enter the subcontractor's CIS Tax Certificate or Temporary Registration Card expiry date.

Trading As Enter the address book number of the subcontracting company.

Acting For Enter the address book number of the employee who acts for the subcontracting company, such as an accountant who receives payment on behalf of the company.

CIS Voucher Returned (Y/N) Select this check box to prevent payments to CIS6 subcontractors who have not returned payment vouchers (CIS24) for previous payments. If you leave this option blank, the system issues a warning but allows payments where payment vouchers have not been returned.

Note. CIS Pre Withholding Validation (R74U0130) uses this field during its validation.

CHAPTER 8

(ARG) Setting Up the System for Credit Invoices for Accounts Payable

This chapter discusses:

- User defined codes (UDCs)
- Credit invoice constants
- Tax areas
- Invoice credit status rules
- Automatic accounting instructions (AAIs)
- Payment Instruments

Understanding Credit Invoices for Accounts Payable

The Administracion Federal de Ingresos Publicos (AFIP) issues credit invoices to provide companies with a payment instrument that can be negotiated and used as a credit. This need arises when banks do not borrow money and companies are faced with a lack of liquidity.

From an accounts payable standpoint, the credit invoice represents a documented debt with the supplier, which is cancelled when due.

Credit invoices also modify the time when the fiscal credit is accepted. Ordinarily, the fiscal credit is accepted when the voucher is entered. If the voucher requires a credit invoice, the fiscal credit is accepted at a later date.

Understanding UDCs for Credit Invoices for Accounts Payable

The following subsections describe the user defined codes required to process credit invoices for the PeopleSoft EnterpriseOne Accounts Payable system.

Credit Invoice A/P Events (76A/EV)

Events are the different points in the life cycle of a credit invoice. Use them to determine which valid status the invoice credit must have to pass through that event. The following event codes are hard coded:

Codes	Description 01	Hard Coded
ACEPTACION	Credit Invoice Accepted	Y
ACEPTAVOID	Credit Invoice voided	Y
CHEQUE	Payment	Y
CHEQUEVOID	Credit Invoice Void Payment Voided	Y
CITI	Included in CITI Report	Y
FACCREDCHG	Credit Invoice Change	Y
FACCREDDEL	Delete Credit Invoice	Y
IVACOMPRAS	Included in VAT report	Y
RECIBOCHG	Credit Invoice Receipt Change	Y
RECIBOFC	Enter Credit Invoice Receipt	Y
RECLAPERD	Reclassification Loss	Y
RECLASIF	Reclassification	Y
VOUCHERCHG	Change Voucher	Y
VOUCHERDEL	Delete Voucher	Y

Credit Invoice Valid Status (76A/CS)

Credit invoice status codes represent the current status of a credit invoice and determine the event to be processed. For example, you might set up the following credit invoice status codes:

Codes	Description 01	Special Handling	Hard Coded
(Blank)	(Blank)	N/A	N
01	Initial	N/A	N
05	To Accept	N/A	N
10	Accepted	A	N
15	Pay with Cash	N/A	N
20	Rejected by RG	R	N
25	Receipt registered	N/A	N
30	Fiscal Credit reclassified	N/A	N
32	Reclassification of losses	1	N

Codes	Description 01	Special Handling	Hard Coded
35	Included in VAT report	N/A	N
38	Included in CITI report	N/A	N

Note. The values in the Special Handling Code field do not apply to the Accounts Payable system. The value in the Special Handling Code field is used by the PeopleSoft EnterpriseOne Accounts Receivable and Sales Order Processing systems, except in the case of a value of *1*, which is used to specify a reclassification of losses.

Payment Terms Codes (76A/TP)

You use payment terms codes to specify the payment terms that do not require a credit invoice. When you enter a voucher for a credit invoice, you must specify a payment terms code that is *not*specified in this UDC.

Special Payment Instruments (76A/PY)

You use special payment instrument codes to identify the payment instruments (for example, X) that cancel the original voucher and automatically generate another voucher with the document type that is specified in this UDC (for example, FX) for the voucher amount less the withholdings amount.

In the Description 02 field, specify the type of document to generate, followed by the credit invoice class and the payment term to assign to it. For example, you could specify *FXACEPCDO* in the Description 02 field where:

- FX is the credit invoice document type.
- ACEP is the supplier classification that identifies the liability account for credit invoices.

  You must set up the corresponding PC*xxxx* AAI.
- CDO is the payment term of the acceptance voucher.

You would set up this special payment instrument code as follows:

Codes	Description 01	Description 02	Hard Coded
X	Credit invoice accepted	FXACEPCDO	N

Document Type - Vouchers Only (00/DV)

You must specify a value of *1* in the Special Handling Code field for the document types that might require credit invoices.

Note. It is recommended that you set up one or more new document types for vouchers that have credit invoices attached.

The document type that is used for voucher acceptance (for example, FX) must be set up in UDC 00/DT and 00/DV.

Address Book Category Codes (01/01 through 01/30)

You must define an address book category code to identify the suppliers and customers who issue or receive credit invoices.

You can use any category code, but you must specify the number of the category code that you are using in the General Constants program (P76A20).

You must set up a code for the category code that you specify. You can use any code. If the supplier or customer has a code other than blank in this category code, the system assumes that a credit invoice must be issued.

Setting Up Credit Invoice Constants for Accounts Payable

This section provides an overview of setting up credit invoice constants for Accounts Payable and discusses how to set up the credit invoice constants for Accounts Payable.

Understanding Credit Invoice Constants for Accounts Payable

You set up credit invoice constants by company. These constants control the credit invoice process.

You must specify the following information when you set up credit invoice constants for Accounts Payable:

- The gross amount limit, below which a voucher does not require a credit invoice.

  Any voucher with a gross amount in excess of this amount requires a credit invoice.
- The payment time limit in days, below which a voucher does not require a credit invoice.

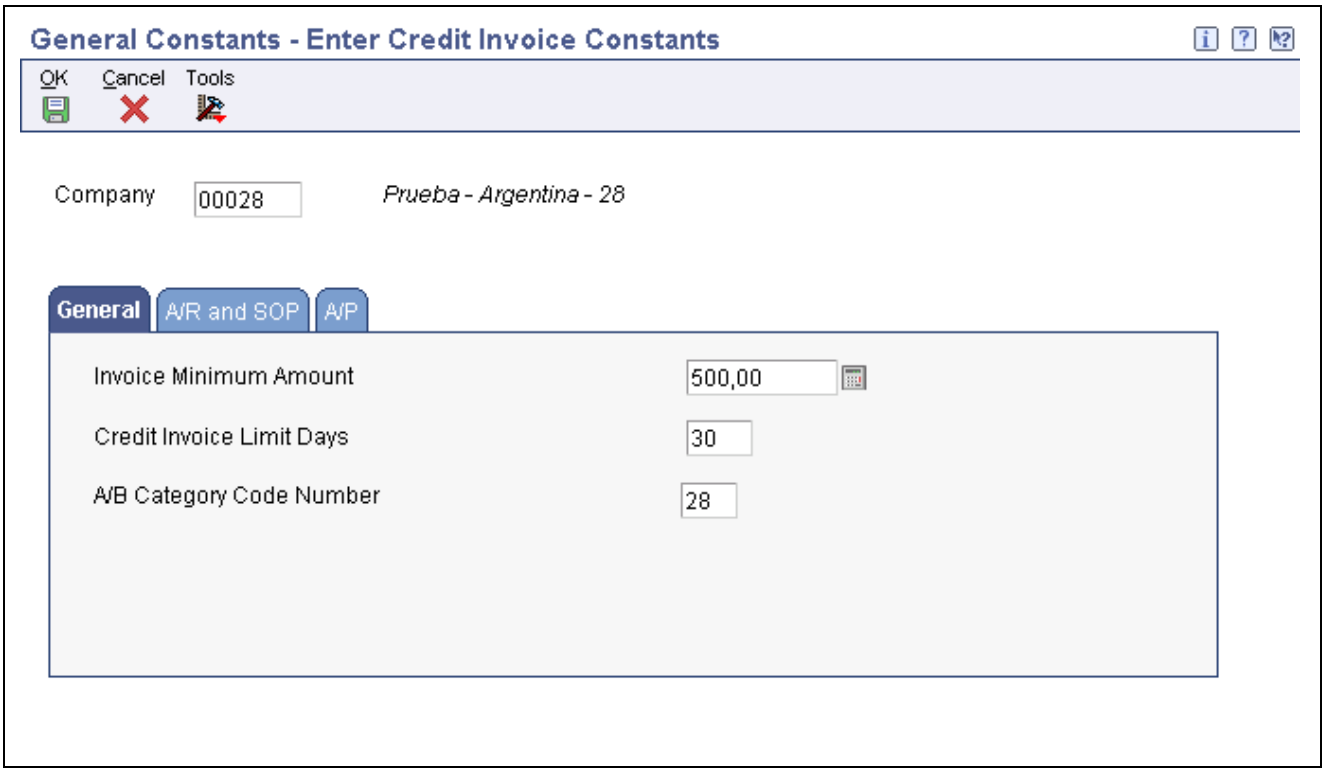
  Any due date that exceeds this limit requires a credit invoice.
- The category code that is used to identify suppliers that issue credit invoices.
- Whether the company accepts credit invoices.
- The payment instrument for vouchers that require credit invoices.
- The initial status that is assigned to the credit invoice when it is entered in the system.

Forms Used to Set Up Credit Invoice Constants for Accounts Payable

Form Name	Form ID	Navigation	Usage
Work With Credit Invoice Constants	W76A20A	Credit Invoice System setup (G76A00D), General Constants	Access existing records.
Enter Credit Invoice Constants	W76A20B	Click Add on the Work With Credit Invoice Constants form.	Set up credit invoice constants for Accounts Payable.

Setting Up Credit Invoice Constants for Accounts Payable

Access the Enter Credit Invoice Constants form.



Enter Credit Invoice Constants form

Invoice Minimum Amount Enter the amount that the system adds to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Credit Invoice Limit Days Enter the number of days that the fiscal authority has established as a difference between the shipment confirmation date and the invoice due date. The specified number of days must pass before you can issue a credit invoice. If fewer than the specified number of days have passed between the shipment confirmation date and the invoice due date, then you cannot issue a credit invoice.

A/B Category Code Number Enter the code that specifies the Customer Category code number to use to determine the tax.

Company Receives Credit Invoice Select this option to specify that a company must receive credit invoices from its vendors.

Credit Invoice Status Enter the status of the credit invoice.

Setting Up Tax Area Relationships for Credit Invoices

You must set up a temporary tax areas for each tax area that is used by your suppliers who issue credit invoices. The temporary tax areas must have the same percentage as the original tax area and an offset that uses the temporary fiscal credit account.

You cross-reference the original tax areas to the temporary tax areas by using the AP Tax Areas Relationship program (P76A25). You can cross-reference only one temporary tax area to each original tax area. Tax area cross-references are stored in the F76A25 table.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(ARG) System Setup Argentinian Taxes," Setting Up Tax Area Relationships for Credit Invoices

Setting Up Credit Invoice Status Rules

This section provides an overview of setting up credit invoice status rules and discusses how to set up the credit invoice status rules.

Understanding Credit Invoice Status Rules

Status rules establish a validation of the credit invoice status that is required for processing a particular event. You can also specify the next status that should be used once the event has been completed.

For example, for the ACCEPTANCE event, the credit invoice must have a status of TO ACCEPT. After processing, the credit invoice status is updated to ACCEPTED.

These rules should be set up by an advanced user and offer great flexibility for defining the steps that your company wants to follow to process credit invoices.

Important! You must define the status rules correctly when you install the credit invoice module because it is difficult to make changes other than adding additional steps to the process.

Status rules consist of the following elements:

- Accounts Payable Event

  This is a code from UDC 76A/EV. These values are hard coded and represent different possible actions in the Accounts Payable system.

- Credit Invoice Status From

  The initial valid status that is necessary for the event to run.

- Credit Invoice Status To (optional)

  Some events require you to complete this field to change the credit invoice status manually or automatically. If the Credit Invoice Status To field is blank, no status change occurs for the event.

  Note. You cannot leave the Credit Invoice Status To field blank for events that update the status automatically. Leaving this field blank for these events might cause the system to act erratically.

  Regardless of the code system that you decide to use, it is recommended that you skip numbers or codes so that you can add intermediate status in the future, if necessary.

Credit Invoice Events

The following list gives a detailed explanation of the significance and behavior of each event code (in alphabetical order):

- ACCEPTANCE

  This event is used by the Create Payment Groups program (R04570) and represents acceptance of the credit invoice. The Create Payment Groups process verifies that the vouchers that are selected have credit invoices with the appropriate Credit Invoice Status From code. When the payment is updated, the credit invoice is updated with the status indicated in the Credit Invoice Status To field.

- ACEPTAVOID

  This event is used when you void a payment that was made with the acceptance payment instrument. The system verifies that the invoice credit has the appropriate status in the Credit Invoice Status From field. If no errors are found and the voiding takes place, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- CHECK

  This event is used by the Create Payment Groups program when the acceptance payment instrument is *not* used. The Create Payment Groups process verifies that the selected vouchers have credit invoices with the appropriate Credit Invoice Status From code. When the payment is updated, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- CHECKVOID

  This event is used when you void a payment. When you void a payment that was made without the acceptance payment instrument, the system verifies that the invoice credit has the appropriate status in the Credit Invoice Status From field. If no errors are found and the voiding takes place, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- CITI

  This event is used by the CITI report to determine whether a credit invoice should be included. The status of the credit invoice must correspond to the status that is indicated in the Credit Invoice Status From field. When the credit invoice has been included in the CITI, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- FACCREDCHG

  This event is used by the AP Review Credit Invoice program (P76A24) when you change information on the credit invoice, including a manual change of status. The Credit Invoice Status From field indicates the status that the credit invoice must have for you to manually change some of its information. The Credit Invoice Status To field indicates the status to which the credit invoice can be changed manually.

- FACCREDDEL

  This event is used by credit invoice review to eliminate information from a credit invoice. The Status From field indicates the status that the credit invoice must have to be able to eliminate it. The Status To field is not used by this event, so leave this field blank.

- IVACOMPRAS

  The event is used by the V.A.T. Purchasing Ledger program (R760499A) to determine whether the credit invoice should be included in this ledger. The status of the credit invoice must correspond to the status in the Credit Invoice Status From field. When the credit invoice has been included in the V.A.T. Purchasing Report - ARG - 04 - 04 (R760499A), the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- RECIBOFC

  This event is used when you set up information about the credit invoice receipt. The status of the credit invoice must correspond to the status in the Credit Invoice Status From field. When the information has been entered, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- RECIBOCHG

  This event is used when you modify the information of a previously recorded receipt. The status of the credit invoice must correspond to the status in the Credit Invoice Status From field. When the receipt information has been changed, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- RECLASIF

  This event is used when the temporary fiscal credit tax is reclassified to a definitive tax credit account. The credit invoice must have the status that is specified in the Credit Invoice Status From field for reclassification to take place. When the reclassification is complete, the credit invoice is updated with the status that is indicated in the Credit Invoice Status To field.

- RECLAPERD

  This event is used when a temporary fiscal credit tax is not reclassified to a definitive tax account and, instead, is assigned to losses directly. The credit invoice must have the status specified in the Credit Invoice Status From field for this reclassification to occur. When the reclassification to losses is complete, the credit invoice status is updated to the status that is indicated in the Credit Invoice Status To field. This event is optional. If you do not set up the Credit Invoice Status From field, the reclassification process uses the relationship that is established for the RECLASIF event.

- VOUCHERCHG

  This event is used when you modify a voucher that has credit invoice information. The system verifies that the status of the credit invoice is the same as the one that is specified in the Credit Invoice Status From field to allow the change. This event does not change status. You must leave the Credit Invoice Status To field blank.

- VOUCHERDEL

  This event is used when you void a voucher that has credit invoice information. The system verifies that the status of the credit invoice is the same as the one that is specified in the Credit Invoice Status From field to allow the void. This event does not change status. You must leave the Credit Invoice Status To field blank.

Prerequisite

Before you complete the tasks in this section:

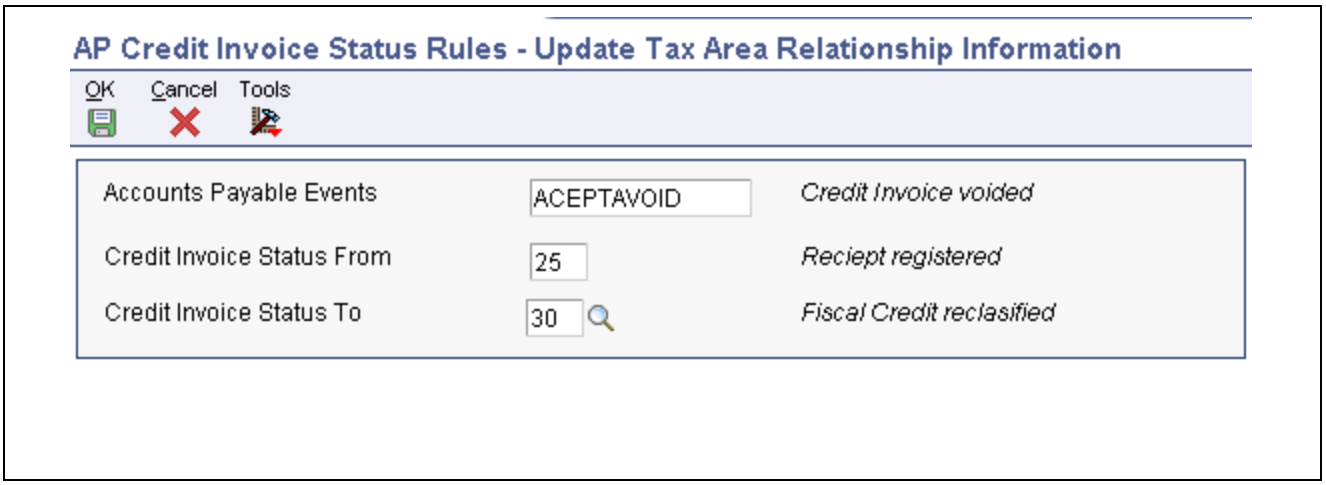
- Set up event codes in UDC 76A/EV.
- Set up status codes in UDC 76A/CS.

Forms Used to Set Up Credit Invoice Status Rules

Form Name	Form ID	Navigation	Usage
Work with Credit Invoice Status Rules	W76A26A	Credit Invoice System setup (G76A00D), AP Credit Invoice Status Rules	Access existing records.
Update Tax Area Relationship Information	W76A26B	Click Add on the Work with Credit Invoice Status Rules form.	Set up credit invoice status rules.

Setting Up Credit Invoice Status Rules

Access the Update Tax Area Relationship Information form.



Update Tax Area Relationship Information form

A/P Events (accounts payable events) Enter the event to set up.

Credit Invoice Status From Enter the beginning of the range of status codes.

Credit Invoice Status To Enter the end of the range of status codes.

Setting Up AAIs for Credit Invoices

You must set up the PT and PC AAIs to process credit invoices.

PT + Offset (Tax)

You must create a PT*xxxx* for the original tax area and one for the temporary tax area. The PT*xxxx* AAI for the original tax area must specify the tax fiscal credit account. The PT*xxxx* AAI for the temporary tax area must specify a temporary tax account.

When vouchers that require a credit invoice are posted, the offset of the temporary tax area is charged.

The reclassification process uses the F76A25 table to cancel the temporary fiscal credit and charge the final one.

PC + Offset (Credit Invoice Accepted)

The PC*xxxx* AAI identifies the supplier class that corresponds to the debts from credit invoices that are represented by the voucher that is defined for credit invoices. This AAI must use a liability account.

This offset is charged during acceptance and then cancelled when the accepted credit invoice is paid.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Working with Automatic Accounting Instructions"

Setting Up Payment Instruments for Credit Invoices

You must set up the acceptance payment instrument (defined in UDC 76A/PY) in the Payment Instrument Defaults program, using the following parameters:

Payment Form	Print Program
Payments	P7604721A (Print Payment - Only Payment Order - ARG - 04 - 04)
Payment Register	P76A0476 (A/P Auto Payment Register)
Attachments	P760473A (A/P Print Payment - Payment Order - ARG - 04 - 04)
Debit Statements	P04574 (Print A/P Payments Debit Statements)

CHAPTER 9

Setting Up the Accounts Payable System for Automatic Payment Processing

This chapter provides an overview of the required setup for automatic payment processing and discusses how to:

- (DEU) Set up the Replaced Character (04/RC) user defined code (UDC).
- Set up payee control.
- Set up payment instruments and print programs.
- Set up a print sequence.
- Set up payment information by business unit.
- Prevent your company name from printing on payments.
- Set up the system for electronic funds transfer (EFT) payments.
- Set up the system for electronic data interchange (EDI) payments.
- (NOR) Set up enterprise information.
- (SWE) Set up enterprise information.
- (ARG) Set up the system for deferred payments.
- (ARG) Set up the TXT file.
- (JPN) Set up the system for *hankin hante* payments and drafts.
- (GBR) Set up the system for the Bank Automated Clearing System (BACS) payments.

Understanding the Setup for Automatic Payment Processing

Before processing automatic payments, you must set up the following:

Setup Feature	Description
UDCs	Set up the Replaced Character (04/RC) UDC. This table lets you specify acceptable characters that the system uses to replace unacceptable characters in a text file.

Setup Feature	Description
Bank account information.	You must set up each bank account that you plan to use for payment processing. When you set up your company's bank accounts, you must provide information such as: • Next payment number. • Number of alignment forms. • Number of detail lines per stub. See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information".
Payee control.	If you want to prevent users from performing fraudulent payment activities, set up the system for payee control.
Payment instruments.	You must set up payment instruments and assign them to payment programs.
Print sequences.	You must set up print sequences for payments to specify the order in which payments should print.
Set up payment information by business unit.	If you produce payments by business unit, you can set up payment information by business unit.
Prevent your company name from printing on payments.	If your pre-printed checks already contain your company name, you can prevent the system from printing your company name.

If you use deferred payment processing, electronic funds transfer (EFT), or electronic data interchange (EDI) payments, you must also perform additional setup tasks.

(DEU) Setting Up the Replaced Character (04/RC) UDC

The Replaced Character (04/RC) UDC table lets you specify acceptable characters that the system uses to replace unacceptable characters in a text file.

When you set the Character Replacement processing option in the German Bank File Format and Statement Diskette program (R03B575DD) or the Create A/P Bank Diskette - Germany program (R04572G5) to use UDC 04/RC, the system scans the text file for the characters that are specified in the Description 01 field in UDC 04/RC. It then replaces those characters with the alternate characters that you specify in the Description 02 field. Thus, the system deletes the unacceptable characters from the text file and replaces them with acceptable characters. For example, if your bank does not recognize umlauted letters, you can replace them with the two-letter equivalent, such as *ae* for ä, *oe* for ö, and so on.

Note. The system replaces a single character with multiple characters only for the German programs German Bank File Format and Statement Diskette, and Create A/P Bank Diskette - Germany. When you use the Replaced Character UDC for other programs, the system replaces the character that is identified in the Description 01 field with only the first character in the Description 02 field.

You can specify that the system replace a single character with one alternate character or with multiple alternate characters. When you specify multiple alternate characters, the length of the string being altered does not change; if the original string is three characters, the modified string is three characters. The system drops certain characters from the string if inserting all of the alternate characters will result in the modified string exceeding the allowed length of the string.

These examples illustrate how the system replaces a single character with multiple characters:

Example 1: Replacing A with FG

Original string is ABC

Modified string is FGB

To retain field length of three, the system drops the C from the string.

Example 2: Replacing A with FG

Original string is ABC_ _ _ (where _ is blank)

Modified string is FGBC_ _

To retain the field length of six, the system drops the last blank from the string.

Example 3: Replacing B with FGHI

String is ABC

Result is AFG

To retain the field length of three, the system replaces only the first two letters.

Setting Up Payee Control

This section provides an overview of payee control and discusses how to set processing options for payee control.

Understanding Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical payee information. When monitored changes are made, this feature holds payments to the payee pending review and approval of changed information. You use payee control in order to control changes made to selected, critical payee and bank account information. One person enters the change and another approves it. Thus, the involvement of two people is required to make changes that affect payments.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has changed.

Limitations

Payee control is not a foolproof system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the following elements of Payee Control:

- Payee Control table (F0450).

  Deleting this table disables the audit trail.

- A/P Payee Control Server - Processing Options Only program.

  Changing the processing options for this server affects the way the system monitors changes.

- A/P Manual Payments program and Voucher Entry with Manual Payment program.

  You can write manual payments to payees for whom controlled information has been changed.

Setup

Setting up payee control consists of setting processing options for the A/P Payee Control Server - Processing Options Only program (X0450).Depending on how you set the processing options for the A/P Payee Control Server - Processing Options Only program, you can control changes, or additions and changes, to each of the following fields in the tables indicated in parentheses:

Controlled Field	Description
Alpha name (F0101)	Changes to a payee's alpha name can divert the physical payment. The alpha name can be changed on the Address Book Revision form.
Bank account number (F0030)	Changes to a payee's bank account number can divert an electronic payment. The bank account number can be changed on Set Up Bank Accounts By Address.
Bank transit number (F0030)	Changes to a payee's bank transit number can divert an electronic payment. The bank transit number can be changed on Set Up Bank Accounts By Address.
Bank account type (F0030)	Changes to a payee's bank account type can divert an electronic payment. The bank account type can be changed on Set Up Bank Accounts By Address.
Mailing name (F0111)	Changes to the payee's mailing name can divert the physical payment. The mailing name can be changed on the Address Book Revision and Who's Who forms. **Note.** The Payee Control process detects changes only to the first Who's Who record (Line ID 0). Changes to any other Who's Who record will not be written to the Payee Control table (F0450).
Payee (F0411)	Changes to the voucher's payee can divert the payment while a voucher is being entered, or after. The payee can be changed on the Enter Voucher - Payment Information form, alternate voucher entry forms, and the Update Single Pay Item form (from Speed Status Change).

Controlled Field	Description
Special payee (F0101)	Changes to the supplier's special payee can divert a payment at the time a voucher is entered. The special payee can be changed on the Related Address tab of the Address Book Revisions form and on the Supplier Master Information form.
SWIFT code (F0030)	Changes to a payee's SWIFT code can divert an electronic payment. The SWIFT code can be changed on the Set Up Bank Accounts By Address form.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, the date and time that the change was made, and the user ID of the person who made the change.

For example, Universal Incorporated has a supplier number of 4344 and an alternate payee number of 3610. You add a voucher for supplier number 4344 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the voucher's payee number (5910) does not match the supplier number (4344) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

Note. ZJDE0001 is the only version that controls Payee Control.

See Also

Managing Action Security *EnterpriseOne Tools 8.94 PeopleBook: System Administration*

Form Used to Set Up Payee Control

Form Name	Form ID	Navigation	Usage
Accounts Payable Constants	W0000E	Accounts Payable Setup (G0441), Accounts Payable Constants On the System Setup form, select Accounts Payable Constants. On the Accounts Payable Constants form, select Payee Control from the Form menu.	Access the A/P Payee Control Server program.

Setting Processing Options for A/P Payee Control Server - Processing Options (X0450)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Levels Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

A/P Ledger (F0411): Payee Specify the level of control desired for each table. Enter *1* for changes only or *2* for adds and changes. If left blank, no control records will be written.

Bank Accounts (F0030): Account, Transit, SWIFT Code Specify the level of control desired for each table. Enter *1* for changes only or *2* for adds and changes. If left blank, no control records will be written.

Address Book (F0101): Alpha Name, Special Payee Specify the level of control desired for each table. Enter *1* for changes only or *2* for adds and changes. If left blank, no control records will be written.

Who's Who (F0111): Mailing Name Specify the level of control desired for each table. Enter *1* for changes only or *2* for adds and changes. If left blank, no control records will be written.

Option Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Supplier Master Edit Enter *1* to create Payee Control records regardless of whether a Supplier Master (F0401) record exists. Leave blank to limit the Payee Control records to addresses with a Supplier Master record.

Setting Up Payment Instruments and Print Programs

This section provides overviews of payment instruments and print programs, using the special handling code field and discusses how to assign print programs to payment instruments.

Understanding the Assignment of Print Programs to Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS, and so on. The system provides several payment instruments in UDC 00/PY. You can use the existing instruments, or you can add your own. If you conduct business with other countries, you should verify that the all of the payment instruments that are country specific have been set up. 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. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. 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.

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.

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.

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 value, 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.

(JPN) Considerations for Payment Instruments for Japan

To process discounted drafts in Japan, you must define a special payment instrument for discounted drafts. The system uses the special payment instrument with the RD3*x* AAI to create the contingent liability transactions for discounted drafts.

For Japan, set up the following user defined codes:

- D - Draft by invoice (AR & AP)
- Q - Bank transfer - Japan

You must also set up a payment instrument to calculate withholding for Japan.

For payments in the United States, the PeopleSoft EnterpriseOne software provides the following print programs:

- P04572 (Print Automatic Payments - Standard Format)
- P04572N (Print Automatic Payments - Draft Format)
- P04572T2 (Create A/P Bank Tape - CTX Format)
- P47052T (Create A/P Bank Tape - EDI Format)

The following table lists the programs that PeopleSoft EnterpriseOne software provides for country-specific payment print programs:

Country	Print Programs
(ARG) Argentina	Check and Payment Order • P760472A • P760473A Deferred Check and payment order • P76A04722 • P04576N • P760473A Cash-Payment Order without a check • P7604721A • P760473A Credit Invoice/Promissory Note • P76A0420 • P760473A
(AUS) Australia	P04572OZ (Create Australia EFT Payment File)
(AUT) Austria	• P04572A (Create A/P Bank Diskette - Austrian EFT) • R04572A3 (Create A/P Bank Diskette - Austrian V3 PAYMUL)
(BEL) Belgium	• P04572L2 (Create A/P Bank Diskette - Foreign Belgium • P04572L3 (Create A/P Bank Diskette - Belgium Domestic/EURO)
Brazil	• P04572CB1 (Print Automatic Payments - Check + Bordero Brazil) • P04572DB (Print Automatic Payments - Bordero Money Transfer - Brazil) • P04572DB1 (Print Automatic Payments - Check - Brazil) • P04572RB (Print Automatic Payments - Bordero with Boleto - Brazil)
(DNK) Denmark	• P04572DK1 for DDB - Domestic • P04572DK2 for DDB - Foreign • P04572DK5 for Girobank - Domestic

Country	Print Programs
(FIN) Finland	• P04572FI1 for Finland Domestic - LM02 • P04572FI2 for Finland Standard - Foreign • P04572FI3 for Finland Domestic - LM03
(FRA) France	• P04572F1 (Create A/P Bank Tape - France) • P04572F2 (Print Automatic Payments - Check - France) • P04572F3 (Create A/P Bank Tape - France EFT International) • P04572N (Print Automatic Payments - Draft Format - France)
(DEU) Germany	• P04572G1 (Create A/P Bank Tape - Germany) • P04572G2 (Create A/P Bank Diskette - Germany) • P04572G3 (Print Automatic Payments - Check - Germany) • P04572G5 (Create A/P Bank Diskette - Germany)
(IRL) Ireland	• P04572IE1 (Electronic Funds Transfer - Bank of Ireland) • P04572IE (Electronic Funds Transfer - AIB)
(ITA) Italy	• P04572I1 (Create A/P Bank Tape - Italy) • P04572I2 (Print Automatic Payment - Check - Italy)
(JPN) Japan	• P04572JP (Create A/P Bank Tape - Japan) • P04572N (Print Automatic Payments - Draft Format) • P04573JP • P04576JP
(NLD) Netherlands	• P04572H1 (Create A/P Bank Tape - CLIEOP02 /CLIEOP03 - Holland) • P04572H2 (Create A/P Bank Tape - Foreign ABN AMRO - Holland)
(NOR) Norway	• P04572NO1 for Norway Standard - Domestic • P04572NO2 for Norway Standard - Foreign
(SGP) Singapore	R04572SG- Print Singapore CTS Cheque

Country	Print Programs
(ESP) Spain	• P74S572A (Print Automatic Payments - Check - Spain) • P74S572B (Print Automatic Payments - Check With Letter - Spain) • P74S572C (Print Automatic Payments - Draft - Spain) • P74S572D (Print Automatic Payments - Funds Transfer Order - Spain) • P74S572E (Print Automatic Payments -Transf Order, (Foreign) - Spain) • P74S572F (Print Automatic Payments - Tape Format, (CSB 34) - Spain) • P74S573 (Special Check/Transfer. Attachment - Spain)
(SWE) Sweden	• P04572SE1 for Bankgiro - Domestic • P04572SE2 for Bankgiro - Foreign • P04572SE3 for Postgiro - Domestic
(CHE) Switzerland	• P04572S2 (Create A/P Bank Diskette - Swiss) • P04572S3 (Create A/P Post Office File - Swiss SOG)
(GBR) United Kingdom	• P04572B (Create A/P Bank Tape - BACS - UK) • P04572U1 (Print Automatic Payment - Cheque - UK) • P04573U

Prerequisites

Before you complete the tasks in this section:

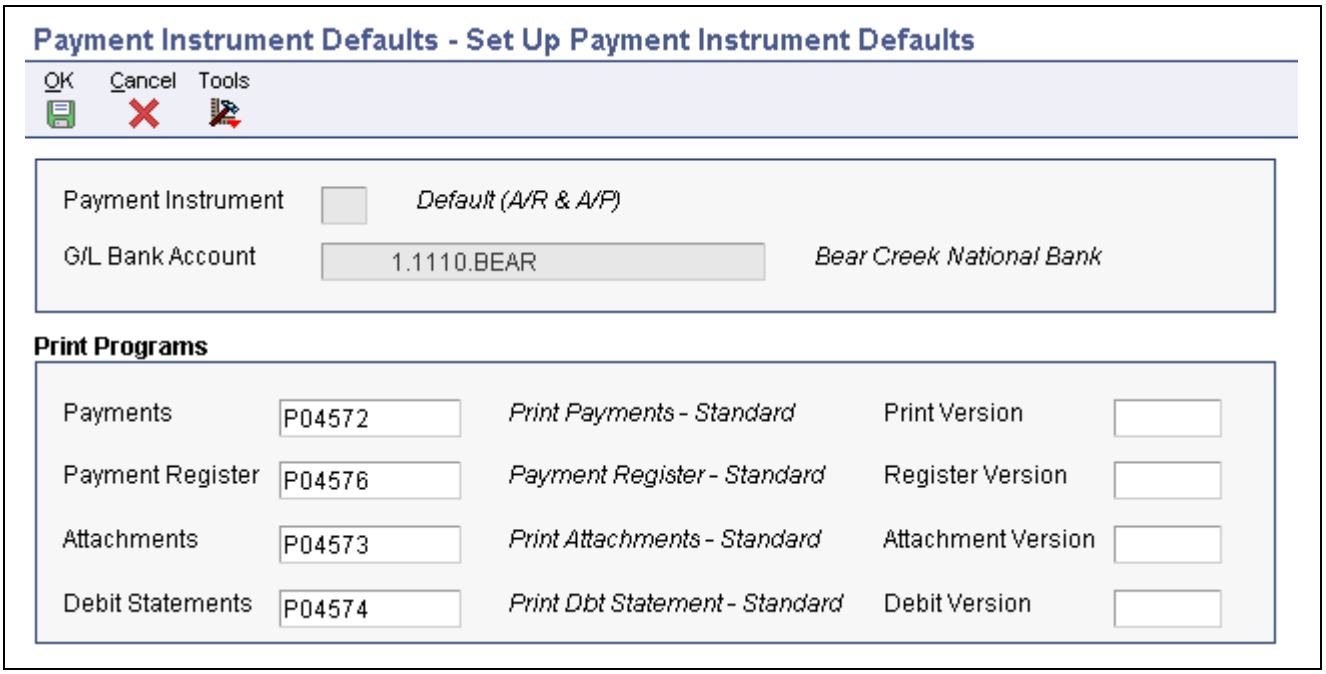
- Set up additional payment instrument codes in UDC 00/PY, if necessary.
- Set up additional print programs in UDC 00/PP, if necessary.
- Assign payment instruments to suppliers.

Forms Used to Assign Print Programs to Payment Instruments

Form Name	Form ID	Navigation	Usage
Work With Payment Instrument Defaults	W0417A	Automatic Payment Setup (G04411), Payment Instrument Defaults	Review existing payment instruments and their default programs.
Set Up Payment Instrument Defaults	W0417B	Click Select or Add on the Work With Payment Instrument Defaults form.	Assign print programs to existing payment instruments. Assign print programs to new payment instruments.

Assigning Print Programs to Payment Instruments

Access the Set Up Payment Instrument Defaults form.



Set Up Payment Instrument Defaults form

Payments Enter the program used to print AP payments. The value that you enter must exist in the Produce Bank File (04/PP) UDC table.

Payment Register Enter the program used to print the AP payment register. The value that you enter must exist in the Produce Bank File (04/PP) UDC table.

Attachments Enter the program used to print attachments in AP payment processing. The value that you enter must exist in the Attachments Program - Payments (04/PA) UDC table.

Debit Statements Enter the program used to print debit statements in AP payment processing. The value that you enter must exist in the Debit Statement Pgm - Payments (04/PD) UDC table.

Setting Up a Print Sequence for Payments

This section provides an overview of print sequences and discusses how to set up a print sequence.

Understanding Print Sequences

The payment sequence option enables you to control the order in which your payments print. You can choose to print payments in a sequence that is meaningful to your needs. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first, or you might want to print payments alphabetically. You control the payment sequence by setting up sequence IDs on the Automatic Payment Setup menu. The sequence IDs establish the printing order and can contain up to six data items from fields in the AP payments worktable.

You must define a sequence ID for each different print sequence that you want to use. When you create your payment groups, you specify which sequence you want to use in the sequence ID processing option and whether the values for the sequence should print in ascending or descending order.

If you want to print payments based on criteria outside of the Accounts Payable system, you can use special handling codes. Special handling codes are user defined and assigned at the time of voucher entry. You can use them to sort payments by including them in your sequence ID.

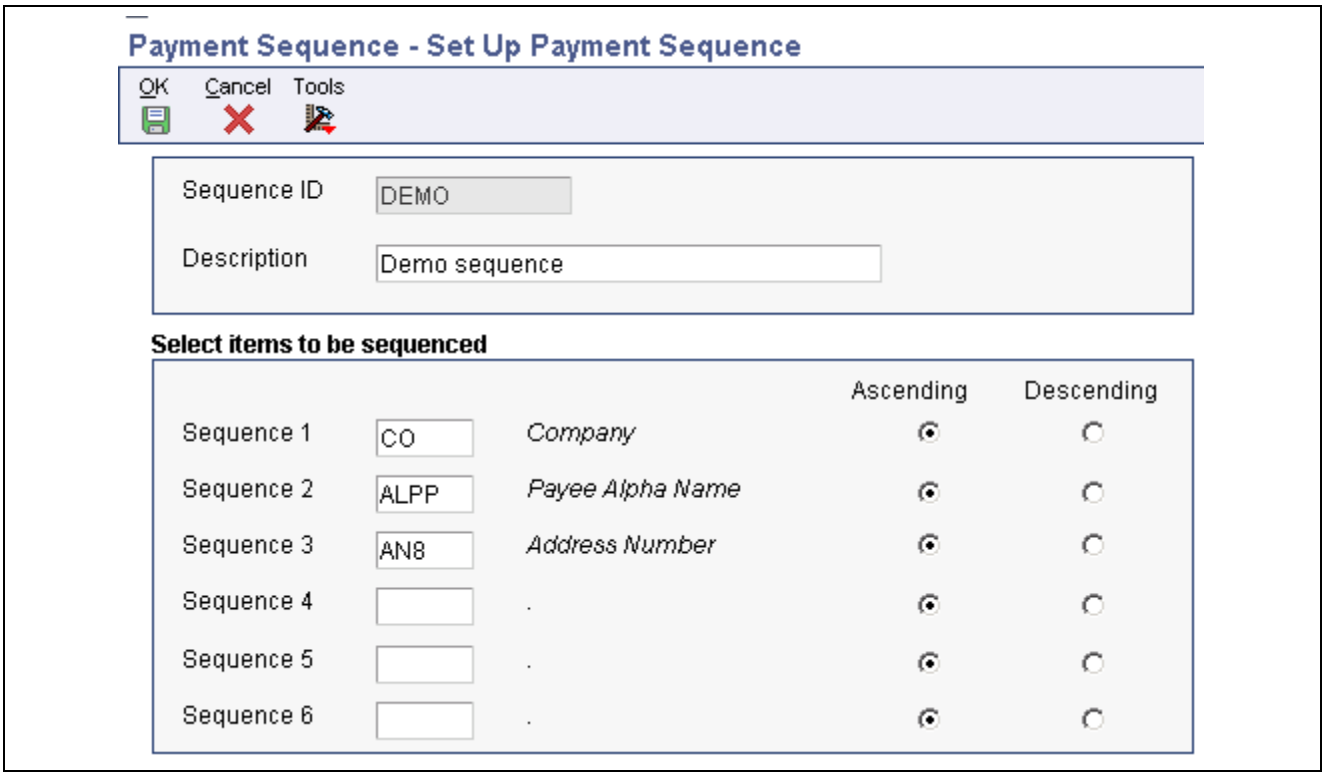
Note. (DNK, FIN, NOR and SWE) Nordic payments do not use a print sequence for payments. However, the system requires that a print sequence be set up. You should use the DEMO sequence to set up Nordic payments.

Form Used to Set Up a Print Sequence

Form Name	Form ID	Navigation	Usage
Set Up Payment Sequence	W0415B	Automatic Payment Setup (G04411), Payment Sequence Click Add on the Work With Payment Sequences form.	Set up a payment sequence.

Setting Up a Payment Sequence

Access the Set Up Payment Sequence form.



Set Up Payment Sequence form

Sequence ID The system supplies a value used during Accounts Payable payment processing to specify the order in which payments should be processed. This is the name given to the user defined sequence.

Sequence 1 Enter the value that the system uses to sequence A/P Payment Output.

Note. If Payment Handling Code (CRC) is the first field in your print sequence, you must assign vouchers a user defined code (00/HC) that is meaningful to your organization.

Setting Up Payment Information by Business Unit

This section provide an overview of setting up payment information by business unit and discusses how to set up payment information by business unit.

Understanding How to Print Payment Information by Business Unit

You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

- Business unit information from the voucher
- Bank account information from the business unit

When you create payment groups, the system uses business unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the bank account information that you set up for payments on the Work With G/L Bank Accounts form.

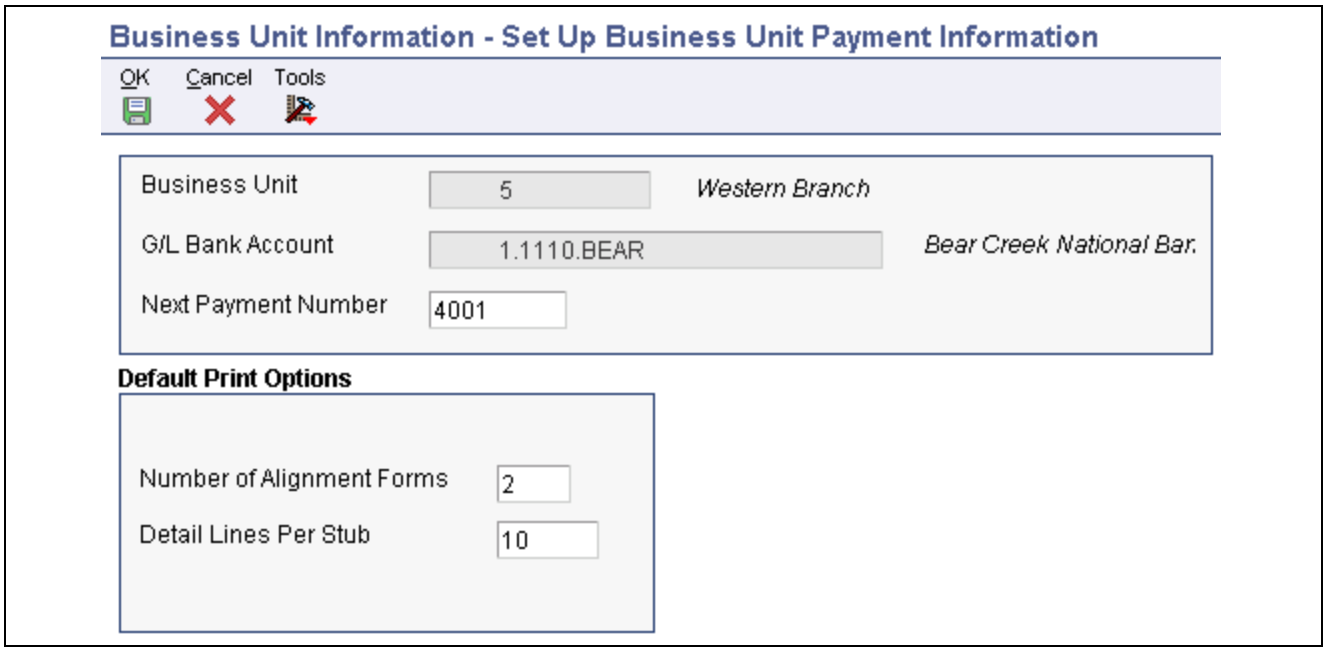
You can assign your business units the same bank account as long as each business unit has a different value, such as a different next payment number, assigned to it.

Forms Used to Print Payment Information by Business Unit

Form Name	Form ID	Navigation	Usage
Work With Business Unit Payment Information	W0030BA	Automatic Payment Set Up (G04411), Business Unit Information	View existing records.
Set Up Business Unit Payment Information	W0030BB	Click Add on the Work With Business Unit Payment Information form.	Set up payment information by business unit.

Printing Payment Information by Business Unit

Access the Set Up Business Unit Payment Information form.



Set Up Business Unit Payment Information

Business Unit Enter the business unit for which you set up payment information.

G/L Bank Account Enter the GL bank account from which the payment is made.

Next Payment Number Enter the number that represents the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

Number of Alignment Forms Enter the number of checks that are needed at the start of check printing for the printer operator to align the check stock properly

Detail Lines Per Stub Enter the number of detail lines that can appear on an AP payment stub.

Preventing the Company Name from Printing on Payments

This section provides an overview of preventing your company name from printing on payments and discusses how to prevent your company name from printing on payments.

Understanding How to Prevent the Company Name from Printing on Payments

You can prevent a company name from printing on your payments, one by one, when the Auto Payments Write/Reset program (P04572) has a processing option set to print company names on payments. The processing option directs the Auto Payments Write/Reset program to print the company name on payments.

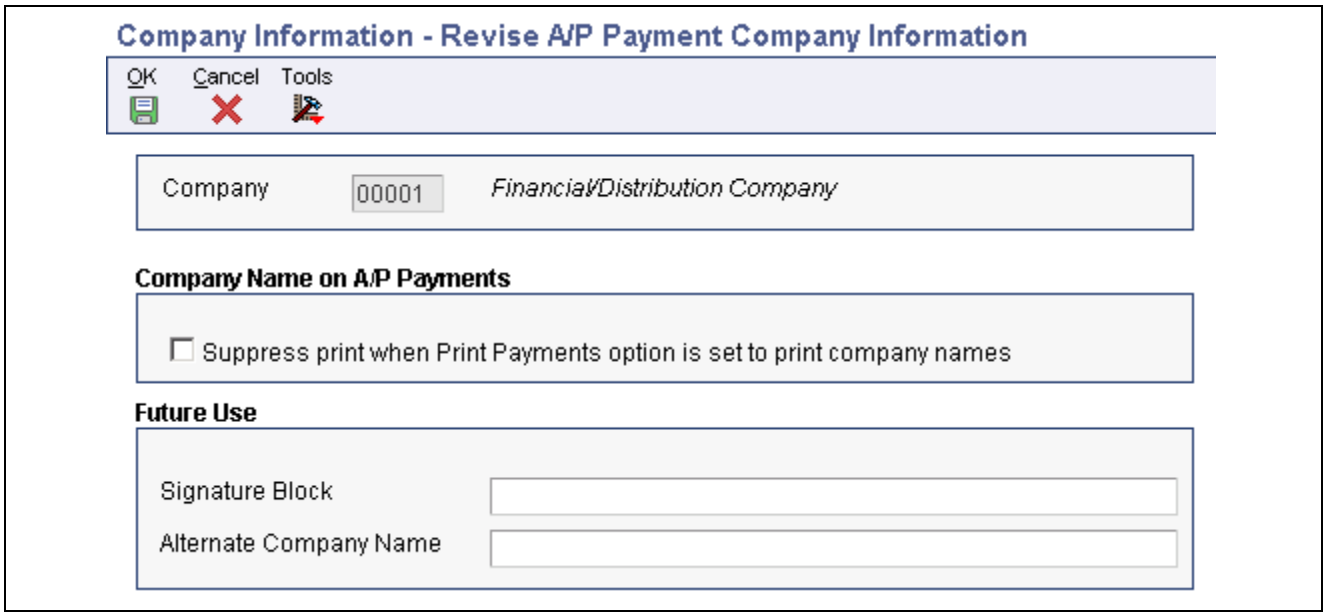
By activating the option on the Automatic Payment Setup program (P0410) you can exclude individual company names from printing on payments even when the processing option on the P04572 is set to print company names. The company payment information is stored in the Company Constants table (F0010).

Form Used to Prevent the Company Name from Printing on Payments

Form Name	Form ID	Navigation	Usage
Revise A/P Payment Company Information	W0410B	Automatic Payment Setup (G04411), Company Information Choose a record on the Work with A/P Payment Company Information form and click Select.	Set up payment information by business unit.

Preventing the Company Name from Printing on Payments

Access the Revise A/P Payment Company Information form.



Revise A/P Payment Company Information form

Suppress print when Print Payments option is set to print company names Select to specify the company name not print on payments for this company even if the Company Name processing option for the Print Automatic Payments - Standard Format program (R04572) is set to *1*.

Setting Up the System for Electronic Funds Transfer (EFT)

The following table discusses the additional setup that you must perform if you want to process EFT payments:

Program	Required Setup
Supplier Master Information (P04012)	• Verify the status of the Pre-Note Code field. When you process EFT payments for the first time, the status should be "on." A status of "on" indicates that the system should print a payment for the supplier so that you can verify that the supplier's bank account information is correct before submitting a payment electronically. After the first payment is run, the system updates the status of the Pre-Note Code field to "off" so that subsequent payment runs for the supplier will result in an electronic payment. If you change any of the bank account information for a supplier, the system changes the Pre-Note Code field back to a status of "on." • Specify the payment instrument in the Payment Instrument field. Generally, you enter *T* for EFT payments, but you can specify your own payment instrument.

Program	Required Setup
Bank Account Information (P0030G)	• Enter your bank account information in the Bank Transit Number and Bank Account Number fields. • If you want to override the Pre-Note Code status on the Supplier Master Revision form, select the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you select this option, the system generates EFT payments for all suppliers, regardless of whether status of the Pre-Note Code option is selected. • Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information; you can obtain this information from your bank.
Bank Account Cross-Reference (P0030A)	Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.
Payment Instrument Defaults (P0417)	Verify that payment instrument T (or the value that you specified) is set up to use payment print program P04572T2 and register print program P04576. P04572T2 uses the Create A/P Bank Tape - CTX Format program (R04572T2), which creates records in the A/P Payment Tape table (F04572OW) in the CTX format. As an alternative to the CTX format, you can use the R04572T1 format for US-based electronic payments.

(AUS) Required Setup for EFT Payments

Processing EFT payments in Australia involves the following additional setup tasks:

- Verify that the value P04572OZ exists in the Produce Bank File UDC table (04/PP).
- Use the Payment Instrument Defaults program (P0417) to assign P04572OZ to a payment instrument. Assign this payment instrument to the suppliers that use EFT.
- Set up supplier bank information. Enter the bank/state/branch (BSB) number in the Bank Transit Number field and the reference number that is requested by your supplier in the Reference/Roll Number field. The system writes the value from the Reference/Roll Number field to the Lodgement Reference field in the flat file. If you do not complete the Reference/Roll Number field, the system writes the document number of the payment as the value for the Lodgement Reference.

(FRA) Required Setup for EFT Payments

To use the French EFT International payment format, set up your company and suppliers as follows:

- Use the Additional Individual Tax ID field for the company's SIRET number in the company's address book information. You can override the SIRET number from the Address Book record on the processing options for the French EFT International payment format (R04572F3).
- Company Bank Account Information - When setting up the company's bank account information, use the SWIFT Code field for the BIC Code for the issuing bank, and set up IBAN (International Bank Account Number) information to include that information in the flat file.
- When setting up the supplier's address book information, use one of the thirty available Address Book Category Codes for each of the following fields:

- Economic Reason Code
- Country Code for BDF Declaration
- Fees Distribution Code

• When setting up the supplier's bank account information, use the SWIFT Code field for the BIC Code for the beneficiary's bank, and set up IBAN information to include that information in the flat file.

See Also

Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records," Entering Address Book Records

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Bank Account Information"

Setting Up the System for Electronic Data Interchange (EDI) Payments

When you create AP payment transactions for outbound EDI processing, you must create them in the standard X12 format. Additionally, you must set up your system for EDI payment processing. The following table describes the additional setup that you must perform if you want to process EDI payments:

Program	Required Setup
Supplier Master Information (P04012)	• Verify the status of the Pre-Note Code field. When you process EFT payments for the first time, the status should be "on." A status of "on" indicates that the system should print a payment for the supplier so that you can verify that the supplier's bank account information is correct before submitting a payment electronically. After the first payment is run, the system updates the status of the Pre-Note Code field to "off" so that subsequent payment runs for the supplier will result in an electronic payment. **Note.** If you change any of the bank account information for a supplier, the system changes the Pre-Note Code field back to a status of "on." • Specify the payment instrument in the Payment Instrument field. Generally, you use X, Y, or Z for EDI payments, but you can specify your own payment instrument.

Program	Required Setup
Bank Account Information (P0030G)	• Enter your bank account information in the Bank Transit Number and Bank Account Number fields. • If you want to override the Pre-Note Code status on the Supplier Master Revision form, select the Override Supplier Pre-Note Code option on the Revise Bank Information form. If you select this option, the system generates EDI payments for all suppliers, regardless of whether the status of the Pre-Note Code is "on." • Enter the X12 information for your bank. The system populates the addendum record in the F04572OW table with this information; you can obtain this information from your bank.
Bank Account Cross-Reference (P0030A)	Enter the bank account information for the supplier in the Bank Transit Number and Bank Account Number fields.
Payment Instrument Defaults (P0417)	To produce electronic payments in the X12 format that EDI processing requires, verify that payment instruments X, Y, and Z (or the values that you specified) are set up to use P47052T as the payment print program. If you do not assign this print payment program, payment information is not written in the X12 format that EDI requires.
Next Numbers (P0002)	Assign a next number for the EDI Document Number in system 47, line 1.
Create Payment Control Groups program (R04570)	Set the processing options on the Bank Tape tab of the Create Payment Control Groups program (R04570) to cause the system to return errors if the payee bank account or X12 bank account information is not correct.

See Also

Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up Payment Instruments and Print Programs, page 122

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up System Next Numbers"

(NOR) Setting Up Enterprise Information for Norway

This section provides an overview of enterprise information for Norway and discusses how to set up enterprise information for Norway.

Understanding Enterprise Information for Norway

To transmit bank files, you must enter additional information about the financial institution for security and identification reasons. For example, you can seal the bank file before transmitting it to *Postgirot/Bankgirot.*

The information that is required depends on the financial institution that you use for electronic payments. You receive the required information, such as the seal (*sigill*) and customer number, from your bank.

Form Used to Set Up Enterprise Information for Norway

Form Name	Form ID	Navigation	Usage
Revise Enterprise Info. - Norway DNB	W0474N2B	Norwegian Localization (G74O), Enterprise Information for DNB-Domestic Click Add on the Work With Enterprise Info - Norway DNB form.	Enter enterprise information for Norway.

Setting Up Enterprise Information for Norway

Access the Revise Enterprise Info. - Norway DNB form.

Enterprise Number Enter the customer's identification number in the bank. Enter the same number as in the Reference/Roll Number field on the BACS Info form.

Division Enter the identifying designation of the division, department, subsidiary, and so on. You can use only one division number within a batch. Enter the same information as in the Bank Reference Name field on the BACS Info form.

Password 1 Enter the password, chosen by the customer, that the bank knows at all times.

Norwegian banks require a password.

Operator No(Operator Number) Enter the number of the operator of the verifier or signatory. This number is allocated to the verifier or signatory by the bank.

Proc. Count Date Enter the six-digit sequence number that works in conjunction with the AH transaction date. Set this field to *000001* every day.

Date Proc. Count Enter the date when you last transferred payments to the bank.

Proc. Counter The system display a counter that runs continuously up to 9999, regardless of the date. The first time that data is transferred to the bank, the counter starts with 0001. The number after 9999 is 0000.

(SWE) Setting Up Enterprise Information for Sweden

This section provides an overview of enterprise information for Sweden and discusses how to set up enterprise information for Sweden.

Understanding Enterprise Information for Sweden

To transmit bank files, you must enter additional information for the financial institution for security and identification reasons. For example, you can seal the bank file before transmitting it to *Postgirot/Bankgirot*.

The information that is required depends on the financial institution that you use for electronic payments. You receive the required information, such as the seal (*sigill*) and customer number, from your bank.

Form Used to Set Up Enterprise Information for Sweden

Form Name	Form ID	Navigation	Usage
Revise Enterprise Info.	W0474N1B	Swedish Localization (G74W), Swedish Enterprise Information for BG/PG Click Add on the Work With Enterprise Info form.	Set up enterprise information for Sweden.

Setting Up Enterprise Information for Sweden

Access the Revise Enterprise Info. Form.

Bank Account Number Enter your bank, *Bangiro*, or *Postgiro* account number.

Seal Date Enter the date on which the seal key is valid.

Even if you are transmitting from a PC, you must enter the seal date every month for each *Bankgiro* or *Postgiro* account. This date is not used in the payment process, but the program validates that a record exists for the month when the payments are made.

Seal (Y/N) Specify whether you are using the seal feature. A contract with the provider of the seal function, SAKDATA, must be assigned.

If you are transmitting from a PC, enter *N*. In this situation, the seal (*sigill*) is entered in the PC communications program.

Seal Key Enter the key that the system uses in the seal process.

Client Number Enter the number that is assigned to the client by the *Postgirot*. This number is required for *Postgiro* accounts.

Client number is used for Swedish Postgiro.

(ARG) Setting Up the System for Deferred Payments

This section provides overviews of the user defined codes, payment print programs, and automatic accounting instructions used by deferred payments and discusses how to set up the deferred check table.

Understanding UDCs for Deferred Payments

You must set up the following user defined codes to process deferred payments.

Payment Instrument (00/PY)

Set up UDC 00/PY to include the deferred check payment instrument (D), entering a *1* in the first position of the Special Handling Code field as shown in the following example:

Codes	Description 01	Description 02	Special Handling Code	Hard Coded
D	Draft by Invoice (A/R and A/P)	(Blank)	1	N

Document Type - All Documents (00/DT)

Set up document type P1.

Document Type - Vouchers Only (00/DV)

Set up document type P1.

Understanding Payment Print Programs for Deferred Payments

Set up the following print programs for the deferred check payment instrument (D):

Format	Program
Payments	P76A04722 (Deferred check - ARG 04)
Payment Register	P04576N (Payment Register - Drafts)
Attachments	P760473A (Only payment order-ARG 04)
Debit Statements	P04574 (Print Dbt Statement - Standard)

Understanding Automatic Accounting Instructions for Deferred Payments

Set up AAI PD for the control account that will be charged for deferred checks, as shown in the following example:

Seq No.	Item. No.	Description	Co	Bus Unit	Obj Acct	Sub	Install System
4.041	PD	Deferred Checks Control Acct.	00028	28	1115	CTRL	04

See Also

Chapter 2, “Setting Up the Accounts Payable System,” Setting Up AAIs for Accounts Payable, page 22

Form Used to Set Up the Deferred Check Table

Form Name	Form ID	Navigation	Usage
Account Relationship	W76A0421C	Additional Features - Set Up (G76A116), Deferred Check Table Click Add on the Work With A/P Account Relationship form.	Specify the control account that is charged when the debt incurred with the supplier is written off and the final bank account from which the payment is made.

Setting Up the Deferred Check Table

Access the Account Relationship form.

Control Account Enter the account number.

Final Account Enter the account number in the long account number format.

(ARG) Setting Up the System to Generate the TXT Payments File

This section provides overviews of the text (TXT) payments file, the required user defined codes, and the required bank account information for generating the TXT payment file.

Understanding the TXT Payment File

The AFIP, through RG 151, requires that companies provide documentation of payments greater than 10.000,00 ARS in the form of a check, automatic debit, credit card receipt, credit invoice acceptance, and so on. If you can't provide this documentation, you must prove the validity of the payment in other way to receive the fiscal credit.

If you use unauthorized documents as evidence of payments greater than 10.000,00 ARS, you cannot reduce your taxes by the fiscal credits from these transactions.

RG 1547 enables you to document the fiscal credit by the following means:

- Preserve information about the means of payment in the invoice or receipt.
- Submit a monthly record of payments made through computerized systems to the AFIP.

Understanding UDCs for the TXT Payment File

Before you generate the TXT payments file, you must set up the following user defined codes:

Payment Terms Codes (76A/TP)

You must set up two classifications of the operations:

- 01 - Cash
- 02 - Future Payment Term

The payment terms that are considered cash (01) must be listed in the UDC. Those that are not in the UDC are considered future payment terms (02).

Payment Types (76A/PT)

You must set up the following payment types:

- 01 - Finance entities accounts deposits.
- 02 - Draft or bank transfers.
- 03 - Checks or cancellation checks.
- 04 - Credit cards.
- 05 - Credit invoice.
- 06 - Endorsable checks.
- 07 - Other.

Foreign Currency Codes (00/CC)

This UDC is used by RG1547 and RG1361. RG1547 uses the code and the special handling code, while RG1361 uses the code and the second description. The following is an example of UDC 00/CC:

Codes	Description 01	Description 02	Special Handling	Hard Coded
ARA	Pesoso Argentinos	ARS	002	N
ARS	Pesos	ARS	123	N
USD	Dolares	USD	001	N

Understanding Bank Account Information for TXT Payments

You must associate the CUIT number of the bank account with the bank account information by creating an address book record for the bank account and entering the bank's address book number in the Bank Account Information program (P0030G).

Prerequisite

Create an address book record for the bank account with search type V (Supplier) and specify the CUIT number of the bank account in the Tax ID field.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information".

(JPN) Setting Up the System for Hankin Hante Payments and Drafts

This section provides overviews of the required setup for *hankin hante* payments and drafts for Japan and discusses how to:

- Set up payment split and draft split amounts.
- Set up the Stamp Tax table.

Understanding the Setup for Hankin Hante Payments

Before you automatically split *hankin hante* payments into drafts and bank transfer payments, or split drafts into smaller drafts, you must set up the Hankin Hante Split Amounts table (F75J04SA) with the split amounts for bank transfers and drafts. When you access the F75J04SA table using the Hankin Hante Split Amounts program (P75J0411), you click an option to choose whether to set up payment splits or draft splits. When you choose to set up payment splits, you create a list that the system uses to determine the amounts at which to split a *hankin hante* payment into a draft and a bank transfer. When you choose to set up draft splits, you create a list that the system uses to determine the amounts at which to split draft payments.

You must set up the F75J04SA table with a list of payment splits before you can run the Automatic Payment Split - Hankin Hante program (R75J04PS), and you must set up the F75J04SA table with a list of draft splits before you can run the Automatic Draft Split - Hankin Hante program (R75J04DS). If you do not set up the F75J04SA with the appropriate lists, the R75J04PS and R75J04DS reports print an error message; and the programs do not split the payments or drafts.

Generally, you set up payment splits and draft splits once and modify them only when your company changes its *hankin hante* payment policy.

Understanding the Stamp Tax Table

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

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

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

Prerequisites

Before you complete the tasks in this section:

- Assign the same payment instrument to each supplier for which you want to split payments into drafts and bank transfers.

  See Chapter 9, “Setting Up the Accounts Payable System for Automatic Payment Processing,” Setting Up Payment Instruments and Print Programs, page 122.

- Assign a draft ratio to each supplier.

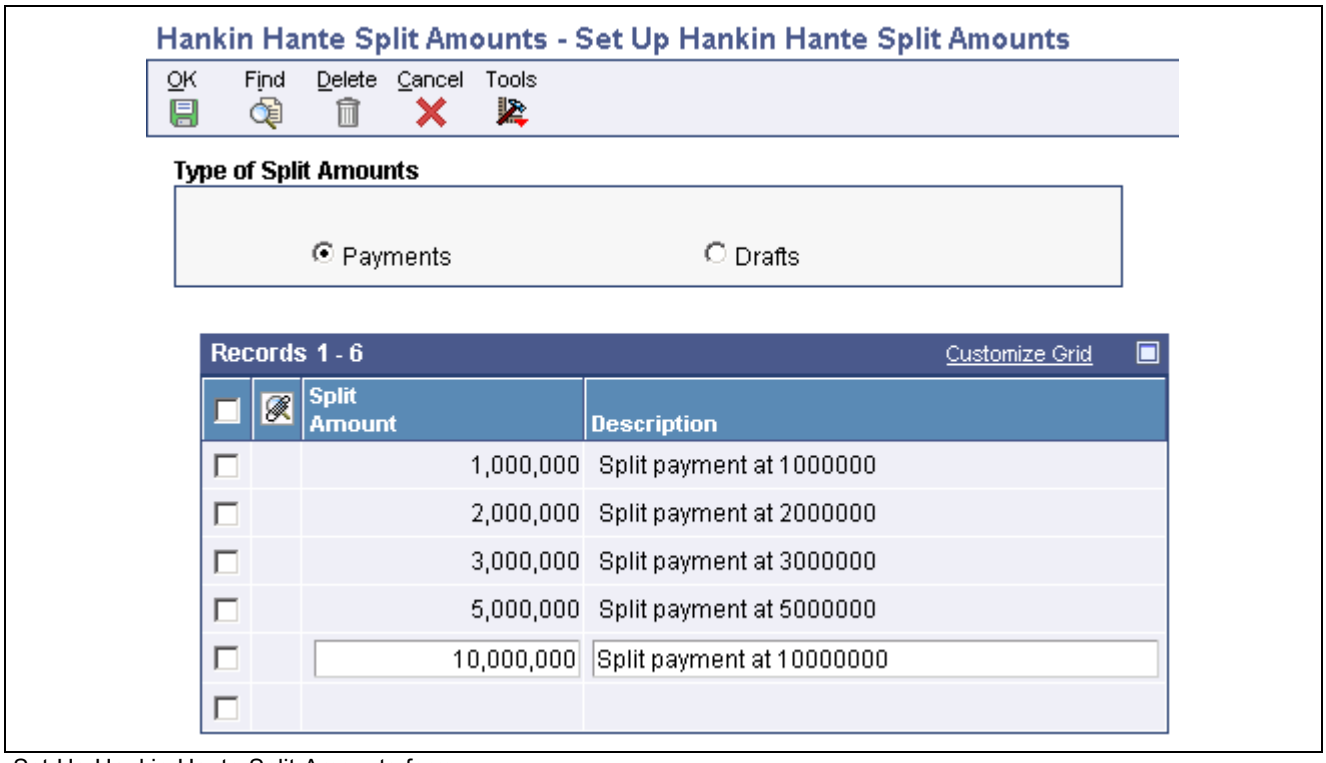
  See Chapter 12, “Entering Supplier Information,” (JPN) Setting Up Supplier Information for Japan, page 262.

Forms Used to Set Up Payment Split and Draft Split Amounts and the Stamp Tax Table

Form Name	Form ID	Navigation	Usage
Set Up Hankin Hante Split Amounts	W75J0411A	Japanese Localization (G75J), Hankin Hante Split Amounts	Select Payments or Drafts: Choose Payments if you want to set up or modify the split amounts that the system uses to determine the levels at which to split Accounts Payable payments into bank transfers and drafts. Choose Drafts if you want to set up or modify the split amount that the system uses to determine the levels at which to split drafts into smaller drafts.
Stamp Tax Revision - Japan	W75013A	Japanese Localization (G75J), Stamp Tax Revision - Japan	Revise the stamp tax table.

Setting Up Payment Split and Draft Split Amounts

Access the Set Up Hankin Hante Split Amounts form.



Set Up Hankin Hante Split Amounts form

Payments Select this option to specify that the split amount is for payments.

Drafts

Select this option to specify that the split amount is for drafts.

Split Amount

Enter the amount at which the system splits payments or drafts in the Hankin Hante process. The system stores split amounts for payments and drafts in the Hankin Hante Split Amounts table (F75J04SA).

The Automatic Payment Split - Hankin Hante program (R75J04PS) uses the split amounts to determine the level breaks for creating drafts and bank transfer payments.

When you run the R75J04PS program, the system:

- Applies the value in the Draft Ratio (DRATIO) field specified for each payee to the selected AP payments to determine the maximum draft amount. For example, if the draft ratio is 50%, then no more than 50% of the total payment can be a draft.
- Reads the F75J04SA table to determine the highest split amount that is less than or equal to the result of applying the draft ratio to the payment. For example, if payment split amounts are defined in 100,000 yen increments beginning with 100,000 yen, a payment of 420,000 yen with a 50% draft ratio is split into a 200,000 yen draft and a 220,000 bank transfer payment.

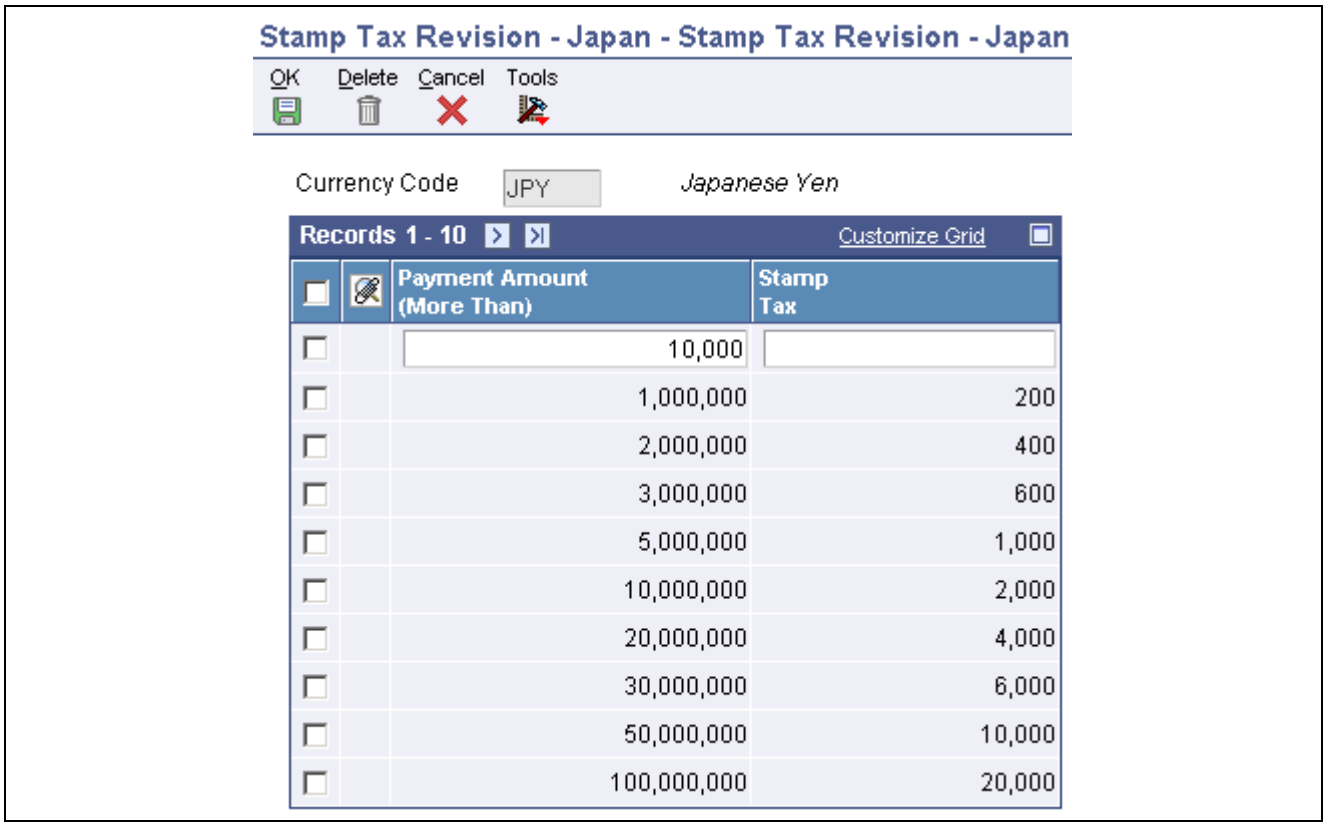
The Automatic Draft Split - Hankin Hante program (R75J04DS) uses the split amounts that you set up for drafts to split AP drafts into smaller drafts.

During the automatic draft split process, the original draft is split into two or more smaller drafts using either the split amounts identified here, or using a fixed amount. You set a processing option to specify whether the system uses the split amount levels in the F75J04SA table or a fixed amount at which to split a payment. If you choose to use the levels in the F75J04SA table, each split uses the highest draft split amount stored in the table that is less than or equal to the remaining amount.

For example, if draft split amounts are defined in 200,000 yen increments beginning with 100,000 yen, a draft of 475,000 yen would be split into three drafts of 300,000 yen, 100,000 yen and 75,000 yen.

Setting Up the Stamp Tax Table

Access the Stamp Tax Revision - Japan form.



Stamp Tax Revision - Japan form

Payment Amount (More Than) Enter the amount of the payment.

Stamp Tax Enter the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).

Setting Up the System for BACS Processing

The following subsections describe the setup required for BACS processing.

Supplier Master

Set up suppliers with payment instrument B for electronic fund transfers (EFT) in the BACS format.

Payment Instrument Defaults (P0417)

Set up payment instrument B to use the following programs:

Format	Program
Payments	P04572B (Produce Bank Tape - BACS)
Payment Register	P04576 (Payment Register - Standard)

Format	Program
Attachments	P4573U (Print Attachments - UK)
Debit Statements	P04574 (Print Dbt Statement - Standard)

Bank Accounts by Address

Set up bank account information as follows:

Field	Description
Record Type	Choose Supplier.
Bank Transit Number	Enter the sorting code (six digits without spaces or dashes).
Bank Account Number	Enter eight to ten digits without spaces or dashes.
Control Digit	Enter *00* (two zeros).
Description	Enter the name of the bank account.
Checking or Savings Account	Enter the type of account, if desired.
Swift Code	This field is optional.
Reference/Roll Number	This field is required if the payment is made to a Building Society. All customers of a Building Society have the same sort code and account number. The Reference/Roll Number specifies which actual account is used.

The following example shows how the values entered on the Set Up Bank Accounts By Address form populate the Bank Transit Master table (F0030) and the Bank Account/Suppler Number Worktable (F0030W).

Field	Description
Record Type	Supplier
Bank Transit Number	601613
Bank Account Number	31926819
Control Digit	00
Description	Lloyds
Checking or Savings Account	blank
SWIFT Code	blank
Reference/Roll Number	blank

The system populates table F0030 as follows:

AYBKTP	AYTNST	AYBNK	AYAN8	AYDL01
V	601613	31926819	22699	Lloyds

The system populates table F0030W as follows:

AXAN8	AXBKTP
22699	V

Note. When you import bank account information directly into table F0030, you must also populate table F0030W.

Bank Account Information (P0030G)

Set up the bank account from which BACS payments are made.

BACS payments and paper check payments can be made from the same bank account. However, the Next Payment Number field on the Set Up G/L Bank Account form is used only for paper check payments.

From the Set Up G/L Bank Account form, choose Bank Info from the Form menu, and then enter the following information on the Revise Bank Information form:

Field	Description
Address Book Number	You can set up the bank account in the address book. This value is optional.
Override Supplier Pre-Note Code	Deselect this option. This option is not used for BACS payments.
Float Days	You can calculate the float days by subtracting the deposit date from the check date. The system adds the float days to the check date to populate the Date - Cleared/Value field (VLDT) in the Accounts Payable - Matching Document table (F0413).

From the Set Up G/L Bank Account form, choose BACS Info from the Form menu, and then enter the following information on the Revise BACS Information form:

Field	Description
Bank User Number	Enter the six-digit number that was supplied by BACS.
Reference/Roll Number	Enter the reference number that was supplied by BACS.
Bank Reference Name	Enter the description that you want to appear on the recipient's bank statement.

Important! These fields must be completed correctly for the BACS payment to process successfully.

The following example shows how the values entered on the Revise BACS Information form populate table F0030.

Field	Description
G/L Bank Account	1.1110.BEAR
Description	Bear Creek National Bank
Bank User Number	777777
Reference/Roll Number	88888888
Bank Reference Name	MIDLAND

The system populates table F0030 as follows:

AYBKTP	AYTNST	AYBNK	AYDL01	AYRLN	AYBACS	AYRFNM
AYBACSG	555555	66666666	Bear Creek	88888888	777777	Midland

CHAPTER 10

Setting Up Payment Formats

This chapter provides an overview of payment formats, lists prerequisites, and discusses how to:

- Set up standard payment formats.
- (ARG) Set up payment formats for Argentina.
- (AUS) Set up payment formats for Australia.
- (AUT) Set up payment formats for Austria.
- (BEL) Set up payment formats for Belgium.
- (BRA) Set up payment formats for Brazil.
- (COL) Set up payment formats for Colombia.
- (DNK) Set up payment formats for Denmark.
- (ECU) Set up the payment format for Ecuador.
- (FIN) Set up payment formats for Finland.
- (FRA) Set up payment formats for France.
- (DEU) Set up payment formats for Germany.
- (IRL) Set up payment formats for Ireland.
- (ITA) Set up payment formats for Italy.
- (JPN) Set up payment formats for Japan.
- (NLD) Set up payment formats for the Netherlands.
- (NOR) Set up payment formats for Norway.
- (SGP) Set up payment formats for Singapore.
- (ESP) Set up payment formats for Spain.
- (SWE) Set up payment formats for Sweden.
- (CHE) Set up payment formats for Switzerland.
- (GBR) Set up payment formats for the United Kingdom.

Understanding Payment Formats

After you assign payment print programs to payment instruments, you must review and revise, if necessary, the processing options for the formats used by the print programs.

The payment print program that you assign to a payment instrument launches the version of the payment format when you process payments. For example, P04572 launches the R04572 program. To make changes to the processing options for the payment formats, access them from the Batch Versions program (P98305), entering *R* instead of P in the first position of the name of the payment format program. The processing options further define the format of each component of a payment instrument.

Prerequisites

Before you complete the tasks in this section:

- Assign print programs to payment instruments.

  See Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up Payment Instruments and Print Programs, page 122.

- Review the user defined code table 04/PP to verify that payment formats for the countries with which you conduct business exist in the table.

  If any do not exist in the table, you must add the formats to the table.

Setting Up Standard Payment Formats

This section provides an overview of the standard payment formats and discusses how to set up processing options for:

- Print Automatic Payments - Standard Format (R04572).
- Print Automatic Payments - Draft Format (R04572N).
- Create A/P Bank Tape - CTX Format (R04572T2).
- Create A/P Bank Tape - EDI Format (R47052T).
- Print Automatic Payments - Subcontract Processing (R04572J).

Understanding Standard Payment Formats

PeopleSoft EnterpriseOne software provides these standard payment formats:

Format	Description
R04572	Print automatic payments in the standard format.
R04572N	Print automatic payments in draft format.
R04572T1	Print US-based electronic payments.
R04572T2	Create a bank tape in the corporate trade exchange (CTX) format.

Format	Description
R47052T	Create a bank tape in the Electronic Data Interchange (EDI) format.
R04572J	Print automatic payments for subcontract processing.

Setting Processing Options for Print Automatic Payments - Standard Format (R04572)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Translation Program 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

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Address Format (FUTURE) 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

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Company Information Enter *1* to print the company name and address on the payment stub.

2. Payee Information Enter *1* to print the payee name and number on the payment stub.

3. Purchase Order Enter *1* to print the purchase order number. Leave this option blank to print the supplier invoice number.

4. Alternate Stub Information Specify alternate information for the system to print on the payment stub. Values are:

Blank: Remark

1: Supplier name

2: Supplier invoice number

Print Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Form Type (FUTURE) Specify the form type for the payment spool file. If you leave this processing option blank, the system uses form type APCHECKS.

Setting Processing Options for Print Automatic Payments - Draft Format (R04572N)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Address Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Address Format (FUTURE) Enter an override address format. If you leave this option blank, the system uses the address number's country format.

Payment

Although processing options are set up during implementation, you can change processing options each time you run a program.

Print Information Enter *1* to print the supplier name. Enter *2* to print the supplier invoice number. Leave this option blank to print the remark.

Print Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Form Type (FUTURE) Enter the forms type for the Payments Spool File. If you leave this option blank, the system uses the APCHECKS form type.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. File ID Modifier

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

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

Specify the 10-character immediate origin. The system populates this value in positions 14 through 23 of Header Record 1. If you enter only nine 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

Specify the 10-character company identification number. The system populates this value in positions 41 through 50 of Record 5 and positions 45 through 54 of Record 8. For the identification code designators (ICDs), you can enter either a user defined value or enter one of these 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 Specify the value for the system to use in the discretionary data field on the company/batch header record in positions 21 through 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

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Print Program 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

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Device Name Specify the type of device to be used when copying data to a tape.

2. Tape Density 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 Specify the label for the copied tape.

4. Block Size Specify the block length to be used when copying data to a tape.

5. New Volume Name Specify the new volume name to be used when copying data to a tape.

6. New Owner ID Specify the new owner ID to be used when copying data to a tape.

7. File Name Specify the name of the flat file as it is identified by the program that reads the file.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. EDI Transaction Set Specify the default electronic data interchange (EDI) transaction set. Enter a valid value from UDC 40/ST.

2. EDI Translation Format Specify the EDI translation format. Enter a valid value from UDC 40/ST.

3. EDI Document Type Specify the EDI document type. Enter any alphanumeric value. The system populates the EDI - Document Type field (EDCT) in these tables with the 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 Specify the 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 Specify the EDI transaction handling code. Enter a valid code from UDC 47/TH.

6. Identification Code Designator Specify the company identification number. This number is 10 characters in length. It is the identification code designator (ICD) followed by a nine-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 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

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Print Program 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.

Setting Processing Options for Print Automatic Payments - Subcontract Processing (R04572J)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during implementation, you can change processing options each time you run a program.

Translation Program Enter a program name from the 98/CT UDC table to translate payment amount from numbers to words. If you leave this option blank, the system uses the translation program associated with the payment currency code.

Address

Although processing options are set up during implementation, you can change processing options each time you run a program.

Address Enter an override address format to use for the payee, the company addresses, or both. If you leave this option blank, the system uses the country format.

Payment

Although processing options are set up during implementation, you can change processing options each time you run a program.

Company Name Enter *1* to print the company name and address on the payment. If you leave this option blank, the system does not print company information.

Print

Although processing options are set up during implementation, you can change processing options each time you run a program.

Form Type Enter the form type for the Payments Spool File. If you leave this option blank, the system uses the SUBCHECKS form type.

(ARG) Setting up Payment Formats for Argentina

This section provides an overview of payment formats for Argentina and discusses how to set up processing options for payment formats for Argentina.

Understanding Payment Formats for Argentina

PeopleSoft EnterpriseOne software provides these payment formats for Argentina:

Format	Description
R760472A	Check and payment order.
R76A04722	Deferred check and payment order.

Format	Description
R7604721A	Cash-payment order without a check.
R76A0420	Credit invoice/promissory note.

All four payment formats use the same processing options.

Setting Processing Options for Payment Formats for Argentina

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during implementation, you can change processing options each time you run a program.

Program ID (FUTURE USE) Enter the program name to translate payment amount. If you leave this option blank, the system uses the default value from the currency code.

Form Type (FUTURE USE) Enter the form type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

Enter option Enter *1* to register payment under the check number. Leave this option blank to register the payment under the payment order number. This option is valid when you print only the payment order.

Enter option Enter *1* to suppress printing of the G/L distribution account.

State Enter the state that the system prints as the issue place. This option is not currently used.

(AUS) Setting Up Payment Formats for Australia

This section provides an overview of payment formats for Australia and discusses how to set up processing options for payment formats for Australia.

Understanding Payment Formats for Australia

The Australian Payment Clearing Association (APCA) established a standardized Electronic Funds Transfer (EFT) format for all Australian banks. You use the Create Australia EFT Payment File program (R04572OZ) to generate EFT files for Australia in the standardized format.

The Create Australia EFT Payment File program (R04572OZ) writes only credit transactions; it does not write debit transactions.

Setting Processing Options for Create Australia EFT Payment File (R04572OZ)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

EFT Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Financial Institution Specify the value for the financial institution. The system writes the value that you enter to positions 21 through 23 of the EFT header record (Record Type 0). The Australian Payments Clearing Association (APCA) provides approved financial institution abbreviations in its publications.

2. File Description Specify the text that the system writes to positions 63 through 74 of the EFT header record (Record Type 0). The text that you enter should accurately describe the contents of the file.

3. Indicator Specify the one-character code that the system writes to position 18 of the EFT detail record (Record Type 1). The APCA standards specify valid values for this code. Values are:

Blank: New or varied BSB number or name details

T: A drawing under a Transaction Negotiation Authority.

W: Dividend paid to a resident of a country where a double tax agreement is in force.

X: Dividend paid to a resident of any other country.

Y: Interest paid to all nonresidents.

4. Remitter Name Specify the name of the person or company that sends the EFT file. The system writes the value that you enter to positions 97 through 112 of the EFT detail record (Record Type 1). The APCA standards state that you cannot leave this field blank.

Print Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Payment Print Program Specify the payment print program that the system uses when the payee prenote status is set to *P.* If you leave this processing option blank, the system uses the Auto Payment Write/Reset payment print program (P04572).

(AUT) Setting Up Payment Formats for Austria

This section provides an overview of setting up payment formats for Austria and discusses how to set up processing options for:

- Create A/P Bank Diskette - Austrian EFT (R04572A).
- Create A/P Bank Diskette - Austrian V3 PAYMUL (R04572A3).

Understanding Payment Formats for Austria

PeopleSoft EnterpriseOne software provides these payment formats for Austria:

Format	Description
R04572A	Create A/P Bank Diskette - Austrian EFT.
R04572A3	Create A/P Bank Diskette - Austrian V3 PAYMUL.

V3 Payment Format for Austria

Austrian banks use the V3 payment format to implement the U.N. EDIFACT standard. PeopleSoft EnterpriseOne software provides the V3 payment format so that the banks can use this Austrian-specific version of the EDIFACT PAYMUL (MULtiple PAYments) message.

The V3 version of the PAYMUL format enables these domestic payment options:

Option	Description
Transfers to a Beneficiary Account Held by a Domestic Bank	The transfer amounts can be denominated in either Austrian Shillings (ATS) or the European Monetary Union's euro (EUR). When you transfer a payment that is in a currency other than the transfer currency of the account, the amount of the payment is automatically converted into the account currency. For example, if the payment is denominated in EUR and the recipient's account is denominated in ATS, the transfer is converted to ATS automatically.

Option	Description
Instructions for PostBar	The beneficiary is paid in cash by the postal service. **Note.** PeopleSoft EnterpriseOne software does not support PostBar payment.
Priority Payments	Priority payments are credited to the beneficiary account as soon as possible and prioritized by the assigned bank using the multibank standard (MBS). **Note.** PeopleSoft EnterpriseOne software does not support priority payments.

Note. In Austria, the PAYMUL might also direct the postal service to delivery payments directly to customers, a practice known as *payment with allonge.*To take advantage of *allonge,* an additional document must be automatically created and used to collect a signature at the time that the payment is delivered to the customer. PeopleSoft EnterpriseOne software does not support payment with *allonge.*

Prerequisites

Before you complete the tasks in this section:

- Enter a bank type code in the processing options for Create A/P Bank Diskette-Austrian V3 PAYMUL (R04572A3).
- Enter an address book type code in the processing options for Create A/P Bank Diskette-Austrian V3 PAYMUL (R04572A3).
- Set up a unique bank type code in user defined code table 00/BT, which the program uses to determine banking information.
- Set up address book type codes in user defined code table 01/W0, which the program uses to determine contact information.

Setting Processing Options for Create A/P Bank Diskette - Austrian EFT (R04572A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Transfer

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Tape Payment Detail Enter the tape payment detail (10 pos.) description. For example, you might enter *EXP REIMB* for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Device Name Enter the device name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Setting Processing Options for Create A/P Bank Diskette - Austrian V3 PAYMUL (R04572A3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Use these processing options to specify the information that the system writes to the A/P Bank Diskette.

1. Tape Payment Detail Specify the tape payment detail description (10 characters). This description may be used by the bank and printed on the supplier's bank account statement. For example, you might enter *EXP REIMB* for expense reimbursements.

2. Address Book Type Code Specify the one-character Address Book Type Code to use to process the payment. For example, enter *A* to use the Attention Name value.

Print Tab

Use this processing option to specify whether the system prints the report.

1. Print Report (Y/N) Enter *Y* to print a report.

Bank Tape Tab

Use these processing options to specify the default values for the bank tape.

Device Name	Specify the name of the tape drive.
Tape Density	Specify the density of the tape to be created; for example, 1600 or 6250.
Label Name	Specify the label name to be used when copying data to tape.
Block Size	Specify the block length to be used when copying data to tape.
New Volume	Specify the new volume name to be used when copying data to tape.
New Owner ID	Specify the new owner ID to be used when copying data to tape.
File Name	Specify the file name for the bank tape.

(BEL) Setting Up Payment Formats for Belgium

This section provides an overview of payment formats for Belgium and discusses how to set up processing options for:

- Create A/P Bank Diskette - Belgium Foreign (R04572L2).
- Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3).

Understanding Payment Formats for Belgium

PeopleSoft EnterpriseOne software supports these country-specific automatic payment formats for Belgium:

Format	Description
Create A/P Bank Diskette - Belgium Foreign (R04572L2)	This payment format is based on the current Belgian banker association standard and enables clients to write electronic funds transfers to foreign suppliers. This format supports the International Bank Account Number (IBAN); the output records contain the IBAN number and other related IBAN information if you set up IBAN information for your company and your supplier.
Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)	The Belgian domestic-compliant and euro-compliant payment format. This payment format is based on the current Belgian banker association standard. This format enables clients to write EFT to domestic suppliers.

Using 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 these output:

- 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

The system also generates a standard bank formatted output file in these tables:

Table	Description
A/P Payment Tape (F04572OW)	The standard Electronic Funds Transfer file in the PeopleSoft 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 PeopleSoft EnterpriseOne system.

The cover page includes:

Information	Description
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 these 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.

Important! It is recommended that you complete the SWIFT Code field and leave the Address Number field blank. If you complete both fields, the system uses the value in the SWIFT Code field.

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 these output:

- 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 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).

The system also generates a standard bank formatted output file in these tables:

Table	Description
A/P Payment Tape (F04572OW)	The standard electronic funds transfer file in the PeopleSoft 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 PeopleSoft EnterpriseOne system.

The reference list includes:

Detail	Description
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.

Detail	Description
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 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.

Prerequisites

Before you complete the tasks in this section:

- Verify that the payment instrument codes you want to use exist in UDC 00/PY.
- Verify that the Belgian print programs exist in UDC 04/PP.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Bank Info

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bank's Payment Method Specify the bank's payment method. Enter *TLX* to specify Urgent SWIFT. Leave this option blank to specify Normal SWIFT. You bank might provide other codes.

Cost Code Specify how the bank's charges are applied. Values are:

NOR: Normal costs

BEN: All costs to beneficiary

OUR: All costs to orderer

Diskette

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Name Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Diskette

Although processing options are set up during implementation, you can change processing options each time you run a program.

Execution Date Enter the execution date. If you leave this option blank, the system uses the current date.

Duplicate Enter *1* if this is not the first time that the diskette is generated. The system places a D in the Header Record of the diskette when you enter *1*..

Devise Name Enter the devise name.

Label Name Enter the label name.

New Volume Enter the new volume name.

New Owner ID Enter the new owner ID>

File Name Enter the file name.

Reference List

Although processing options are set up during implementation, you can change processing options each time you run a program.

Print Reference List Enter *1* to always print the reference list. If you leave this option blank, the system prints the reference list only for the payees for which the value in the Bank Message field reaches the maximum amount of invoices.

Print Bank Payment Detail List Enter *1* to print the bank payment detail list.

Currency

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

EURO Currency Code Enter the currency code that exists in your system for the euro. If the code that you enter is the same as the currency code of the payment, the system uses the Euro Bank Payment Format. If the currency code of the payment is different from the code that you enter, they system uses the BEF Bank Payment Format.

(BRA) Setting Up Payment Formats for Brazil

This section provides an overview of payment formats for Brazil and discusses how to set up processing options for:

- Print Automatic Payments - Check & Bordero - Brazil (R04572CB1).
- Print Automatic Payments - Bordero Money Transfer (R04572DB).
- Print Automatic Payments - Check - Brazil (R04572DB1).
- Print Automatic Payments - Bordero with Boleto - Brazil (R04572RB).

Understanding Payment Formats for Brazil

PeopleSoft EnterpriseOne software provides these payment formats for Brazil:

Format	Description
R04572CB1	Print Automatic Payments - Check & Bordero - Brazil
R04572DB	Print Automatic Payments - Bordero Money Transfer
R04572DB1	Print Automatic Payments - Check - Brazil
R04572RB	Print Automatic Payments - Bordero with Boleto - Brazil

Setting Processing Options for Print Automatic Payments - Check & Bordero - Brazil (R04572CB1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter *1* to use the standard program to translate payments amounts from numbers to words. If you leave this option blank, the system uses the X76500BR translation program. All checks are printed in Portuguese.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Message Enter the opening terms message.

First Line Size Enter the size of the first line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Second Line Size Enter the size of the second line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Convert Decimals Enter *1* to suppress the conversion of the value after the decimal into words.

Check Number Enter *1* to print the check number.

Company Enter the company whose description is to print on the *bordero*

Date Enter 1 to print the GL date on the check. Leave this option blank to print the system date on the check.

Setting Processing Options for Print Automatic Payments - Bordero Money Transfer - Brazil (R04572DB)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter *1* to use the standard program to translate payments amounts from numbers to words. If you leave this option blank, the system uses the X76500BR translation program. All checks are printed in Portuguese.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Message Enter the opening terms message.

First Line Size Enter the size of the first line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Second Line Size Enter the size of the second line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Convert Decimals Enter *1* to suppress the conversion of the value after the decimal into words.

Check Number Enter *1* to print the check number.

Company Enter the company whose description is to print on the *bordero*

Date Enter 1 to print the GL date on the check. Leave this option blank to print the system date on the check.

Setting Processing Options for Print Automatic Payments - Check - Brazil (R04572DB1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Address

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Format (Future) Enter an override address format to use for the payee and/or company address. If left blank, the address will not print.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter *1* to use the standard program to translate payments amounts from numbers to words. If you leave this option blank, the system uses the X76500BR translation program. All checks are printed in Portuguese.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Second Line Size Enter the size of the second line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Convert Decimals Enter *1* to suppress the conversion of the value after the decimal into words.

Check Number Enter *1* to print the check number.

Date Enter 1 to print the GL date on the check. Leave this option blank to print the system date on the check.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Company Name Enter the company whose description is to print on the payment.

Payee Name Enter *1* to print the payee name on the check.

Payee Address Enter *1* to print the payee address on the check.

Purchase Order Enter *1* to print the purchase order number on the stub instead of the supplier invoice number.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Check Type Enter *1* to print a standard check. Enter *2* to print the check without a stub or attachment.

Check Number Enter *1* to print the check number.

Setting Processing Options for Print Automatic Payments - Bordero with Boleto - Brazil (R04572RB)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter *1* to use the standard program to translate payments amounts from numbers to words. If you leave this option blank, the system uses the X76500BR translation program. All checks are printed in Portuguese.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Message Enter the opening terms message.

First Line Size Enter the size of the first line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Second Line Size Enter the size of the second line of the print format. If you leave this option blank, the system uses the maximum value of 98.

Convert Decimals Enter *1* to suppress the conversion of the value after the decimal into words.

Company Enter the company whose description is to print on the *bordero*

Date Enter 1 to print the GL date on the check. Leave this option blank to print the system date on the check.

(COL) Setting Up Payment Formats for Colombia

This section provides an overview of payment formats and discusses how to set up processing options for Print Automatic Payments - COL (R76C572).

Understanding Payment Formats for Colombia

PeopleSoft EnterpriseOne software provides these payment formats for Colombia:

Format	Description
R76C572	Print Automatic Payments - COL Use this format to print checks.
R76C573	A/P Special Check Attachment Use this format to print attachments. There are no processing options for this program.

Setting Processing Options for Print Automatic Payments - COL (R76C572)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter *1* to use the standard program to translate payment amounts from numbers to words. If you leave this option blank, the system uses the translation program associated with the payment currency, which is B76C0018 (Colombian pesos).

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payee Name Enter *1* to print the payee name and number on the stub. If you leave this option blank, no payee information is printed.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system prints up to 60 characters.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system prints up to 60 characters.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

IVA or Discount Enter *1* or leave this option blank to print IVA. Enter *2* to print discounts.

(DNK) Setting Up Payment Formats for Denmark

This section provides an overview of payment formats for Denmark and discusses how to set up processing options for:

- Create A/P Bank Tape - Denmark DDB - Domestic (R04572DK1).
- Create A/P Bank Tape - Denmark DDB Foreign (R04572DK2).
- Create A/P Bank Tape - Denmark GiroBank (R04572DK5).

Understanding Payment Formats for Denmark

PeopleSoft EnterpriseOne software provides these payment formats for Denmark:

Format	Description
R04572DK1	Create A/P Bank Tape - Denmark DDB - Domestic
R04572DK2	Create A/P Bank Tape - Denmark DDB Foreign
R04572DK5	Create A/P Bank Tape - Denmark GiroBank

Considerations for Create A/P Bank Tape - Denmark DDB Foreign (R04572DK2)

You can determine the payment category code for the Central Bank at these levels:

1. You can accept the default value, which is hard-coded in the print program, for each country (for example, Denmark = %0006).
2. You can use processing option 10 on the Payment Cat. tab to override the default value from the program. The value that you enter becomes the new default value.
3. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code.

Setting Processing Options for Create A/P Bank Tape - Denmark DDB - Domestic (R04572DK1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date. This processing option is ignored if not Due Date as Payment Date and G/L Date is used.

Text

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

External Attachments For this format it is not possible to specify all vouchers that are included in a payment. The format enables you to include 39 text records for each payment. These text records are used to specify vouchers and external attachments for a payment.

Enter *1* if no external attachments should be included in the Bank File, only supplier invoice number and invoice amount will be included in the Bank File.

Enter *2* if external attachments should be included if the payment consist of one voucher. If the payment consist of more then one voucher no external attachments will be included in the Bank file, only supplier invoice number and invoice amount will be included in the Bank File.

Enter *3* if external attachments should be included for all vouchers in the payment. When the 41 text records are consumed a list will be printed listing all vouchers and the external attachments.

If you leave this option blank, the system does not include external attachments.

Setting Processing Options for Create A/P Bank Tape - Denmark DDB Foreign (R04572DK2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date. This processing option is ignored if not Due Date as Payment Date and G/L Date is used.

Payment Cat. (Payment Category Code)

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payment Category Code Enter the default value for the Payment Category Code for the Central Bank of Sweden.

Type of Goods Enter the type of goods the payment concerns.

Setting Processing Options for Create A/P Bank Tape - Denmark GiroBank (R04572DK5)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date. This processing option is ignored if not Due Date as Payment Date and G/L Date is used.

Text

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

External Attachments For this format it is not possible to specify all vouchers that are included in a payment. The format enables you to include 39 text records for each payment. These text records are used to specify vouchers and external attachments for a payment.

Enter *1* if no external attachments should be included in the Bank File, only supplier invoice number and invoice amount will be included in the Bank File.

Enter *2* if external attachments should be included if the payment consist of one voucher. If the payment consist of more then one voucher no external attachments will be included in the Bank file, only supplier invoice number and invoice amount will be included in the Bank File.

Enter *3* if external attachments should be included for all vouchers in the payment. When the 41 text records are consumed a list will be printed listing all vouchers and the external attachments.

If you leave this option blank, the system does not include external attachments.

(ECU) Setting Up the Payment Format for Ecuador

This section provides and overview of the payment format for Ecuador and discusses how to set up processing options for Print Automatic Payments Check (R76E0001).

Understanding the Payment Format for Ecuador

When you enter *P76E0001* as the print program when writing payments, the system prints a document that includes a check and information about the voucher for which the payment is generated. The information about the voucher includes:

Information	Description
Company Name, Tax ID, and Fiscal ID	The system uses the values that exist in the Address Book Master table (F0101).
Address	The system uses the address that exists in the Address Line 1 and Address Line 2 fields of the F0101 table.
City, Country	The system uses the values that exists in the County and Country fields of the F0101 table.
Check Format Number	The system uses the next number by company setup for the document type *@O*.
Beneficiary	The system uses the value from the Accounts Payable Ledger table (F0411).
Document Payment Number	The system prints the payment sequence by payment method and bank account.
Date	The system prints the date entered during the write process.
Exchange Rate	The system prints a value from the Currency Exchange Rates (F0015) table for the exchange rate if the voucher has been processed in a foreign currency. The system prints the currency value as of the date that you generate the payment group.
Bank	The system prints the bank account description
Account Number	The system prints the bank account number from the bank account information.
Account	The system prints the voucher account values from the account master information.

Information	Description
Invoice, Description, Document Type, Document Number, Invoice Date	The system uses the values that exist in the Accounts Payable Ledger table (F0411)
Value	The system prints the value from the A/P Payment Processing - Detail (F04573) table.

Setting Processing Options for Print Automatic Payments Check (R76E0001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation Tab

Although processing options are set at implementation, you can change the options when you run the program.

1. Translation Program Specify which translation program to use to translate the payment amount into words. The value that you enter must exist in the Check Translation (98/CT) UDC table. If you leave this option blank, the system uses the translation program associated with the payment currency.

Defaults Tab

Although processing options are set at implementation, you can change the options when you run the program.

1. Address Format (FUTURE) Not currently used.

Select Tab

Although processing options are set at implementation, you can change the options when you run the program.

1. Company Information Enter *1* to print the company name and address on the payment stub.

2. Payee Information Enter *1* to print the payee name and number on the payment stub.

3. Purchase Order Enter *1* to print the purchase order number. Leave this processing option blank to print the supplier invoice number.

4. Alternate Stub Information Enter *1* to print the supplier name. Enter *2* to print the supplier invoice number. Leave this option blank to print the remark.

Print Tab

Although processing options are set at implementation, you can change the options when you run the program.

1. Form Type (FUTURE) Not used currently.

(FIN) Setting Up Payment Formats for Finland

This section provides an overview of payment formats for Finland and discusses how to set up processing options for:

- Create A/P Bank Tape - Finland-Domestic (R04572FI1).
- Create A/P Bank Tape - Finland Foreign (R04572FI2).
- Create A/P Bank Tape - Finland-Domestic LM03 (R04572FI3).

Understanding Payment Formats for Finland

PeopleSoft EnterpriseOne software provides these payment formats for Finland:

Format	Description
R04572FI1	Create bank tape for domestic payments.
R04572FI2	Create bank tape for foreign payments
R04572FI3	Create bank tape for domestic LM03 payments

Considerations for the Processing Options for Create A/P Bank Tape - Finland Foreign (R04572FI2)

You can determine the payment category code for the Central Bank at these levels:

1. You can accept the default value, which is hard-coded in the print program, for each country (for example, Finland = %999).
2. You can use processing option 10 on the Payment Cat. tab to override the default value from the program. The value that you enter becomes the new default value.
3. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code.

On the Service Charge tab, processing option 12 is used in Finland to determine who pays the service charges for the payment.

Setting Processing Options for Create A/P Bank Tape - Finland - Domestic (R04572FI1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment day and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date.

This processing option is ignored if not Due Date as Payment Day and G/L Date is used.

Setting Processing Options for Create A/P Bank Tape - Finland Foreign (R04572FI2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment day and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date.

This processing option is ignored if not Due Date as Payment Day and G/L Date is used.

Payment Cat. (Payment Category Code)

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payment Category Code Enter the default value for the Payment Category Code for the Central Bank of Finland.

Type of Goods Enter the type of goods the payment concerns.

Service Charge

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Service Charge Code Enter *J* to have a foreign bank's service charges deducted from the payment. Enter *T* to have the remitter pay the foreign bank's service charges.

Setting Processing Options for Create A/P Bank Tape - Finland-Domestic LM03 (R04572FI3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment day and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

Warnings Enter *1* to enable warnings for Due Date.

This processing option is ignored if not Due Date as Payment Day and G/L Date is used.

(FRA) Setting Up Payment Formats for France

This section provides an overview of payment formats for France and discusses how to set up processing options for:

- Create A/P Bank Tape - France (R04572F1).
- Print Automatic Payments - Check - France (R04572F2).
- Create A/P Bank Tape - France EFT International (R04572F3).
- Print Automatic Payments - Draft Format - France (R04572N).

Understanding Payment Formats for France

PeopleSoft EnterpriseOne software provides these payment formats for France:

Format	Description
R04572F1	Domestic electronic funds transfer (EFT) or paper transfers For paper transfers the program P04572F1B is called by P04572F1.
R04572F3	Foreign EFT payments.
R04572F2	Check letters.
R04572N	Drafts.

Considerations for Create A/P Bank Tape - France (R04572F1)

The French EFT format for domestic payment transfers (generation program R04572F1) consists of a fixed length record that includes 160 characters. The information included in the EFT table includes:

- Header record (03) - Information about the company that is ordering the payment.
- Detail record (06)- Information about the suppliers who are to receive the payment and about the payment amount. The EFT table can include as many detail records as there are payments in the payment group.
- Total record (08) - Total amount of the transfer.

The generation program also includes the sender's bank identification number on the header, detail, and total records, as required by the Bank of France. You can specify this identification number in the processing options for the generation program or enter the number in the Bank User Number field (BACS) on the Revise BACS Information form of the G/L Bank Accounts program (P0030G).

Specifying a Different Version

You can specify different versions of the print program and the register program that you set up for your payment instrument default values. To do this, access the processing options for the Automatic Payment Groups program (P04571). Enter the versions that you want to use in processing option 1 on the Print tab and processing option 1 on the Update tab.

For example, if your company needs to create electronic and paper payment transfer orders, you should set up these versions of Create A/P Bank Tape - France:

- Electronic payment transfer orders
- Paper payment transfer orders

You would also need to create two versions of Automatic Payment Groups to call the appropriate version of the print program.

G/L Payment Date

The system writes the G/L payment date to the electronic funds transfer table in the DDMMY format, where Y is the last digit of the year. For example, July 07, 2005 is written to the table as 07075.

Bank Transit Codes

The system writes the bank transit number of your company to the header record and the bank transit number of the suppliers to the detail records of the EFT table. In both records, the bank transit number is split into the Bank Identification Number (5 digits) and the Branch Identification Number (5 digits).

Considerations for Print Automatic Payments - Check - France (R04572F2)

You can specify that Print Automatic Payments - Check - France (R04572F2) prints the check amount in words when you set the Translation processing option. The Translation processing option lets you specify whether the system uses a translation routine that you have attached to the Currency Codes table (F0013).

You associate translation routines with currency codes in the Currency Codes program (P0013). For example, to create an association between the euro and a routine that prints the amount in French text, you specify that the system uses translation routine X005005EF when you set up a currency code for the euro.

The processing options on the Translation tab follow a hierarchy to determine which translation routine the system uses for printing the check amount in words on the check.

1. If the processing option is completed with a valid translation routine, the system uses that routine.
2. If the processing option is blank or contains an invalid routine, the system reads the Currency Codes table (F0013) to determine if a translation routine is associated with the currency. If a translation routine exists, the system prints the check amount in words, according to the routine that is specified.
3. If the F0013 table does not contain a translation routine for the currency, the system does not print the check amount in words on the check.

Considerations for Create A/P Bank Tape - France EFT International (R04572F3)

This information is included in the EFT flat file that is created by the French EFT International payment format:

- Header record (03) - Information about the company that is ordering the payment and the company's bank.

  The system populates this record with the International Bank Account Number (IBAN) of the G/L Bank Account of the Company ordering the payment if the IBAN exists in the Bank Transit Master table (F0030). If no IBAN exists, the system prints the transit bank account plus the bank account number from table F0030. You specify in a processing whether the system uses the IBAN.

- Operation detail record (04) - Information about the suppliers who are to receive the payment and the payment amount.

  The EFT table can include as many detail records as payments in the payment groups. The system populates this record with the IBAN number if it exists in table F0030. If no IBAN number exists, the system prints the transit bank account plus the bank account number from table F0030.

- Beneficiary's bank record (05) - Information about the beneficiary's bank.

  This information is ignored if the payer asks for a check payment.

- Intermediary bank record (06) - Information about the bank that is being used as an intermediary.

  This section enables the payer to indicate a bank through which the funds must transit. PeopleSoft EnterpriseOne software does not directly support this functionality; a customization is required to implement this functionality.

- Supplemental information record (07) - Supplemental information about the payment. PeopleSoft EnterpriseOne software supports only these fields for record 07:

- Record Code
- Operation Code
- Sequential Counter
- Reason

  You must customize the Create A/P Bank Tape - France EFT International program to implement the following fields:

- Currency Bought
- Exchange Contract Reference
- Date Bought
- Exchange Rate
- Instruction
- Total record (08) - The total amount of the transfer.

You can use the Bank Accounts by Address program (P0030A) to add IBAN information to the Bank Transit Master table (F0030). The P04572F3 supports IBAN; the output records contain the IBAN number and other related IBAN information if you set up IBAN information for your company and your supplier.

Setting Processing Options for Create A/P Bank Tape - France (R04572F1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Processing

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Mode Enter *1* to print a paper Funds Transfer Order. If you leave this option blank, the system creates an EFT file.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Tape Information Specify the information that the system writes to the reference field of the detail record. Enter *“* to write the payment document number. Enter *1* to write the vendor number.

City Enter the city that the system writes to the payment record.

Tape (more)

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Sender Bank Enter the Sender’s Bank ID number. You can enter up to 6 characters. If you leave this option blank, the system uses the Bank Account Bank System User

Number (BACS). You must complete this field for the tape to be accepted by the bank clearing house.

Sender's Fiscal Enter the Sender's Fiscal Identification (15 positions). This can be either the SIRET code (1 + 14 digits) or another code (2 + code).

Bank

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Name Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Currency Enter the currency code that is used in your system to identify the euro.

Setting Processing Options for Print Automatic Payments - Check - France (R04572F2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Address Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Format ID (FUTURE USE) Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.

Payment Info

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Purchase Order Number Enter *1* to print the purchase order number on the check stub instead of printing the supplier invoice number.

Payment Remark Enter *1* to print the payment remark on the check stub.

City Enter the city to print on the payment.

Print Info

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Forms Type (FUTURE USE) Enter the form type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words. The value that you enter must exist in the 98/CT UDC table. If you leave this option blank, the system uses the translation programs associated with the payment currency.

Setting Processing Options for Create A/P Bank Tape - France EFT International (R04572F3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Tape Header Tab

Use these processing options to specify information for the header record in the flat file.

1. Sender's SIRET Enter the issuing SIRET Number to print in the Header record. In France, the SIRET Number is the unique registration number of a company in the chamber of commerce. If you leave this processing option blank, the system uses the value in the Additional Individual Tax ID field (TX2) from the Address Book Master table (F0101).

2. Payment Reference (Required) Enter the value to populate the Payment Reference field in the Header record. This field is manually populated and is mandatory.

3. Debit Account ID Type (Future) Specify the ID Type segment of the Debit Account field in the Header record. Values are:

0: Other (default)

1: IBAN

2: BBAN

4. Customer ID

Specify a value for the Customer ID segment in the Header record. You determine the code in accordance with the bank. This is an optional field in the Header record.

5. Debit for Bank Fees Account ID Type (Future)

Specify a value for the ID Type segment of the Header record for the account to be debited for bank fees. Values are:

0: Other (Default)

1: IBAN

2; BBAN

6. Debit for Bank Fees Account

Specify the account to be debited for bank fees that the system writes to the ID segment of the Header record. Generally, you enter the IBAN number. If you leave this processing option blank, the system uses the general ledger bank account.

7. Currency Code of Bank Fee Account

Specify the currency code that the system writes to the Currency Code of the Account to be Debited for Bank Fees field in the header record. The value that you enter must exist in the Currency Codes table (F0013). If you leave this processing option blank, the system uses the general ledger bank account.

8. ID Payment Debit Type (Required)

Specify a value to populate the ID Payment Debit Type field in the Header record. Values are:

1: One debit for the entire payment group.

2: One debit for each payment.

3: One debit for each currency code.

9. Payment Type ID

Specify a value for the ID Payment Type segment in the Header record. Values are:

1: Process payments using a single execution date and single currency.

2: Process payments using a single execution date and multicurrency.

3: Process payments using multiple execution dates and single currency.

4: Process payments using multiple execution dates and multicurrency (default).

If you enter *1, 2,* or *3,* the system stores the execution date or currency in the Header record. If you enter *4,* the system stores the execution date or currency in each Detail record.

10. Preferred Processing Date

Specify the value for the Preferred Processing Date segment in the Header record. The system uses the value you enter when the Payment Type ID segment of the Header record has a value of 1 or 2. If the Payment Type ID segment has a value other than 1 or 2, the system date is used.

Tape Detail Tab

Use these processing options to specify information for the detail records in the flat file.

1. Category Code Number for Economic Reason Code (Required)

Specify the Address Book category code that you use to store the Economic Reason Code for the Operation Detail record for the supplier. For example, if you set up category code 30 for the Economic Reason Code, enter *30* in this processing option. Values are 01 through 30.

2. Category Code Number for Country Code for BDF Declaration

Specify the Address Book category code that you set up to store the Country Code for BDF Declaration for the Operation Detail record in the flat file. For example, if you set up Category Code 30 for the Country Code for BDF Declaration, enter *30* in this processing option.

3. Payment Mode (Required)

Specify a value for the Payment Mode segment of the Operation Detail record. The system inserts the value into the Operation Detail record of the flat file. Values are:

0: Other.

1: By check of the payer's bank.

2: By check of the beneficiary's bank.

4. Category Code Number for Fees Distribution Code (Required)

Specify the Address Book category code that you set up to store the Fees Distribution Code for the Operation Detail record in the flat file. For example, if you set up category code 30 for the Fees Distribution Code, enter *30* in the processing option. Values are 01 through 30.

Bank Tab

Use these processing options to specify information about the flat file you send to the bank.

1. Device Name Specify the type of a device to be used for copying data to tape.

2. Tape Density Specify the density of the tape.

3. Label Name Specify the label for the copied tape.

4. Block Size Specify the block length to be used when copying data to tape.

5. New Volume Name Specify the new volume name to be used when copying data to tape.

6. New Owner ID Specify the new owner ID to be used when copying data to tape.

7. File Name Specify the name of the flat file as it is identified by the program that reads the file.

Setting Processing Options for Print Automatic Payments - Draft Format (R04572N)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Address

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Format (FUTURE) Enter an override address format. If you leave this option blank, the system uses the country format of the address number.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Print Information Specify what prints on the payment stub. Values are:

Blank: Remark

1: Supplier name

2: Supplier number

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (FUTURE) Enter the form type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

(DEU) Setting Up Payment Formats for Germany

This section provides an overview of payment formats for Germany and discusses how to set up processing options for:

- Create A/P Bank Tape - Germany (R04572G1).
- Create A/P Bank Diskette - Germany (R04572G2).
- Print Automatic Payments - Check - Germany (R04572G3).
- Create A/P Bank Diskette - Germany (R04572G5).

Understanding Payment Formats for Germany

PeopleSoft EnterpriseOne software supports these country-specific automatic payment formats for Germany:

Format	Description
R04572G1	Bank tape format.
R04572G2	Diskette format.

Format	Description
R04572G3	Check format.
R04572G5	Z1 diskette format. This format supports IBAN; the output records contain the IBAN number and other related IBAN information if you set up IBAN information for your suppliers. The system uses IBAN information for the standard EU transfer type for foreign payments. **Note.** The R04572G5 format calls the R04573G application, which creates a paper attachment to accompany the electronic submission (form Z4).

If you print German checks, you must specify the German translation program (X00500D). To specify, access the processing options for the Print Automatic Payments - Check - Germany program (R04572G3). Enter *X00500D* in the Translation processing option.

Payment Instruction Code (74/27)

Set up payment instruction codes to provide additional payment information to the bank. For example, you might set up these valid values:

Code	Description 01	Description 02
01	/BENONLY/	PAY TO BENEFICIARY ONLY
02	/CHECK/	PAY ONLY BY CHECK
04	/HOLD/	BENEFICIARY WILL CALL
06	/PHONE/	TELEPHONE ADVICE ACC. WITH BANK
07	/TELE/	TELECOMM ADVICE ACC. WITH BANK

Label for Payment (74/29)

Set up labels for payment types to indicate the payment method used by the bank. For example, you might set up these values:

- 00 - Standard transmission (for example, letter, normal SWIFT message)
- 10 - Telex payment or urgent SWIFT message
- 20 - Check drawing, any form of dispatch
- 21 - Check drawing, sent by registered mail
- 22 - Check drawing, sent by special delivery
- 23 - Check drawing, sent by registered mail or special delivery
- 30 - Check drawn on principal, any form of dispatch
- 31 - Check drawn on principal, sent by registered mail
- 32 - Check drawn on principal, sent by special delivery

- 33 - Check drawn on principal, sent by registered mail or special delivery
- 34-49 - Reserved for intercompany purposes
- 50-99 - In-house

Setting Processing Options for Create A/P Bank Tape - Germany (R04572G1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Transfer

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

City of Origin Enter the city of origin.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

New Volume Enter the new volume.

New Owner ID Enter the new owner ID.

Tape File Name Enter the tape file name.

Setting Processing Options for Create A/P Bank Diskette - Germany (R04572G2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Transfer

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

City of Origin Enter the city of origin.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Name Enter the block name.

New Volume Enter the new volume.

New Owner ID Enter the new owner ID.

File Name Enter the tape file name.

Currency Enter the currency code that is used in your system to identify the euro.

Setting Processing Options for Print Automatic Payments - Check - Germany (R04572G3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set at implementation, you can change the options when you run the program.

1. Translation Program Specify which translation program to use to translate the payment amount into words. The value that you enter must exist in the Check Translation (98/CT) UDC table. If you leave this option blank, the system uses the translation program associated with the payment currency.

Address

Although processing options are set at implementation, you can change the options when you run the program.

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

Print

Although processing options are set at implementation, you can change the options when you run the program.

Form Type (FUTURE) Enter the form type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

Setting Processing Options for Create A/P Bank Diskette - Germany (R04572G5)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

G5 Format

Although processing options are set at implementation, you can change the options when you run the program.

Electronic Funds Transfer Enter the city of origin to be printed on the waybill (*Begleitzettel*).

Way Bill Information Enter the label name to be printed on the *Begleitzettel* as the volume number of the disk.

Q Record Information Enter the Regional Bank Area Code, Company Code, and Industrial Classification Code. This information is printed in the Q record on the Z1 file to provide the respective Regional Federal Bank (LZB) with the proper regional information. You should obtain these codes from the Bundesbank (German Federal Bank).

Character Replacement Enter *1* for the system to replace characters in the flat file as specified in the Replaced Character (04/RC) UDC table.

(IRL) Setting Up Payment Formats for Ireland

This section provides an overview of payment formats for Ireland and discusses how to set up processing options for:

- Electronic Funds Transfer - Bank of Ireland (R04572IE1).

- Electronic Funds Transfer - AIB (R04572IE).

Understanding Payment Formats for Ireland

PeopleSoft EnterpriseOne software provides these payment formats for Ireland:

Format	Description
R04572IE1	The BOI EFT payment format (Bank of Ireland Electronic Funds Transfer).
R04572IE	The AIB EFT payment format (Allied Irish Bank Electronic Funds Transfer).

The preceding formats create flat files in these tables:

- A/P Payment Tape table (F04572OW).
- Text Processor Header (F007101).
- Text Processor Detail Table (F007111).

Format for Allied Irish Bank

The text file includes:

Section	Contents
Volume Header Label	One record of 80 characters that identifies the file and the owner.
File Header Label	One record of 80 characters that contains the creation and expiration dates.
User Header Label	One record of 80 characters that contains the payment date, identifying number of the receiving party, and the currency code.
User Trailer Label	80 characters that contain the debit value, credit value, number of debits, and number of credits.

Section	Contents
Credit records	One record of 100 characters for each payment order. The record contains this information: • Supplier's bank transit number, account number, and description. • Company's bank transit number and account number. • Payment amount. • Bank system reference number for the company's account. • BACS reference/roll number for the customer account.
Contra records	One record of 100 characters for each of the company's accounts. The record contains this information: • Company's bank transit number and account number. • Transaction code. • Sorting code number. • Sum of the payment amounts in the data records. • Bank system reference number for the company's account.

Format for Bank of Ireland

The text file includes:

Section	Contents
Volume Header Label	One record of 80 characters that identifies the file and the owner.
File Header Label	One record of 80 characters that contains the creation date and record length.
User Header Label	One record of 80 characters that contains the payment processing date, the submission number, and the currency code.
Data records	One record of 100 characters for each payment order. The record contains this information: • Supplier's bank transit number, account number, and description. • Company's bank transit number and account number. • Payment amount. • Bank system reference number for the company's account. • BACS reference/roll number for the customer account.

Section	Contents
Contra records	One record of 100 characters for each of the company's accounts. The record contains this information: • Company's bank transit number and account number. • Transaction code. • Sorting code number. • Sum of the payment amounts in the data records. • Bank system reference number for the company's account.
User Trailer Label	80 characters that contain the sum of the payment and debit amounts in the data records, and a count of the data records.

Setting Processing Options for Electronic Funds Transfer - Bank of Ireland (R04572IE1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Payment Processing Date Enter a date in this processing option or leave it blank to use the BACS processing date from the payment group.

Use this processing option to specify the date on which you create the flat file. You must enter the date in this format: *YYDDD*, where *YY* is equal to the last two digits of the year, and *DDD* is the Julian date. For example, for June 30, 2005, enter *05181*.

The system prints the date that you specify in the User Header Label record. If you leave this processing option blank, the system prints the BACS processing date that exists in the A/P Payment Processing - Summary table (F04572).

2. Payer Identification Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

Transfer Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Submission Number Specify an identifying number for the submission. You use this number to distinguish among multiple files created on the same date. Enter a value between 1 and 968.

Tape Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Device Name Specify the device to which you copy the text file.

Setting Processing Options for Electronic Funds Transfer - AIB (R04572IE)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Payment Processing Date Specify the date on which you create the flat file. If you leave this option blank, the system uses the BACS processing date from the payment group.

You must enter the date in this format: *YYDDD*, where *YY* is equal to the last two digits of the year, and *DDD* is the Julian date. For example, for June 30, 2005, enter *05181*.

The system prints the date that you specify in the User Header Label record.

2. Payer Identification Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

3. Payment Expiration Date Enter the date on which the payment expires. You must enter the date in this format: *YYMMDD*. This processing option is optional.

Transfer Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Submission Number Specify an identifying number for the submission. You use this number to distinguish among multiple files created on the same date. Enter a value between 1 and 968.

BACS Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. BACS Bureau Number Enter the BACS number. The system prints the number in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

2. Currency Code Enter the currency code that represents the euro currency in the system.

The code that you enter must exist in the Currency Exchange Rates table (F0015).

Tape Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Device Name Specify the device to which you copy the text file.

Remittance Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Default Mailing Address Enter the default mailing address format to use on the remittance. If left blank, the country format is used.

The system does not currently use this option.

(ITA) Setting Up Payment Formats for Italy

This section provides an overview of payment formats for Italy and discusses how to set up processing options for:

- Create A/P Bank Tape - Italy (R04572I1).
- Print Automatic Payment - Check - Italy (R04572I2).

Understanding Payment Formats for Italy

PeopleSoft EnterpriseOne software provides these payment formats for Italy:

Format	Description
R04572I1	Electronic funds transfer format (diskette). The EFT format for Italy accepts a maximum of five payment details because five is the maximum number of details that is enabled in a record 60 in the flat file. The P04572I1 format writes a detail record in each record 60 in the flat file. You must manually control the number of payments that you include in the payment control group.
R04572I2	Check format.
R04576I	Payment register for EFT payments and checks.

Setting Processing Options for Create A/P Bank Tape - Italy (R04572I1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date or Value Date Enter *1* to print the value date. Leave this option blank to print the due date.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Device Name Specify the type of device to be used when copying data to a tape.

2. Tape Density 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 Specify the label for the copied tape.

4. Block Size Specify the block length to be used when copying data to a tape.

5. New Volume Name Specify the new volume name to be used when copying data to a tape.

6. New Owner ID Specify the new owner ID to be used when copying data to a tape.

7. File Name Specify the name of the flat file as it is identified by the program that reads the file.

Currency Enter the currency code that is used in your system to identify the euro.

Setting Processing Options for Print Automatic Payments - Check - Italy (R04572I2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words. The value that you enter must exist in the 98/CT UDC table. If you leave this option blank, the system uses the translation program associated with the payment currency.

Address

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Format (FUTURE) Enter an override address format to use for the payee, company addresses, or both. If left blank, the country format is used.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (FUTURE) Enter the form type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

(JPN) Setting Up Payment Formats for Japan

This section provides an overview of payment formats for Japan and discusses how to set up processing options for:

- Create A/P Bank Tape - Japan (R04572JP).

- Print Automatic Payments - Draft Format (R04572N).

Understanding Payment Formats for Japan

PeopleSoft EnterpriseOne software provides these payment formats for Japan:

Format	Description
Payment formats	Specify the Create A/P Bank Tape - Japan program (R04572JP) as the Write program to generate the payment format that is accepted by Japanese banks.
Attachments	Specify the Japan Bank Transfer Paper program (R04573JP) as the Attachment program to generate the attachments for accounts payable bank transfers for Japan.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name.

Block Size Enter the block size.

New Volume Name Enter the new volume name.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Setting Processing Options for Japan Bank Transfer Paper (R04573JP)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Date Selection

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Selection Number Enter *01* to use the Japanese date format. If you leave this option blank, the system uses the Western date format.

(NLD) Setting Up Payment Formats for the Netherlands

This section provides an overview of payment formats for the Netherlands and discusses how to set up processing options for:

- Create A/P Bank Tape - CLIEOP02/CLIEOP03 - Holland (R04572H1).
- Create A/P Bank Tape - Foreign ABN AMRO - Holland (R04572H2).

Understanding Payment Formats for the Netherlands

PeopleSoft EnterpriseOne software supports these country-specific automatic payment formats for the Netherlands:

Format	Description
ClieOp2	The ClieOp2 (*Client opdracht indeling 2*) is the standard format developed by the banks in the Netherlands. Both the BankGiro Centrale (BGC) and the Postbank accept this format.
ClieOp3	The ClieOp3 (*Client opdracht indeling 3*) is the euro-compliant payment format. It contains all of the functionality of ClieOp2 and is upward-compatible.
BTL91	ABN AMRO bank provides the BTL91 payment format for foreign payments. This format supports IBAN; the output records contain the IBAN number and other related IBAN information if you set up IBAN information for your bank and your supplier's bank. The format is also euro-compliant.

Use these write programs to generate payment formats for the Netherlands:

Program	Description
R04572H1	Domestic formats ClieOp2 or ClieOp3.
R04572H2	Foreign format ABN AMRO.

You create two versions of the domestic payment format program (P04572H1): one for ClieOp2 and one for ClieOp3. To create a version for ClieOp2, leave the processing option on the ClieOp3 tab blank. To create a version for ClieOp3, enter *1* in the processing option on the ClieOp3 tab.

Prerequisite

For each supplier for which you use the ABN AMRO BTL91 standard and want to print IBAN information, verify that the IBAN field (data item IBAN) is complete on the Set Up Bank Account Address form in the Bank Accounts by Address program (P0030A).

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Bank Account Information".

Setting Processing Options for Create A/P Bank Tape - CLIEOP2\CLIEOP3 - Holland (R04572H1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Medium Enter *T* to indicate tape. Enter *X* to indicate 8-inch tape. Enter *P* to indicate a PC file.

2. Devise Name Enter the devise name.

3. Tape Density Enter the tape density.

4. File identification number Enter the file identification number.

5. Block Size Enter the block size.

6. Volume serial number Enter the volume serial number.

7. Number of tapes in use Enter the number of tapes in use.

8. Owner ID Enter the owner ID.

9. File Name Enter the file name.

10. Label name Enter the label name.

11. Sender Information Enter the sender information.

12. Fixed Description Enter the fixed description.

13. Requested Processing Date Enter the requested processing date.

14. Transaction Type Enter the transaction type. Values are:

0000: Non-net creditor payment into giro account.

0003: Non-net salary payment into giro account.

0005: Net credit payment into a giro account. Creditor payment into a bank account.

0008: Net salary payment into a giro account. Salary payment into a bank account.

15. Payment ID Enter the payment ID.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Process Enter the payment print program to use if the prenote status is set to P, requiring a payment print. (OBSOLETE)

Process

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Customer Number Enter *1* to include the Customer Number from the Supplier Bank Account in the payment file (F04572OW).

Remark Enter *1* to include the remark from the voucher in the payment file (F04572OW). The invoice number is always included.

Paid Amount Enter *1* to include the paid amount for each voucher in the payment file (F04572OW).

Require Customer Name Enter *1* if the customer name and address are required.

Mode Enter *1* to run in final mode.

Duplicate Enter *1* if this is a duplicate run.

Clieop03

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Clieop03 Version Enter *1* to use the Clieop03 version. If you leave this option blank, the system uses Clieop02.

Setting Processing Options for Create A/P Bank Tape - Foreign ABN AMRO - Holland (R04572H2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Medium	Enter *T* to indicate tape. Enter *X* to indicate 8-inch tape. Enter *P* to indicate a PC file.
2. Devise Name	Enter the devise name.
3. Tape Density	Enter the tape density.
4. File identification number	Enter the file identification number.
5. Block Size	Enter the block size.
6. Volume serial number	Enter the volume serial number.
7. Number of tapes in use	Enter the number of tapes in use.
8. Owner ID	Enter the owner ID.
9. File Name	Enter the file name.
10. Label name	Enter the label name.
11. Desired Processing Date	Enter the requested processing date.

Process

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Exchange Bank Field	Enter *1* for the Exchange Bank field to contain ABNA. Enter *2* for the Exchange Bank field to contain ABNT.

(NOR) Setting Up Payment Formats for Norway

This section provides an overview of payment formats for Norway and discusses how to set up processing options for:

- Create A/P Bank Tape - Norway DNB - Domestic (R04572NO1).
- Create A/P Bank Tape - Norway DNB - Foreign (R04572NO2).

Understanding Payment Formats for Norway

PeopleSoft EnterpriseOne software provides these payment formats for Norway:

Format	Description
R04572NO1	Create bank tape for domestic payments.
R04572NO2	Create bank tape for foreign payments.

Considerations for Processing Options for Create A/P Bank Tape - Norway DNB - Domestic (R04572NO1)

Although Norway has a standard for writing bank payments, differences in formatting exist among banks. On the Bank Format tab, use processing option 10 to choose format DNB or KreditKassen.

Considerations for the Processing Options for Create A/P Bank Tape - Norway DNB - Foreign (R04572NO2)

Although Norway has a standard for writing bank payments, small differences in formatting exist among banks. On the Bank Format tab, use processing option 10 to choose format DNB or KreditKassen.

You can determine the payment category code for the Central Bank at these levels:

- You can accept the default value, which is hard-coded in the print program, for each country (for example, Norway = %14).
- You can use processing option 11 on the Payment Cat. tab to override the default value from the program.

  The value that you enter becomes the new default value.
- When you enter a voucher, you can override the default value from the program and the processing option.

  Use the Remark field to enter the Central Bank code.

Setting Processing Options for Create A/P Bank Tape - Norway DNB - Domestic (R04572NO1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Devise Name	Enter the devise name.
2. Tape Density	Enter the tape density.
3. Label Name	Enter the label name.
4. Block Size	Enter the block size.
5. New Volume	Enter the new volume.
6. New Owner ID	Enter the owner ID.
7. File Name	Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date	Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process is used as Payment Date and G/L Date.
Warnings	Enter *1* to enable warnings for Due Date.

Bank Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Format	Enter *1* to use the format for Den Norske Bank. Enter *2* to use the format for KreditKassen.

Setting Processing Options for Create A/P Bank Tape - Norway DNB - Foreign (R04572NO2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Devise Name	Enter the devise name.
2. Tape Density	Enter the tape density.
3. Label Name	Enter the label name.
4. Block Size	Enter the block size.
5. New Volume	Enter the new volume.
6. New Owner ID	Enter the owner ID.
7. File Name	Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date	Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process is used as Payment Date and G/L Date.
Warnings	Enter *1* to enable warnings for Due Date.

Bank Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Format	Enter *1* to use the format for Den Norske Bank. Enter *2* to use the format for KreditKassen.
Payment Category Code	Enter the default value for the Payment Category Code for the Central Bank of Norway.
Description of Goods	Enter the description of goods.

(SGP) Setting Up Payment Formats for Singapore

This section provides an overview of payment formats for Singapore and discusses how to set up processing options for Print Singapore CTS Cheque (R04572SG).

Understanding the Payment Format for Singapore

The Association of Banks in Singapore established a standardized cheque format so that it could implement a Cheque Truncation System (CTS). You use the Print Singapore CTS Cheque program (R04572SG) to generate cheques in the standardized format.

Considerations for Using the Print Singapore CTS Cheque Program (R04572SG)

Before you use the Print Singapore CTS Cheque program (R04572SG), consider this information:

- The cheques contain a numerical representation of the amount as well as an English-language representation of the amount in words. For example, the system writes the amount 123.45 USD as one hundred twenty-three dollars and forty-five cents. When you set the Literal Amount Lines processing option for the Print Singapore CTS Cheque program to use three lines, the system prints up to 150 characters. When you set the Literal Amount Lines processing option to use two lines, the system prints up to 100 characters. If the amount in words exceeds the allowed character count, the system prints the amount in its numerical representation.
- You must customize the placement of remittance information to suit the fields on your cheque stock.
- Street address information is not included on the printed cheque; the address is printed on the remittance advice.
- The system prints a maximum of 14 characters for the numerical value (999,999,999.99), and includes leading fill characters (*) if the value is less than 14 characters. For example, the system writes 1,234,567.00 as **1,234,567.00.
- The Professional Title (ATTL) field in the Address Book - Who's Who table (F0111) is not controlled by the Payee Control function.

This table describes how the system prints the payee name, based on the type code of the record in the Address Book Who's Who table, the type code that you specify in the Type Code processing option, and the value that you specify for the Format Payee Name processing option:

Format Payee Name Processing Option	Type Code Processing Option	How the Payee Name is printed
Enter *1* or leave the option blank.	Enter a valid value from the Type Code (01/W0) UDC table.	The system prints one line of text that consists of a concatenation of a Mailing Name (MLNM) and Professional Title (ATTL) for the type code that you specified. The system prints the first 60 characters of the concatenated value.
Enter *1* or leave the option blank.	Leave the option blank or enter a value that does not exist in the Type Code (01/W0) UDC table.	The system prints one line of text that consists of the Mailing Name (MLNM) for record 0 in table F0111.
Enter *2*.	Enter a valid value from the Type Code (01/W0) UDC table.	The system prints two lines of text that consist of a Mailing Name (MLNM) on one line and a Professional Title (ATTL) on the second line for the type code that you specified. The system prints up to 40 characters for each line.
Enter *2*.	Leave the option blank or enter a value that does not exist in the Type Code (01/W0) UDC table.	The system prints one line of text that consists of the Mailing Name (MLNM) for record 0 in table F0111.

Setting Processing Options for Print Singapore CTS Cheque (R04572SG)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Format Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Format Payee Name

Specify whether the system prints the payee name on one or two lines of the cheque. Values are:

Blank or *1:* If you complete the Type Code processing option with a valid value from the Type Code (01/W0) UDC table, the system prints one line of text that consists of a concatenation of a mailing name (data item MLNM) and professional title (data item ATTL) for the type code that you specified. The system prints the first 60 characters of the concatenated value. If you leave the Type Code processing option blank or enter a value that does not exist in the Type Code (01/W0) UDC table, the system prints one line of text that consists of the first 60 characters of the mailing name for record 0 in the Address Book - Who's Who table (F0111).

2: If you complete the Type Code processing option with a valid value from the Type Code (01/W0) UDC table, the system prints two lines of text that consist of a mailing name on one line and a professional title on the second line for the type code that you specified. The system prints up to 40 characters for each line. If you leave the Type Code processing option blank or enter a value that does not exist in the Type Code (01/W0) UDC table, the system prints one line of text that consists of the first 60 characters of the mailing name for record 0 in the Address Book - Who's Who table (F0111).

2. Type Code

Specify whether the system uses the default value for the mailing name or uses a mailing name that consists of a combination of the mailing name and professional title that is based on the type code of the record. If more than one record for the payee exists in the Address Book - Who's Who table (F0111), the system uses the type code from the record with the lowest value in the Line Number (LNID) field. If no type code exists for the payee, the system uses the mailing name for record 0 in table (F0111). You must enter a value other than Blank to make the system merge the mailing name and professional title fields. Values are hard-coded and include:

Blank: Default

A: Attention Name

B: Billing Name

C: 1099 Contact Name

E: Emergency Contact Name

O: Other

T: 1099 Legal Name

3. Literal Amount Lines Specify whether the system prints the literal amount on two or three lines, if needed. The literal amount is an English-language representation of the payment amount in words. When you set this processing option to use three lines, the system prints up to 150 characters. When you set this processing option to use two lines, the system prints up to 100 characters. If the amount in words exceeds the allowed character count, the system prints the amount in its numerical representation. Values are:

Blank or a value other than 3: The system prints the literal amount on two lines.

3: The system prints the literal amount on three lines.

(ESP) Setting Up Payment Formats for Spain

This section provides an overview of payment formats for Spain and discusses how to:

- Create a payment format template.
- Set processing options for Print Automatic Payments - Check - Spain (R74S572A).
- Set processing options for Print Automatic Payments - Check With Letter - Spain (R74S572B).
- Set processing options for Print Automatic Payments - Draft - Spain (R74S572C).
- Set processing options for Print Automatic Payments - Funds Transfer Order - Spain (R74S572D).
- Set processing options for Print Automatic Payments - Transf Order, (Foreign) - Spain (R74S572E).
- Set processing options for Print Automatic Payments - Tape Format, (CSB 34) - Spain (R74S572F).
- Set processing options for Print Automatic Payments - Tape Format, (CSB 34/1) - Spain (R74S572FA).

Understanding Payment Formats for Spain

PeopleSoft EnterpriseOne software provides these payment formats for Spain:

Format	Description
R74S572A	Checks.
R74S572B	Checks with letters.
R74S572C	Draft format.
R74S572D	Transfer order (domestic currency).
R74S572E	Transfer order (foreign currency).
R74S572F	Electronic fund transfer.
R74S572FA	Electronic fund transfer. This format supports IBAN; the output records contain the IBAN number and other related IBAN information if you set up IBAN information for your suppliers.

Considerations for the Print Automatic Payments - Tape Format, (CSB 34/1) - Spain (R74S572FA) Format

The Print Automatic Payments - Tape Format, (CSB 34/1) - Spain format supports cheques, electronic funds transfers (EFT) for foreign payments, and EFT for domestic payments. You specify in a processing option whether the system processes payments as foreign EFT, domestic EFT, or cheques.

Understanding Payment Format Templates

You use a payment format template to enter header text for these payment formats:

- R74S572B for check with letter.
- R74S572B for draft.
- R74S572D for transfer order (domestic currency).
- R74S572E for transfer order (foreign currency).

You attach the header text to these payment formats by entering the name of the payment format template on the processing options of the payment formats.

Form Used to Create Payment Format Templates

Form Name	Form ID	Navigation	Usage
Media Object Template Revisions	W74SCSBA	Accounts Payable - Spain (G74S04), Payment Formats Templates Click Add on Work With Media Object Templates.	Enter template information.

Creating Payment Format Templates

Access the Media Object Template Revisions form.

Template Name A user defined name or remark.

Setting Processing Options for Print Automatic Payments - Check - Spain (R74S572A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Convert Decimals Enter *1* to avoid converting decimal numbers (cents) to words.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Company Name Enter *1* to print the company name and address on the payment. If left blank, no company information is printed.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

City Name Enter the name of the city that will appear on the check. If left blank, no city is printed.

Setting Processing Options for Print Automatic Payments - Check with Letter - Spain (R74S572B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Convert Decimals Enter *1* to avoid converting decimal numbers (cents) to words.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Company Name Enter *1* to print the company name and address on the payment. If left blank, no company information is printed.

Purchase Order Enter *1*to print the purchase order number on the stub instead of the supplier invoice number.

Alternate Stub Information Enter *1* to print the suppler name on the payment stub. Enter *2* to print the supplier invoice number. Enter *"* to print the remark.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

City Name Enter the name of the city that will appear on the check. If left blank, no city will be printed.

Template Name Enter the name of the template that will be used to retrieve the header text.

Setting Processing Options for Print Automatic Payments - Draft - Spain (R74S572C)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

City Name Enter the name of the city that will appear on the check. If left blank, no city is printed.

Template Name Enter the name of the template that will be used to retrieve the header text.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system uses the maximum value of 85.

Convert Decimals Enter *1* to avoid converting decimal numbers (cents) to words.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Company Name Enter *1* to print the company name and address on the payment. If left blank, no company information is printed.

Purchase Order Enter *1* to print the purchase order number on the stub instead of the supplier invoice number.

Alternate Stub Information Enter *1* to print the suppler name on the payment stub. Enter *2* to print the supplier invoice number. Enter *“* to print the remark.

Setting Processing Options for Print Automatic Payments - Funds Transfer Order - Spain (R74S572D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system uses the maximum value of 75.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system uses the maximum value of 75.

Convert Decimals Enter *1* to avoid converting decimal numbers (cents) to words.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

City Name Enter the name of the city that will appear on the check. If left blank, no city will be printed.

Template Name Enter the name of the template that will be used to retrieve the header text.

Processing Options for Print Automatic Payments -Transf. Order (Foreign) - Spain (R74S572E)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Address

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Format Enter an override address format to use for the payee and/or company addresses. If left blank, the address will not print.

Translation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Translation Program Enter the program name to translate payment amounts from numbers to words.

Conversion

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

First Line Size Enter the size of the first line of the check format. If you leave this option blank, the system uses the maximum value of 75.

Second Line Size Enter the size of the second line of the check format. If you leave this option blank, the system uses the maximum value of 75.

Convert Decimals Enter *1* to avoid converting decimal numbers (cents) to words.

Payment

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Purchase Order Enter *1*to print the purchase order number on the stub instead of the supplier invoice number.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

City Name Enter the name of the city that will appear on the check. If left blank, no city will be printed.

Summarize Statistic Codes Enter *1* to summarize detail lines by the Statistic Code. If blank, the information will be detailed.

Template Name Enter the name of the template that will be used to retrieve the header text.

Setting Processing Options for Print Automatic Payments - Tape Format, (CSB 34) - Spain (R74S572F)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Address

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Address Line # Enter the number of the line of the Address Book which contains the address of the payee and the company. Otherwise the address will be obtained from the Address Line #2.

City Line Number Enter the number of the line of the Address Book which contains the city of the payee and the company. Otherwise the address will be obtained from the Address Line #3.

Zip Code Field Enter *1* if the zip code has to be obtained from the five first positions of the field that contains the city. Otherwise the zip code will be obtained from the existing field.

2nd Company Address Number Enter the Address Number of a second company if the order belongs to other company.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Form Type (Future) Enter the form type for the payment spool file. If left blank, the system uses the APCHECKS form type.

Tape Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Order Type Enter *1* if the tape is going to contain checks. Otherwise the tape will contain a Funds Transfer Order.

Expenses Enter *1* if the expenses have to be paid by the payee. Otherwise the expenses will be paid by the company.

Order Class Enter *1* if the order is for payroll. Enter *2* if is an order to pay pensions. Otherwise will be consider as general orders.

Detail of the charge Enter *1* if the information of the charge is going to be detailed. Otherwise the information won't be detailed.

Payment City Name Enter the name of the city where the payment is going to be ordered.

Payment Enter *1* if the payment is in euros.

Setting Processing Options for Print Automatic Payments - Tape Format, (CSB 34/1) - Spain (R74S572FA)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Address Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Address Number Line Specify the Address Line that contains the address of the payee. If you do not complete this processing option, the system prints the value that exists in the Address Line 4 field (data item ADD4) in the Address Book Master table (F0101).

2. City Line Number Specify the Address Line that contains the city of the payee. If you do not complete this processing option, the system prints the value that exists in the City field (data item CTY1) in the Address Book Master table (F0101).

3. Zip Code Field Specify whether the system uses the value that exists in the Postal Code field as the postal code. Values are:

Blank: The system uses the value that exists in the Postal Code field (data item ADDZ) in the Address Book Master table (F0101).

1: The system uses the first five characters of the value that exists in the City field (data item CYT1) in the Address Book Master table (F0101).

4. Second Company Address Number Enter the Address Number of a second company if the order belongs to other company.

If the order belongs to another company, use this processing option to specify the address number of the company.

5. Suffix Specify a suffix for the file. The value that you enter must be between 111 and 999.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Form Type (Future Use) Specify the form type of the payment spool. If you do not complete this processing option, the system uses APCHECKS as the form type.

Tape Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Transaction Type Specify whether the tape contains cheques, or is a domestic or cross-border transfer. Values are:

1: Cheques

2: Domestic transfer

3: Cross-border transfer

2. Expenses Specify whether expenses are paid by your company or by the payee. Values are:

1: Expenses are paid by company.

2: Expenses are paid by the payee.

3: Expenses costs are shared.

3. Charge Detail Specify whether the system prints detailed information about the expenses. Values are:

Blank: No details are printed.

1: Details are printed.

4. Payment City Name Specify the city of origin for the payment.

(SWE) Setting Up Payment Formats for Sweden

This section provides an overview of the payment formats for Sweden and discusses how to set up processing options for:

- Create A/P Bank Tape - Sweden BG - Domestic (R04572SE1).
- Create A/P Bank Tape - Sweden BG - Foreign (R04572SE2).
- Create A/P Bank Tape - Sweden PG - Domestic (R04572SE3).

Understanding Payment Formats for Sweden

PeopleSoft EnterpriseOne software provides these payment formats for Sweden:

Format	Description
R04572SE1	Create bank tape for domestic payments.
R04572SE2	Create bank tape for foreign payments.
R04572SE3	Create bank tape for domestic payments.

Considerations for Processing Options for Create A/P Bank Tape - Sweden BG - Foreign (R04572SE2)

You can determine the payment category code for the Central Bank at these levels:

- You can accept the default value for each country that is hard-coded in the print program (for example, Sweden = %101).
- You can use the processing option on the Payment Cat. Tab to override the default value from the program. The value that you enter becomes the new default value.
- When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code.

Setting Processing Options for Create A/P Bank Tape - Sweden BG Domestic (R04572SE1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. **Devise Name** Enter the devise name.
2. **Tape Density** Enter the tape density.
3. **Label Name** Enter the label name.
4. **Block Size** Enter the block size.
5. **New Volume** Enter the new volume.
6. **New Owner ID** Enter the owner ID.
7. **File Name** Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

If you enter *1* for this option, you must also set the Create Payment Control Groups program (R04570) to process payments by the due date. You do this task by setting the Due Date processing option on the Process By tab of the Create Payment Groups program to 1.

Warnings Enter *1* to enable warnings for Due Date.

Swedish Chars (Swedish Characters)

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Characters Enter the last character in the Swedish alphabet.

Setting Processing Options for Create A/P Bank Tape - Sweden BG-Foreign (R04572SE2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. **Devise Name** Enter the devise name.
2. **Tape Density** Enter the tape density.
3. **Label Name** Enter the label name.
4. **Block Size** Enter the block size.
5. **New Volume** Enter the new volume.
6. **New Owner ID** Enter the owner ID.
7. **File Name** Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

If you enter *1* for this option, you must also set the Create Payment Control Groups program (R04570) to process payments by the due date. You do this task by setting the Due Date processing option on the Process By tab of the Create Payment Groups program to 1.

Warnings Enter *1* to enable warnings for Due Date.

Payment Cat. (Payment Category)

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payment Category Code Enter the default value for the Payment Category Code for the Central Bank of Sweden.

Setting Processing Options for Create A/P Bank Tape - Sweden PG - Domestic (R04572SE3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Tape

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. **Devise Name** Enter the devise name.
2. **Tape Density** Enter the tape density.
3. **Label Name** Enter the label name.
4. **Block Size** Enter the block size.
5. **New Volume** Enter the new volume.
6. **New Owner ID** Enter the owner ID.
7. **File Name** Enter the file name.

Payment Date

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Due Date Enter *1* to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

If you enter *1* for this option, you must also set the Create Payment Control Groups program (R04570) to process payments by the due date. You do this task by setting the Due Date processing option on the Process By tab of the Create Payment Groups program to 1.

Warnings Enter *1* to enable warnings for Due Date.

(CHE) Setting Up Payment Formats for Switzerland

This section provides an overview of payment formats for Switzerland and discusses how to set up processing options for:

- Create A/P Bank Diskette - Swiss (R04572S2).
- Create A/P Post Office File - Swiss SOG (R04572S3).

Understanding Payment Formats for Switzerland

In Switzerland, two payment systems are widely used by companies:

- The electronic funds transfer system (*Datenträgeraustausch* [DTA]), which is supported by the banking sector (Telekurs, Payserv)
- The *Service des Ordres Groupés* (SOG) system, which is supported by the Swiss Post Office (Postfinance)

DTA Payment Format

The Swiss electronic funds transfer system (DTA) is required by Telekurs (Payserv). The system includes a number of different formats. PeopleSoft EnterpriseOne software supports these three formats:

Format	Description
826	Domestic payments format for Switzerland (VESR processing)
827	Domestic payments format (Post or Bank) for Switzerland (non-VESR processing)
830	Foreign payments (foreign currency or CHF) format for Switzerland

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

To indicate which DTA formats you are processing, set up a unique payment instrument for each payment format (826, 827, and 830) that you are using. You set up payment instruments using processing option 1 of the Create A/P Bank Diskette - Swiss program (R04572S2).

For example, if you were processing both VESR and non-VESR domestic payments (826 and 827) in a single batch, you enter payment instrument numbers on the first and second lines of processing option 1. If your company uses only domestic payments with VESR processing, you enter a payment instrument number on only the first line of processing option 1 (for format 826).

These fields are required for format 826 - domestic payments format for Switzerland:

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

These fields are required for format 827 - domestic payments format (Post or Bank) for Switzerland:

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

These fields are required for format 830 - foreign payments (foreign currency or CHF) format for Switzerland:

- Bank Clearing Number
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary

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

SOG Payment Format

The Create A/P Post Office File - Swiss SOG payment program (R04572S3) is similar to the Create A/P Bank Diskette - Swiss program (R04572S2) that you use for DTA, but it contains more record types. The record types for the SOG and the DTA are similar in content, even though the payment file layout differs.

The Accounts Payable print program supports these SOG record layouts for domestic payments:

- Record type 05

  Transfer to Supplier Post Account

- Record type 08

  Transfer with ESR/BVR Identification number.

- Record type 11

  Postal transfer order (no account numbers).

The Accounts Payable print program supports these SOG record layouts for foreign payments:

- Record type 12

  Payment to Post account to foreign countries (PostGiro).

- Record type 14

  Post transaction to foreign country in CHF or foreign currency (PostCash).

- Record type 25

  Payment to foreign bank.

Prerequisites

Before you complete the tasks in this section:

- To subscribe to the SOG system, request membership from the Post Office. Upon acceptance, you receive your account number, which is called a SOG Member ID. This identification number needs to be set up in the Bank Transit Master table (F0030) for the company address book record (account type G - GL Bank Account GLBA) for the Account to Debit and for the Account to Debit for Taxes.
- Set up UDC 74/SS.

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

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Record Format

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payment Instrument Specify the payment instrument to be associated with the structured invoice number format (format 826). The value you enter must exist in UDC 00/PY.

827 = Normal Bank transfer Specify the payment instrument to be associated with the normal bank transfer format (format 827). The value you enter must exist in UDC 00/PY.

830 = International Transfer Specify the payment instrument to be associated with the international bank transfer format (format 830). The value you enter must exist in UDC 00/PY.

Remittance Advice Enter *1* to always print a remittance advice. Leave a blank to print a remittance advice only if five or more detail records are created.

Identification

DTA Customer Identification

DTA Sender Identification Enter the DTA sender identification.

DTA Customer Identification Enter the DTA customer identification.

Bank Tape

DTA Customer Identification

Devise Name Enter the devise name.

Tape Density Enter the tape density.

Label Name Enter the label name that the system uses when copying data to tape

Block Size Enter the block size.

New Volume Enter the new volume.

New Owner ID Enter the new owner ID.

File Name Enter the file name.

Setting Processing Options for Create A/P Post Office File - Swiss SOG (R04572S3)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

Use these processing options to specify whether an attachment is printed and to whom to send it.

1. Print SOG Order Attachment

Specify whether the system prints the SOG Order attachment. Values are:

Blank: Print the SOG Order attachment. (default)

1: Do not print the SOG Order attachment.

2. Post Office Address Book Number

Specify the address book number of the post office to which send the SOG Order. The system uses the address book number you enter to include the mailing address of the post office on the SOG Order attachment.

Account Types Tab

Use these processing options to specify which account types are associated with the Bank Type Codes (00/BT) user defined code list.

1. Supplier Post Office Account Type

Specify the supplier's post office account type. The system uses this account type code to retrieve the supplier's post office account number. Values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

2. Bank Post Office Account Type

Specify the post office account type. The system uses this account type code to retrieve the post office account number. Values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

3. Supplier Bank Account Type

Specify the supplier's bank account type. The system uses this account type code to retrieve the supplier's bank account number. Values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

4. Supplier ESR Identification Account Type

Specify the supplier's ESR identification account type. The system uses this account type code to retrieve the ESR identification number. Values are stored in UDC 00/BT. If you leave this processing option blank, the system issues an error message and stops processing.

Bank Tape Tab

Use these processing options to specify the label name and type of data media that you send to the Post Office.

1. **Label Name** Specify the data media for the SOG Order attachment.
2. **Type of Data Media** Specify the type of data media for the SOG Order attachment.

(GBR) Setting Up Payment Formats for the United Kingdom

This section provides an overview of payment formats for the United Kingdom and discusses how to set up processing options for:

- Create A/P Bank Tape - BACS - UK (R04572B).
- Print Automatic Payment - Cheque - UK (R04572UI).

Understanding Payment Formats for the United Kingdom

PeopleSoft EnterpriseOne software provides these payment formats for the United Kingdom:

Format	Description
P04572B	Electronic funds transfer (EFT) in the Bankers Automated Clearing System (BACS) format (tape or diskette)
P04572U1	Checks in the Association for Payment Clearing Services (APACS) format.

Note. All dates, including year 2000 dates, for the BACS table are written in a *BYYDDD* format, according to the standards required by BACS. In this required format, *B* represents one blank space, *YY* is the last two digits of the year, and *DDD* is the Julian date (the number of days that have passed since noon on January 1) in the year.

For example, December 31, 2005, is written to the table as 05365 because December 31 is the 365thday of the year.

Working with the APACS Check Format

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

You can use PeopleSoft EnterpriseOne localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Automatic Payments - Cheque - UK program (R04572U1), you can use processing options to specify:

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

In addition, the checks that you print comply with these APACS standards:

- The payee name field is completed by a string of asterisks.
- The amount printed in figures is prefixed and suffixed by asterisks.

- A hyphen prints in place of the decimal character.
- Thousands separators are omitted from the amount that is printed in figures.

Technical Considerations for the APACS Check Format

When you write APACS checks, verify that processing options 5 and 6 of the Print Automatic Payments - Cheque - UK program (R04572U1) correspond to each other.

PeopleSoft EnterpriseOne software supplies these translation programs, which you can specify in processing option 5:

- *X00500U1:* Prints numeric values as words in boxes.
- *X00500U:* Prints numeric values as words in a string.

For example, if you enter translation program *X00500U1* in processing option 5, leave processing option 6 blank to print the check amount in boxes. Similarly, if you enter translation program *X00500U* in processing option 5, enter a *1* in processing option 6 to print the check amount in a string.

Working with the BACS Format

When you write payments using the BACS format from the Work with Payment Groups program, the system populates the A/P Payment Tape table (F04572OW) as shown:

Field	Description
KNMID	The member ID. The system populates this field using the next number for system 04, line 6.
KNLNID	The line number.
KNFNAM	The file name. For BACS processing, this is F04572B.

The KNAPTA field contains this payment information:

- Line 1: VOL 1 (volume header label).
- Line 2: HRD 1 (first file header label).
- Line 3: HRD 2 (second file header label).
- Line 4: UHL 1 (user header label).
- Line 5: Account information, one line per account.
- Line 6: Account information, one line per account.
- Line 7: EOF 1 (first end-of-file).
- Line 8: EOF 2 (second end-of-file).
- Line 9: UTL 1 (user trailer label).

Note. This description of the KNAPTA is based on a nine-line payment file. An actual payment file will be a different length, based on how many account information lines it has.

Setting Processing Options for Create A/P Bank Tape - BACS - UK (R04572B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Transfer Tab

This processing option lets you enter a number that is used to distinguish among multiple files created on the same date.

1. File ID Specify a number from 1 to 9 for the system to use for the File ID modifier. This number is used to distinguish among multiple files created on the same date. If you leave this processing option blank, the system uses the default value of *1*.

BACS Tab

These processing options let you specify information that is used to populate the file.

1. BACS Bureau Number (FUTURE) Specify the six-digit BACS bureau number.

2. Euro Currency Code Specify the currency code that represents the euro in your system. When the payment currency code equals the currency code specified in this processing option, the user header label in spaces 20 and 21 is populated with 01 to indicate that the currency is euro. If the payment currency code does not equal the currency code specified in this processing option, the user header label is populated with 00.

Tape Tab

This processing option lets you specify the media on which the tape will be delivered.

1. Device Name Specify the tape dump device. Enter a valid dump device name from UDC 97/DD.

Remittance Tab

This processing option is reserved for future use.

1. Address Format ID (FUTURE) Future use.

Setting Processing Options for Print Automatic Payments - Cheque - UK (R04572U1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Payee

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Payee Name Enter *1* to print payee name above the amount in words. If you leave this option blank, the system prints the payee name below the amount in words.

Payee Address Enter the override address format. If you leave this option blank, the system uses the country format associated with the country in the address book for the payee.

Address Format ID (FUTURE) Not currently used.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Forms Type (FUTURE) Enter the forms type for the payments spool file. If you leave this option blank, the system uses the APCHECKS form type.

Amount

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Program ID Enter the program name to translate payment amounts from numbers to words. the value that you enter must exist in UDC 98/CT. If you leave this option blank, the system uses the translation program associated with the payment currency code.

String or Boxes Enter *1* to print the amount in words in one string (X00500U). If you leave this option blank, the system prints the words in separates boxes (X00500U1).

Setting Processing Options for Print A/P Payment Attachment - UK (R04573U)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Purchase Order

Although processing options are set up during implementation, you can change processing options each time you run a program.

Invoice or Purchase Order Enter *1* to print the purchase order number on the stub instead of the supplier invoice number.

Print Option

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Remark Enter *“* to print the remark on the pay stub. Enter *1* to print the supplier name. Enter *2* to print the supplier invoice number.

CHAPTER 11

(POL) Working with Cash Transactions

This chapter provides an overview of cash transactions, lists prerequisites, and discusses how to:

- Print reports for inbound and outbound cash transaction.
- Generate the Cash Desk Report (P74P9104).

Understanding Cash Transactions

You work with cash transactions in the PeopleSoft EnterpriseOne Accounts Payable, Accounts Receivable, and General Ledger systems.

To work with cash transactions in these systems, you:

- Enter vouchers or enter receipts for invoices.
- Pay the vouchers or invoices from a cash account.
- Use the Cash Desk Transaction (P74P9101) program to print a report for an inbound or outbound transaction.
- Use the Cash Desk Report program to print a record of all cash transactions for a specified period.

Prerequisites

Before you perform the tasks in this chapter:

- Verify that the Localization Country Code field in your User Display Preferences is set to *PL* (Poland).
- Verify that specific accounts for cash are set up.
- Verify that legal numbering is set up for legal document types for cash transactions.

Printing Reports for Inbound and Outbound Cash Transactions

This section provides an overview of printing cash desk transaction documents and discusses how to:

- Set processing options for Cash Desk Transaction (P74P9101).
- Set processing options for Cash Desk Transaction Document (R74P9102).
- Select transactions to print.

Understanding How to Print Cash Desk Transaction Documents

You use the Cash Desk Transaction program (P74P9101) to select and print cash desk transaction documents. When you choose Cash Desk Transaction from the Cash Desk Transactions menu (G74PCASH), the system displays the processing options. When you click OK on the processing options template, the system displays the Work With Cash Desk Transactions form. You then choose the record to print and choose Print Report from the Row menu to launch the Cash Desk Transaction Document (R74P9102) program and print the report.

When you run the Cash Desk Transaction Document program (R74P9102) from the Work With Cash Desk Transactions form, the system prints the following information on the report:

- Name of the company issuing the document.
- Document type.
- Whether the transaction is inbound or outbound.
- Document number.
- Cash account number and description.
- Transaction date, amount, and description.
- Transaction amount, printed literally.
- Cashier ID.
- Person responsible for the transaction.

You access the processing options for the Cash Desk Transaction Document program from Batch Versions.

Form Used to Work with Cash Transactions

Form Name	Form ID	Navigation	Usage
Work With Cash Desk Transactions	W74P9101A	Cash Desk Transactions (G74PCASH), Cash Desk Transaction Complete the processing options, then click OK.	Select transactions for printing.

Setting Processing Options for Cash Desk Transaction (P74P9101)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set at implementation, you can change the options when you run the program.

Version	Specify the version of the Cash Desk Transaction Document (R74P9102) program that the system uses to print the report. If you leave this processing option blank, the system uses version XJDE0001.
Ledger Type	Specify the ledger type for general ledger transactions. If you do not complete this processing option, the system uses *AA*.
Category Code	Specify the category code that identifies where the cash accounts are defined.

Setting Processing Options for Cash Desk Transaction Document (R74P9102)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set at implementation, you can change the options before you run the program.

Number of Copies	Enter the number of copies to print. If you leave this processing option blank, the system prints two copies.
Document Type Inbound	Enter a document type from the Document Type (00/DT) UDC table to specify the document type for inbound transactions. If you do not specify a document type, the system uses document type *KP*.
Document Type Outbound	Enter a document type from the Document Type (00/DT) UDC table to specify the document type for outbound transactions. If you do not specify a document type, the system uses document type *KW*.

Selecting Transactions to Print

Access the Print Cash Desk Transaction form.

Select a record, then select Print Report from the Row menu.

Generating the Cash Desk Report (R74P9104)

This section provides an overview of the Cash Desk Report and discusses how to:

- Run the Cash Desk Report (R74P9104) program.
- Set processing options for the Cash Desk Report (R74P9104).

Understanding the Cash Desk Report

You run the Cash Desk Report program (R74P9104) to print a list of the cash transactions for a specified period. The system prints only transactions that appear in the F74P9100 table and prints debit transactions as cash receipts and credit transactions as cash issues.

In the header area of the report, the system lists:

- The company name that is issuing the report.
- The report name and number.
- The name of person printing the report.
- The number and description of the cash account.
- The currency code.
- The beginning balance.

In the detail area, the report lists for each cash desk transaction report:

- The legal number of each inbound or outbound cash transaction.
- The GL date of each transaction.
- The document type.
- The document description.
- The amount of inbound and outbound transactions, in separate columns.
- The closing balance of the cash account.

Running the Cash Desk Report Program (R74P9104)

Select Cash Desk Transactions (G74PCASH), Cash Desk Report.

Setting Processing Options for Cash Desk Report (R74P9104)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Select Tab

Although processing options are set at implementation, you can change these options before you run the program.

Reporting Begin Date Enter the first day of a range of dates that the system uses to select records to process.

Reporting End Date Enter the last day of a range of dates that the system uses to select records to process.

Mode Leave this option blank to print in proof mode; the system does not validate the closing balance and the closing date when you run the report in proof mode. Enter *1* to print in final mode. The system prints the report and validates the closing balance and closing date.

Localization Options Tab

Although processing options are set at implementation, you can change the options before you run the program.

Report Title Enter the report title that prints in the header area of the report. You can enter up to 100 characters.

Report Title (Continuation) Enter additional text that the system appends to the text that you enter in the Report Title processing option.

CHAPTER 12

Entering Supplier Information

This chapter provides an overview of supplier information and discusses how to:

- Enter supplier master information.
- Set up multiple bank accounts for suppliers.
- Assign payment instrument and GL account relationships.
- (ARG) Set up supplier information for Argentina.
- (CHN) Set up supplier information for China.
- (ITA) Set up supplier information for Italy.
- (JPN) Set up supplier information for Japan.
- (TWN) Set up supplier constants for Taiwan.
- Update the Approver and Category Code 7 fields.
- Verify year-to-date (YTD) voucher amounts.

Understanding Supplier Master Information

Before you enter a voucher and issue payment to a supplier, you must create a supplier master record for that supplier. The supplier master record is the central storage place for all supplier information. When you create a supplier record, you set up address book and mailing information, as well as information about how the system processes vouchers and payments for that supplier. You use the Address Book Revisions program (P01012) and the Supplier Master programs (P04012) to create a supplier record.

The information that you enter in a supplier record is stored in the following tables:

Table Name	Stored Information
Address Book Master (F0101)	Alpha name and factor/special payee
Address Book- Who's Who (F0111)	Mailing name
Supplier Master (F0401)	Supplier information
Address Book - Contact Phone Numbers (F0115)	Telephone number
Address by Date (F0116)	Mailing address information
Bank Transit Master (F0030)	Bank account information

You need to maintain only one address book number for each supplier throughout the various systems. For example, if you use the Supplier Ledger Inquiry form to review information or if you run reports such as A/R and A/P Netting, the system uses the same address book number.

You can create a supplier record from either of the following forms:

- Work With Addresses
- Work With Supplier Master

Note. The Supplier Master program contains a processing option that enables you to specify a version of the Address Book Revisions program to use when creating supplier master records using the Supplier Master program. Be sure the version that you specify in the Supplier Master processing option is the same as the versions of the Address Book program that you use to enter new address book information.

See Also

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records"

Common Elements Used in This Chapter

Bank Account Number — Enter the number assigned by a bank to identify the account for a company, customer, or supplier.

(DNK, FIN, NOR, and SWE) Enter your bank, *Bankgiro*, or *Postgiro* account number.

Bank Country Code — Enter a value from the user defined code (00/CN) table that identifies a country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

Bank Transit Number — Enter the number assigned to a particular bank by the Federal Reserve to facilitate the clearing of funds.

Checking or Savings Account — Enter the code that specifies the type of bank account. This code is used during bank tape processing for automatic payments. The code you specify must exist in UDC H00/CK.

Control Digit — Enter the number that represents a check digit for a bank account number. This number is optional, and is not part of the key to the Bank Transit Master table (F0030).

(DNK, FIN, NOR and SWE) This field is not used for Nordic electronic payments.

IBAN(International Bank Account Number) — Enter the IBAN in its electronic format. The electronic format consists of the country code, the check digits, and the basic bank account number, and does not include any spaces or country-specific characters.

Pre-Note Code — Specify whether a supplier is in a setup or complete prenote status for electronic funds transfer. Valid options:

On: Prenote setup status

Off: Prenote cycle complete

Reference/Roll Number Enter the recipient's reference number. This is not used by all banks or in all countries. The following countries use this field for specific purposes:

- (ITA) Enter the SIA code.
- (FRA) For electronic funds transfer, the Banque de France assigns a sender's number.
- (NOR) DNB Telebank provides this number.
- (FIN) Enter the payee business code.

SWIFT Code Enter the SWIFT code of the beneficiary's bank.

Entering Supplier Master Information

This section provides overviews of supplier master information, the prenote code field, additional supplier information for Belgium, setting up suppliers for withholding, and discusses how to:

- Enter supplier master records.
- Assign bank accounts to suppliers.
- Set processing options for Supplier Master Information (P04012).
- Set processing options for MBF.

Understanding Supplier Master Information

Each supplier master record is uniquely identified in the system by a number called the address book number. An address book record for your supplier must exist in the system before you can create a supplier record. You can create an address book record directly using the Supplier Master Information program or you can use the Address Book Revisions program (P01012).

After you enter supplier address book information and supplier master information, you can assign bank accounts to suppliers. Businesses that transmit payments electronically must assign bank accounts to their suppliers. The system uses this information to identify the supplier's bank account when you pay vouchers by electronic funds transfer.

Revising Supplier Master Information

You can revise supplier master information at any time. Use either the Supplier Master Information program or the Address Book Revisions program to revise supplier master information.

With the exception of the supplier number, you can change any field on the Supplier Master Revision form. However, please note that if you make changes to a supplier master record, existing vouchers for that supplier will not reflect those changes. The only changes that will be recognized are changes to the address book master record for the supplier. For example, if you enter vouchers for a supplier, and then change the payment instrument on the supplier master record and the mailing address on the address book master record, only the change to the mailing address will be reflected in the payment. You must use the Speed Status Change program (P0411S) to update the payment instrument.

Note. If you change the value specified in the Approver Number field or the Category Code 7 field, you can run a program to update the value in these fields in the F0411 table.

See Chapter 12, "Entering Supplier Information," Updating the Approver and Category Code 7 Fields, page 267.

If you are concerned about the potential for fraud that could result from users changing the address book information for suppliers, you can activate a process called Payee Control. If you activate this process and a user changes information for a supplier in fields such as the Alpha Name or Factor/Special Payee, the system does not allow vouchers for this supplier to be paid until a designated person approves the change.

Deleting Supplier Master Records

When you delete a supplier master record, the system verifies that no transactions exist for that supplier in the following tables:

Table	Description
F0411	Accounts Payable Ledger
F0413	Accounts Payable - Matching Document
F0414	Accounts Payable Matching Document Detail
F0911	Account Ledger
F0902	Account Balances (if the address book number is used as a subledger)

If a transaction for the supplier exists in any of the tables identified, you cannot delete the supplier master record until you delete the record from the other tables.

If posted vouchers or payments exist that prevent you from deleting a supplier, you can prevent the creation of any new transactions for the supplier by entering *1* in the Hold Payment field on the Supplier Master Revision form. A value of 1 indicates that no vouchers or payments can be entered for the supplier.

Understanding the Pre-Note Code Field on the Supplier Master Form

A pre-note code indicates whether a supplier is in a setup or complete status for electronic funds transfer (EFT). The setup cycle is called pre-note setup status, in which EFT information is being created or verified with a bank. After the EFT information is verified, the system changes the supplier's pre-note status to complete.

When you process bank tape payments, the system performs pre-note editing if the GL (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

Note. In the G/L Bank Accounts program (P0030G), the Revise Bank Information form includes the Override Supplier Pre-Note Code option. If this option is turned on, pre-note editing is not performed during the processing of bank tape payments for the /L bank account on the form.

When you set up a user defined bank account for a supplier, the system creates a record with a pre-note setup status. This is a separate record in the Multiple Vendor Bank Account Status table (F0401M). When the system performs pre-note editing for user defined record types, the supplier's pre-note status is retrieved from the Multiple Vendor Bank Account Status table. If the supplier does not have a bank account record for the user defined record type, or the default value for the hard-coded vendor (V) type account is used, the supplier's pre-note status is retrieved from the F0401 table.

(BEL) Understanding Additional Supplier Information

PeopleSoft EnterpriseOne software provides an option for reporting I.B.L.C./B.L.W.I (*Institut Belgo-Luxembourgeios 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. You must set up your suppliers and individual vouchers correctly before the Create A/P Bank Diskette - Belgian Foreign (R04572L2) payment format will use these codes.

Use the Category Code 07 field on the Supplier Master Revision form to enter the reporting code. When you enter vouchers for your suppliers, the system will assign the value in the Category Code 7 field to all vouchers for this supplier. If you add the reporting code to your supplier after you have already entered vouchers for that supplier, you must run the Update Approver/Cat Code 7 report (R04802) to update existing vouchers with the reporting code.

You can also enter the Category Code 07 value at the time of voucher entry.

Understanding How to Set up Suppliers for Withholding

If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. For example, you might need to withhold taxes and pay the Internal Revenue Service directly if you do not have a tax ID for a person with whom you contract services. The system deducts the percentage that you specify from each voucher that you enter. It also makes that percentage payable to the tax authority that you specify.

To set up suppliers for withholding, enter withholding information on the Tax Information tab of the Supplier Master Revision form. To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields.

When you enter vouchers for suppliers that have been set up for withholding, the system assigns the voucher a pay status of *%*, indicating that withholding applies.

If you set up withholding information for a supplier after you have already entered vouchers for that supplier, you must manually change the pay status for the vouchers to *%* so that the system can calculate withholding.

See Chapter 18, "Preparing Vouchers for Payment," Using Speed Status Change to Review and Revise Vouchers, page 398.

See Also

Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up Payee Control, page 119

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Setting Up Tax Information," Setting Up Default Values for Taxes

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Managing Suppliers," Setting Up Supplier and Item Information

PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook, "Setting Up EDI Interfaces," Establishing EDI Information for Suppliers

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Setting Up the Interface to Vertex Sales Tax Q Series"

Forms Used to Enter Supplier Master Records

Form Name	Form ID	Navigation	Usage
Work With Supplier Master	W04012D	Supplier & Voucher Entry (G0411), Supplier Master Information	Verify that an address book record does not exist for the supplier before you create it. No mechanism exists for merging address book records and their corresponding transactions.
Supplier Master Revision	W04012A	Click Add on the Work With Supplier Master form.	Enter supplier master records.
Set Up Bank Accounts by Address	W0030AD	On the Supplier Master Revision form, select Bank Accounts from the Form menu. Click Add on the Work with Bank Accounts by Address from.	Assign bank accounts to suppliers.

Setting Processing Options for Supplier Master Revision (P04012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Entry Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Tax ID Specify whether to display the Tax ID field when you add a supplier record. You can specify whether to disable this field. When you disable a field the user cannot enter data in it. Values are:

Blank: Display this field.

1: Hide this field.

2: Disable this field.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Search Type Specify the default value that is used in the Search Type field on the Work with Supplier Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses *V* (Suppliers) as the default value.

2. Amount Currency Code Specify the default currency code for the A/B Amount Code field. If you leave this processing option blank and the A/B Amount Code field on the Supplier Master Revision form is blank, the system uses the currency code of the company assigned to the Business Unit field on the Address Book Revision form.

The A/B Amount Code field appears on the Supplier Master Revision form only if multicurrency is activated in the General Accounting Constants program.

Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Supplier Master MBF (P0100043) Version Specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Address Book (P01012) Version Specify the version of the Address Book program (P01012) the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001.

Setting Processing Options for Supplier Master MBF - PO

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Outbound Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Transaction Type Enter the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the Visual Assist to locate Transaction Type codes.

2. Change Transaction Image Specify whether you want the system to write a Before Image for a change transaction. The Before Image is the record before the change. The After Image is the record after the change. Values are:

Blank: Write the After image.

1: Write the Before and After image.

Entering Supplier Master Records

Access the Supplier Master Revision form.

Credit Message Enter a value from the user defined code table 00/CM that indicates the credit status of a customer or supplier. Examples are:

1: Over credit limit

2: Requires purchase order

3: Not on contract maintenance agreement

The credit message displays on inquiry and transaction entry forms in the Accounts Payable, Sales Order Management, and Procurement systems. The system displays the temporary credit message in the Accounts Receivable system.

Factor/Special Payee Enter a number from the address book that identifies a special payment address for accounts payable.

This number must exist in the Address Book Master table (F0101) for validation purposes. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Parent Number Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the Address Book Master table (F0101) for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies
- Branches with a home office
- Job sites with a general contractor

The parent/child relationship that is created by entering a value in this field is used for reporting purposes only in the Accounts Payable system. Voucher and payment processing do not use the parent number field or a parent/child relationship.

Approver Number Enter the address number of the individual who is authorized to approve voucher logging transactions. This address number must exist in the Address Book Master table (F0101) for validation purposes.

Hold Payment Enter the code that specifies whether to hold payment of outstanding vouchers and prevent entry of new vouchers for the supplier. The hold code applies only to the supplier on a voucher. The hold code does not apply when the supplier is a payee on a different supplier's account. Values are:

1 or *Y*: Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier.

2: Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier.

N: Allow payment and voucher entry. This is the default value.

To hold payment of an individual voucher, rather than all outstanding vouchers, use a payment status code of *H* in the Voucher Entry program.

Float Days Enter the number of days between the check date and the bank deposit date for checks written to a supplier. The value is manually entered and is informational only; the system does not calculate the value.

By Supplier Specify whether the system prints checks by voucher, supplier, or contract. Values are:

Y: The system prints a separate check for each pay item on a voucher.

N: The system does not print separate checks for each pay item. It prints one check for the supplier, regardless of the number of pay items or the number of vouchers.

C: The system prints one check per contract and collates the checks in contract or job number order.

By Pay Item Specify whether the system prints checks by voucher, supplier, or contract. Values are:

Y: The system prints a separate check for each pay item on a voucher.

N: The system does not print separate checks for each pay item. It prints one check for the supplier, regardless of the number of pay items or the number of vouchers.

C: The system prints one check per contract and collates the checks in contract or job number order.

By Voucher Specify whether the system prints checks by voucher, supplier, or contract. Values are:

Y: The system prints a separate check for each pay item on a voucher.

N: The system does not print separate checks for each pay item. It prints one check for the supplier, regardless of the number of pay items or the number of vouchers.

C: The system prints one check per contract and collates the checks in contract or job number order.

By Contract Specify whether the system prints checks by voucher, supplier, or contract. Values are:

Y: The system prints a separate check for each pay item on a voucher.

N: The system does not print separate checks for each pay item. It prints one check for the supplier, regardless of the number of pay items or the number of vouchers.

C: The system prints one check per contract and collates the checks in contract or job number order.

Model JE Doc Type/No/Co Enter the type of model journal entry to use for a particular supplier.

Default Expense Account Enter the account to which the expense will be coded when you enter a voucher for the supplier. If you leave this field blank, you must enter the expense distribution on the supplier's vouchers.

Person/Corporation Enter the code that designates the type of taxpayer. For 1099 reporting for U.S. suppliers and foreign suppliers, the system chooses only records with a code of *P* or *N*. Values for U.S. entities:

Blank or *C*: Corporate entity (the Tax ID prints as 12-3456789).

P: Individual (the Tax ID prints as 123-45-6789).

N: Noncorporate entity (the Tax ID prints as 12-3456789).

Values for non-U.S. entities:

1: Individual.

2: Corporate entity.

3: Both an individual and a corporate entity.

4: Noncorporate entity

5: Customs authority

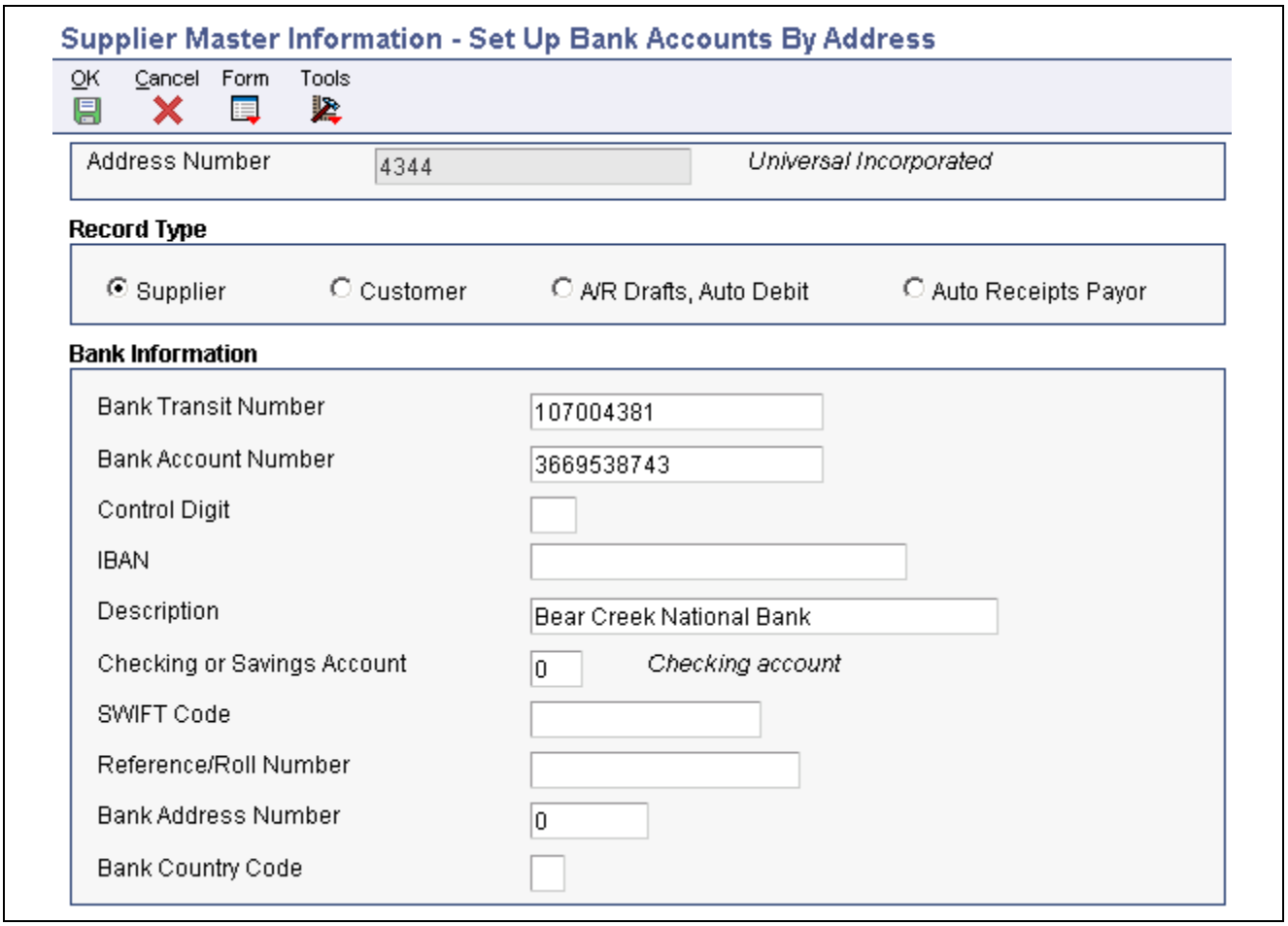
Add'l Ind Tax ID Enter the identification number assigned by a tax authority to the individual, in addition to the primary Tax ID number (TX1).

(FIN) When you enter Finnish suppliers, use this field to enter the payee business code. This code is required only for domestic payments in Finland.

Tax Authority Specify the government agency for which you withhold taxes from supplier payments. This value that you enter must be a valid address book number.

Assigning Bank Accounts to Suppliers

Access the Set Up Bank Accounts by Address form.



Set Up Bank Accounts By Address form

Bank Address Number Enter the address book number of the bank.

Supplier Select one of these options:

- Supplier
- Customer
- A/R Drafts, Auto Debit
- Auto Receipts Payor

Setting Up Multiple Bank Accounts for Suppliers

This section provides overviews of setting up multiple bank accounts for suppliers and activating a bank account as a vendor record type, and discusses how to set up multiple bank accounts for suppliers.

Understanding the Process for Setting Up Multiple Bank Accounts for Suppliers

If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. After multiple bank accounts are set up, you can direct payment to any one of your suppliers' accounts. One advantage of assigning multiple bank accounts is that bank fees are often reduced if the payor and the payee use the same bank.

When you set up multiple bank accounts for a supplier, you can either assign the same user defined record type to all bank accounts, or assign a unique user defined record type to each bank account. Your choice of setup methods depends on how you intend to select a bank account for payment.

If you want to manually activate a bank account for payment, you can assign the same user defined record type to all bank accounts. To choose a specific bank account for payment, activate the record as the vendor (V) record type account.

Or if you want the system to select a bank account based on a relationship set up between the user defined record type, the payment instrument, and your G/L account, you should assign each bank account its own user defined record type. If your system will choose the bank account for payment, you should review the pre-note status of user defined record types to ensure proper payment.

If you assign the same user defined record type to all bank accounts, you will need to activate a bank account as a vendor record type, but you will not need to assign a relationship between the GL account or payment instrument and the record type, or review the pre-note status of a user defined record type.

If you assign each bank account its own user defined record type, you will need to assign a relationship between a payment instrument or GL account and a user defined record type and review the pre-note status of the record type. You will not need to activate a bank account as a vendor record type.

Information about multiple bank accounts for suppliers is stored in the following tables:

Table	Stored Information
Bank Transit Number Master (F0030)	Supplier bank-account information
Multiple Vendor Bank Account Types (F0417M)	Bank-account type information that specifies the relationship linking user defined record types to a payment instrument and, optionally, to a GL bank account
Multiple Vendor Bank Account Status (F0401M)	Status information of supplier bank accounts for user defined bank types

See Also

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records," Entering Address Book Records

Understanding How to Activate a Bank Account as a Vendor Record Type

Activate a bank account as a vendor record type when:

- Suppliers have the same user defined record type assigned to multiple bank accounts.
- A payment instrument and GL bank account relationship are not established for the user defined record type.

You can set up multiple bank accounts for a supplier and assign them all the same user defined record type. For example, you can set up five different bank accounts for a supplier and assign them all as record type Z.

If you assign the same user defined record type to multiple bank accounts, you must manually activate the account to which you send your electronic payments. Otherwise, the program uses the first account that it finds that meets the default search criteria. For example, if you assign five bank accounts the record type Z and attempt to send an electronic payment, the system sends the electronic payment to the first Z record type account that it finds for the supplier. Rather than have the system perform this selection automatically, you can specify which account the system uses each time you run the bank tape process.

For example, you could select one of the five Z type accounts that you assigned, and activate it as a vendor (V) type account. The system then exchanges the record types of the Z type account that you selected and the V type account. After you activate a specific record type and make it a V record type, you run standard bank tape processing that uses a V record type for a supplier.

Also, you can activate any bank account as a draft (D) record type. The process is nearly identical to activating a vendor (V) record type.

Forms Used to Set Up Multiple Bank Accounts for Suppliers

Form Name	Form ID	Navigation	Usage
Work With Bank Accounts by Address	W0030AD	Automatic Payment Setup (G04411), Bank Account Cross-Reference	Enter the supplier number for which you want to set up multiple bank accounts. You can also activate a bank account as a vendor record type by locating a bank account and selecting Activate As Vendor.
Set Up Multiple Vendor Bank Accounts	W0030AC	On the Work With Bank Accounts by Address form, select Multiple Accounts from the Form menu.	Enter information for one of the supplier's bank accounts.

Setting Up Multiple Bank Accounts for Suppliers

Access the Set Up Multiple Vendor Bank Accounts form.

Record Type You must assign custom Bank Type Codes (00/BT) to the user defined code table in order to set up multiple bank accounts for suppliers. When you assign codes to bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.

Assigning Payment Instrument and GL Account Relationships

This section provides an overview of assigning payment instrument and GL account relationships and discusses how to assign payment instrument and GL account relationships.

Understanding the Process for Assigning Payment Instrument and GL Account Relationships

This task is not necessary if you are manually activating a user defined record type account as the vendor (V) type account.

When you assign a payment instrument to a record type or to a record type and a G/L bank account, you are setting up rules that allow the system to choose which bank account to use during automatic payment processing. The system will automatically choose the correct bank account based on the relationships that you set up.

To send a payment to one of the bank accounts that you set up for a supplier, you must set up one of two possible record-type relationship options:

- Set up a relationship between the user defined record type that you created for Bank Type Codes (00/BT) and a payment instrument. In this case, a payment instrument would be associated with a specific user defined record type.

  For example, you specify payment instrument T with user defined record type Z. Then, whenever you process a payment instrument of T, for any bank account that you have not specifically defined, the system uses record type Z to retrieve the payee's bank account information. If bank information for record type Z is not set up for a payee, the system uses the hard-coded record type V as the default value for that payee.

- Set up a relationship between the user defined record type that you created for Bank Type Codes (00/BT) and a GL bank account and payment instrument. In this case, both a GL bank account and a payment instrument would be associated with a specific user defined record type.

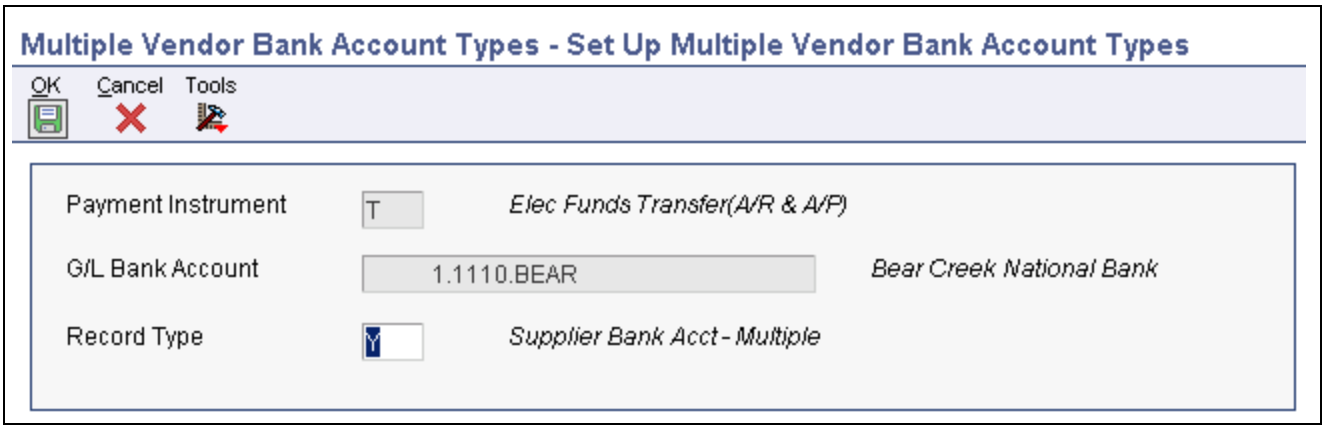
  For example, you specify GL bank account 1.1110 and payment instrument T with user defined record type Y. Then, whenever you process a payment instrument of T for bank account 1.1110, the system uses record type Y to retrieve the payee's bank account information. If bank information for record type Y is not set up for a payee, the system uses the hard-coded record type V as the default value for that payee.

Form Used to Assign Payment Instrument and G/L Account Relationships

Form Name	Form ID	Navigation	Usage
Set Up Multiple Vendor Bank Account Types	W0417MB	Automatic Payment Setup (G04411), Multiple Vendor Bank Account Types. Click Add on the Work With Multiple Vendor Bank Account Types form.	Assign Payment Instrument and G/L Account Relationships.

Assigning Payment Instrument and G/L Account Relationships

Access the Set Up Multiple Vendor Bank Account Types form.



Set Up Multiple Vendor Bank Account Types form

Record Type Enter a code that distinguishes external bank accounts from internal bank accounts. Values are:

B: Valid bank transit numbers.

C: Customer bank accounts.

D: Default bank account for Accounts Receivable drafts and auto debits.

G: Internal general ledger bank accounts.

H: Dutch bank accounts.

M: General ledger bank account and business unit that is used to define print information in Accounts Payable payments.

P: Auto receipts payor.

V: Supplier bank account for payment using the bank tape.

X: Alternate bank account for a supplier.

Y: Multiple bank accounts for a supplier.

Note. When you use bank type B, no other bank types are allowed. When you use bank type V, no other V bank types are allowed. When you use bank type D, no other D bank types are allowed.

(ARG) Setting Up Supplier Information for Argentina

This section provides an overview of the additional supplier information required for Argentina and discusses how to:

- Enter supplier information for Argentina.
- Set up the CAI by supplier (RG100).

Understanding Additional Supplier Information for Argentina

When you set up an Argentinean supplier, you must enter country-specific supplier information. The country-specific supplier information serves as the default value when you create a voucher, but you can modify the information during voucher entry if necessary. However, the profit withholding condition and concept cannot be changed because they are obtained from the Address Book.

You first use the Supplier Master Information program to enter basic supplier and address book information. Then, the system displays two forms for you to enter information specific to Argentina.

Use the following guidelines when entering basic supplier and address book information:

- For Argentinian suppliers, you must complete the Country field on the Mailing Tab and the Add'l Ind Tax ID field on the Additional tab of the Address Book Revision form.
- For foreign suppliers, you must complete the Country field on the Mailing Tab and the Person/Corporation Code field on the Additional tab of the Address Book Revision form.

For the standard Supplier Master program to access country-specific information, you must set up corresponding versions of the following applications:

- Address Book Revisions (P01012)
- Additional A/B Information (P760101A)

For example, if you are using version ZJDE0001 of the Address Book Revisions program, the system uses version ZJDE0001 of the Additional A/B Information program.

Country-specific information about the suppliers is stored in the A/B Tag Table - ARG - 04 table (F760101A).

You must set up the following user defined codes (UDCs) for suppliers for Argentina:

Country CUIT (76A/FJ)

Set up the CUIT numbers for the country of origin of foreign suppliers.

This UDC code is comprised of the country of origin and the person/corporation code. Use description 01 to set up the country CUIT, as shown in this example:

Codes	Description 01	Special Handling	Hard Coded
FRC	55-00000430-7	N	N
FRP	50-00000412-7	N	N
USP	50-0000301-5	N	N

ARG-A/B Legal Document Type (76A/A0)

Set up the document type for foreign tax IDs as shown in this example:

Codes	Description 01	Description 02	Special Handling	Hard Coded
080	CUIT	NA	1	N
084	CUIT - foreign	NA	NA	N
085	DNI	NA	NA	N

Understanding How to Set Up CAI by Supplier

Through General Resolution 100/98, the Fiscal Authority of Argentina stipulates that, effective August 1, 1998, all invoices that are issued by a printer or an autoprinting company for each sale must include a Print Authorization Code (CAI) and due date. This regulation applies to all types of legal vouchers (invoices, debit notes, credit notes, and so on), except type C vouchers.

You must use the A/P RG100 Set Up program (P76A043) to enter CAI numbers for all of the suppliers who issue vouchers without the fiscal controller option.

The CAI is assigned by the fiscal authority and has a given effective date.

Prerequisites

Before you complete the tasks in this section:

- Review the steps for adding a supplier master record.

  See Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243.

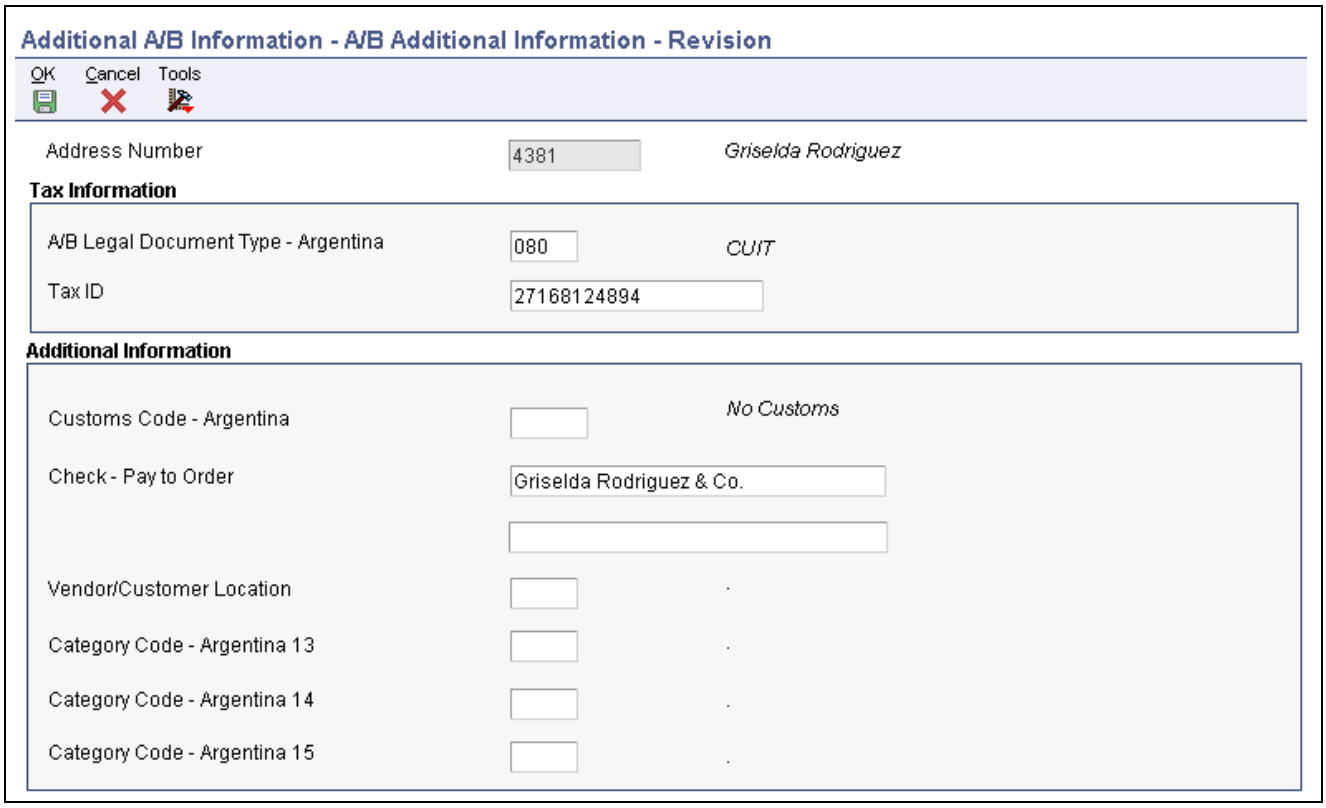
- Set the processing options for the Additional A/B Information program (P760101A) to allow duplicate numbers. If you leave this processing option blank, you cannot enter duplicate CUIT numbers.
- If you are setting up foreign suppliers, set up the CUIT numbers for the countries of origin in UDC 76A/FJ and set up the document type for foreign tax IDs in UDC 76A/A0.

Forms Used to Enter Supplier Information for Argentina

Form Name	Form ID	Navigation	Usage
A/B Additional Information - Revision	W04012B	Supplier & Voucher Entry (G0411), Supplier Master Information Enter supplier master and address book information. Click OK on the Address Book Revision form.	Enter supplier master information for Argentina.
A/B Withholding Information - Revision	W04012C	Click OK on the A/B Additional Information - Revision form.	Enter withholding information for Argentina.
CAI Definition	W76A043C	Set Up RG100 (G76A100), A/P RG100 Set Up Click Add on the Work with CAI form.	Set up the CAI by supplier.

Entering Supplier Information for Argentina

Access the A/B Additional Information - Revision form.



A/B Additional Information - Revision form

A/B Legal Document Type - Argentina Enter the legal document type (CUIT, DNI, DNRP, and so on).

Customs Code - Argentina Enter the customs code.

Check - Pay to Order Enter a description of the payment.

Vendor/Customer Location Enter the VAT Withholding Concept. Valid codes:

Category code Argentina 93 - Profit Withholding Condition

Category code Argentina 94 - Profit Withholding Concept

VAT Withholding Concept Enter the V.A.T withholding concept

Profit Withholding Condition - Argentina Enter the profit withholding vendor condition.

Profit Withholding Concept - Argentina Enter the profit withholding concept.

G.I. Agreement Code - Argentina Enter the gross income agreement code.

G.I. Concept Source - Argentina Enter the gross income withholding concept - source.

G.I. State Source - Argentina Enter the gross income state - source.

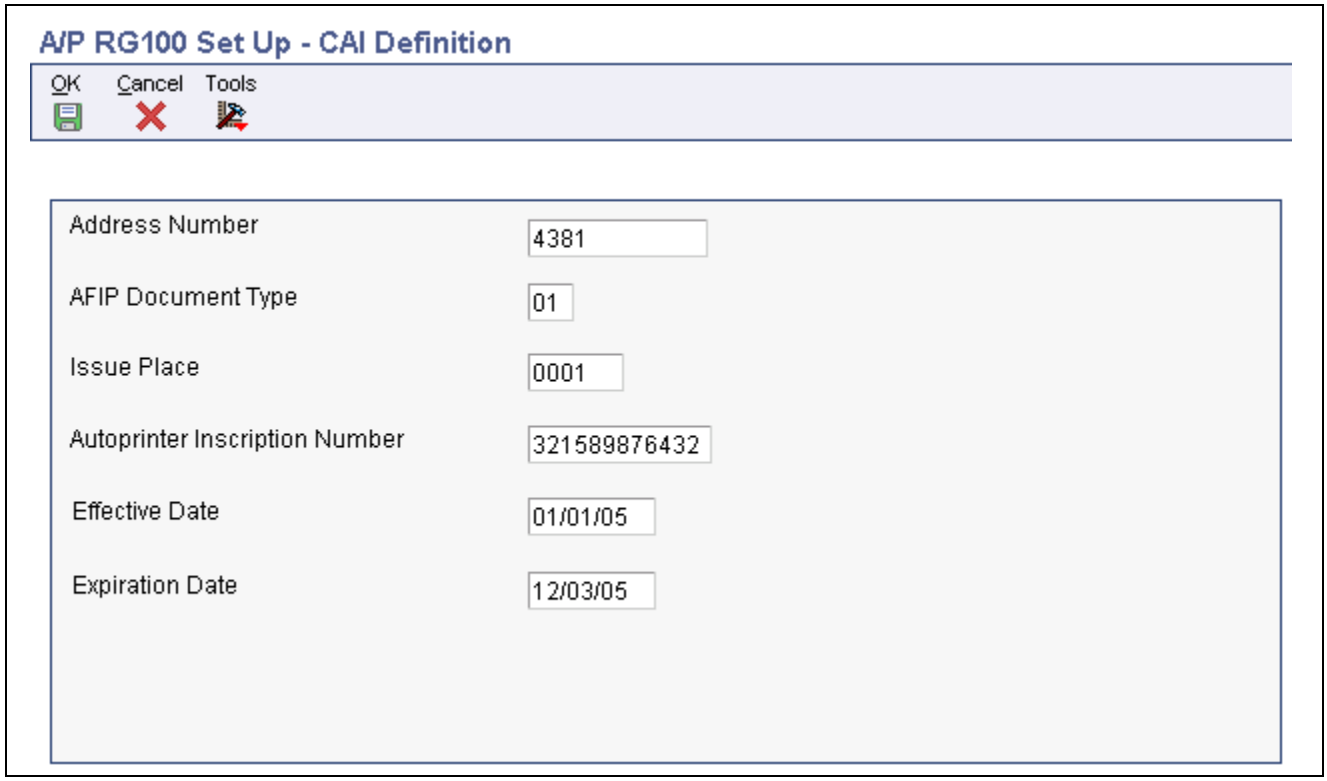
G.I. Concept Destination - Argentina Enter the gross income withholding concept - destination.

G.I. State Destination - Argentina Enter the gross income state - destination.

Contract Concept - Argentina Enter the contract withholding concept.

Setting Up the CAI by Suppliers

Access the CAI Definition form.



CAI Definition form

AFIP Document Type Enter the legal document type given by DGI for documents.

Issue Place Enter the place where the invoice or the shipment note is printed.

Autoprinter Inscription Number Enter the number assigned to a supplier by legal authorities in Argentina, as stated in General Resolution 100. It is a unique ID given to all the companies that are autoprinters (that is, companies that print their own invoices).

These companies must be registered and authorized by legal authorities to print their invoices. Once they are registered and authorized, they are given a CAI (autoprinter inscription number), which they must print on every invoice.

Effective Date Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

Expiration Date Enter the date when a transaction, contract, obligation, preference, or policy rule ceases to be in effect.

(CHN) Setting Up Supplier Information for China

This section provides an overview of the additional supplier information required for China and discusses how to set up the additional supplier information.

Understanding Supplier Information for China

You must enter additional supplier master information for Chinese suppliers. The system uses the country-specific information that you enter to process supplier invoices from the PeopleSoft EnterpriseOne system to JinSui. JinSui requires a 10-digit invoice category code. The 10 digits are based on the location and industry of the supplier. The 10 digits are required and are defined as follows:

Code	Description
1 - 4	Area code (indicates the location of the supplier)
5 - 7	Invoice version (indicates the industry of the supplier)
8 - 10	Invoice code (indicates additional information such as language, number of copies, and so on)

The system stores the invoice category code in the China Supplier Master Additional Information table (F75C0401).

Form Used to Set Up Supplier Information for China

Form Name	Form ID	Navigation	Usage
Supplier Master Additional Information	W0411F	Supplier & Voucher Entry (G0411), Supplier Master Information Enter supplier master and address book information. Click OK on the Address Book Revision form.	Enter the supplier invoice category code.

Setting Up Supplier Information for China

Access the Supplier Master Additional Information form.

Supplier Invoice Category Code

Specify an invoice category code which is unique to each supplier. The ten digits are based on the location and industry of the supplier. Codes are:

1-4 area code (indicates the location of the supplier)

5-7 invoice version (indicates the industry of the supplier)

8-10 invoice code (indicates the following example types: Chinese characters, English, 4 copies, 7 copies, and so on.)

The invoice category code is stores in the China Supplier Master Additional Information table (F75C0401).

(ITA) Setting Up Supplier Withholding Tax Information for Italy

This section provides an overview of supplier withholding tax information for Italy and discusses how to set up supplier withholding tax information for Italy.

Understanding Supplier Withholding Tax Information for Italy

Businesses in Italy are required to set up the following information about any suppliers who are subject to withholding tax:

- Fiscal group code
- Withholding tax code
- Individual tax identification number
- Country

You are required to include this information in your withholding tax reports.

When you set up withholding tax information for your suppliers, you associate suppliers with specific withholding tax rates. When you enter vouchers for your suppliers, the system uses this default rate to calculate the withholding tax amounts. You can override default supplier information, if necessary.

The system displays the individual tax identification number and country of the supplier, based on the supplier's record in the Address Book Master table (F0101).

Forms Used to Set Up Supplier Withholding Tax Information

Form Name	Form ID	Navigation	Usage
Work With Italian Suppliers	W0401ITB	Additional Italian Tax Processing (G002131), Setup A/B Additional Info	Locate suppliers for which you want to add withholding tax information.
Supplier Master Information - Italy	W0401ITE	On the Work With Italian Suppliers form, click Select for an existing supplier or click Add for a new supplier.	Enter withholding tax information for a supplier.

Setting Up Supplier Withholding Tax Information

Access the Supplier Master Information - Italy form.

Address Number Enter the number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Fiscal Group Code Enter the fiscal group to which a company belongs. For example, you could assign code 0A to suppliers that reside in Italy whose income is completely subject to the INPS withholding tax. You define the valid values for the fiscal group code on Form 770 Information UDC table (74/70). Values are:

0: Resident.

0A: Resident whose income is all subject to INPS.

0B: Resident whose income is partially subject to INPS.

0C: Resident whose income is not subject to INPS.

1: Nonresident whose income is all subject to INPS.

1A: Nonresident whose income is partially subject to INPS.

1B: Nonresident whose income is not subject to INPS.

1C: Nonresident.

W/T Code - Internal Define withholding tax rates with the Withholding Tax Codes - Italy program (P740405). The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax.

When you set up this internal withholding tax code, you establish links between the following:

- The withholding tax percentage.
- The percentage of the base amount that is subject to withholding tax.
- The type of withholding tax.
- The user defined codes for Model 770 reporting.
- The withholding tax fiscal codes.

Individual (Y/N) Specify whether the supplier or the customer is an individual (not a corporation).

Y: Indicates this is an individual.

N: Indicates this is not an individual.

Gender Enter the gender when the supplier is an individual. Valid codes:

M: Male

F: Female

Date of Birth Enter the individual's date of birth.

Place of Birth Enter the place of birth of the individual.

Province of Birth Enter the province of the place of birth of the individual.

Add'l Ind Tax ID Enter the identification number assigned by a tax authority to an individual, in addition to the primary Tax ID number (TX1).

(JPN) Setting Up Supplier Information for Japan

This section provides an overview of the additional supplier information required for Japan and discusses how to enter the additional supplier information.

Understanding Supplier Information for Japan

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

- Payee address number

- Bank transfer type
- Payment term
- Withholding tax category
- Draft ratio

Information about suppliers is stored in the following tables:

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

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

Prerequisites

Before you complete the tasks in this section:

- Set up payment terms for drafts.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Payment Terms".

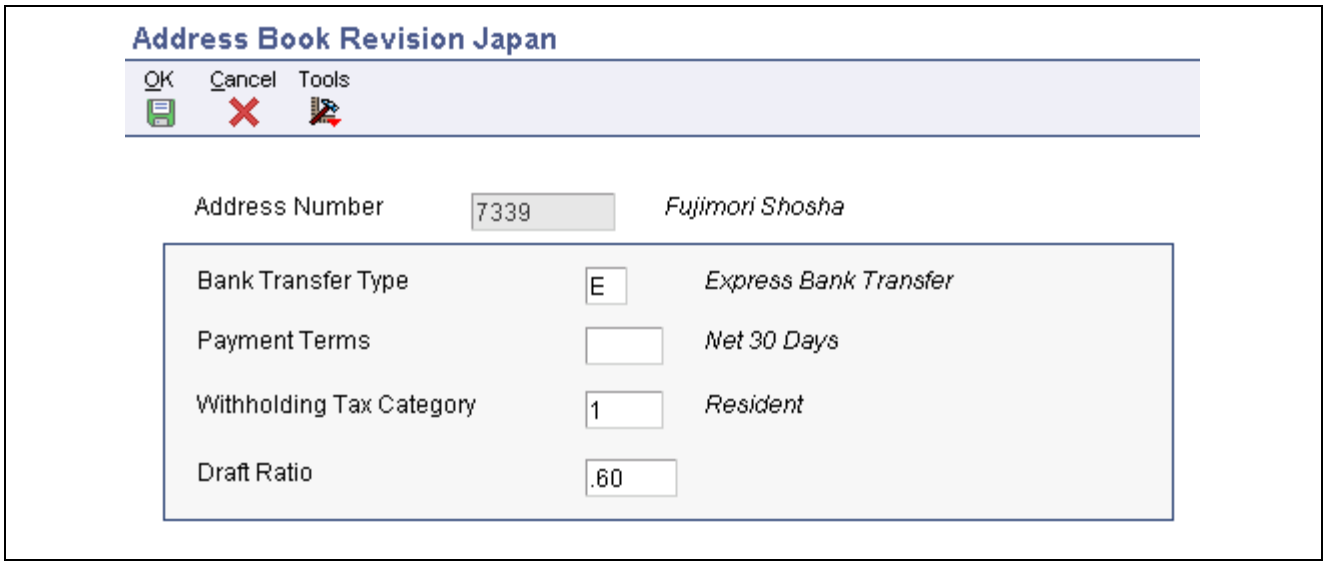
- Set up a user defined codes table (75/TT) for transfer types.

Form Used to Set Up Supplier Information for Japan

Form Name	Form ID	Navigation	Usage
Address Book Revision Japan.	W01012A	Supplier & Voucher Entry (G0411), Supplier Master Information Enter supplier master and address book information. Click Add on the Address Book Revision form.	Enter the supplier information for Japan.

Setting Up Supplier Information for Japan

Access the Address Book Revision Japan form.



Address Book Revision Japan form

Bank Transfer Type Specify the type of bank transfer. You define bank transfer types in the Bank Transfer Type UDC (75/TT). Values are:

E: Express bank transfer with bank charge

L: Letter bank transfer with bank charge

7: Express bank transfer without bank charge

8: Letter bank transfer without bank charge

Payment Terms Enter the code that is used as a default payment term to calculate a maturity date when you create draft payments.

Withholding Tax Category Enter a tax category code that determines the withholding tax amount charged on professional services.

Draft Ratio Enter the percentage of the hankin hante payment that is split to a draft payment by Japan's automatic split (hankin hante) process. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .2000.

(TWN) Setting Up Supplier Constants for Taiwan

This section provides an overview of setting up supplier constants for Taiwan and discusses how to:

- Set up supplier constants for Taiwan.
- Import data for supplier constants for Taiwan.

Understanding Supplier Constants for Taiwan

You set up supplier constants to supply the system with information to use when creating government uniform invoices (GUIs) for that supplier. Supplier constants include information such as the supplier's uniform number, the GUI format to use, and purchase information.

You can assign category codes to suppliers to classify purchases according to the type of supplier. Assigning category codes to supplier enables you to use data selection to report on transactions according to the type of supplier.

You can enter information for suppliers one at a time, or you can import a Microsoft Excel spreadsheet that contains information for several suppliers.

Considerations for Importing Supplier Constants for Taiwan

To import suppliers' constants from a spreadsheet, you must create a spreadsheet that contains the required columns in this order:

1. Supplier Number
2. Supplier Uniform Number
3. GUI Format Code
4. In Bond Flag
5. Foreign Cigarette / Wine Note
6. Deduction Code
7. Purchase Item Type
8. Import Item Type

Note. Complete the Import Item Type column only if you left the GUI Format Code column blank to specify import goods or foreign service.

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9. Usage Description About Purchase
10. Category Code 7 - Supplier
11. Category Code 8 - Supplier
12. Category Code 9 - Supplier
13. User Code
14. User Date
15. User Amount
16. User Number
17. User Reference
18. User ID
19. Program ID
20. Work Station ID
21. Date Updated
22. Time of Day

For information on the valid values for each column, see the corresponding fields on the GUI/VAT Supplier Constants Revisions form.

Prerequisite

Set up your suppliers in the Accounts Payable system, specifying a tax explanation code of V and the appropriate tax rate area.

Forms Used to Set Up Supplier Constants for Taiwan

Form Name	Form ID	Navigation	Usage
GUI/VAT Supplier Constants Revisions	W75T0091A	GUI/VAT System Setup (G75T141), GUI/VAT Supplier Constant. Click Add on the Work With GUI/VAT Supplier Constants form.	Set up the supplier constants for Taiwan.
GUI/VAT Supplier Constants Import	W75T0091C	On the Work With GUI/VAT Supplier Constants form, click Import Data on the Form menu.	Import suppliers' constants from a spreadsheet.

Setting Up Supplier Constants for Taiwan

Access the GUI/VAT Supplier Constants Revisions form.

Supplier Number Enter number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Supplier U. N. Enter the uniform number of the vendor company.

GUI Format Code Enter a code that specifies the GUI format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

In Bond Flag (Y/N) Specify whether an item is in bond in a plant or warehouse. Values are:

Y: The item is in bond.

N: The item is not in bond.

Foreign C/W Note Specify whether the item is a foreign cigarette or wine.

Deduction Code Specify whether a purchased item is deductible. The code that you enter must exist in the Deduction Code (75T/DC) UDC table.

Pur. Item Type(purchase item type) Specify the type of item that is purchased. The code that you enter must exist in the GUI/VAT Purchase Item Type (75T/PT) UDC table.

Pur. Usage (403) Specify how a purchased item will be used. The code that you enter must exist in the GUI/VAT Purchase Use (75TPU) UDC table.

Imp. Item Type Specify the type of import item when the transaction type is IGD. The code that you enter must exist in the GUI/VAT Import Item Type (75T/II) UDC table.

Cat. Cd 7 - Supplier Enter the category code that classifies the supplier. Values are stored in UDC 75T/C7.

Cat. Cd 8 - Supplier Enter the category code that classifies the supplier. Values are stored in UDC 75T/C8.

Cat. Cd 9 - Supplier Enter the category code that classifies the supplier. Values are stored in UDC 75T/C9.

Updating the Approver and Category Code 7 Fields

This section provides an overview of updating the Approver and Category Code 7 fields and discusses how to:

- Run the Update Approver/Cat Code 7 report.
- Set Processing Options for the Update Approver/Cat Code 7 report.

Understanding the Update Approver/Cat Code 7 Report

To ensure that you are working with current information, you should update the Accounts Payable ledger. This is necessary whenever you change either of the following values:

- An approver number when you enter logged vouchers
- Category code 7 when you enter vouchers with 1099 information

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the F0411 table. You need to update the Accounts Payable ledger with your changes.

Example of Approver Number and Category Code 7 Update

The following example illustrates an issue that you might encounter if you do not update the Accounts Payable ledger.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. On June 1, you enter two vouchers for A & D Parts using Voucher Logging Entry. The Supplier Master Information for A & D Parts shows Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers that you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following table illustrates the information in the Accounts Payable Ledger table.

Date	Transaction Records	Approver Number
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

Melvyn Easter enters his approver number (6000) on the Work With Voucher J. E. Redistribution form. The system displays vouchers that have Melvyn Easter (number 6000) as approver as follows:

- If you do not update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays only PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

Note. Run this update program during off-peak hours and ensure there no users are on the system.

Running the Update Approver/Cat Code 7 Report

Select A/P Advanced & Technical Operations (G0431), Update Approver/Cat Code 7.

Setting Processing Options for Update Approver/Cat Code 7 (R04802)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Category Code 07 Specify whether to update the Category Code 07 (AC07) field in the Accounts Payable Ledger table (F0411). If you leave this processing option blank, the system updates the Category Code 07 field with the value in the Address Book Master table (F0101). Values are:

Blank: Update the Category Code 07 field.

1: Do not update the Category Code 07 field.

Verifying YTD Voucher Amounts

This section provides an overview of YTD voucher amounts and discusses how to:

- Run the Update YTD Voucher Amount (R04820A) program.
- Set processing options for Update YTD Voucher Amount (R04820A).

Understanding YTD Voucher Amounts

As part of your cash management procedures, review the total vouchered amount for your suppliers. Although the vouchered year-to-date (YTD) amount field is updated interactively as vouchers are entered, you should run the update to ensure accurate totals. To see accurate totals, you must make any necessary corrections and then update the supplier's YTD voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

Correct any errors with your supplier records before you update their voucher amounts for the year-to-date. To locate these errors, run the annual close program in proof mode. The system sends any workflow messages to the Work Center program (P012501). It lists each supplier that is in error, with an error message and a corresponding document number. You must correct these errors before you update YTD voucher amounts.

Continue to rerun the update program in proof mode until you have corrected all errors. When you rerun the program in proof mode, use data selection to select only those suppliers that were previously in error to verify that they are no longer in error.

Updating YTD Voucher Amounts

Typically, you update YTD voucher amounts soon after you close the year for AP activity as part of your annual close procedures. The YTD voucher amount is based on the gross amount of the voucher. When you update YTD amounts, the system does the following for all suppliers across all companies, based on the beginning and ending date you specify in the Date Options processing options:

- Calculates total voucher amounts from the Accounts Payable Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
  - Prior year-end voucher amounts
  - Year-to-date voucher amounts

  When you update these voucher amounts, the system removes the amounts from the year-to-date total so that it will reflect only the current year's activity.

If the system finds errors when you update year-to-date voucher amounts, it sends an error message to the Workflow Management system.

If you purge your AP records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

Understanding Computation Methods

You can update the Supplier Master table (F0401) using a computation method you specify in the Computation processing option.

Computation Method 1

This method uses the dates you specify in the Date Options processing options to calculate the prior-year vouchered amounts and to update the Amount Vouchered PYE field. Therefore, it is critical that AP transactions from the prior year exist in your environment. Any transaction with G/L dates after those entered in the Date Options processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter January, 01, 2004 as the from date and December 31, 2004 as the through date. These dates identify the prior year, so all transactions after December 31, 2004 are updated for the current year. If you enter dates beginning with January 01, 2005 and ending with December 31, 2005, the Amount Vouchered PYE field will be updated and any transactions after December 31, 2005 will be updated in the Amount Vouchered YTD field.

Run this process as often as necessary, but it will be accurate only if AP vouchers between the beginning date and the current date have not been purged from the F0411 table.

Computation Method 2

This method assumes that transactions from the prior year have been purged or are missing from your records. You still enter the dates of the prior fiscal year as in computation method 1, but the program uses the information differently. Because no records exist for the prior year, the program calculates the vouchered YTD amount by adding the amounts of vouchers with a G/L date after the through date that you specify in the Date Options processing options. Next, the program subtracts this total from the existing amount vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is replaced with the newly calculated year-to-date amount.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the from date and December 31, 2004 as the through date. The total of all vouchers with a GL date after December 31, 2002 equals the new year-to-date amount. The new prior year amount is calculated by subtracting the new year-to-date amount from the previous amount vouchered YTD total.

Important! If you run this process more than once for computation method 2, the Amount Vouchered PYE field displays zero.

Running the Update YTD Voucher Amount (R04820A) Program

Select A/P Advanced & Technical Operations (G0431), Update YTD Voucher Amount.

Setting Processing Options for YTD Voucher Amount (R04820A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Date Options Tab

The system uses the amount calculated for the date range to update the prior year-end voucher amounts in the supplier master. It uses the amount calculated for the dates after the date designated in the Date Thru processing option to update the year-to-date voucher amount in the supplier master.

Date From Enter the beginning of the range of dates that the system uses for the close.

Date Thru Enter the end of the range of dates that the system uses for the close.

Update Control

Although processing options are set at implementation, you can change the options before you run the program.

Update Enter *1* to update the F0401 table when you run the program in final mode. If you leave this option blank, the system does not update the F0401 table.

Note. It is recommended that you leave this option blank if you use computation method 2.

Computation Tab

Although processing options are set at implementation, you can change the options before you run the program.

Voucher Dates Enter *1* to compute prior vouchered using the dates in the Date From and the Date Thru processing options. Enter *2* to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the only the Date Thru value.

Chg Amt Curr Tab

Although processing options are set at implementation, you can change the options before you run the program.

Currency Code - A/B Amounts Enter the currency that the system updates in the F0401 table when you run the program in final mode using computation method 1. If you leave this option blank, the system does not update the F0401 table.

CHAPTER 13

Processing Accounts Payable Vouchers

This chapter provides overviews of the voucher process and tax considerations for vouchers for Russia, lists prerequisites, and discusses how to:

- Enter standard vouchers.
- (CHL) Enter vouchers for Chile.
- (PER) Enter vouchers for Peru.
- (PER) Process SPOT vouchers.
- (POL) Enter vouchers for Poland.
- (RUS) Enter amount difference vouchers.
- (VEN) Enter vouchers for Venezuela.
- Process logged vouchers.
- Process recurring vouchers.
- Process prepayments.
- (TWN) Process vouchers for Taiwan.
- (ARG) Process vouchers for Argentina.
- (CHL) Verify documents in reports.

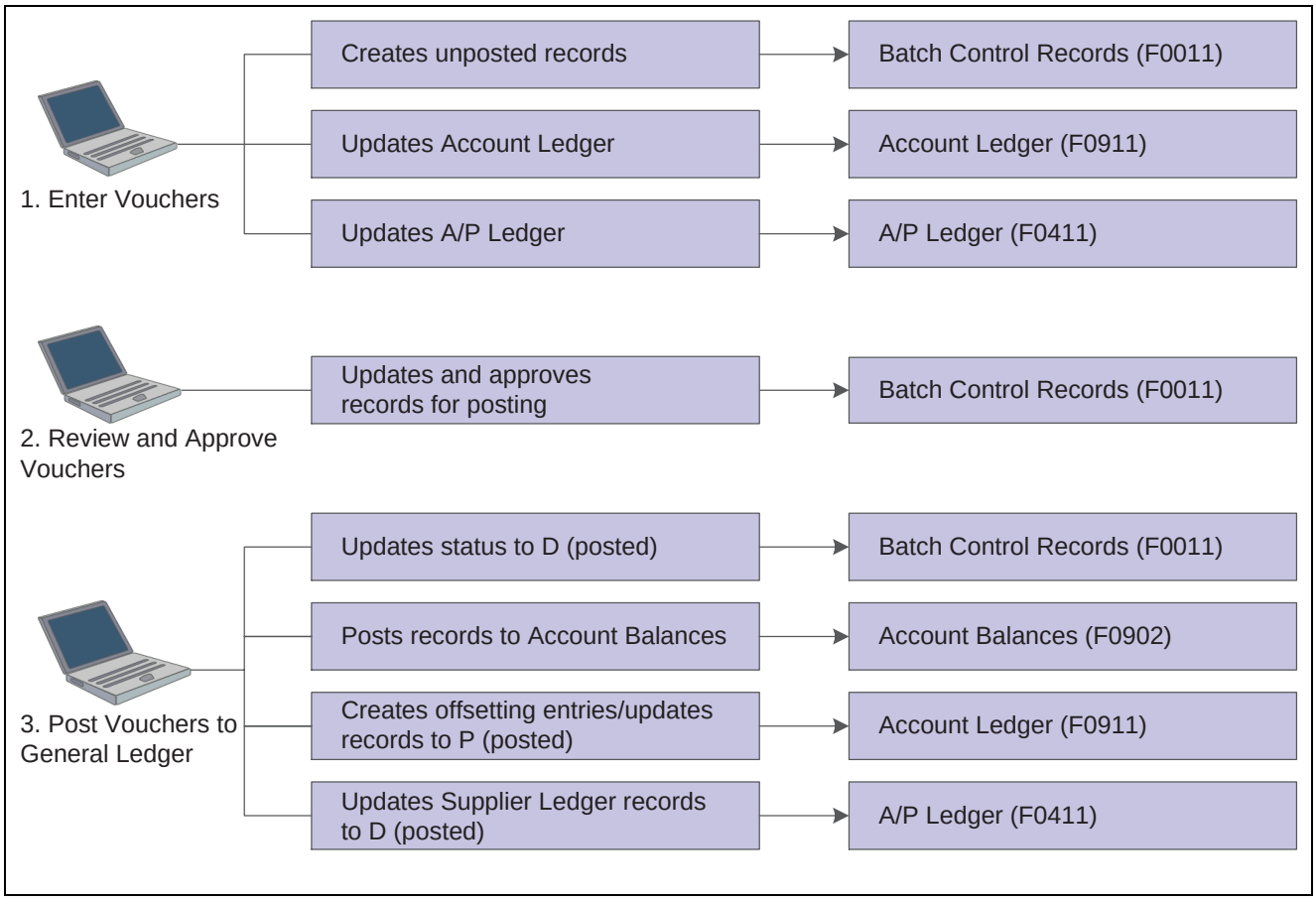
Understanding Voucher Processing

You must create a voucher before you can issue payment to your suppliers. Effective management of voucher processing is fundamental to your accounts payable department.

Voucher processing is one example of three-tier processing. All PeopleSoft EnterpriseOne systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to these standard steps:

- Enter transactions.
- Review and approve transactions for posting.
- Post transactions to the general ledger.

This flowchart illustrates the three-tier process:



Three-tier process for vouchers

(RUS) Understanding Tax Considerations for Vouchers for Russia

In addition to setting up document types for vouchers in the standard UDC tables of Document Type (00/DT) and Document Types - Vouchers Only (00/DV), you set up voucher types in the Document Type (74R/DT) UDC table.

You set up tax rate areas for Russian vouchers in the A/P Tax Rate/Areas (74R/TP) UDC table. The system uses the value that you specify in the Special Handling Code field to determine if tax is applicable in the tax area.

The system uses the voucher type that you assign from the 74R/DT UDC, along with the tax area that you assign, to determine when, or if, to include the voucher in the Purchase Register report. The system stores the voucher and tax information in the F74R0018 table, and reads this table when you generate the Purchase Register.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(RUS and POL) System Setup for Russia and Poland Taxes," Understanding the Russian Tax Table.

The system includes vouchers according to these rules:

Type of Voucher	Special Handing Code (SHC)	VAT Results
Simple voucher	SHC in 74RDT is S (simple) SHC in 74R/TP is D (recovered)	VAT is recovered, reclassified, and included in the Purchase Register at the time the voucher is entered
Simple voucher	SHC in 74RDT is S (simple) SHC in 74R/TP is R (recoverable)	VAT is recovered, reclassified, and included in the Purchase Register at the time the payment is made
Logged voucher Logged vouchers are used for fixed assets.	SHC in 74R/DT is L (logged) SHC in 74R/TP is D or R	VAT is recovered, reclassified, and included in the Purchase Register when an additional clause is met.
Negative voucher Negative vouchers are used when returning goods for which payment has not been received.	SHC in 74R/DT is Z SHC in 74R/TP is D	This VAT is recovered, but is not included in the Purchase Register. The simple voucher that you match to a negative voucher also is not included.
Prepayment voucher	SHC in 74R/DT is P SHC in 74R/TP is N (not recoverable)	The VAT is never recovered and is not included in the Purchase Register.

After you enter vouchers, you can modify them by using the standard voucher entry programs. If you make changes before the voucher is posted, the system includes the changed information in the F74R0018 table, and in the Purchase Register as applicable.

You cannot delete a partially paid voucher. You can delete partially paid vouchers only if you first void the payment. You cannot modify a posted voucher.

Entering Standard Vouchers

This section provides overviews of entering standard vouchers, using additional voucher entry methods, entering additional information for Nordic vouchers, vouchers for Z1 payments, the master business function (MBF), accounting for petrol cards for Italy, and discusses how to:

- Set processing options for Standard Voucher Entry (P0411).
- Set processing options for Voucher Entry MBF (P0400047).
- Enter standard vouchers.
- Set processing options for Speed Voucher Entry (P0411SV).
- Enter speed vouchers.
- Enter multi voucher-single supplier vouchers.
- Enter multi voucher-multi supplier vouchers.
- Enter multi company-single supplier vouchers.
- (ARG) Enter additional voucher information for Argentina.

Understanding Standard Vouchers

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment, or you can allow this information to be supplied automatically from the supplier record.

Standard voucher entry provides the most features and flexibility when you enter vouchers for your suppliers' invoices. You can use standard voucher entry when you need to add, change, delete, or void vouchers.

To enter a voucher using the Standard Voucher Entry program (P0411), you perform these tasks:

- Enter voucher information
- Enter general ledger information

When you enter general ledger information, you typically enter a debit to an expense account. When you post, the system creates an offset to a liability account.

When you finish creating a voucher, the system displays the assigned document type and document number. You can use this information to locate and review the voucher.

The system assigns a batch type of V for vouchers. When you create a voucher, the system marks it as unposted and adds the general ledger information to the Account Ledger table (F0911) and the voucher information to the Accounts Payable Ledger table (F0411). When you post the voucher, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and Accounts Payable Ledger tables. The system also creates the offset to the liability account designated in the automatic accounting instructions (AAIs).

A supplier record must exist in the Address Book Master (F0101) and Supplier Master (F0401) tables before you can enter a voucher. Typically, you create a supplier record first, and then you enter the voucher. However, you can create a supplier record at the time you enter the voucher. To do so, choose Address Book from the Form menu on the Enter Voucher - Payment Information form, and then follow the steps to enter a supplier record.

The Header and Detail Areas of a Voucher

Typically, you enter information in the header area of a voucher and then move to the detail area. Certain information, such as payment terms, is associated with the supplier master record and automatically completed by the system in the detail area as well as in the header.

If you move your cursor to the detail area of a voucher and then determine that you need to change either the supplier number or the company number, you can return to the header area as long as you have not entered any information in the detail area. Information that is associated with the supplier number or the company number in the supplier master record or the company master record will refresh in the header area and the detail area.

If you have entered information in the detail area, such as an amount in the Gross Amount field, the header information will be locked. You will not be able to make any changes. If you determine that header information is incorrect before completing the voucher, you can cancel the transaction and begin again.

Payment Terms

When you enter a voucher, the payment terms on the header area are provided by default from the supplier master record of the supplier. You can modify the default payment terms for individual pay items in the detail area of the voucher.

Payment terms can determine the due date of a pay item on a voucher, as well as the discount allowed and the discount due date. The due date is the date that the pay item is due and payable (for example, 30 days from the invoice date). You enter a date in the DDNJ field on the voucher entry form. The discount due date is the final date that the pay item must be paid to receive a discount from the supplier. That date is in the Accounts Payable Ledger table (F0411) in the field DDJ, but does not appear on any voucher entry form.

To change the payment terms of a pay item, go to that pay item in the detail area of the voucher and enter the desired pay terms over the payment item that was supplied from the header area. The default terms in the header area do not change, but any payment terms that you change in the detail area will be associated with the individual pay item.

Entering GL Distribution Based on a Model

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can choose the model at the time you enter the GL distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

Entering Vouchers with Discounts

You can enter vouchers with discounts as incentive to issue and receive payments early. When you enter a voucher with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

- Using payment terms.

  You enter a voucher, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Enter Voucher - Payment Information form.

  If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing these fields:

  - Discount Available
  - Discount Due Date
  - Net Due Date

  If you change the payment terms but not the other discount fields, the system does not recalculate the discount information.

- Entering a discount amount.

  You enter a voucher, specifying the discount available and, optionally, discount and net due dates.

- Entering a discount percentage.

  You enter a voucher, specifying the discount percentage and, optionally, discount and net due dates.

Entering Debit Memos

When a supplier sends you a credit, enter the voucher as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

To enter a debit memo, you follow the steps to enter a standard voucher, but enter the gross amount as a *negative amount* on the Enter Voucher-Payment Information form.

If payment terms are used to generate a discount on the voucher, the system calculates a negative discount amount when you enter a debit memo. Therefore, you must clear the Payment Terms and Discount Available fields so that the voucher does not include a negative discount.

When you enter a debit memo, the system assigns the document type that is specified in the Debit Memo Document Type processing option of the Voucher Entry Master Business Function program (P0400047). Generally, a debit memo is assigned a document type *PD*.

The due date on a debit memo is determined by a processing option on the Voucher Entry Master Business Function program. The due date might be either the voucher GL date or the date from the payment terms on the voucher.

Entering Invoices and Vouchers Out of Balance

Under normal circumstances, when you enter an invoice or voucher, you enter two sides of the transaction: the invoice or voucher, and the GL distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the GL distribution form before completing the entry, you lose the information in the invoice or voucher and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the GL distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

Important! Although you can enable the system to post transactions that are out of balance, it is recommended that you do not use this procedure. If you post a transaction that is out of balance, the system does not update all the appropriate accounts and you will encounter an integrity issue.

Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you *cannot* change these key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- GL Date
- Invoice Date

To change the information in a key field, perform one of these actions:

- Delete the voucher and re-enter it.
- Copy the voucher, make changes, click OK, and then delete the original voucher.

The system enables you to pay an unposted voucher if it is approved. After a pay item is paid, however, you cannot change it unless you void the payment.

Deleting Unposted Vouchers

When you delete an unposted voucher on the Supplier Ledger Inquiry form, you can delete either an entire voucher or a pay item for the voucher that has not been paid.

Alternatively, you can delete an unposted voucher on the Voucher Entry Journal Review form. The functionality of this form is similar to that of the Supplier Ledger Inquiry form. The primary difference is that the Voucher Entry Journal Review form displays summarized information only. Therefore, you can delete an entire voucher, but not an individual pay item.

When you delete an unposted voucher on the Voucher Entry Journal Review form, the system updates the Voucher Entry Journal Review form, and the deleted voucher no longer appears. When you exit to the Work With Batches form, click Find to update that form and verify that the voucher has been deleted.

Regardless of whether you delete an unposted voucher on the Supplier Ledger Inquiry form or on the Voucher Entry Journal Review form, the system does not provide an audit trail. If you want to maintain an audit trail, you must post the batch and then void the voucher.

When you delete a multicurrency voucher, the system deletes both the foreign and domestic sides simultaneously.

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Processing Journal Entries," Working with Model Journal Entries

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Understanding Rounding Versus Soft Rounding"

Understanding Additional Voucher Entry Methods

In addition to the Standard Voucher Entry program, the Accounts Payable system provides additional methods for voucher entry.

Speed Voucher Entry (P0411SV)

Use the Speed Voucher program to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and GL distribution information on one form. Consider using this method for a voucher that has:

- A single pay item (which has a single due date and tax rate/area).
- Simple accounting instructions.

You cannot use the speed method for multiple pay items or for changing or deleting vouchers. You must use the Standard Voucher Entry or Speed Release program.

As with standard vouchers, speed voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Multiple Voucher Entry Programs

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Use one of these multiple voucher entry programs:

- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multi Supplier (P0411)

You can use the multiple voucher entry methods only to add vouchers. To change, delete, or void them, you must use the Standard Voucher Entry program (P0411).

The multiple voucher entry methods have other limitations. You cannot use them to enter this information:

- Multiple pay items.
- Multiple lines of GL distribution.
- Asset ID.
- Asset ID speed coding.
- Split pay items.
- Special bank accounts.
- Special GL offsets.
- Special payment handling.
- Automatic reversing entries.
- Discounts.
- Taxes.
- Zero invoice amounts.
- Prepaid vouchers.
- Logged vouchers.
- Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Multi Company-Single Supplier

Use the Multi Voucher-Single Supplier program when you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different GL offset and bank accounts. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The GL distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the AP trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

Note. No intercompany settlements are created when you enter a voucher for multiple companies.

Use these guidelines when entering vouchers for multiple companies:

- If you entered a voucher on the Multi Company - Single Supplier form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.

- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

(DNK, FIN, NOR, and SWE) Understanding Additional Information for Vouchers

You must enter foreign payment information for the Central Bank during standard voucher entry. For Finnish domestic payments, you must also enter a reference number.

Entering Foreign Payment Information for the Central Bank

The Central Bank requires that an identification code be included on foreign payments. The Central Bank issues a list of valid identification codes for foreign payments. You enter the appropriate identification code in the Remark field during voucher entry. If you do not enter an identification code, the system assigns one of these values when you create the automatic payment file:

Country	Value
Sweden	*%101*
Denmark	*%0006*
Norway	*%14*
Finland	*%999*

You can change this default value by using the processing options for the various Write programs (for example, P04572SE2).

(FIN) Entering Reference Numbers for Finnish Domestic Payments

In Finland, vouchers are identified by a reference number. For domestic payments in Finland, you enter the reference number in the Remark field during voucher entry.

(DEU) Understanding Vouchers for Z1 Payments

Specify the Create A/P Bank Diskette - Germany program (R04572G2) as the payment instrument for vouchers for foreign payments. Payment instruments are set up using the Payment Instrument Defaults program (P0417). The payment instrument can be entered at the time of voucher entry, it can default from the supplier master, or it can be changed by using speed release before the payment group is created.

In addition, each pay item must include detail on what is being purchased. This information is used to determine which record (U or W) is used with the detail record (T) in the Z1 output file. This information is essential for reporting to the Bundesbank (German Federal Bank). You determine whether to create a U or a W records in this way:

- Create a U record if the voucher (and, therefore, the payment) is related to the import of goods.
- Create a W record if the voucher (and, therefore, the payment) is related to services transactions or capital movements.

You must enter a *U* or a *W* from UDC 00/HC in the Payment Handling Code field (CRC) for each pay item. The system creates a W record only if the payment handling code is *W*. The system creates a U record if the payment handling code is *U*, is left blank, or contains any value other than *W*.

Note. It is recommended that you enter a *U* or a *W* when entering the voucher. However, the payment handling code can be added or changed in the speed release program before the payment group is created.

Understanding the Voucher Entry Master Business Function (MBF)

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Master business functions have processing options. You complete the MBF processing options, and then specify the version of the MBF that you want the system to use in the processing options of the entry program.

The processing options for the Voucher Entry MBF Processing Options program (P0400047) are used by these voucher entry programs:

- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)
- Multi Company-Single Supplier (P0411)
- Multi Voucher-Single Supplier (P0411)
- Multi Voucher-Multiple Supplier (P0411)
- Batch Voucher Processor (R04110Z)

It is the responsibility of the program that uses the Voucher Entry MBF Processing Options program to state which version will be used. If no version is specified, the system uses version *ZJDE0001*.

(ITA) Understanding Accounting for Petrol Card Expense Reports for Italy

In Italy, sales of petrol in petrol stations for cars and trucks do not have to be invoiced, even though petrol is VAT taxable. Every time that VAT subjects (professionals or companies) buy petrol for business purposes at a petrol station, they have to fill out a form called *scheda carburante* (petrol card) that documents the amount of the sale, including VAT.

Because petrol stations cannot issue invoices, the petrol card is the only document that enables VAT subjects to document the payable VAT. The card is also used when filing the annual tax declaration as proof of costs sustained by the subjects.

The petrol card is used when companies assign cars to employees. Every month employees who use company cars must attach the petrol card for the month to an expense report. The law requires the subjects to enter the kilometers traveled by each vehicle during the period on the petrol card for fiscal audit purposes. Use the Units field on the Journal Entry form to enter this amount.

The Accounts Payable employee who is responsible for expense reports management must enter all of the data that is contained on the petrol card for VAT and tax declaration purposes. Assign a specific document type when entering petrol cards in PeopleSoft EnterpriseOne Accounts Payable system.

Many possible methods for accounting for petrol cards are used:

Method	Description
Enter the employee expense report.	Debit - Transit account. Credit - Payable to Employee account.
Post the petrol card in Accounts Payable.	Debit - Purchases (Petrol) account. Credit - Petrol Card (dummy supplier) account.
Close petrol debt.	To close the debt to the dummy supplier (Petrol Card account), use the manual payment process and replace the Bank account with the Transit account that you used when entering the employee expense report. Debit - Petrol Card (dummy supplier) account. Credit - Transit account.

Prerequisites

Before you perform the tasks in this section:

- Verify that these automatic accounting instructions (AAIs) are set up correctly before entering vouchers with discounts:
  - PKD (payables discounts available)
  - PKL (payables discounts lost)
- (POL) Verify that the Customs Tax Categories (74P/IM) UDC table contains entries to establish cross-references between tax rate areas and types of taxes or fees on imported goods.

Forms Used to Enter Standard Vouchers

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier and Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter voucher information.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.From the Form menu, select Exit Out Of Bal if you want to exit the GL distribution when out of balance.	Enter GL distribution information. Exit out of balance.
Model Journals Search & Select	W0411S	On the G/L Distribution form, select Form, Model Journals.	Select a model journal entry for the voucher distribution.
Speed Voucher Entry	W0411SVA	Supplier & Voucher Entry (G0411), Speed Voucher Entry.	Enter a voucher using the speed method.
Multi-Voucher Entry	W041017A	Supplier & Voucher Entry (G0411), Multi Voucher-Single Supplier Supplier & Voucher Entry (G0411), Multi Voucher-Multi Supplier. Click Add on the Supplier Ledger Inquiry form.	Enter a voucher using either the Multi Voucher-Single Supplier or Multi Voucher-Multi Supplier program.
Multi Company-Single Supplier	W041016A	Supplier & Voucher Entry (G0411), Multi Company-Single Supplier. Click Add on the Supplier Ledger Inquiry form.	Enter a multi company-single supplier voucher.

Setting Processing Options for Standard Voucher Entry (P0411)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display Tab

These processing options specify how the system groups and displays data on the Supplier Ledger Inquiry form.

1. Recurring Vouchers

Enter *1* to show only recurring vouchers. When you enter *1*, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

Leave this option blank to show all vouchers.

2. Summarized Vouchers

Specify whether the system shows only summarized vouchers.

Values are:

Blank: The system shows all vouchers (no default criteria).

1: The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

Specify whether the system displays both domestic and foreign amount fields in the detail areas of the Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Values are:

Blank: Do not display domestic and foreign amount fields.

1: Display domestic and foreign amount fields.

These fields appear on the form when you enter *1:*

- Domestic Gross Amount
- Domestic Discount Available
- Domestic Taxable Amount
- Domestic Tax
- Domestic Non-Taxable
- Foreign Gross Amount
- Foreign Discount Available
- Foreign Taxable Amount
- Foreign Tax
- Foreign Non-Taxable

Currency Tab

These processing options enable you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency

Specify the currency code in which to view the as if currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

Note. As if currency amounts are stored in a temporary memory and are not written to a table.

2. As Of Date Specify an as of date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the F0015 table.

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

Note. A valid exchange rate between the domestic or foreign currency and the as if currency must exist in the F0015 table, based on the as of date.

Manual Payments Tab

These processing options control the creation of manual payments. Use these processing options only on the version of the Standard Voucher Entry program that you use for manual payments without voucher match.

1. Manual Payment Creation Specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes. Values are:

Blank: No payment information appears.

1: Generate manual payments (without voucher match).

If you enter *1*, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments Specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously. Values are:

Blank: Error

1: Warning

3. Automatic Payment Number Assignment Specify whether to automatically assign payment numbers to manual payments based on the bank account's next number. Values are:

Blank: You manually assign payment numbers (default).

1: The system assigns payment numbers based on the bank account's next number.

Purchasing

This processing option specifies how the program processes vouchers that contain purchase order information.

1. Voucher Delete Specify the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form. Values are

Blank: Do not permit editing (default).

1: Warning.

2: Error. If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

These processing options enable you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Specify the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can choose either the three-way voucher match or the two-way voucher match. The system runs the Standard Voucher Entry (P0411) program when you leave this option blank. Values are:

Enter *1* to set the default voucher type to matched vouchers. When you enter 1, the system runs the Voucher Match (P4314) program.

Alternatively, on the Non-Stock PO Processing menu (G43B11), select one of these options:

- Receive & Voucher POs
- Match Voucher to Open Receipt

  The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might need to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

Note. Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

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2. Voucher Match Version

Specify the version the system uses for the Voucher Match program (P4314). Leave this processing option blank to use version ZDJE0001. You must complete this processing option if you enter *1* in the Match Processing processing option.

Multi Company

This processing option enables you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

Specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different GL and offset bank accounts, but to the same supplier. Values are:

Blank: Enter a standard voucher.

1: Enter a multi-company single supplier voucher.

Note. The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers

This processing option specifies whether to enter multiple vouchers or standard vouchers.

1. Multiple Vouchers Specify whether to enable the entry of multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Values are:

Blank: Enter a standard voucher.

1: Enter multiple vouchers with a single supplier.

2: Enter multiple vouchers with multiple suppliers.

Note. You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

These processing options enable you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging Specify whether to enter a voucher before you assign it a GL account. At a later time, you can redistribute the voucher to the correct GL accounts.

You can specify a default GL account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Values are:

Blank: Enter a standard voucher (default).

1: Enter a logged voucher.

When you enter *1* in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

Note. This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date Use this processing option to specify whether to use the system date as the default GL date for a logged voucher. Values are:

Blank: Enter date manually during the data entry process.

1: Use the system date as the default GL date.

Note. If you enter *1* in this processing option, you cannot override the date, since you have designated the system date.

Prepayments

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account Enter the code for the GL offset account that the system uses to create prepayment pay items. You must enter a value to enable automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

Note. If PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account Specify the GL distribution account that the system uses for creating prepayment pay items.

You can use one of these formats for account numbers:

- Structured account (business unit.object.subsidiary.
- 25-digit unstructured number.
- 8-digit short account ID number.
- Speed code.

The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

Note. Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code Complete this processing option only if you enter a valid value in the G/L Offset Account processing option. Enter the default pay status code for

prepayments. The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list:

P: The voucher is paid in full.

A: The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H: The voucher is on hold pending approval

R: Retainage.

%: Withholding applies to the voucher.

4. Number of Days

Enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if PeopleSoft World and PeopleSoft EnterpriseOne software coexists.

5. Tax Area

Complete this processing option only if you enter a valid value in the G/L Offset Account processing option. Specify whether the system displays the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Values are:

Blank: Do not show the Prepayment Tax form.

1: Show the Prepayment Tax form.

6. Prepayment Tax Area Code

Complete this processing option only if you enter 1 in the Tax Area processing option. Enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

7. Prepayment Tax Explanation Code

Complete this processing option only if you enter 1 in the Tax Area processing option. Enter a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Versions Tab

These processing options enable you to override the default Master Business Function version ZJDE0001 for standard voucher and journal entry processing.

1. Voucher Master Business Function Version Specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

Note. Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

Note. Only persons responsible for system-wide setup should change this version number.

3. Version Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

Note. Only persons responsible for system-wide setup should change this version number.

Process

These processing options specify whether to allow changes to vouchers when you are reviewing them and whether to activate supplier self-service.

1. Voucher Entry Mode Specify whether the system enables changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system enables you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter *1* in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form. Values are:

Blank: Enable changes to the selected voucher.

1: Do not enable changes to the selected voucher.

2. Supplier Self Service Mode Specify whether the system enables the Supplier Self-Service function for use in Java/HTML. The Self-Service function enables suppliers to view their own vouchers and payments. Values are:

Blank: Do not activate Supplier Self-Service function.

1: Activate Supplier Self-Service function.

Edits

This processing option specifies whether to require an asset ID upon entry of the GL portion of a voucher.

1. Fixed Asset ID Specify whether to require an Asset ID if an account is in the AAI asset account range. Values are:

Blank: Do not require an Asset ID in the journal entry.

1: Require an Asset ID in the journal entry.

Setting Processing Options for Voucher Entry MBF (P0400047)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Defaults Tab

These processing options specify the default values for the system to use for various fields.

1. Service/Tax Date

Specify whether to use the GL date or the invoice date to indicate when you purchased the goods or services, or when you incurred the tax liability. Values are:

Blank: Use the GL date.

1: Use the Invoice date.

2. Pay Status Code

Specify the default pay status code for vouchers. Enter a user defined Pay Status code (00/PS), or leave the field blank to use the user defined Pay Status code set up as the default value.

Typically, the default Pay Status code is A (approved for payment).

3. Voucher Document Type

Enter a document type that exists in the Document Type - Vouchers Only (00/DV) UDC table.

4. Debit Memo Document Type

Specify the default Document Type for a debit memo. You can use any user defined Matching Document Type code (00/DT).

5. Alternate/Payee

Enter the Factor/Special Payee address from the Supplier Master table (F0401) into the Alternate/Payee field for payments.

Note. Payments are made to the address book number that is in the Alternate/Payee field.

Values are:

Blank: Enter the supplier number into the Alternate/Payee field.

1: Enter the Factor/Special Payee address into the Alternate/Payee field.

6. Debit Memo Due Date

Enter *1* to specify that the system determines the due date for debit memos by the payment terms code. Leave this processing option blank to specify that the system uses the GL date as the due date.

Date Edits Tab

These processing options specify the rules for entering the invoice date.

1. Invoice Date > Today's Date

Specify the kind of message you receive when you enter an invoice date that is after today's date.

Values are:

Blank: Accept any date entered and do not return a warning or an error message.

1: Return a warning message if the invoice date entered is after today's date.

2: Return an error message if the invoice date entered is after today's date.

2. Invoice Date > G/L Date

Specify the kind of message you receive when you enter an invoice date that is after the GL date.

Values are:

Blank: Accept any date entered and do not return a warning or an error message.

1: Return a warning message if the invoice date entered is after today's date.

2: Return an error message if the invoice date entered is after today's date.

Currency Tab

These processing options specify the rules for entering transactions with multicurrency.

1. Value Added Tax Allowed for Multicurrency Items

Enter *1* to allow value added tax on multicurrency vouchers. Leave this processing option blank to prevent value added tax on multicurrency vouchers.

2. Exchange Rate Date

Enter *1* to specify that the system uses the GL date to retrieve the currency exchange rate. Leave this processing option blank to specify that the system uses the invoice date.

3. Exchange Rate Retrieval

Specify whether the system generates a warning if the currency exchange rate on the voucher is in a fiscal period different from the effective date of the exchange rate in the Currency Exchange Rates table (F0015). For example, if you enter a voucher with a GL date of December 15, 2005, the last effective date for an exchange rate is November 1,2005, and the fiscal date pattern on your system is set up for the months of the calendar year, you can specify that the system generate a warning. The warning message alerts you to the fact that the exchange rate in the F0015 table has expired. You can change it, if necessary. Values are:

Blank: Do not generate a warning message.

1: Generate a warning message.

4. Exchange Rate Tolerance Limit

Specify an exchange rate tolerance limit. During voucher entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter *5* in this field, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

5. Currency Disagreement Enter *1* to allow different currencies and do not return any messages when the currency of the payment is different from the currency of the GL bank account. Leave this processing option blank to return an error.

Manual Payments Tab

This processing option specifies whether the system issues an error or warning when a duplicate payment number is entered.

1. Duplicate Payment Message Enter *1* to return a warning when someone enters a duplicate payment number using the same bank account. Leave this processing option blank to return an error.

Purchasing Tab

This processing option specifies whether the system enables changes or deletions of vouchers that contain a purchase order or contract number.

1. Voucher Message Specify how you want the system to respond to processing changes and deletions of vouchers that contain a purchase order or contract number. Values are:

Blank: Allow changes and deletions of vouchers and return no message.

1: Return a warning message.

2: Return an error message.

Logging Tab

This processing option specifies whether the system should enable logged vouchers.

1. Voucher Logging Specify whether to enable voucher entry before assigning it a GL account. At a later time the voucher can be distributed to the correct GL accounts.

You can specify a default GL account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account Menu (G09411), choose company names and numbers.

Values are:

Blank: Do not allow logged vouchers.

1: Allow logged vouchers.

Note. This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of A/P Standard Voucher Entry (P0411).

You must enter *1* in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

Interop Tab

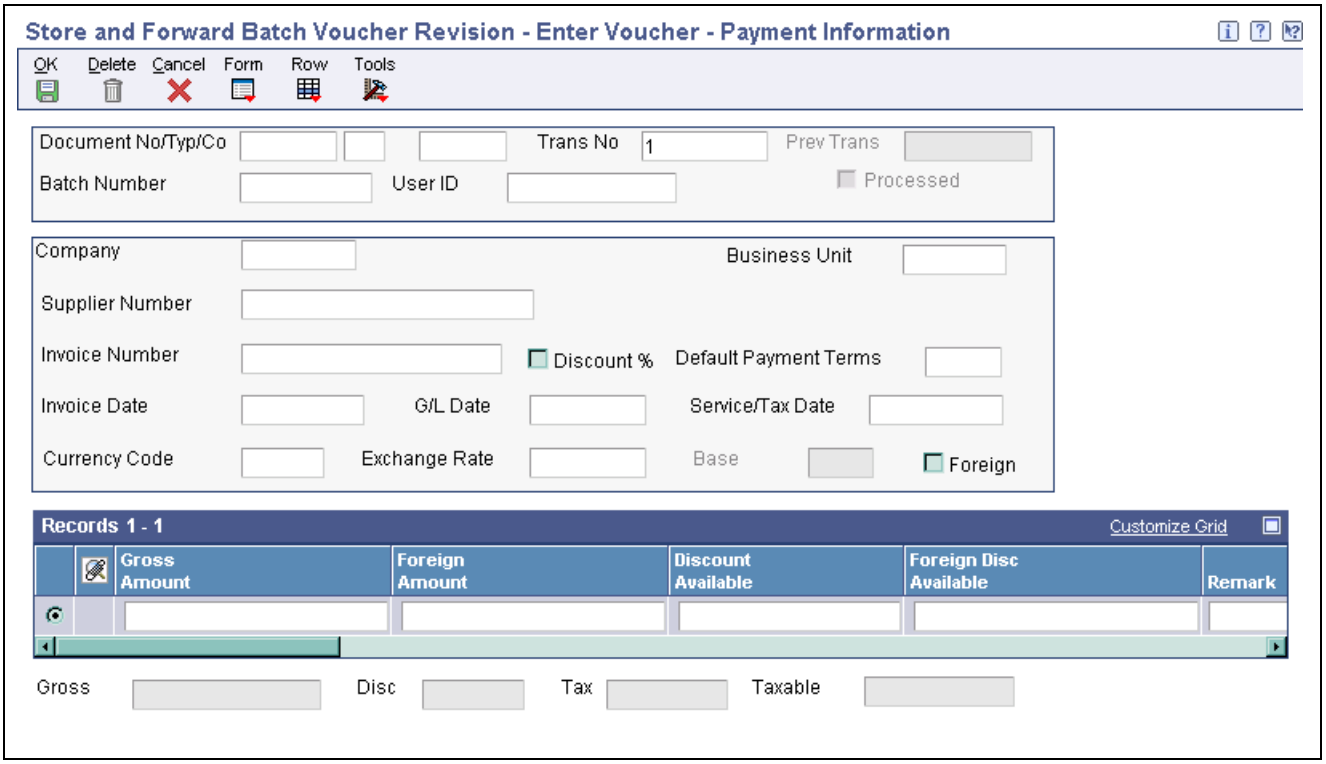
This processing option specifies the version of the F0411 Interoperability Processing Options program (P0400048) that you want the system to run. If you specify a version to run, the version must already exist on the server.

1. Interoperability Version Enter the version of the F0411 Interoperability Processing Options application (P0400048) that determines if outbound records are written. If you leave this processing option blank, the system uses the default version *ZJDE0001*.

Entering Standard Vouchers

Access the Enter Voucher - Payment form.

This is the first form that appears in voucher entry. The G/L Distribution form appears after you click OK.



Enter Voucher - Payment Information form

Document No/Typ/Co Enter the number for the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let

the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems. Examples of original and matching documents for the Accounts Payable system:

- Original document - voucher
- Matching document - payment

Company

Enter the code that identifies the company that is responsible for the voucher. This code affects the journal entries that the post program generates. AAIs use the company number to determine the appropriate accounts payable liability and cash accounts, as well as tax accounts and the default expense account The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Supplier Number

Enter a user defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type **TOTAL* into the field, and the system would return 4100.

Invoice Number

Enter the supplier's invoice number that is used for voucher entry. Voucher entry allows only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have your accounts payable constants set, the system can:

- Accept a duplicate invoice number without warning or error.
- Generate a warning message in which the duplicate invoice number can still be accepted.
- Generate an error message.

Blank values are treated in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

To test for duplicate invoice numbers that might have been entered in error, run the Suspected Duplicate Payments report (R04601).

Note. The duplicate invoice number validation is not run for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

Payment Terms

Enter the code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form.

The payment term that you enter prints on customer invoices.

If you leave this field blank in the detail area, the system uses the payment term from the header.

If you enter a payment term in this field in the detail area, the system disables the payment term field in the header.

Discount %

Select the check box to specify that a discount is entered as a percent of the gross amount. Use decimals to represent the discount. For example, .1 represents a 10% discount. The system calculates the amount of the discount using the percent entered.

If you do no select this option, discounts are entered as amounts.

Invoice Date

Enter the date of the supplier's invoice to you. The default date for a voucher is the GL date.

G/L Date

Enter the date on which the transaction will be posted.

Remark

Enter a remark that the system prints on the check stub.

(DNK, NOR and SWE) For foreign Nordic vouchers, enter the correct identification code.

(FIN) For domestic Finnish vouchers, enter the reference number.

Due Date

Enter the date that the discount is due. If there is no discount, the system displays the net due date in this field.

If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.

The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date calculated previously is not changed.

For credit pay items, the default due date is the same as the GL date of the voucher.

Payee Number

Enter the address book number of the recipient of the payment.

Tax Amount

Enter the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the payment and voucher or when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area you defined for the supplier on Supplier Master Information or for the customer on

Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company.

When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.

Adjust Doc Ty (adjustment document type) Enter *PE* to designate a change in the gross amount of a voucher.

Recur Freq (recurrence frequency) Enter the code that specifies the time interval between transactions that the system creates. Valid recurring frequency values:

MO: Monthly

AN: Annually

WK: Weekly

QT: Quarterly

SA: Semiannually

BW: Biweekly

No. Pym (number of payments) Enter the number of recurring invoices or vouchers that you want the system to process. This number includes the original transaction that you enter. For example, if you enter 12, the system processes the transaction 11 additional times, reducing the value of the number of payments by 1 each time it creates a new transaction. When this field contains 1, the system does not create a new transaction, it clears the field.

Hdl Cod (handling code) Enter the code that the system uses to sequence the printing of payments. The value that you enter must exist in user defined table 00/HC.

When you use this code, the system prints a separate payment for each supplier.

Cat Cd 07 (category code 7) The Supplier Master record (F0401) provides the default value for this field. You can change the voucher value, or leave it blank to exclude a voucher from 1099 processing.

(BEL) For Belgian suppliers, enter the reporting code from UDC 01/07, if you have not set up a default value on the Supplier Master Revisions form. If you leave this field blank, the flat file for the Create A/P Bank Diskette - Belgian Foreign report (R04572L2) contains a value of 000.

1099 Flag Enter *1* in the 1099 Flag field only for those pay items that are subject to 1099 reporting. If a pay item, such as freight or shipping, is exempt from 1099 reporting, leave this field blank.

Pay Ext (pay extension) Enter the code that designates an adjusting entry to a pay item on a voucher or invoice. This field is required so that each record is unique.

C/R I/R (cash receipt or invoice registration code) Enter the code that designates the status of a voucher that was created by a software module other than Accounts Payable. Values are:

P: Preliminary Invoice (without redistribution).

R: Redistribution complete.

C: Credit tied to debit business unit.

M: Voucher match.

L: Logged voucher for a purchase order.

Closed Item Enter the code that indicates that an item is totally closed on the as of date and will be ignored for future rebuilds of the As Of table.

Setting Processing Options for Speed Voucher Entry (P0411SV)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Payments Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Manual Payment Creation Specify whether to automatically generate manual payments. This option applies only to manual payments without voucher match and is not available in multicompany and multivoucher modes. Values are:

Blank: Do not create manual payments.

1: Generate manual payments (without voucher match).

Note. If you enter *1*, complete the Speed Voucher Entry form and click OK, then complete the Payment Information form for manual payment processing.

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2. Automatic Payment Number Assignment Enter *1* to automatically assign the payment number based on the bank account's next number. Leave this processing option bland to manually assign the payment number.

Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Voucher Master Business Function Version Specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use for Speed Voucher Entry processing. If you leave this processing option blank, version *ZJDE0001* is used.

Pay When Paid

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Pay When Paid Specify whether to enter a pay-when-paid voucher. Values are:

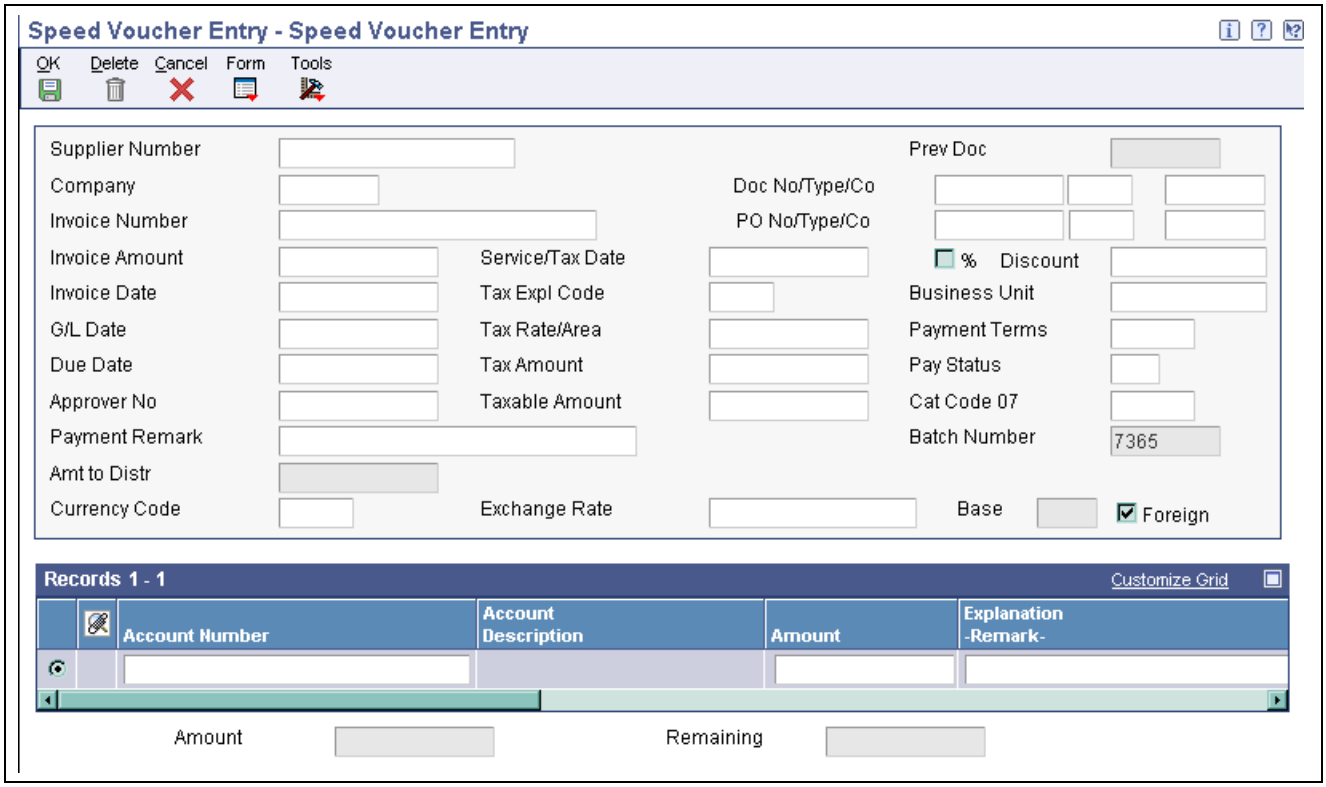
Blank: Enter a standard voucher (default).

1: Enter a pay-when-paid voucher. The system flags the voucher as a pay-when-paid voucher.

Note. This processing option functions in conjunction with the Pay When Paid Pay Status Code processing option on the Defaults tab of Voucher Entry MBF (P0400047). You must enter the pay status to be associated with pay-when-paid vouchers.

Entering Speed Vouchers

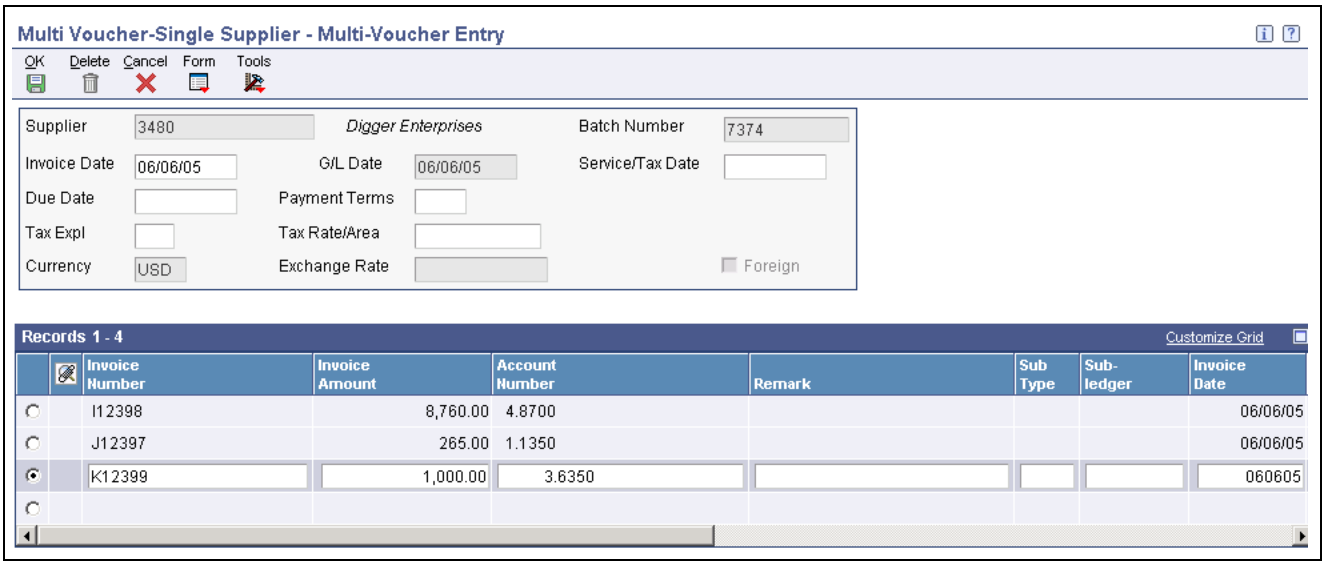
Access the Speed Voucher Entry form.



Speed Voucher Entry form

Entering Multiple Voucher for a Single Supplier

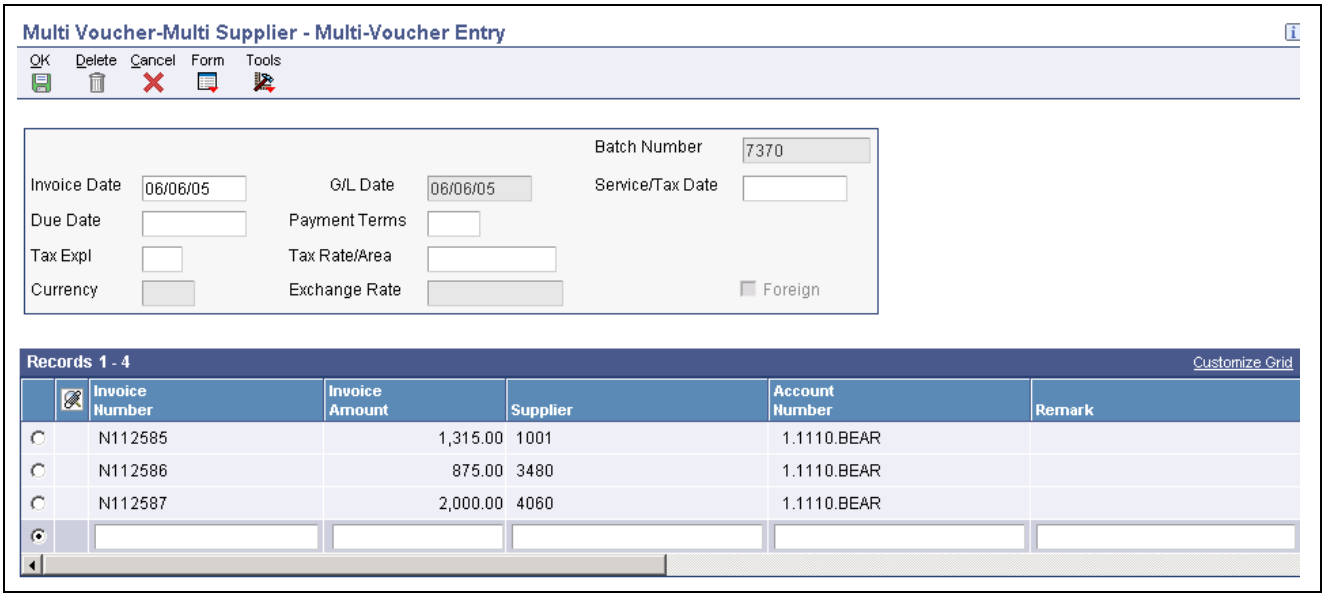
Access the Multi-Voucher Entry form.



Multi-Voucher Entry form

Entering Multiple Vouchers for Multiple Suppliers

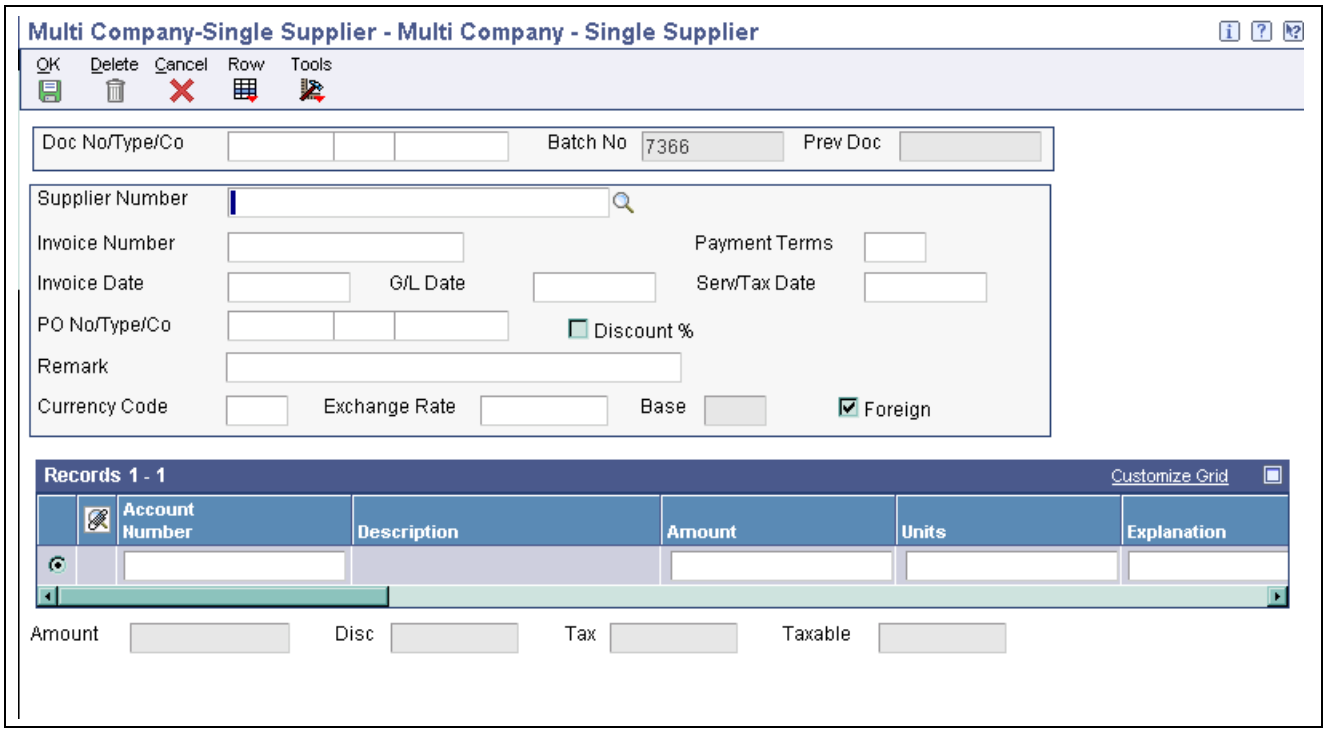
Access the Multi-Voucher Entry form.



Multi-Voucher Entry form

Entering Vouchers for Multiple Companies and a Single Supplier

Access the Multi Company - Single Supplier form.



Multi Company - Single Supplier form

(CHL) Entering Vouchers for Chile

This section provides an overview of voucher entry for Chile and discusses how to set processing options for Chilean Add Vouchers Set Up (P76H0411).

Understanding Voucher Entry for Chile

When you enter vouchers for Chile, the system validates:

- Legal invoice number.
- Valid dates for reimbursable tax.
- Existence of a detail line for fees.

Legal Invoice Number

The invoice number that you enter cannot exceed 10 characters. The invoice number can be preceded by a two-character code that identifies the place of issue. When you enter an invoice number with fewer than 10 characters, the system stores the number in the F0411 table with leading zeros so that a 10-character number is saved. For example, if you enter 34567 for the invoice number, the system saves the number as 0000034567. When you enter an invoice number with more than 10 characters, the system displays an error message.

You set a processing option in the Chilean Add Vouchers Set Up (P76H0411) program to specify whether the system validates the invoice number.

Valid Dates for Reimbursable Tax

When you enter vouchers, the system accesses the information in the F76H002 table to determine if the date of the voucher is within the time period allowed for reimbursable VAT. If the date of the voucher makes the voucher ineligible for reimbursement, the system records the VAT as non-reimbursable.

For each voucher line, the tax area for the item is replaced with the tax area defined for the item in the F76H020 table when:

- The voucher date is within the period of time allowed by law.
- The tax type is equal to VAT.
- The tax percentage in the tax area is other than 0 (zero).

Withholding Fees

For vouchers for fees, the document type assigned to the detail lines must exist in the Fees Voucher UDC table. The system also validates that:

- The company is a withholding agent.
- The supplier did not submit a tax exemption certificate or the certificate that exists has not expired.
- The voucher amount is greater that the minimum amount defined in the F76H002 table.

You enter withholding fees as a negative number and a tax explanation code of VT.

Setting Processing Options for Chilean Add Vouchers Set Up (P76H0411)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General

Use this processing option to specify whether the system validates the legal number.

Legal Number Validation Enter *N* to suppress validation of the legal number when you enter vouchers. Leave this option blank to have the system perform the validation.

(PER) Entering Vouchers for Peru

This section provides an overview of voucher entry for Peru, lists prerequisites, and discusses how to:

- Set processing options for Peruvian Add Vouchers Set Up (P76P411T).
- Enter additional information for vouchers.

Understanding Voucher Entry for Peru

You use the standard voucher entry programs to enter vouchers for Peru, and use a country-specific program to enter additional information for Peru.

Voucher Entry

You can use the standard voucher entry programs to enter vouchers for Peru. After you enter a voucher, the system displays the Voucher Additional Information - Revision form which enables you to enter withholding information for the supplier and information about the original supplier invoice. The system stores the information that you enter in the F76P0411T table.

See Chapter 6, "(PER) Setting Up Withholding," page 89.

When you enter multiple vouchers for suppliers, the Voucher Additional Information - Revision form appears for each entered voucher. When working with multiple vouchers, you can:

- Void multiple vouchers by selecting Cancel Voucher.

  The system voids all vouchers after the voucher that is displayed on the form.

- Void a single voucher by clicking Cancel.

  The system voids the voucher that is displayed on the form and then displays the next voucher.

When you enter vouchers for suppliers, you must enter the corresponding withholding amounts for general sales (*Impuesto General a la Venta* [IGV]) and the tax duty payment (*Sistema de Pago de Obligaciones Tributarias* [SPOT]) taxes. When you enter amounts for IGV and SPOT, the system validates the amounts that you enter by verifying that:

- The company is a withholding agent.

  You specify whether a company is a withholding agent in the Legal Company Constants program (P76P002).

- The supplier did not submit a withholding exemption certificate, or the certificate is expired.
- The document type for the tax line is defined as a tax in the Withholding Document Type (76H/HO) UDC table.
- The amount of the voucher is greater than the minimum withholding amount for the identified in the Spot Maintenance Percentage (P76P410) program.

When you enter the withholding amounts, you enter the amount as a negative amount, and use a tax explanation code of VT (VAT tax). You must enter separate lines for each tax.

Each voucher for IGV withholding includes only lines for IGV; you cannot include lines for other taxes or for other transactions.

Review or Modification of Vouchers

You can view voucher information for Peru on the Enter Voucher Additional Information form in the Peruvian Add Vouchers Set Up (P76P411T) program. You can also modify the legal invoice number. Voucher information that is specific to Peru can be viewed only on this form; you cannot access the information by using the standard voucher inquiry programs.

Legal Invoice Number Verification

When you enter the legal invoice number, you enter the number in two segments separated by a hyphen. You can enter up to four numerical characters preceding the hyphen to represent the issuing center, and can enter up to seven characters after the hyphen. If the number of characters after the hyphen is less than seven, the system adds zeros to the left of the characters entered to create a total of seven characters after the hyphen. For example, if you enter 002-10, the system stores the legal invoice number as 002-0000010.

When you enable legal number verification by setting the processing option in the Peruvian Add Vouchers Set Up program to validate the number, the system issues an error message if the number entered does not contain 3 or 4 characters in the first segment, or if you enter more than seven characters in the second segment.

You must set up matching versions of the Peruvian Add Vouchers Set Up program and the Standard Voucher Entry (P0411) program to validate the legal invoice number.

Prerequisite

Before you complete the tasks in this section:

- Verify that the Localization Country Code in the User Profile Revisions form is set to PE (Peru).
- Verify that legal company constants, supplier information for Peru, and withholding information for Peru are set up.

  See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization," (PER) Setting Up the Legal Company for Peru.

  See Chapter 6, "(PER) Setting Up Withholding," page 89.

  See Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243.

Forms Used to Enter Voucher Information for Peru

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier & Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter standard voucher information.
Multi-Voucher Entry	W0411G	Other Voucher Entry Methods (G04111), Multi Voucher - Multi Supplier Click Add on the Supplier Ledger Inquiry form.	Enter multiple vouchers for multiple suppliers.
Voucher Additional Information - Revision	W76P411TB	• Enter a voucher, then click OK on the Enter Voucher - Payment Information form. • Enter a voucher, then click OK on the Multi-Voucher Entry form.	Add original document, legal document, IGV, and SPOT information to a voucher.
Work With Voucher Additional Information	W76P411TA	Accounts Payable (G76P04), Peruvian Add Vouchers Set Up	View existing vouchers.
Enter Voucher Additional Information	W76P411TC	Select a record on the Work With Voucher Additional Information form and click Select.	View voucher information required for Peru, or add or modify the legal invoice number.

(PER) Setting Processing Options for Peruvian Add Vouchers Set Up (P76P411T)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

General

Although processing options are set at implementation, you can change the values before running the program.

Legal Number Validation Enter *N* to suppress validation of the legal number when you enter vouchers. Leave this option blank to have the system perform the validation.

Entering Additional Information for Vouchers

Access the Voucher Additional Information - Revision form.

Original Document Number The Original Document Number is a combination of the Document Type, original document number, and original document company.

In the first segment of the field, enter the Document Type from the Document Type (00/DT) UDC table.

In the second segment, enter the document number from the document for which the voucher is entered. For example, you might enter the original invoice number.

In the third segment, enter the company number from the F0010 table that represents the company that issued the document whose number you entered in the second segment.

Legal Document Type Enter the Legal Document Type for the voucher. The value that you enter must exist in the F76H005 table.

Registered for Taxes Displays the value that exists for the supplier in the supplier's address book record. You cannot change this value in the Voucher Additional Information - Revision form.

IGV Withholding Concept Displays the value that exists for the supplier in the supplier's address book record. You can change this value by entering a value that exists in the 76P/01 UDC table.

SPOT Concept Displays the value that exists for the supplier in the supplier's address book record. You can change this value by entering a value that exists in the 76P/02 UDC table. the value that you enter determines how the system calculates the tax amount due.

(PER) Processing SPOT Vouchers

This section provides an overview of tax duty payment system (*Sistema de Pago de Obligaciones Tributarias* [SPOT]) vouchers and discusses how to:

- Generate SPOT vouchers.
- Set processing options for Spot Voucher Generation (P76H4800).
- Enter bank information for SPOT vouchers.

Understanding SPOT Vouchers

You generate SPOT vouchers when a supplier is subject to the payment of a duty tax. SPOT vouchers differ from the regular vouchers that you generate because you make a payment to the National Bank for the tax due at the same time that you pay the supplier. The National Bank sends you deposit information about the payment, which you track in the Spot Data Entry (P76P480) program.

When a supplier's invoice is subject to the duty tax, you enter a voucher for the invoice by using the standard Voucher Entry (P0411) program. When the Localization County Code is set to Peru, the system automatically displays the Voucher Additional Information - Revision form on which you enter the SPOT concept. The value that you enter determines how the system calculates the tax due. You set up SPOT concepts in the Spot Maintenance Percentage (P76P410) program.

See Chapter 13, "Processing Accounts Payable Vouchers," (PER) Entering Vouchers for Peru, page 303.

See Chapter 6, "(PER) Setting Up Withholding," Setting Up SPOT Withholding Information, page 91.

The system generates two lines in the accounts for suppliers when it generates SPOT vouchers. The line with the positive amount is paid to the National Bank. The line with the negative amount is paid along with the original voucher. The system stores the relationship between the original voucher and the SPOT vouchers in the F76P0480 table.

SPOT vouchers cannot be modified; they can only be voided. If a SPOT voucher is paid, you cannot void it. If you need to modify an original voucher, you must first void any SPOT vouchers associated with it.

SPOT Voucher Generation

After you enter SPOT vouchers, you use the SPOT Voucher Generation (R76P4800) program to produce the SPOT vouchers. When you run the SPOT Voucher Generation program, the system:

- Validates that the total original voucher amount is greater than the minimum amount defined as the non-taxable amount in the F76P410 table.
- Verifies that valid tax explanation codes exist for the tax lines.

  For example, if the tax explanation code for the line is E (exempt) or S (Sales or VAT tax), the system does not generate a SPOT voucher.
- Generates the SPOT voucher in the currency of the original voucher.

Bank Deposit Information for SPOT Vouchers

You make the bank deposit for SPOT vouchers by using the automatic payment process to send payments to the National Bank. When the National Bank sends you the bank deposit information, you must enter the information into the system before you can pay the supplier.

See Also

Chapter 19, "Processing Automatic Payments," (PER) Understanding Payment Groups for Peru, page 430

Forms Used to Enter Bank Information for SPOT Vouchers

Form Name	Form ID	Navigation	Usage
Work With Spot Voucher Information	W76P480B	Accounts Payable (G76P04), Spot Data Entry	Access records generated by the Spot Voucher Generation program to enter bank information.
Edit SPOT Voucher Information	W76P480A	On the Work With Spot Voucher Information form, select a record and click Select.	Add the deposit number, invoice number, and voucher number to the record.

Generating SPOT Vouchers

Select Accounts Payable (G76P04), Spot Voucher Generation.

Setting Processing Options for Spot Voucher Generation (R76P4800)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Final or Proof Mode Enter *1* to print in final mode and update tables. Leave this processing option blank to print in proof mode.

Document Type Enter the document type that identifies SPOT vouchers. The value that you enter must exist in the Document Type (00/DT) UDC table and in the Document Type - Vouchers Only (00/DV) UDC table.

Issuing Series Enter the number of the issuing center.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Tax Explanation Code Enter the code from the Tax Explanation Code (00/EX) UDC that identifies the type of tax for the SPOT voucher.

Tax Area Enter the tax area from table F4008 for the SPOT voucher.

Payment Instrument Enter the code from the Payment Instrument (00/PY) UDC table that represents the type of payment for the positive amount for the SPOT voucher. The positive amount is the amount being tax amount being paid through the National Bank.

Payment Terms Code Enter the code from the F0014 table that represents the conditions of the payment of the SPOT voucher.

G/L Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

G/L Date to Use Enter *1* to specify that the system use the invoice date as the date of the SPOT voucher. Enter *2* to specify that the system use the GL date. Leave this option blank to use the system date.

Account ID Enter the account ID of the account from which you pay the tax on the SPOT voucher.

Entering Bank Information for SPOT Vouchers

Access the Edit SPOT Voucher Information form.

Spot Deposit Date Enter the date on which the deposit to the National Bank was made.

Spot Deposit Number Enter the deposit number for transaction.

Spot Invoice Number Enter the legal invoice number for the tax invoice.

Voucher Number Enter the supplier's invoice number.

(POL) Entering Vouchers for Poland

This section provides an overview of voucher entry and voucher match for Poland, lists prerequisites, and discusses how to:

- Enter standard voucher information.
- Enter additional voucher information for Poland.

Understanding Voucher Entry and Voucher Match for Poland

You use the standard voucher entry programs to enter vouchers for Poland. You then use the Voucher Additional Information program (P74P411H) to enter additional information about the voucher that the system uses when you produce the purchase registers for tax reporting. For example, depending on the document type set up in the Set Up AP Document Types program (P74P4010), you might enter information about the original document or change an invoice or service date. The system automatically launches the Voucher Additional Information program when you add a voucher or modify an existing, non-posted voucher. You can also access the Voucher Additional Information program from a menu option.

When you delete a voucher, the system deletes the information for the voucher that is stored in the F74P011H table.

Type of Vouchers

In the Document Type (00/DT) UDC table, you should set up document types for these types of vouchers:

- Purchases
- Purchases corrections
- Customs documents

- Employee expenses
- Employee expenses corrections

The system enables you to enter as many corrective documents as needed, but the total value of all corrections combined with the original documents must not be less then zero. You cannot enter a correction for a correction.

Additional Voucher Information

The fields that appear on the Voucher Additional Information form vary, depending on the type of voucher for which you are entering information. The voucher type determines the information that the system includes in the VAT registers. Each voucher type must have its own document type defined in the Document Type (00/DT) UDC table.

Voucher Match

You use the Voucher Match program (P4314) to match vouchers to purchase orders for Poland. Additionally, you must enter information the is used for VAT reporting in the Voucher Additional Information program (P74P411H). The system automatically launches the Voucher Additional Information program when you add a voucher or modify an existing, non-posted voucher. Or, you can access the Voucher Additional Information program from a menu option.

Prerequisites

Before you perform the tasks in this section:

- Verify that the value in the Localization Country Code field in the User Display Preferences is *PL* (Poland).
- Verify that the Customs Tax Categories (74P/IM) UDC table contains entries to establish cross-references between tax rate areas and types of taxes or fees on imported goods.

Forms Used to Work with Vouchers for Poland

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Supplier & Voucher Entry (G0411), Supplier Ledger Inquiry Non-Stock PO Processing (G43B11), Receive & Voucher POs	Select existing records.
Enter Voucher - Payment Information	W0411A	Access the Supplier Ledger Inquiry from the Supplier & Voucher Entry menu, then click Add on the Supplier Ledger Inquiry form.	Enter standard voucher information.
Work With Voucher Additional Information	W74P411HB	Accounts Payable (G74P04), Voucher Additional Information	Select a voucher to add additional information.
Entry Voucher Additional Information	W74P411HA	Select a record and click Select on the Work with Voucher Additional Information form. Select a record and choose Regional Info from the Row menu on the Enter Voucher - Payment Information form.	Enter Poland-specific voucher information.

Entering Standard Voucher Information

Access the Enter Voucher - Payment Information form.

See Chapter 13, "Processing Accounts Payable Vouchers," Entering Standard Vouchers, page 275.

Entering Additional Voucher Information for Poland

Access the Entry Voucher Additional Information form.

You can change the information or enter a value in these fields only when the fields are enabled in the Set Up AP Document Types program (P74P4010).

Orig Doc Co (original document company) — Enter the address book number of the company that issued the document on which the voucher is based. For example, if the voucher is for a tax payment, enter the address book number of the taxing authority.

Orig Do Ty (original document type) — Enter the document type of the document on which the voucher is based. For example, if the voucher is to pay a supplier, enter the document type of the invoice from the supplier.

Original Document — Enter the identifying number from the document on which the voucher is based.

Rel Add. Number (related address number) — Enter the address book number that contains the alternate address for the payment.

Invoice Date — Change the date of the invoice, if necessary.

Service/Tax Date Change the date that the expense was incurred, if necessary.

(RUS) Entering Amount Difference Vouchers

This section provides an overview of amount difference vouchers and discusses how to:

- Run the Generate Amount Differences Voucher program (R74R4010).
- Set processing options for Generate Amount Differences Voucher (R74R4010).

Understanding Amount Difference Vouchers

You enter amount difference vouchers when there is a difference in the exchange rate on the date that you enter a voucher and the date that you pay the voucher. You run the Generate Amount Differences Voucher program (R74R4010) to generate vouchers to account for the gain or loss. When you post the new voucher, the system writes the data to the Russian Tax File table (F74R0018) so that the data can be reported in the Sales Book or the Purchase Register.

When you run the Generate Amount Differences Voucher program, the system generates vouchers in domestic currency, and:

- Marks the vouchers as paid.
- Summarizes the lines by original document and tax area.
- Shows the amount difference as either the gross amount or the taxable amount, depending on the processing options.
- Generates entries to the F0911 table.
- Writes records to the F74R4014 table.

Running the Generate Amount Differences Voucher Program (R74R4010)

Select Accounts Payable (G74R04), Amount Difference Generation.

Setting Processing Options for Generate Amount Differences Voucher (R74R4010)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Processing Mode Leave this processing option blank to process records in proof mode. Enter *1* to process records in final mode. If you process in final mode, the system pays the voucher, and updates the F74R0018 table and the F0911 table.

2. Amount Type Leave this processing option blank to print the taxable amount of the transactions on the voucher. Enter *1* to print the gross amount of the transactions on the voucher.

Voucher Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Tax/Rate Area Specify the tax rate/area that the system assigns to the new voucher. The value that you enter must exist in the F4008 table.

2. Tax Explanation Code Specify the tax code that the system assigns to the new voucher. The value that you enter must exist in the Tax Explanation Codes (00/EX) UDC table.

3. Tax Area Leave this processing option blank to use the tax/rate area that you entered in the Tax/Rate Area processing option. Enter *1* to use the tax rate/area from the original voucher. Enter *2* to use the tax rate/area from the F0401 table.

4. Name- Remark Enter a remark that the system saves to the F0411 table. The system does not print the remark on the voucher.

5. Payment Term Specify the payment term that the system assigns to the new voucher. The code that you enter must exist in the F0014 table.

6. Payment Instrument Specify the payment instrument that the system assigns to the new voucher. The code that you enter must exist in the Payment Instrument (00/PY) UDC table.

7. Payment Term Choice Leave this processing option blank to use the payment term code that you specified in the Payment Instrument processing option. Enter *1* to use the payment term from the original voucher. Enter *2* to use the payment term from the F0401 table.

8. Version Specify the version of the Voucher Entry MBF Processing Options (P0400047) program that the system uses when you run the Generate Amount Differences Voucher (R74R4010) program. If you leave this processing option blank, the system uses version *ZJDE0001*.

G/L Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Explanation Enter a remark that the system prints on the voucher.

2. Version Specify the version of the Journal Entry MBF Processing Options (P0900049) program that the system uses when you run the Generate Amount Differences

Voucher (R74R4010) program. If you leave this processing option blank, the system uses version *ZJDE0001*.

Payment Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Name - Remark Enter a remark that the saves to the F0411 table. The system does not print the remark on the voucher.

(VEN) Entering Vouchers for Venezuela

This section provides an overview of vouchers for Venezuela and discusses how to enter additional information for Venezuela.

Understanding Voucher Entry for Venezuela

You use the standard voucher entry programs to enter vouchers for Venezuela. You also use country-specific programs to generate certain types of vouchers or to add information that is specific to Venezuela.

When completing the Pay Status field when entering vouchers in the Standard Invoice Entry program (P0411), enter the payment status that you defined in the UDC 00/PS to indicate when vouchers are ready for the calculation of ISRL, IM, and VAT withholding taxes.

Vouchers for Imported Goods

Vouchers for imported goods must be entered using a document type that you set up in the 00/DT and 00/DV UDC table specifically for these transactions. When entering these vouchers, enter the customs statement (Form C) number and the import file number in the Invoice Control Number field, separated by a special character.

Vouchers with Withholdings

When you use the Standard Voucher Entry program to enter vouchers for Venezuela, the system launches the Additional Information Venezuela (P76V0400) program when you click OK after entering a voucher. You can also access this program from the Regional Info option on the Form menu. You use this program to add codes that identify municipal and national withholdings for each pay item. You also relate a control number or the import file number to the invoice in this program.

Form Used to Enter Additional Information for Venezuela

Form Name	Form ID	Navigation	Usage
Additional Information - Venezuela	W76V0400A	On the Enter Voucher - Enter Payment form, select Row, Regional Info.	Enter the Control Number, the ISLR Code, and the Municipal Code.

Entering Additional Information

Access the Additional Information - Venezuela form.

Invoice Ctrol. Number/File Importation Number (invoice control number/file importation number)	Enter the invoice number from the supplier's invoice, or the importation number from the Form C for imported goods.
I.S.L.R. Tax Code (*Impuesto sobre la Renta* tax code)	Enter a code from UDC 76V/04.
Municipal Tax Code	Enter a code from UDC 74/WT.

Processing Logged Vouchers

This section provides an overview of processing logged vouchers and discusses how to:

- Enter a logged voucher.
- Set processing options for Voucher JE Redistribution (P042002).
- Redistribute a logged voucher.

Understanding Logged Voucher Processing

If you do not know which GL account to distribute a voucher to, you can enter a logged (preliminary) voucher. Then at a later time, you review and redistribute the voucher to the correct GL accounts. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

Use the Voucher Logging Entry program (P0411) to enter logged vouchers. This program is the same as Standard Voucher Entry (P0411), the only difference is that these processing options are set to process logged vouchers:

- Voucher Logging is set to *1*.
- Voucher Master Business Function Version is set to use version *ZJDE0004*. Version ZJDE0004 is set to use a default document type of PL.

When you enter a logged voucher, the system:

1. Creates a voucher with a voucher number and document type of PL.
2. Distributes the total amount of the voucher to a GL suspense account.

   The default value for this suspense account is specified in AAI item PP.
3. Records the offset amount based on the accounts payable trade account (AAI item PC) or the accounts payable trade suspense account (AAI item PQ), depending on which method is designated in the Company Names & Numbers program (P0010).

Information about logged vouchers is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. The system provides these versions of this report:

- A/P Detail by Approver with Remarks (R04428A).
- A/P Detail by Approver with Aging (R04428B).

This report shows transaction totals from the Accounts Payable Ledger table and prints information by approver number.

Redistributing Logged Vouchers

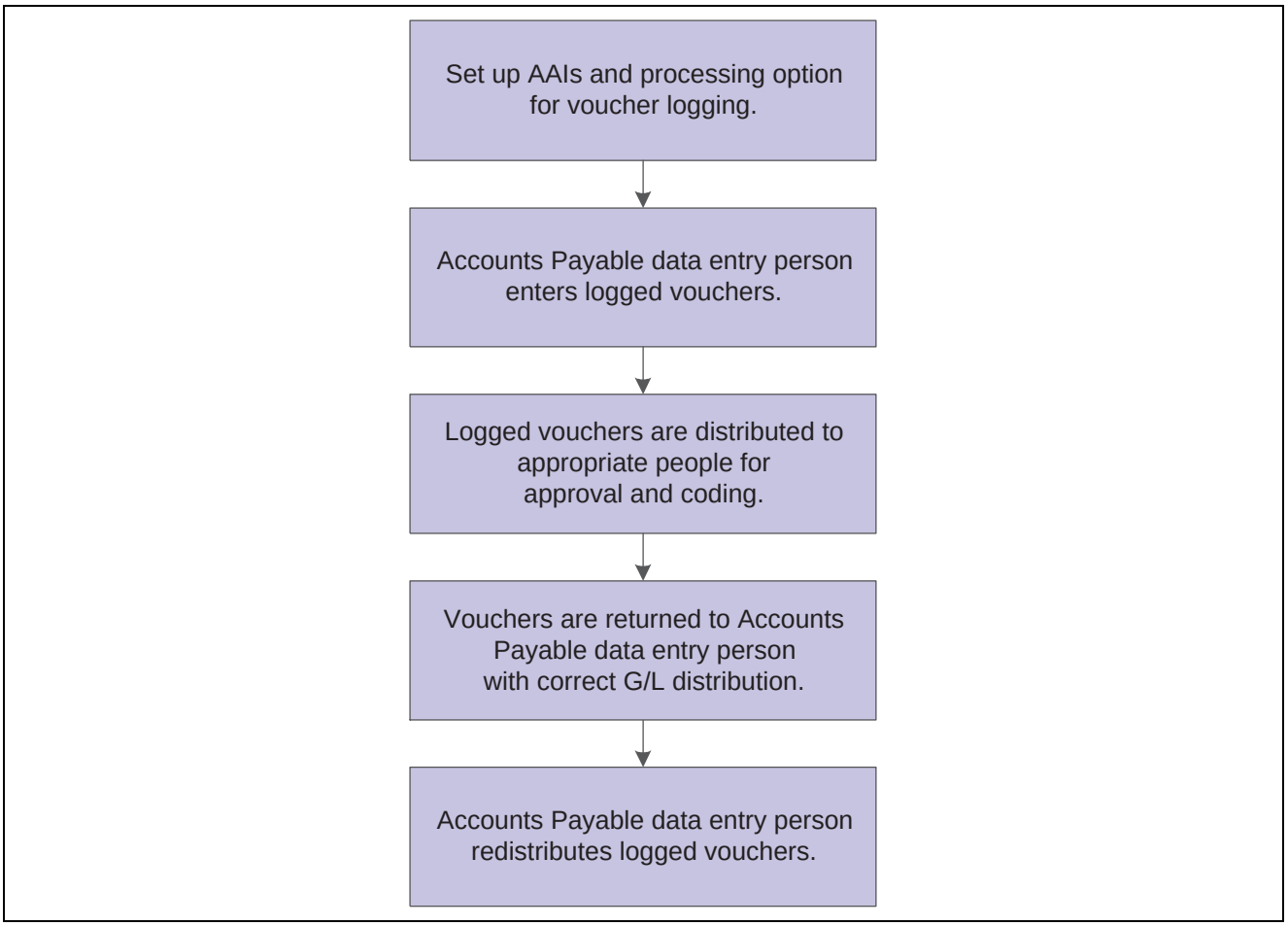
After you enter a logged voucher, you review and redistribute the amounts from the suspense accounts to the correct GL accounts. The redistribution reverses the original preliminary distribution and redistributes the voucher amount to expense accounts that you designate in the amount that you specify.

You can redistribute a voucher using a GL date previous to the voucher's GL date. To do so, you should post the voucher before you redistribute it. However, the system does not permit any changes to the preliminary distribution line of a logged voucher if the redistribution has a GL date different from that of the preliminary distribution.

If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

Important! After a voucher is redistributed, the system does not allow changes to the preliminary distribution line if its GL date is different from that of the redistribution lines. Changes are only allowed to the redistribution lines.

This diagram illustrates the voucher logging process:



Voucher logging process

Redistributing a Purchase Order Voucher

After you enter a logged purchase order voucher, you can redistribute the amounts to the correct accounts. To do this, the purchase order must originate in the Procurement system. A purchase order voucher that originates in the Procurement system begins with the document type prefix of *O* (for example, *OV*).

Note. You might need to reverse a purchase order voucher that has been redistributed. If you reverse a logged purchase order voucher that has been posted and for which the redistribution has not been posted, the system does not retain an audit trail in the Account Ledger table (F0911) of the redistribution. The system retains only the original posted records in the F0911 table, which include the debit to the suspense account and the credit to the AP trade account.

If you reverse a purchase order voucher that has been posted and for which the redistribution has also been posted, the system retains both the original credit to the AP Trade account and debit to the Suspense account, and the reversal of these entries.

Prerequisites

Before you complete the tasks in this section:

- Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).
- select the Use Suspense Account option on the Company Names & Numbers program (optional).

- Set up AAI item PP and, if you use the trade suspense account, item PQ. Assign an approver number to each supplier (optional).

  See Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 22.

- Run Update Approver/Category Code 7 (optional).

  See Chapter 12, "Entering Supplier Information," Updating the Approver and Category Code 7 Fields, page 267.

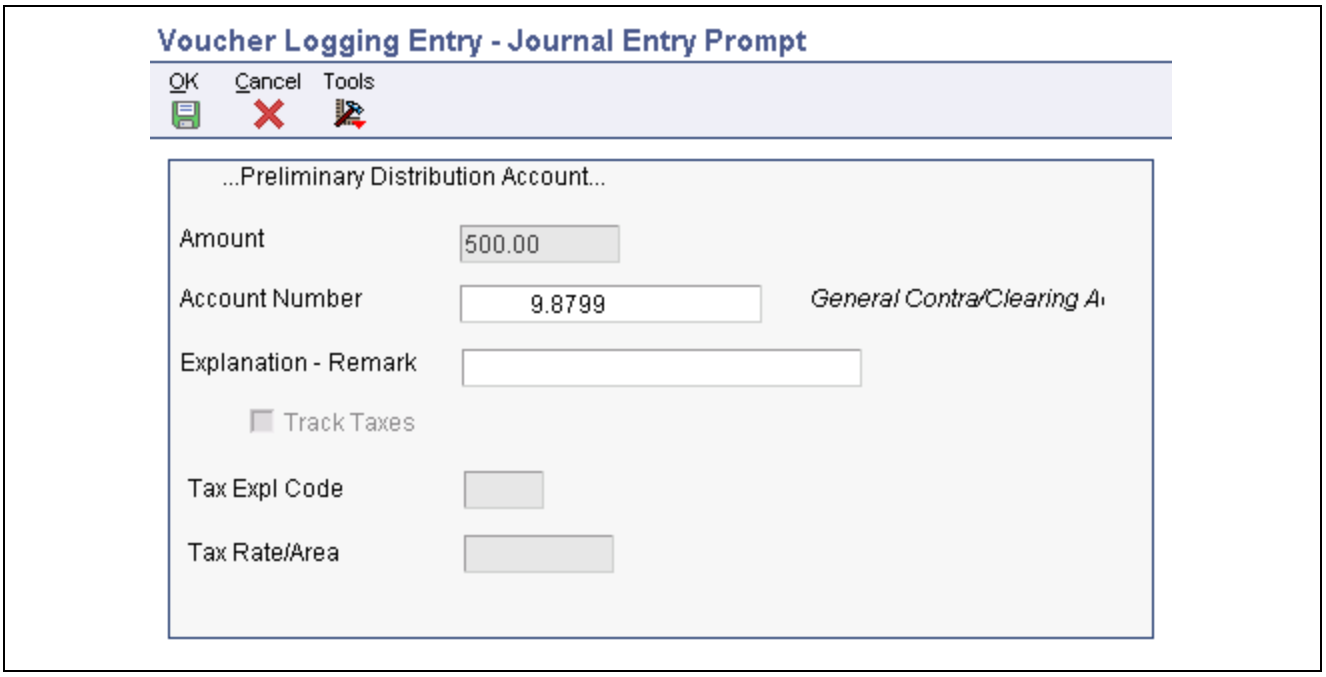
Forms Used to Process Logged Vouchers

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier and Voucher Entry menu (G0411), Voucher Logging Entry Click Add on the Supplier Ledger Inquiry form.	Enter voucher information. You must enter logged vouchers using Voucher Logging Entry menu selection. If you do not, the system does not prompt you to enter a preliminary distribution account for the voucher.
Additional Information	W0411F	On the Enter Voucher - Payment Information form, select Additional Info from the Form menu.	Enter purchase order information.
Journal Entry Prompt	W0411B	Click OK on the Enter Voucher - Payment Information form.	Enter a remark for the voucher and verify the expense suspense account.
Work With Voucher JE Redistribution	W042002A	Other Voucher Entry Methods (G04111), Voucher JE Redistribution	Locate a logged voucher to redistribute and, optionally, change the Redistribution Date field.
G/L Distribution	W0411K	On the Work With Voucher JE Redistribution form, select a logged voucher and click Select.	Enter the expense account.
Voucher Match	W4314A	On the Work With Voucher JE Redistribution form, select a logged voucher and select Redistribute PO from the Row menu.	Redistribute the purchase order voucher.

Entering Logged Vouchers

Access the Journal Entry Prompt form.

This form appears after you enter information on the Enter Voucher - Payment Information form and click OK.



Journal Entry Prompt form

Approver Number Enter the address number of the individual who is authorized to approve voucher logging transactions. This address number must exist in the Address Book Master table (F0101) for validation purposes.

P.O. No/Typ/Co(purchase order number/type/company) Enter the purchase order number of the document that authorizes the delivery of specified merchandise or the rendering of certain services.

Entering a purchase order number enables you to easily redistribute the logged voucher using voucher match.

Setting Processing Options for Voucher JE Redistribution (P042002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Approver Number Specify the address book number of the individual who is authorized to approve voucher logging transactions. Enter a valid address book number from the Address Book Master table (F0101).

2. Pay Status Code Specify the pay status code for the system to assign to the voucher after it has been redistributed. Enter a valid pay status code from UDC table 00/PS. If

you leave this processing option blank, the pay status of the voucher does not change. This option applies only to AP voucher redistribution.

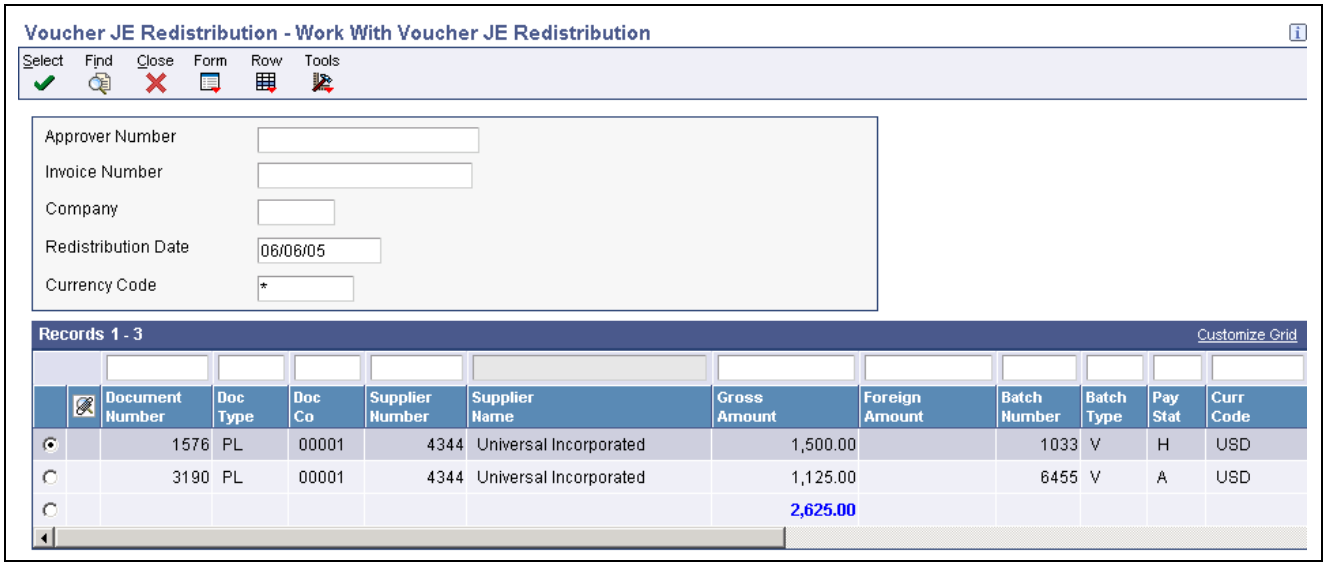
Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Voucher Match (P4314) Specify the version of the Voucher Match program (P4314) for the system to use. Enter a valid version number. If you do not specify a version, the system uses version *ZJDE0003*.

Redistributing a Logged Voucher

Access the Work With Voucher JE Redistribution form.



Work With Voucher JE Redistribution form

Redistribution Date Enter the date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods.

Processing Recurring Vouchers

This section provides an overview of processing recurring vouchers and discusses how to:

- Enter recurring vouchers.
- Recycle recurring vouchers.
- Run the Recurring Voucher report (R04305).
- Set processing options for Recurring Voucher report.

Understanding Recurring Vouchers

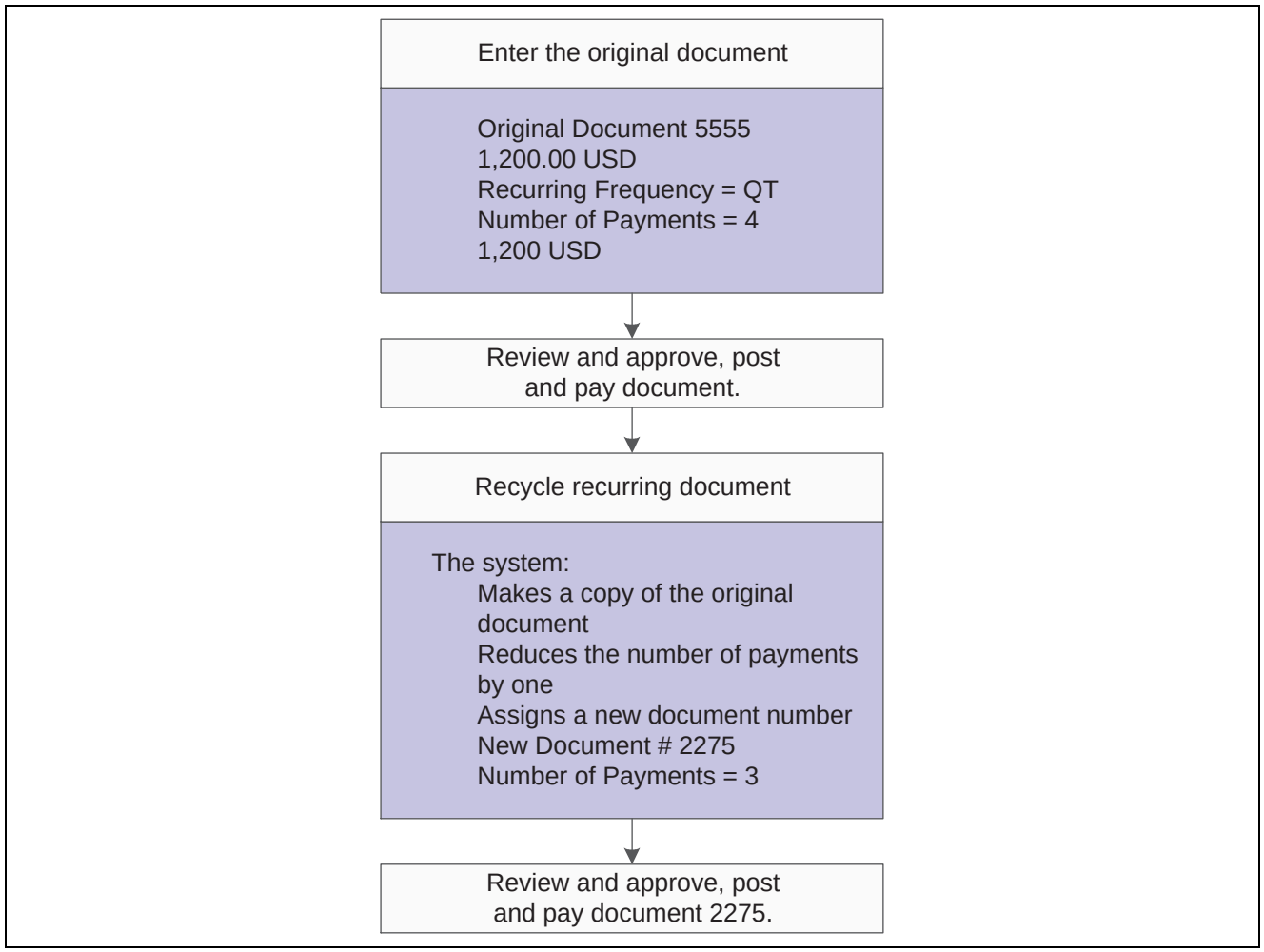
If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher. When you enter a recurring transaction, you indicate the total number of invoices or vouchers that you want the system to create and the interval for them. For example, if you bill or make lease payments every month for one year, you can set up a recurring invoice or voucher for 12 payments with a monthly frequency. Then, instead of entering an invoice or voucher each month, you run a recycle program that creates a new transaction from the original. The system assigns a new document number and batch number to the new transaction and reduces the number of payments by one. You continue to recycle and create new transactions until one payment remains.

You must use the standard entry program to enter recurring transactions. In addition to the standard transaction information, you complete the frequency and number of payments fields. This indicates to the system that the transaction is recurring. To cancel a recurring transaction, you remove the values from these fields.

The system assigns a document type of *PR* to recurring vouchers. However, you can create your own document type for recurring vouchers and then override the default value with your document type when entering the voucher. If you assign a custom document type to a recurring voucher, the voucher retains the custom document type each time it is recycled.

A recurring voucher can have only one pay item.

This diagram illustrates the recurring transaction process:



Processing recurring invoices and vouchers

Revising Recurring Vouchers

Before recycling recurring vouchers, you might need to revise them. For example, a supplier might decide to extend or terminate a rental or service agreement, which would require you to change the number of payments.

The system assigns a new document number to each new voucher that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring voucher you can:

- Change selected fields.
- Cancel the recurring portion of the transaction.
- Delete or void the recurring transaction.

You can revise a recurring voucher any time after it is paid and before recycling it again. You can delete a recurring voucher before or after it is recycled; however, if a voucher is paid, you can update only the Recur Frequency (recurring frequency) and the # of Payments (number of payments) fields.

Canceling Recurring Vouchers

You can cancel a recurring voucher by clearing the Recur Frequency and # of Payments fields. Removing values in these fields prevents the transaction from being recycled by the system. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the recurring option on the ledger inquiry programs.

Adding Recurring Information to an Existing Transaction

If you enter a voucher that is not recurring and want to add recurring information, use the Standard Voucher Entry program and enter the frequency and number of payments into the detail area. The system does not change the document type of the transaction when you add recurring information to it. The document type changes the next time the voucher is recycled.

Printing the Recurring Voucher

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the Accounts Payable Ledger table (F0411) and related information from the Account Ledger table (F0911).

(COL) Vouchers Saved in a Foreign Currency

For vouchers that are saved in a foreign currency, the recycling process uses the exchange rate that corresponds to the invoice or the accounting date as defined in the master business functions (MBFs) for the voucher. The system reads the values in the Recycle Voucher UDC (76C/RC) to determine the version to use.

Understanding the Recycle Process

After you enter, review, and revise recurring invoices and vouchers, you recycle them to create a new batch of transactions for the next month, quarter, or year. The recycling program generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice or voucher, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When one payment remains, the transaction no longer recycles. For example, to set up a recurring invoice or voucher for one year, you set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining.

You do not have to pay an existing invoice or voucher to generate the next cycle of recurring transactions.

This process updates information in these tables:

- F0011
- F03B11 (invoices)
- F0411 (vouchers)
- F0911

The Recycle Process

When you recycle recurring invoices and vouchers, the system:

- Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.
- Creates a new invoice and voucher and updates:
  - Document number with a new number.
  - Batch number with a new number.
  - Number of payments (decreases by one).
  - GL date and net due date, using the recurring frequency to calculate the next date.
  - Invoice date according to the processing options.
  - Invoice number (vouchers only) according to the processing options.
- Creates an exception report that lists the number of invoices and vouchers that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions).

  You can view error messages in the Work Center. These errors include:
  - No accounting distribution records were created.

    This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.
  - GL date is for a previous fiscal year (PYEB).
  - GL date is for a previous period (PBCO), and Allow PBCO Postings is not activated in the General Accounting Constants (P0000).
  - GL date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices and vouchers, you must post them to the general ledger.

A customer does not have to pay an existing invoice or voucher for you to generate the next cycle of recurring transactions.

Prerequisites

Before you complete the tasks in this section:

- Set up a separate version for each recurring frequency that you use, such as monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.
- Set up a next numbers series for recurring vouchers (optional).

Forms Used to Enter Recurring Vouchers

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Other Voucher Entry Methods (G04111), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter recurring voucher information.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter GL distribution information for a recurring voucher.
Revise Recurring Voucher Information	W04120B	Select Revise Recurr Vchrs. on the Supplier Ledger Inquiry form.	Revise recurring information for recurring vouchers.

Entering Recurring Voucher Information

Access the Enter Voucher - Payment Information form.

Recur Freq (recurrence frequency) Specify the time interval between transactions that the system creates. Valid recurring frequency values are:

MO: Monthly

AN: Annually

WK: Weekly

QT: Quarterly

SA: Semiannually

BW: Biweekly

No. Pym (number of payments) Enter the number of recurring invoices or vouchers that you want the system to process. This number includes the original transaction that you enter. For example, if you enter 12, the system processes the transaction 11 additional times, reducing the value of the number of payments by one each time it creates a new transaction. When this field contains *1,* the system does not create a new transaction, it clears the field.

Running the Recycle Recurring Vouchers Report

Select Other Voucher Entry Methods (G04111), Recycle Recurring Vouchers.

Setting Processing Options for Recycle Recurring Vouchers Report (R048101)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Number Enter *1* to leave the invoice number blank. Leave this processing option blank to enable duplicate invoice numbers.

Invoice Number Flag

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Date Enter *1* to use today's date as the invoice date. Enter *2* to duplicate the invoice date. Leave this option blank to increment the invoice date.

Running the Recurring Voucher Report

Select Other Voucher Entry Methods (G04111), Recurring Voucher Report.

Setting Processing Options for Recurring Voucher Report (R04305)

See Appendix D, "PeopleSoft EnterpriseOne Accounts Payable Reports," Processing Options for Voucher Journal Report (R04305), page 671.

Processing Prepayments

This section provides an overview of prepayments and discusses how to:

- Enter prepayment vouchers.
- Close out negative prepayment items.

Understanding Prepayments

Sometimes you must pay for goods or services before you receive an invoice. For example, you might need to:

- Pay a travel advance for employee expenses.
- Pay a deposit on services to be rendered at a later time.
- Take advantage of a discount.

For situations in which you have not yet received an invoice, you can enter a prepayment voucher for an advance payment. When you enter a prepayment voucher, the system creates a negative pay item for every pay item on the voucher. You can use only the Standard Voucher Entry program (P0411) to create a prepayment voucher.

The process for entering prepayment vouchers uses AAIs to determine the GL expense distribution if no account number is entered in the G/L Distribution Account processing option. The PC*xxxx*AAI is used, where *xxxx* is the GL offset in the processing options for the Standard Voucher Entry program.

A prepayment voucher usually has pay items that net to a zero amount. If that is the case, no GL distribution form appears during prepayment voucher entry. A GL distribution form appears if an amount to distribute exists in the general ledger, which typically happens when different pay items on the voucher have different tax rates and areas.

You can pay the prepayment voucher using either automatic payments or manual payments. If you are going to create the payment in the next batch of automatic payments, you enter the prepayment voucher and then follow the regular procedures for processing automatic payments. To make the payment using manual payments, you create the prepayment voucher and then pay it using manual payments with voucher match.

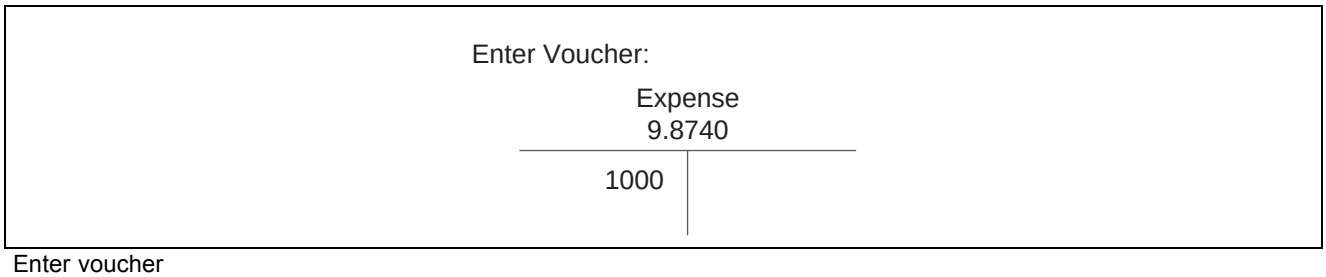
Later, when you enter the voucher for actual expenses, you enter it just as you would enter a standard voucher. You can then apply the pending negative pay item to the actual voucher manually so that the amount owed to the supplier is reduced by the amount of the prepayment. Or you can change the pay status of the negative pay item to approved and let the system apply it to any open vouchers for that supplier by running the automatic payment process. The advantage of the manual method is that you can choose the specific voucher that closes out a specific negative pay item. The advantage of the automatic method is that the system automatically nets any negative pay items against any vouchers for the same supplier. When you use the manual method, use the Prepayment Selection program (P0411P) to match the reversing pay item of the prepayment voucher with the voucher for actual expenses that was submitted.

Example of Entering and Paying Prepaid Vouchers

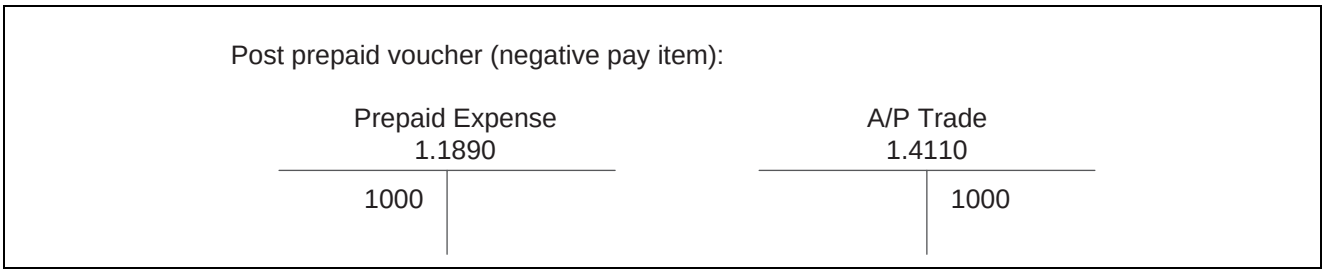
An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, you enter a prepaid voucher for 1,000, and the system creates a pending negative pay item for 1,000.

When you post the voucher, the system creates a debit of 1,000 to the prepaid expense account that you specified in the AAIs and a 1,000 credit to the AP trade account. When you post the payment, the system creates a debit to the AP trade account and a credit to the cash account.

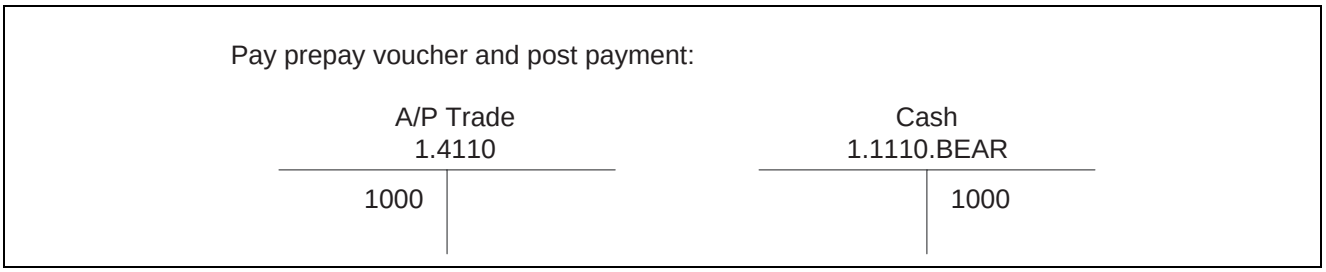
These T-accounts illustrate the journal entries:



Enter voucher



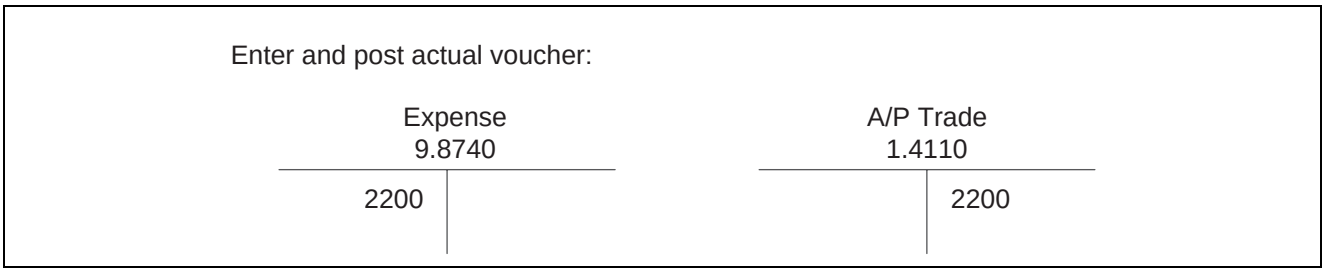
Post prepaid vouchers



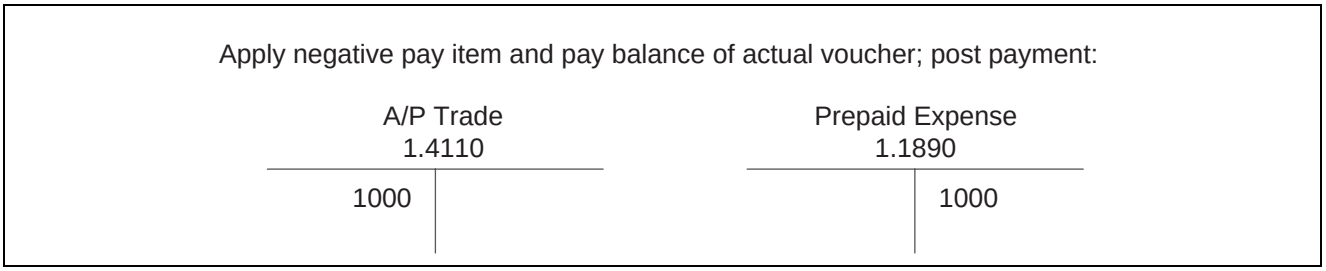
Pay prepaid voucher and post payment

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the pending negative pay item for 1,000 to reduce the net open amount to 1,200, which is the balance that you owe.

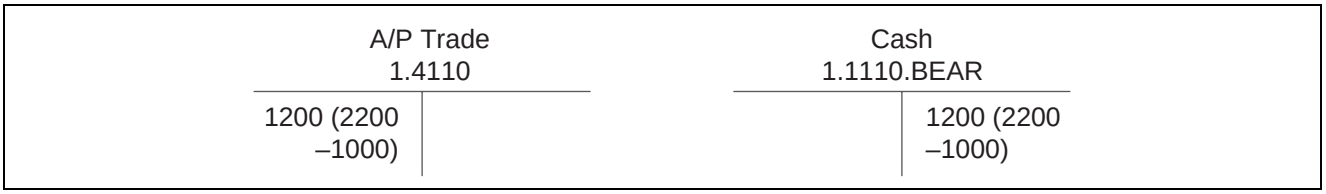
These T-accounts illustrate the journal entries:



Enter and post actual voucher



Apply negative pay item



Post payment

(ITA) Processing Prepayments for Notula in Italy

You can use the system to process *notula* for specific stages in the prepayment process:

Step in Prepayment Process	Description
Enter prepayment voucher	When you enter prepayment vouchers for *notula,* you: • Use a version of the Voucher Entry program for prepayments. • Use a special document type. • Enter a tax explanation code of E for exempt. • Enter a tax rate with a zero percent tax rate.
Record payment	To record the voucher as paid, you use manual payment with voucher match for the voucher without VAT.
Enter standard voucher	Enter a standard voucher with a normal tax explanation code and tax rate. When the system determines that the supplier for the voucher is subject to withholding, the system displays the withholding window. Use the form to select the matching *Notula* document for the voucher. The system retrieves the VAT amount along with the withholding tax amount. Distribute as usual. When you post the voucher, the system updates the tax table.
Close the amounts	Enter a second payment to close the amounts in the Accounts Payable Ledger table (F0411).

Note. The default document type value for *notula* is PF. You can set up a special document type for *notula* in the processing options for the Notula Browse - Italy (P7404074) program.

See Also

Chapter 23, "Processing Manual Payments," Entering Manual Payments with Voucher Match, page 545

Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 22

Prerequisites

Before you complete the tasks in this section:

- Activate prepayments processing in the processing options for the Prepayment Voucher Entry program (P0411).

  To do this, enter a GL offset account on the Prepayments tab. You cannot use the Payment With Voucher Match program (P0413M) to enter prepayment vouchers.
- Activate the Tax Area processing option on the Prepayments tab of the Prepayment Voucher Entry program if you want the prepayment tax form to appear when you enter a prepayment voucher.
- Set up the AAI item PC*yyyy* to assign a default prepaid expense account.

  The GL offset item that you entered on the Prepayments tab of the processing options for the Standard Voucher Entry program is the AAI item PC*yyyy* that is used to create prepayment entries.

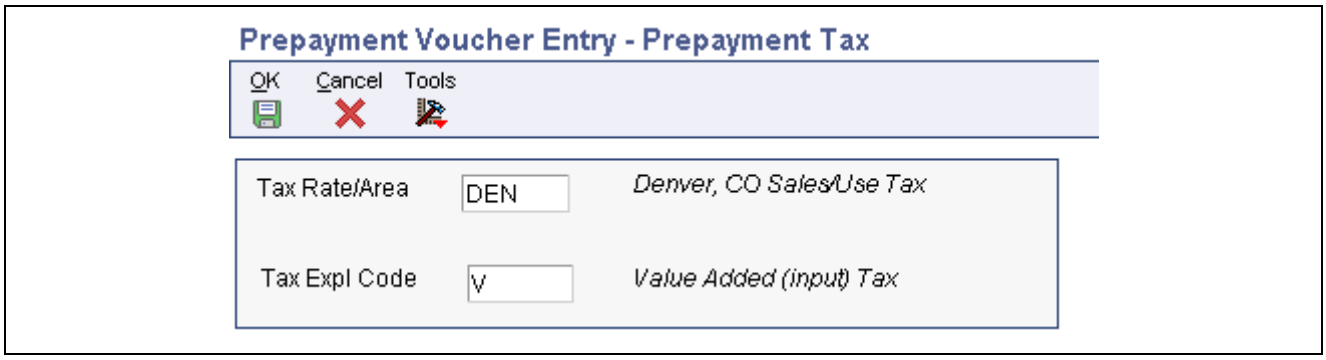
Forms Used to Process Prepayments

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Other Voucher Entry Methods (G04111), Prepayment Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter prepayment voucher information.
Prepayment Tax	W0411X	Other Voucher Entry Methods (G04111), Prepayment Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter the tax rate area and tax explanation code for a prepayment voucher. This form appears only if you enter *1* in the Tax Area processing option.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter GL distribution information for a voucher.
Work With Prepayment Selection	W0411PA	Other Voucher Entry Methods (G04111), Prepayment Selection	Select a negative pay item to close out. Only negative pay items that have not yet been matched appear on this form. To view negative prepayment items, you must approve the negative prepayment item and you must pay the prepayment voucher.
Manual Payment Entry	W0413MA	On the Work With Prepayment Selection form, select Manual Payments from the Row menu.	Net the negative prepayment item and the actual voucher.
Select Open Pay Items	W0413ME	On the Manual Payment Entry from, select Pay Items from the Form menu.	Select the actual voucher to net to the negative prepayment item.
Split Payments	W0411SC	On the Work With Prepayment Selection form, select Split Prepayment from the Row menu.	Enter a split prepayment.

Entering Prepayment Vouchers

Access the Prepayment Tax form.

This form appears only if you enter *1* in the Tax Area processing option for the Prepayment Voucher Entry program (P0411).



Prepayment Voucher Entry - Prepayment Tax form

Closing Out Negative Pay Items for Prepaid Vouchers

Access the Work With Prepayment Selection form.

(TWN) Processing Vouchers for Taiwan

This section provides an overview of entering vouchers for Taiwan, lists prerequisites, and discusses how to:

- Enter vouchers for Taiwan.
- Enter returns or allowances of input tax.
- Enter VAT prepaid through customs.
- Generate GUI/VAT (government uniform invoice/value-added tax) information for individual Accounts Payable records.

Understanding Vouchers for Taiwan

When you create a voucher using either Standard Voucher Entry (P0411) or Speed Voucher Entry (P0411SV), the system displays the GUI/VAT Multiple Transaction Revisions form, on which you enter GUI information. The GUI information is stored in the GUI/VAT Transaction Header table (F75T004) and the GUI/VAT Transaction Detail table (F75T005).

Note. The system displays the GUI/VAT Multiple Transaction Revisions form only when you are adding a voucher. If you change or delete an existing voucher, or add a new pay item to an existing voucher, the system does not update tables F75T004 and F75T005. You must use the GUI/VAT Transaction program (P75T004) to make corresponding changes to these tables.

When you enter information on the Enter Voucher - Payment Information or the Speed Voucher Entry, certain guidelines apply for fields such as Invoice Number and Gross Amount.

This table describes these guidelines:

Vouchers

Field used when entering vouchers:

Field	Guidelines
Invoice Number	Enter the GUI number from the supplier's invoice.

Returns or Allowances of Input Tax

Fields used when entering returns or allowances of input tax:

Field	Guidelines
Invoice Number	Enter the GUI number from the supplier's invoice. The GUI number must be an existing GUI number for which a voucher has already been created for the supplier you specified.
Gross Amount	Enter a negative amount.

VAT Prepaid Through Customs

Fields used when entering VAT that is prepaid through customs:

Field	Guidelines
Document Type	Enter *PV.*
Supplier Number	Specify the address book number for the Customs Authority, or any customs broker who handles the prepayment of VAT to the Customs Authority for import goods on behalf of the declaration site, in the Supplier Number field. The supplier number must be set up in GUI/VAT Supplier Constants (P75T0091) with *F28* in the Cat. Cd 7 - Supplier field.
Invoice Number	Enter the VAT payment document number.
Tax Expl (Tax Explanation)	Leave this field blank.
Tax Area	Leave this field blank.

For customs brokers who handle the prepayment of VAT to the Customs Authority and who charge handling fees, enter a standard voucher for the VAT amount and handling fee. On the GUI/VAT Multiple Transaction Revisions form, revise the amount of the first row in the detail area to the handling fee amount and manually add an additional transaction line for Document Type VPD and Format Code 28 with the relevant VAT Payment Doc number and VAT amount.

If the supplier has the code *F28* in the Cat. Cd 7 - Supplier field in GUI/VAT Supplier Constants (P75T0091) and the GL distribution account is set up as an input tax account in GUI/VAT GL Account Mapping (P75T012), the system populates the Tx Ex (Tax Explanation Code 1) field with the value *V,* the Tax Area field with the value *F28,* and the Doc Typ (GUI/VAT Document Type) field with the value *VPD* (VAT Payment Document).

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(TWN) Working with GUI/VAT Transactions," Adding GUI/VAT Header Additional Information

Understanding How to Generate GUI/VAT Information for Individual Accounts Payable Records

The GUI/VAT AP Inquiry program (P75T0411) displays records from the Accounts Payable Ledger table (F0411) and associated GUI/VAT information from the GUI/VAT Transaction Header table (F75T004) for those records from table F0411 for which GUI/VAT information exists.

These options on the Work With GUI/VAT AP Inquiry form control which records are displayed:

Option	Usage
All	Displays all records from table F0411.
No GUI/VAT	Displays records in table F0411 that do not have corresponding records in table F75T004. These key fields are used to locate corresponding records: Document Company (KCO), Document Type (DCT), and Document (Voucher, Invoice, and so on) (DOC).
Only GUI/VAT	Displays only records in table F0411 that have corresponding records in table F75T004. These key fields are used to locate corresponding records: Document Company (KCO), Document Type (DCT), and Document (Voucher, Invoice, and so on) (DOC).

Note. One Accounts Payable document can have more than one associated GUI document. If an Accounts Payable document has more than one associated GUI document, +(plus sign) appears at the end of the GUI number in the detail area of the Work With GUI/VAT AP Inquiry form.

You use the GUI/VAT AP Inquiry program to generate GUI/VAT information for individual records that were created in the Accounts Payable system but have not yet had GUI/VAT information assigned.

Prerequisites

Before you complete the tasks in this section:

- Verify that the Localization Country Code in your User Display Preferences is set to TW (Taiwan).
- Specify *Y* in the Link AP To GUI field on the GUI/VAT Declaration Site form for the declaration site for which you are entering transactions.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up GUI/VAT Declaration Sites.
- Set up and activate a user/declaration site mapping for the user who will enter vouchers.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT User/Declaration Site Mapping.

If you will be adding VAT payment documents for prepayment through customs, complete these additional steps:

- Set up a tax rate area named F28 with the 5 percent input tax rate for Taiwan import tax.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Rate Areas.

- Add the code F28 with the description VAT Rate in Customs to GUI/VAT Cat. Code 7 - Supplier (UDC 75T/C7).

- Set up GUI/VAT supplier constants by using the Custom Authority's address book number, and specifying *F28* in the Cat. Cd 7 - Supplier field on the GUI/VAT Supplier Constants Revisions form.

  See Chapter 12, "Entering Supplier Information," (TWN) Setting Up Supplier Constants for Taiwan, page 264.

Forms Used to Enter Vouchers for Taiwan

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier & Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Specify the GUI number from the supplier's invoice.
GUI/VAT Multiple Transaction Revisions	W75T004E	Click OK on the G/L Distribution form or the Speed Voucher Entry form.	Enter the additional information required for vouchers for Taiwan. If you need to adjust the declaration amounts, clear the Amount Check option in the header area, and then revise either the Taxable Amount or the Tax Amount field. If you change the accumulated amounts, note that the system does not make corresponding adjustment to the amounts on the original voucher. You should review the voucher and update the amounts, if necessary.
Work With GUI/VAT AP Inquiry	W75T0411A	GUI/VAT Daily Processing (G75T110), GUI/VAT AP Inquiry.	Choose the record in the detail area for which the GUI number field is blank.
GUI/VAT Multiple Transaction Revisions	W75T004E	On the Work With GUI/VAT AP Inquiry form, select GUI/VAT Entry from the Row menu.	Verify fields populated by the system. Click either the All option or the Only GUI/VAT option and click Find to refresh the display and view the assigned GUI numbers.

Entering Vouchers for Taiwan

Access the GUI/VAT Multiple Transaction Revisions form.

Trs Typ (transaction type) Enter the transaction type that specifies the transaction type of the GUI/VAT. The code that you enter must exist in the GUI/VAT Transaction Type (75T/TT) UDC table.

For input tax transactions, the system supplies the default value of PUR (Purchase) in the Trs Type (GUI/VAT Transaction Type) field.

Doc Typ (document type) Enter the document type. The value that you enter must exist in the GUI/VAT Document Type (75T/DT) UDC table.

Fm Cd (format code) Enter the format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

The system supplies a default value in the Fm Cd (GUI Format Code) field, based on the tax area and tax explanation codes that are set up in the GUI/VAT Tax Type Mapping program (P75T008) and the settings for the customer in the GUI/VAT Supplier Constants program (P75T0091). The system supplies a default value in the Doc Typ (GUI/VAT Document Type) field, based on the value in the Fm Cd field:

If the tax amount is below NT$500, change the GUI Format Code from 21 or 22 to 26 or 27.

T T (tax type) Enter the tax type for the transaction. The code that you enter must exist in the GUI/VAT Tax Type (75T/TX) UDC table.

The system supplies a default value in the T T (VAT Tax Type) field, based on the tax area and tax explanation codes that are set up in the GUI/VAT Tax Type Mapping program.

D C (deduction code) Enter a code that exists in the Deduction Code (75T/DC) UDC table.

The system supplies default values in the *D C* (Deduction Code) and Pur Itm (Purchase Item Type) fields, using the values that are specified for the supplier in the corresponding fields in the GUI/VAT Supplier Constants program.

Pur Itm (purchase item) Enter a code that exists in the GUI/VAT Purchase Item Type (75T/PT) UDC table.

The system supplies default values in the D C (Deduction Code) and Pur Itm (Purchase Item Type) fields, using the values that are specified for the supplier in the corresponding fields in the GUI/VAT Supplier Constants program.

Taxable Amount Enter the amount on which taxes are assessed.

Tax Amount Enter the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).

S N (summary) The system display an A if the record is summary. When the value is A, the values in the GUI/VAT No. From and GUI/VAT No. To fields might be different. If the field is blank, the values in the GUI/VAT No. From and GUI/VAT No. To fields are the same.

Item Description Enter the item description.

Item Quantity Enter the quantity of units affected by this transaction.

C W (cigarette/wine) The system supplies default values for the C W (Foreign Cigarette / Wine Note) field and the CC 7, CC8, and CC9 fields, using the values that are specified for the supplier in the corresponding fields in the GUI/VAT Supplier Constants program.

Entering Returns or Allowances of Input Tax

Access the GUI/VAT Multiple Transaction Revisions form.

Doc Typ (document type) Enter the document type of the GUI/VAT document. The value that you enter must exist in the GUI/VAT Document Type (75T/DT) UDC table.

For negative input tax transactions, the system supplies a value of *23* or *24* in the Fm Cd (GUI Format Code) field, and a value of *ALW* (Allowance) in the Doc Typ (GUI/VAT Document Type) field.

Fm Cd (format code) Enter the format code for the transaction. The code that you enter must exist in the GUI/VAT Format Code (75T/FC) UDC table.

Entering VAT Prepaid Through Customs

Access the GUI/VAT Multiple Transaction Revisions form.

Doc Typ (document type) Displays *VPD* (VAT Payment Document) in the Doc Typ (GUI/VAT Document Type) field for VAT prepaid through customs transactions.

Fm Cd (format code) Displays *28* in the Fm Cd (GUI Format Code) field for VAT prepaid through customs transactions.

Trans. No. From (transaction number from) Displays the last 10 digits of the supplier's invoice number.

If the transactions use a GUI number or a receipt number that is issued by Customs, the transaction number is the GUI or receipt prefix followed by the GUI or receipt number.

Trans. No. To (transaction number to) Displays the ending number in the range of GUI/VAT transaction numbers. If the transactions use a GUI number or a receipt number that is issued by Customs, the transaction number is the GUI or receipt prefix followed by the GUI or receipt number.

Tx Ex (tax explanation) Displays *V* for VAT prepaid through customs transactions.

Tax Area Displays *F28* for VAT prepaid through customs transactions.

CC 7 (category code 7) Displays the default value for the CC 7 field by using the value that is specified for the supplier in the corresponding field in the GUI/VAT Supplier Constants program (P75T0091). Values are stored in UDC 75T/C7.

Generating GUI/VAT Information for Individual Accounts Payable Records

Access the GUI/VAT Multiple Transaction Revisions form.

UI PF (uniform invoice prefix) Enter the prefix of the GUI number.

GUI/VAT No. From	Enter the beginning number in a range of GUI numbers.
GUI/VAT No. To	Enter the ending number in a range of GUI numbers.
OK	Click this button to insert a new record into table F75T004.

(ARG) Processing Vouchers for Argentina

This section provides overviews of entering vouchers for Argentina and maintaining CAI numbers for suppliers with fiscal controller, and discusses how to:

- Set processing options for F0411 Tag File Maintenance - ARG - 04 - 04 (P760411A).
- Enter vouchers additional information for Argentina.
- Enter withholding information for Argentina.
- Maintain CAI numbers for suppliers with fiscal controller.

Understanding Vouchers for Argentina

You use the Standard Voucher Entry program (P0411) to enter vouchers for Argentina. When the user ID is set to Argentina, the system displays an additional form on which you can enter information specific to Argentina.

For the system to access country-specific information, you must set up corresponding versions of:

- Standard Voucher Entry (P0411).
- F0411 Tag File Maintenance - ARG - 04 - 04 (P760411A).
- Voucher Entry MBF Processing Options (P0400047).

For example, if you are using version ZJDE0001 of the Standard Voucher Entry program, the system uses version ZJDE0001 of the F0411 Tag File Maintenance - ARG - 04 - 04 program and version ZJDE0001 of the Voucher Entry MBF Processing Options program.

Country-specific voucher information is stored in A/P Ledger Tag Table - ARG - 04 table (F760411A).

Note. When you create a voucher, the system assigns the value from the Pay Status Code processing option from the Voucher Entry MBF Processing Options program (P0400047) to the voucher. If this processing option is blank, the system uses the default value from the Pay Status (PST) data item. You cannot override the system-assigned payment status.

Also, you cannot modify or delete a voucher if the pay status of any of its lines is listed in UDC 76A/EI (Unchangeable Pay Status).

Considerations for the Duplication of Invoice Legal Number

The system controls the duplication of invoice legal numbers with the same supplier and legal document type.

To activate the duplicate legal numbers control, you must set up the processing options on the Validate tab for the F0411 Tag File Maintenance - ARG - 04 - 04 program (P760411A).

After you click OK on the Voucher Additional Information - Revision form, if the invoice number is duplicated for the same type of legal document, the system displays the Duplicate Invoice Number form.

If the system displays this form, take one of these actions:

- Press Cancel.

  When you press cancel, the voucher is generated with the pay status that is designated in processing option 5 of the F0411 Tag File Maintenance - ARG - 04 - 04 program (P76A0411A). For the invoice to adopt the pay status from the Pay Status Code processing option for the Voucher Entry MBF Processing Options program (P0400047), you must re-enter the voucher and replace its legal number with one that is not a duplicate, or you must change its legal document type.

- Replace the legal number with one that is not a duplicate and click OK.

If duplicate number control is not achieved through legal document type (the processing options on the Validate tab for the F0411 Tag File Maintenance - ARG - 04 - 04 program (P760411A) are blank), the system uses Duplicate Invoice Number Edit setting from the Accounts Payable constants. In this case, when you enter a duplicate number for the invoice, the system returns an error when the detail area of the Enter Voucher - Payment Information form is loaded.

If you receive this error, change the legal number to one that is not a duplicate so that you can continue with voucher creation.

Considerations for Entering Vouchers for Cleaning Services Withholding

Specify the S.U.S.S. withholding concept for the withholding on the Voucher Additional Information - Revision form as shown:

Field	Value	Description
VAT Withholding Concept	BIE	Goods
G.I. Agreement Code	02	Multilateral Agreement
G.I. Concept Source	BIE	Goods
G.I. State Source	04	Neuquen
G.I. Concept Destination	FLT	Shipment
G.I. State Destination	02	Mendoza
Profit Withholding Condition	INS	Registered
Profit Withholding Concept	30	Goods
Contract Concept	500	More than 500 square meters
S.U.S.S. Concept	LIM	Cleaning Services

Note. Values for the S.U.S.S. Concept field are defined in UDC 76/11. You can specify the required withholding in this field or leave this field blank if blank is a valid value in the UDC.

To enter an eventual personnel withholding concept, complete the origin jurisdiction as shown, even though gross income is not being withheld:

Field	Value	Description
VAT Withholding Concept	BIE	Goods
G.I. Agreement Code	02	Multilateral Agreement
G.I. Concept Source	BIE	Goods
G.I. State Source	04	Neuquen
G.I. Concept Destination	FLT	Shipment
G.I. State Destination	02	Mendoza
Profit Withholding Condition	INS	Registered
Profit Withholding Concept	30	Goods
Contract Concept	500	More than 500 square meters
S.U.S.S. Concept	DEF	Cleaning Services

Entering Voucher Additional Information for RG 1361

The Voucher Additional Information - Revision form, which is displayed when you enter a voucher in the Standard Voucher Entry program (P0411), includes the fields that enable you to add the required imported operations information.

The system stores this information in the A/P Ledger Tag Table - ARG - 04 table (F760411A) and the additional importation information in the F760411A A/P Tag File - ARG - 04 table (F76A411T).

Considerations for Profit Gross Up

When you enter the voucher, add an additional line with the calculated gross up amount, a tax explanation code of E, and the tax area associated with 0 percent tax.

For example, suppose that the retention quota for payments to foreigners is 10 percent and that the amount to pay is 1000 USD.

If it had been agreed that the foreign payee would receive a tax-free amount of 1000 USD, the grossed up amount would be 1111 USD. Ten percent of 1000 USD is 111 USD (withholding), and the foreign payee thus receives 1000 USD (1111 USD – 111 USD). For this reason, the voucher must have two lines: one for 1000 USD with the amount's corresponding tax area, and another for 111 USD with a tax explanation code of E and a tax area defined in UDC 76A/AC, as shown in this example:

Pay Item	Gross Amount	Tax Ex	Tax Rate/Area
001	1.000,00	V	EXENTO
002	111,00	E	ACRECENTA

Note. If you need to exclude the gross up amount from the Purchase VAT Subledger, you must exclude the detail lines of vouchers with a tax area that is defined for gross ups. To do this exclusion, you must ensure that the supplier is set up with the most current data in the Country and Person/Corporation Code fields on the Address Book Revision form and in the A/B Legal Document Type - Argentina and Tax ID fields on the A/B Additional Information - Revision form.

Understanding CAI Numbers for Suppliers with Fiscal Controller

General Resolution 1492 modified the General Resolution 1361, requiring that, as of September 1, 2003, you must report the CAI number and the expiration date of type A and type B invoices.

For vouchers that are issued by suppliers with the fiscal controller option, the CAI number is unique for each voucher.

In addition to maintaining and validating CAI numbers, the system handles suppliers with the fiscal controller option.

When you enter legal information for a voucher, the system displays the CAI number and the effective date for the supplier and the issuing place. If this information does not exist, the system issues a warning message. You can manually modify the CAI number and effective date.

Note. CAI information is mandatory on vouchers for suppliers with the fiscal controller option. This information can be omitted for other suppliers. Vouchers for suppliers without the fiscal controller option use the default value for the CAI number.

When you enter a voucher, the system creates a record of the CAI number for the voucher in the AP Header Tag File - ARG -04 table (F76A411H). If the invoice group for the voucher is other than A or B, the CAI number is blank in this table.

You use the Work with CAI number program (P76A411H) to assign CAI numbers to vouchers with the fiscal controller option. You can modify the CAI number for vouchers that meet these conditions:

- The voucher's invoice group is A or B.
- The CAI number has 14 digits.
- The CAI number is not blank.
- The voucher is not voided.
- The voucher is not included in the VAT RG1361 magnetic file.

You cannot review vouchers without invoice group A or B, or vouchers that are not in the mode of General Resolution 100.

If you change the AFIP document type of a voucher during the voucher entry, the system validates the CAI information when you click OK, based on the original document type.

Forms Used to Process Vouchers for Argentina

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Standard Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter basic voucher information.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter GL distribution information for the voucher.
Voucher Additional Information - Revision	W760411AC	Click OK on the G/L Distribution form.	Enter general voucher information for Argentina as well as import information. The information you enter applies to the entire voucher. Once you access this form, you must complete the transaction. You cannot cancel the transaction.
Withholding Additional Information - Revision	W760411AE	Click OK on the Voucher Additional Information - Revision form.	Enter withholding information for each voucher pay item. You can specify different withholding concepts for different pay items.
Enter CAI Information	W76A411HB	Set Up RG100 (G76A100), Work With CAI Number Click Select on the Work With CAI Information form.	Assign CAI numbers to vouchers with the fiscal controller option.

Setting Processing Options for F0411 Tag File Maintenance - ARG - 04 - 04 (P760411A)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

These processing options let you set up default information for voucher entry.

Default Cost Center Enter the default cost center.

Number of Days Enter the number of days to calculate the limit date for the vouchers.

RG/100

This processing option lets you specify whether you are processing vouchers corresponding to RG 100.

RG 100 Enter *1* if you are processing vouchers corresponding to RG 100 or leave this processing option blank for vouchers not included in that regulation.

Validate

These processing options let you set up legal number validation.

Legal Document Type Enter *1* if you want to incorporate the legal document type in the duplicate invoice legal number validation.

Pay Status Enter the pay status to assign to vouchers if the invoice legal number is duplicated.

Entering Voucher Additional Information for Argentina

Access the Voucher Additional Information - Revision form.

General Information

Select the General Information tab.

AFIP Transaction Document Type Specify the legal document type given by DGI for documents.

The system populates the Document Type and Invoice Group fields according to the tax area that is used in the voucher, and the relationship that is set up for PeopleSoft EnterpriseOne internal documents and AFIP documents.

Invoice Group Specify the code that identifies the invoice group. Values are:

A

B

C

Voucher Pages Enter the number of pages for the voucher.

The number of pages must be reported in the Purchase VAT magnetic backup.

Autoprinter Inscription Number Enter the unique ID given to all the companies that are autoprinters (that is, companies that print their own invoices). This number is assigned to suppliers by legal authorities in Argentina, as stated in General Resolution 100.

These companies must be registered and authorized by legal authorities to print their invoices. Once they are registered and authorized, they are given a CAI (autoprinter inscription number), which they must print on every invoice.

Operation Code Enter a code that specifies the type of operation, such as exempt operation, import operation, export operation, and so on. Values are stored in UDC 76/OC.

If the voucher has exempt lines, this field cannot be blank.

Fiscal Controller Enter a code that indicates whether the voucher was printed by a fiscal controller. Values are stored in UDC 76A/CF.

Import Information

Select the Import Information tab.

Customers Code If you complete this field, you must also complete the Customs Voucher Date, Customs Voucher Number, and Destination Code fields.

Customs Voucher Date Enter the date that is used for goods imports.

Customers Voucher Number Enter the voucher number given by customs for goods imports.

Destination Code Enter a code that identifies the type of destination. These codes are hard-coded.

Entering Withholding Information for Argentina

Access the Withholding Additional Information - Revision form

Note. You must enter the same VAT withholding concept for all lines.

Maintaining CAI Numbers for Suppliers with Fiscal Controller

Access the Enter CAI Information form

Autoprinter Inscription Number-ARG-76A Enter the unique ID given to all the companies that are autoprinters (that is, companies that print their own invoices). This number is assigned to suppliers by legal authorities in Argentina, as stated in General Resolution 100.

These companies must be registered and authorized by legal authorities to print their invoices. Once they are registered and authorized, they are given a CAI (autoprinter inscription number), which they must print on every invoice.

(CHL) Verifying Documents in Reports

This section provides an overview of verifying which documents appear in legal reports and discusses how to verify documents in reports.

Understanding How to Verify Documents in Reports

You use the Documents Printed on AP Legal Reports program (P76H401) to view which documents are included on legal reports for Chile. The program lists each document by document type for the company specified, and indicates the reports in which the documents appear.

Form Used to Verify Documents

Form Name	Form ID	Navigation	Usage
Work With Document Printed in AP Reports	W76H401A	Accounts Payable (G76H04), Documents Printed on AP Legal Reports	View by company the documents included in the VAT Purchasing Report and the Rent Withholding Ledger report.

Verifying Legal Documents in Reports

Access the Work With Document Printed in AP Reports form.

CHAPTER 14

Processing Batch Vouchers

This chapter provides an overview of processing batch vouchers and discusses how to:

- Process batch vouchers.
- Work with batch vouchers.
- Purge processed batch vouchers.

Understanding Batch Voucher Processing

Voucher batch processing is a method of converting batch voucher entries from a system external to PeopleSoft EnterpriseOne software so that the vouchers can be processed as PeopleSoft EnterpriseOne transactions. You can upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI).

To upload batch vouchers, you must first create a custom program that maps proper data to specific fields in the Voucher Transactions - Batch Upload table (F0411Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1). Certain fields are required for the basic voucher upload process. Additional fields for discount, tax, and payment information are available to include more voucher detail in the upload. Other fields are ignored or reserved for users. If you are using the Advanced Cost Accounting system, you must complete additional fields in the F0911Z1 table.

After you have converted your voucher information from your external system to the proper format in the F0411Z1 and F0911Z1 tables, you run the Batch Voucher Processor Report program (R04110ZA). This program performs the following tasks:

- Applies validation rules to existing data.
- Provides default data where necessary.
- Creates voucher information in the Accounts Payable Ledger table (F0411).
- Creates associated G/L distribution information in the Account Ledger table (F0911).
- Creates associated payment records in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you specified payment information for your batch voucher records.

After your external vouchers have been uploaded to the F0411 and the F0911 tables, you can process them as PeopleSoft EnterpriseOne transactions.

If you attempt to update either the Accounts Payable Ledger table (F0411) or the Account Ledger table (F0911) without using the batch process and the Z files, you might compromise your PeopleSoft EnterpriseOne voucher information.

Prerequisite

Map your voucher transactions to batch input tables.

See Appendix A, “Mapping Voucher Transactions to Batch Input Tables,” page 641.

Processing Batch Vouchers

This section provides an overview of processing batch vouchers and the (ARG) F0411Z1 tag table generation and discusses how to:

- Run the Batch Voucher Processor Report.
- Set processing options for the Batch Voucher Processor Report.

Understanding the Batch Voucher Process

After your custom program loads the transaction information into the Voucher Transaction - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables, run the Batch Voucher Processor Report program (R04110ZA). Running this program processes the information in the F0411Z1 and F0911Z1 tables and loads it into the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system does the following:

- Verifies the data, produces a report that shows the number of incorrect transactions, and creates workflow messages.

  Processing in proof mode does not affect your ledgers.
- Enables you to correct errors from the workflow message before you process the batch vouchers in final mode.

In final mode, the system does the following:

- Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Creates Advanced Cost Accounting information in the Account Ledger table (F0911).

  The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is turned on and if a voucher contains cost management information.
- Assigns document and batch numbers if you don’t enter them in the Voucher Transactions - Batch Upload table (F0411Z1).

  The system uses next numbers to automatically assign document and batch numbers during final processing. It is recommended that you use next numbers.
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions.

- Creates workflow messages.
- Purges vouchers that have been processed (if you set this processing option appropriately).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The fiscal year and period are calculated from the G/L date and Companies program (P0010).
- The F0911 table explanation comes from the supplier's alpha name from the supplier number.
- The F0911 table company number is assigned based on the business unit from the first line of distribution.

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If a transaction in the batch is in error, that transaction is not processed with the rest of the batch. However, you can set a processing option so that if one transaction is in error, then none is processed.

After the batch has been successfully processed, the field VLEDSP is updated from a value of 0 to 1. Successfully processed records remain in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips should help you reduce the number of errors or help you identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- Only errors prevent a batch from processing. Warning messages alert you to nonstandard events, but do not prevent processing. You can disable warning messages by means of a processing option.
- You can run the batch in proof mode. However, proof mode is not necessary because you can review the transactions before posting (during which time they could be deleted). Also, any error prevents the batch from being processed anyway.
- Reading error messages in the Work Center helps identify the cause and the resolution of errors. All error messages are also located in the data dictionary, where you can locate the error number and review the glossary.
- If errors occur that you cannot resolve, enter a transaction manually using the Batch Supplier Master Revision program (P0401Z1), and process it successfully. Then compare the table entries of the F0411Z1 transaction that you entered manually with the entries from an F0411Z1 transaction entered using the Batch Voucher Processor Report program (R04110ZA). Comparing the differences helps you locate discrepancies and resolve the errors.

Improving Processing Time

After you resolve initial conversion errors, use the following guidelines to improve processing time for batch voucher processing:

- Organize the data into larger batches.

  Processing time can be improved if the program is not required to open and close batches.

Important! Gains in performance as a result of creating larger batches might be offset by an increase in the amount of time required to post the batch. Also, although an error on one record might not prevent the batch processor from successfully processing the rest of the batch, an error while posting the batch will prevent all records in the batch from posting.

- Create multiple versions of the Batch Voucher Processor report and run them simultaneously.

  To do this, modify the data in the batch transaction tables so that you have several large batches. Then create additional versions of the program and modify the data selection to process one batch. Finally, run all versions of the program simultaneously.

  Note. Gains in performance by creating multiple versions of the batch processor program are extremely dependent on the type of data that you process. In some instances, due to technical issues such as record locks, running multiple versions simultaneously could actually increase processing time. To definitively know which solution is best for your data, you should perform tests.

- Enter as much information as available to reduce the amount of time that the system requires to retrieve default information.

  For example, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Examples of other information that the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the batch processor program runs, the system validates only the information that is provided, rather than having to retrieve and validate the information.

- If you are not using the Advanced Cost Accounting System (system 16), verify that the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Cost Management Constants program (P1609).

  You access the Cost Management Constants program from menu G1641.

- Run the Batch Voucher Processor report on the server where the batch tables (F0411Z1, and F0911Z1) and other related tables, such as the Supplier Master (F0401),

  Currency Exchange Rates (F0015), Tax Areas (F4008), and so forth, reside. Also, ensure that the applicable master business functions (P0400047, and P0900049), as well as any other related programs, are located on the same server.

Posting Processed Batch Vouchers

After you process your batch vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options for the Batch Voucher Process or Report program (R04110ZA) to post processed batch vouchers automatically at the time of processing:

- Enter *1* in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.
- Enter a version of the General Ledger Post Report (R09801) in the Version field on the Auto Post tab.

(ARG) Understanding the F0411Z1 Tag Table Generation

The F0411Z1 Tag Table - ARG - 04 table (F76A30) saves additional information about vouchers that is different from the additional supplier information, which is stored in the A/B Tag Table - ARG - 04 table (F760101A).

After you have uploaded vouchers to the Voucher Transactions - Batch Upload table (F0411Z1), you must generate the F0411Z1 Tag Table - ARG - 04 table (F76A30) by using the same process that you use to generate table F0411Z1.

When you process a batch of vouchers in the Accounts Payable system, the system processes the information obtained from the F0411Z1 Tag Table - ARG - 04 table (F76A30) as follows for each voucher in table F0411Z1:

- If a corresponding record exists in table F76A30 with the same key, the system generates a record in the A/P Ledger Tag Table - ARG - 04 table (F760411A) by using the information from table F76A30.
- If no corresponding record exists in table F76A30, the system generates a record in table F760411A by using supplier tax information from the A/B Tag Table - ARG - 04 table (F760101A).

Table F76A30 does not need to contain information pertaining to every supplier that is included in table F0411Z1. Only those vouchers for which the tax information differs from the supplier's tax information need to have a record in table F76A30.

The system does not validate the data in table F76A30. It assumes that the data is correct.

The system transfers all of the information from table F76A30, including those fields that are left blank. The system does not assign default values.

See Also

Appendix A, "Mapping Voucher Transactions to Batch Input Tables," page 641

Prerequisites

Before you complete the tasks in this section:

- Verify that the Supplier Master table (F0401) contains the most current information, including tax information.
- Set up AFIP document type relationships to cross reference PeopleSoft EnterpriseOne document types and legal invoice groups to legal document types.

  See Chapter 2, "Setting Up the Accounts Payable System," Setting Up AFIP Document Types, page 30.

Running the Batch Voucher Processor Report

Select Batch Voucher Processing (G04311), Batch Voucher Processor Report.

Setting Processing Options for Batch Voucher Processor Report (R04110ZA)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. EDI - User ID Enter a valid user ID to narrow data selection to a single EDI user. If you leave the processing blank, the system selects all user IDs.

2. EDI - Batch Number Enter a batch number to set data selection for the EDI - Batch Number. Use only existing batch numbers for this data selection.

3. EDI - Transaction Number Enter a transaction number to select data by EDI transaction number. If you leave this processing option blank, the system will select all EDI transaction numbers.

4. EDI - Transmission Date Enter a transmission date to select records by EDI transmission date. If you leave this processing option blank, the system will select records for all EDI transmission dates.

Process Tab

Vouchers will be purged from the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables if the processing option is set appropriately.

Mode Specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report and updates the Accounts Payable Ledger and the Account Ledger tables (F0411 and F0911, respectively) based on the information that you provide. Values are:

Blank: Proof mode

1: Final mode

Allow out of Balance Specify whether the system updates the Accounts Payable Ledger and Account Ledger tables (F0411 and F0911, respectively) when the sum of the amounts to be distributed for the voucher does not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the voucher and journal entry. Values are:

Blank: Do not process vouchers that are out of balance.

1: Process vouchers that are out of balance. You should choose this option only when you convert voucher records separately from their corresponding journal entries, such as when you upload legacy information from another system.

Note. When you process vouchers that are out-of-balance, you might cause unpredictable results in other applications.

Purge Specify whether you want the system to automatically purge successfully processed voucher records from the Vouchers Transactions-Batch Upload table and the Journal Entry Transactions - Batch File table (F0411Z1 and F0911Z1, respectively). If you set the processing option to purge automatically, you will have to run a separate purge program. Values are:

Blank: Do not purge voucher records.

1: Purge voucher records.

Messages Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Suppress Warning Specify whether the system sends any warning messages that occur during processing to the employee work center. The system sends all error messages to the employee work center, regardless of how you set this processing option. Warning messages do not prohibit vouchers from processing successfully. Values are:

Blank: Send warning messages to the employee work center.

1: Do not send warning messages to the employee work center.

User ID for Workflow messages Specify which user receives workflow warning messages. If you leave this option blank, the system sends warning messages to the user who entered the transaction.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bypass Tax Default Specify whether the system updates the tax explanation code and tax rate/area information on successfully processed supplier ledger records with the values specified in the Address Book Master table and the Business Unit Master table (F0101 and F0006, respectively). If the Tax Rate/Area field is completed in both tables, the system uses the value from the Supplier Master table (F0401). Values are:

Blank: Update the tax values.

1: Do not update the tax values.

Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Version Specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the Accounts Payable Ledger table (F0411). If you leave this processing option blank, the system uses version ZJDE0001.

Version Specify the version of the Journal Entry MBF Processing Options program (P0900049) that you want the system to use to process the voucher transaction to the Account Ledger table (F0911). If you leave this processing option blank, the system uses version ZJDE0001.

Batch Approval Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Batch Approval Specify the status that you want the system to assign to successfully processed voucher batches. Values are:

Blank: Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

1: Assign a status of approved (A) to successfully processed voucher batches.

Auto Post Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Version Specify whether the system automatically posts successfully processed voucher transactions to the Account Balances table (F0902). You must specify the version of the post program that you want the system to use. If you leave this option blank, the system does not post transactions.

Working with Batch Vouchers

This section provides an overview of working with batch vouchers and discusses how to set processing options for Batch Voucher Revisions.

Understanding the Batch Voucher Revisions Program

After running the Batch Voucher Processor Report program (R04110ZA), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Batch Voucher Processor Report program again.

Use the Batch Voucher Revisions program (P0411Z1) to review your records. You can use the Batch Voucher Revisions program to make revisions to your unprocessed records, but you should make the revisions in your spreadsheet instead, because this program does not perform all of the same edits as the Standard Voucher Entry program (P0411).

Note. You cannot use the Batch Voucher Revisions program to revise successfully processed records. You must use the Standard Voucher Entry program (P0411) to revise them, because they have been processed to the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can also use the Batch Voucher Revisions program to add records to the Voucher Transactions - Batch Upload table (F0411Z1). You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it. Typically, you should not need to add batch vouchers. An exception is when you experience difficulties processing transactions. To detect and correct any discrepancies, you can add a batch voucher manually using the Batch Voucher Revisions program, process the transaction, and then if it processes successfully, compare it with the other records that you are trying to process.

You can delete only unprocessed vouchers from the Work With Store & Forward Vouchers form. If the batch voucher has been successfully processed, you must purge it using the Purge Batch Voucher Entries program (R0411Z1P).

Batch voucher information is stored in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

Forms Used to Work with Batch Vouchers

Form Name	Form ID	Navigation	Usage
Work With Store & Forward Vouchers	W0411Z1A	Batch Voucher Processing (G04311), Batch Voucher Revisions.	Locate, select, and delete batch vouchers.
Enter Voucher - Payment Information	W0411Z1D	On the Work With Store & Forward Vouchers form, select a voucher.	Review, or revise a batch voucher. You can also use this form to add a batch voucher.
Enter Voucher - G/L Distribution	W0411Z1C	On the Enter Voucher - Payment Information form, select G/L Distribution from the Form menu.	Review G/L distribution for a batch voucher. You can also use this form to add G/L distribution to a batch voucher.
Voucher G/L Distribution - Detail	W0411Z1G	On the Enter Voucher - G/L Distribution form, select Detail from the Row menu.	Review detail about the voucher's G/L distribution, such as tax and subledger information.
Tax Amounts to Distribute	W0000209A	On the Voucher G/L Distribution - Detail form, choose Amt to Dist from the Form menu.	Review tax amounts to be distributed.
Work with voucher batch local information	W76A30B	Additional Features – Set up (G76A116), F0411Z1 Tag File Maintenance – ARG 04	Locate, select, and delete voucher additional information for Argentina in the F0411Z1 Tag Table – ARG – 04 table (F76A30).
Review voucher local information	W76A30D	Select a voucher on the Work with voucher batch local information form.	Review or revise Argentina-specific information for batch vouchers. You can also use this form to add Argentine information for a batch voucher.
Withholding Additional Information Revision	W76A30A	Click *OK* on the Review voucher local information form.	Review Argentine withholding information for a batch voucher. You can also use this form to add Argentine withholding information to a batch voucher.

Setting Processing Options for Batch Voucher Revisions (P0411Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Select the default Service/Tax Date:

Specify which date to use as the service/tax date. Values are:

Blank: Use the G/L date as the service/tax date.

1: Use the invoice date as the service/tax date.

Default Pay Status

Specify the default pay status for a voucher or invoice. The default pay status can be any value in the user defined code table (00/PS).

Default Factor/Special Payee address

Specify which address number should be used in the Alternate Payee field for payments. Values are:

Blank: Use the address number.

1: Use the factor/special payee number.

Dates Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Date > Todays Date

Specify the type of message the system sends when the invoice date is greater than the current date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error is corrected.

Invoice Date > G/L Date

Specify the type of message the system sends when the invoice date is greater than the G/L date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error has been corrected.

2. Enter a value to select the Due Date for Debit/Credit Memos.

Specify the date to be used as a due date for debit memos. Values are:

Blank: Use the G./L date as the due date.

1: Use the payment terms code to determine the due date.

Currency Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter a '1' to allow Value Added Tax on currency entries.

Specify whether Value Added Tax (VAT) is allowed on currency entries. Values are:

Blank: Do not allow VAT tax on currency entries.

1: Allow VAT tax on currency entries.

Manual Cks Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Manual Check Creation

Specify whether manual checks will be written. Values are:

Blank: Do not write manual checks.

1: Write manual checks.

Journal Entry Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bypass out-of-balance edit

Specify whether transaction entries must balance. Values are:

Blank: Transactions must be in balance.

1: Transaction does not need to be in balance.

Display Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Summarized

Specify whether summarized vouchers appear on the Work With Store & Forward Vouchers form. Values are:

Blank: Do not display summarized vouchers.

1: Display summarized vouchers.

Entry Type Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Transaction NOT Store and Forward entry.

Specify whether transactions were entered using the Store & Forward Voucher Entry program. Values are:

Blank: Transactions were entered using the Store & Forward Voucher Entry program.

1: Transactions were not entered using the Store & Forward Voucher Entry program

Purging Processed Batch Vouchers

This section provides an overview of purging processed batch vouchers and discusses how to run the Purge Batch Voucher Entries report (R0411Z1P).

Understanding Purging Processed Batch Vouchers

After you review, process, and post your batch vouchers, you must purge them. The system stores processed vouchers in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables until you do so. You can purge batch vouchers in either of the following ways:

- Set a processing option for the Batch Voucher Processor Report program (R04110ZA) to automatically purge them when you process your batch vouchers in final mode
- Purge them as a separate task

When you purge batch vouchers, the system removes all successfully processed vouchers from specific tables. (If a processed voucher has been successfully processed, the EDSP field equals *1*.) Regardless of the batch they are in, successfully processed vouchers are purged from the following tables:

- Voucher Transactions - Batch Upload table (F0411Z1)
- Journal Entry Transactions - Batch File table (F0911Z1)

Purging removes only batch vouchers and does not affect vouchers in the Accounts Payable Ledger table (F0411).

Running the Purge Batch Voucher Entries Report

Select Batch Voucher Processing (G04311), Purge Batch Voucher Entries.

CHAPTER 15

Processing Store-and-Forward Vouchers

This chapter provides and overview of the store-and-forward process for vouchers and discusses how to:

- Create vouchers to store and forward.
- Upload store-and-forward vouchers to the server.
- Process store-and-forward vouchers.
- Work with store-and-forward vouchers.
- Update transaction control records.
- Purge processed store-and-forward vouchers.

Understanding the Store-and-Forward Process for Vouchers

Store-and-forward voucher processing provides an efficient way to enter and manage a high volume of vouchers before processing them in the Accounts Payable system. For example, if you are at a remote site and do not have a dedicated line for access to the server, you can create vouchers locally on your PC during normal business hours. Then you can upload them to the server for processing during off-peak hours.

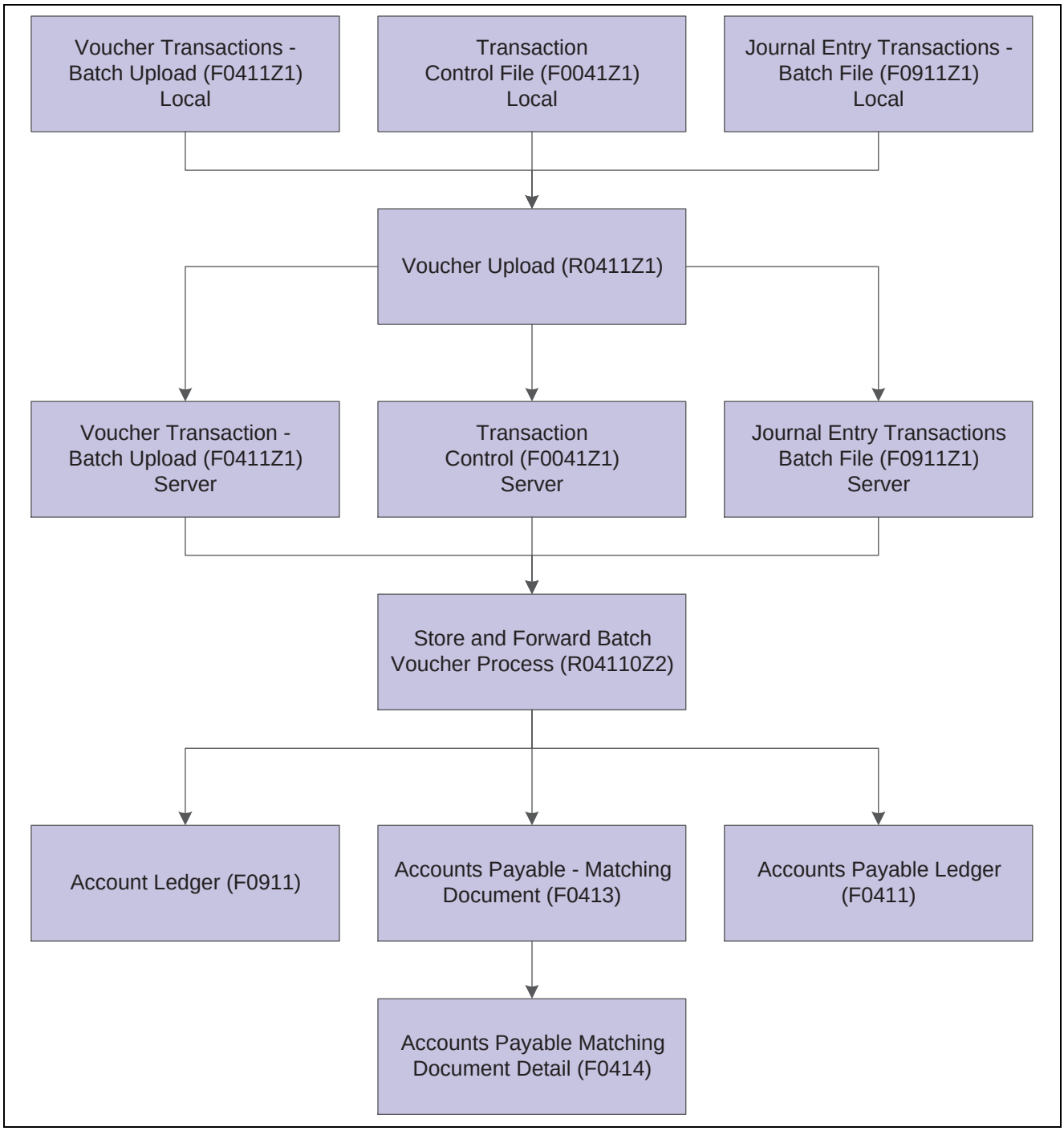
Before creating vouchers on your PC, you must download business data and technical data tables from the server. These tables are necessary to create and validate transactions. For example, to provide you with the supplier information that you need to create vouchers, you must download the Address Book Master (F0101) and Supplier Master (F0401) tables.

After downloading business data and technical data tables, the system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC. After you download the business data and technical data tables, you can enter your transactions using the store-and-forward environment.

The process for store-and-forward vouchers includes:

1. Create store-and-forward vouchers locally.
2. Upload store-and-forward vouchers to the server.
3. Process store-and-forward vouchers.
4. Post processed store-and-forward vouchers.
5. Purge processed store-and-forward vouchers.

This graphic describes the store-and-forward process:



Store and forward process

See Also

Working with Store-and-Forward Processing in the Configurable Network Computing Implementation Guide

Prerequisite

Download the required business data and technical data tables needed for store-and-forward voucher processing.

See Appendix B, "Business Data Tables Needed for Processing Store-and-Forward Vouchers," page 661.

See *EnterpriseOne Tools 8.94 PeopleBook: Configurable Network Computing Implementation*

Creating Vouchers to Store-and-Forward

This section provides an overview of how to create vouchers to store-and-forward and discusses how to:

- Create vouchers to store-and-forward
- Set the processing options for Store and Forward Batch Vouchers Revisions

Understanding How to Create Store-and-Forward Vouchers

After you download the master tables to your PC, you can create standard vouchers using the Store and Forward Batch Voucher Revisions program (P0411Z1). You store the vouchers on your PC until you are ready to upload (forward) them to the server for processing.

When you create vouchers that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each voucher. When you create vouchers that you store and forward, the system does the following:

- Edits and validates each voucher based on the information that you downloaded from the tables
- Creates a transaction control record for each voucher, assigns it a status of 1 (ready to process), and stores it in the Transaction Control File table (F0041Z1)
- Creates a transaction record in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

Forms Used to Create Store-and-Forward Vouchers

Form Name	Form ID	Navigation	Usage
Work With Store & Forward Vouchers	W0411Z1A	Batch Voucher Processing (G04311), Batch Voucher Revisions.	Locate, select, and delete store-and-forward vouchers.
Enter Voucher - Payment Information	W0411Z1D	On the Work With Store & Forward Vouchers form, select a voucher.	Enter voucher information for a store-and-forward voucher.
Enter Voucher - G/L Distribution	W0411Z1C	On Enter Voucher - Payment Information, select G/L Distribution from the Form menu.	Enter G/L distribution for a store-and-forward voucher.

Creating Store-and-Forward Vouchers

Access the Enter Voucher - Payment Information form

Default Payment Terms Specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

Blank: Net 15

00: 1/10 net 30

002: 2/10 net 30

003: Due on the 10th day of every month

006: Due upon receipt

This code prints on customer invoices.

Invoice Date The date of the supplier's invoice to you.

G/L Date Enter the date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods.

Setting Processing Options for Store and Forward Batch Voucher Revisions (P0411Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Service/Tax Date Enter *1* to use the invoice date as the service/tax date. Leave this option blank to use the G/L date as the service/tax date.

Default Factor/Special Payee address Specify which address number should be used in the Alternate Payee field for payments. Values are:

Blank: Use the address number.

1: Use the factor/special payee number.

Dates Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Date > Todays Date (Invoice Date is greater than Today's Date)
Specify the type of message the system sends when the invoice date is greater than the current date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error is corrected.

Invoice Date > G/L Date (Invoice Date is greater than G/L Date)
Specify the type of message the system sends when the invoice date is greater than the G/L date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error has been corrected.

Due Date for Debit/Credit Memos.
Enter a value to select the due date for debit and credit memos.

Currency Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

VAT Tax allowed on currency entries
Specify whether Value Added Tax (VAT) is allowed on currency entries. Values are:

Blank: Do not allow VAT tax on currency entries.

1: Allow VAT tax on currency entries.

Manual Cks Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Manual Check Creation
Use this processing option to specify whether manual checks will be written. Values are:

Blank: Do not write manual checks.

1: Write manual checks.

Journal Entry Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bypass out-of-balance edit
Use this processing option to specify whether transaction entries must balance. Values are:

Blank: Transactions must be in balance.

1: Transaction does not need to be in balance.

Display Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Summarized Specify whether summarized vouchers appear on the Work With Store & Forward Vouchers form. Values are:

Blank: Do not display summarized vouchers.

1: Display summarized vouchers.

Entry Type Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Transaction NOT Store_Forward entry. Indicate whether transactions were entered using the Store & Forward Voucher Entry program. Values are:

Blank: Transactions were entered using the Store & Forward Voucher Entry program.

1: Transactions were not entered using the Store & Forward Voucher Entry program

Uploading Store-and-Forward Vouchers to the Server

This section provides an overview of the Voucher Upload program (R0411Z1) and discusses how to run the program.

Understanding the Voucher Upload Program

After creating vouchers on your PC, you must upload them to the server for processing. To do this, you must be connected to the server and signed on to your normal production environment.

Before you upload and process your vouchers, you can review them. After reviewing the vouchers, you might need to correct or delete some of them. To do so, you locate the voucher that you want to modify using the Store and Forward Batch Voucher Revision program (P0411Z1). Then you make the changes to the voucher on your PC and upload it again.

When you upload vouchers, the system performs the following tasks:

- Creates records in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables on the server (the target environment).
- Updates the transaction control status of each voucher to 5 (uploaded) on the PC.

  After a voucher is updated to this status, you cannot modify it on the PC. You can modify it only on the server. If a voucher on the PC is a status of 1 (ready to process) or 2 (errors), you can modify it on the PC.
- Creates a transaction control record for each voucher on the server and assigns it a status of 1 (ready to process).

- Deletes the Accounts Payable Ledger table (F0411) and Account Ledger table (F0911) records from the local machine and stores them on the destination machine (server) after the system successfully uploads vouchers from the local machine to the server.

The system creates a transmission upload report for all of the vouchers that you upload. Use this report to verify that the vouchers have been uploaded correctly.

Note. To maximize system performance, upload the vouchers during off-peak hours.

Running the Voucher Upload Program

Select Store and Forward Vouchers (G04318), Voucher Upload

Processing Store-and-Forward Vouchers

This section provides an overview of processing store-and-forward vouchers and discusses how to:

- Run the Store and Forward Batch Voucher Process program.
- Set processing options for the Store and Forward Batch Voucher Process program.

Understanding the Store and Forward Batch Voucher Process Program

After you upload vouchers to the server, you must process them to create transactions in the Accounts Payable Ledger table (F0411) using the Store and Forward Batch Voucher Process program (R04110Z2). Running this program processes the information in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables and loads it into the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system does the following:

- Verifies the data, produces a report that shows the number of incorrect transactions, and creates workflow messages. Processing in proof mode does not affect your ledgers.
- Enables you to correct errors from the workflow message before you process them in final mode.

In final mode, the system does the following:

- Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Creates Advanced Cost Accounting information in the Account Ledger table (F0911). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is turned on and if a voucher contains cost management information.
- Produces a report that shows the number of correct and incorrect transactions.
- Creates workflow messages.

- Purges vouchers that have been processed (if you set the processing option in the Store and Forward Batch Voucher Process program to do so).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The fiscal year and period are calculated from the G/L date and the Companies program (P0010).
- The F0911 table explanation comes from the supplier's alpha name from the supplier number.
- The F0911 table company number is assigned based on the business unit from the first line of distribution.

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

After you process your store-and-forward vouchers, you must update the transaction control status of the vouchers on the PC to match the status of those on the server.

Posting Processed Store-and-Forward Vouchers

After you process your batch vouchers you must also post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options for the Batch Voucher Processor Report program (R04110ZA) to post processed batch vouchers automatically at the time of processing:

- Enter *1* in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.
- Enter a version of the General Ledger Post Report (R09801) in the Version processing options on the Auto Post tab.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Posting Financial Transactions," Posting Financial Batches

Running the Store and Forward Batch Voucher Process Program

Select Store and Forward Vouchers (G04318), Store and Forward Batch Voucher Process.

Setting Processing Options for the Store and Forward Batch Voucher Process (R04110Z2)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Processing Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Mode

Specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report and updates the Accounts Payable Ledger and the Account Ledger tables (F0411 and F0911, respectively) based on the information that you provide. Values are:

Blank: Proof mode

1: Final mode

Allow out of Balance

Specify whether the system updates the Accounts Payable Ledger and Account Ledger tables (F0411 and F0911, respectively) when the sum of the amounts to be distributed for the voucher does not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the voucher and journal entry. Values are:

Blank: Do not process vouchers that are out of balance.

1: Process vouchers that are out of balance. You should choose this option only when you convert voucher records separately from their corresponding journal entries, such as when you upload legacy information from another system.

Warning! When you process vouchers that are out-of-balance, you might cause unpredictable results in other applications.

Purge

Specify whether you want the system to automatically purge successfully processed voucher records from the Vouchers Transactions-Batch Upload table and the Journal Entry Transactions - Batch File table (F0411Z1 and F0911Z1, respectively). If you set the processing option to purge automatically, you will have to run a separate purge program. Values are:

Blank: Do not purge voucher records.

1: Purge voucher records.

Messages Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Suppress Warning

Specify whether the system sends any warning messages that occur during processing to the employee work center. The system sends all error messages to the employee work center, regardless of how you set this processing option. Warning messages do not prohibit vouchers from processing successfully. Values are:

Blank: Send warning messages to the employee work center.

1: Do not send warning messages to the employee work center.

User ID for Workflow messages Specify which user receives workflow warning messages. If you leave this option blank, the system sends warning messages to the user who entered the transaction.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bypass Tax Default Specify whether the system updates the tax explanation code and tax rate/area information on successfully processed supplier ledger records with the values specified in the Address Book Master table and the Business Unit Master table (F0101 and F0006, respectively). If the Tax Rate/Area field is completed in both tables, the system uses the value from the Supplier Master table (F0401). Values are:

Blank: Update the tax values.

1: Do not update the tax values.

MBF Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Version Specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the Accounts Payable Ledger table (F0411). If you leave this processing option blank, the system uses version ZJDE0001.

Version Specify the version of the Journal Entry MBF Processing Options program (P0900049) that you want the system to use to process the voucher transaction to the Account Ledger table (F0911). If you leave this processing option blank, the system uses version ZJDE0001.

Batch Approval Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Batch Approval Specify the status that you want the system to assign to successfully processed voucher batches. Values are:

Blank: Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

1: Assign a status of approved (A) to successfully processed voucher batches.

Auto Post Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Version Specify whether the system automatically posts successfully processed voucher transactions to the Account Balances table (F0902). You must specify the version of the post program that you want the system to use. If you leave this option blank, the system does not post transactions.

Working with Store-and-Forward Vouchers

This section provides an overview of working with store-and-forward vouchers and discusses how to set the processing options for Store and Forward Batch Voucher Revision.

Understanding the Store and Forward Batch Voucher Revisions Program

After running the Store and Forward Batch Voucher Process program (R04110Z2), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Store and Forward Batch Voucher Process program again.

Use the Store and Forward Batch Voucher Revision program (P0411Z1) to review your records and revise fields as needed.

Note. You cannot use the Store and Forward Batch Voucher Revision program to revise successfully processed records. You must use the Standard Voucher Entry program (P0411) to revise them because they have been processed to the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

You can delete only unprocessed vouchers from the Work With Store & Forward Vouchers form. If the store-and-forward voucher has been successfully processed, you must purge it using the Purge Store and Forward Vouchers program (R0041Z1P).

You can also use the Store and Forward Batch Voucher Revision program to add records to the Voucher Transactions - Batch Upload table (F0411Z1). You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it.

Store and forward voucher information is stored in the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables.

Forms Used to Work with Store-and-Forward Vouchers

Form Name	Form ID	Navigation	Usage
Work With Store & Forward Vouchers	W0411Z1A	Batch Voucher Processing (G04311), Batch Voucher Revisions.	Locate, select, and delete batch vouchers.
Enter Voucher - Payment Information	W0411Z1D	On the Work With Store & Forward Vouchers form, select a voucher.	Review, or revise a batch voucher. You can also use this form to add a batch voucher.
Enter Voucher - G/L Distribution	W0411Z1C	On the Enter Voucher - Payment Information form, select G/L Distribution from the Form menu.	Review G/L distribution for a batch voucher. You can also use this form to add G/L distribution to a batch voucher.
Voucher G/L Distribution - Detail	W0411Z1G	On the Enter Voucher - G/L Distribution form, select Detail from the Row menu.	Review detail about the voucher's G/L distribution, such as tax and subledger information.
Tax Amounts to Distribute	W0000209A	On the Voucher G/L Distribution - Detail form, choose Amt to Dist from the Form menu.	Review tax amounts to be distributed.

Setting Processing Options for Store and Forward Batch Voucher Revisions (P0411Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Date or G/L Date Specify which date to use as the service/tax date. Values are:

Blank: Use the G/L date as the service/tax date.

1: Use the invoice date as the service/tax date.

Default Pay Status Specify the default pay status for a voucher or invoice. The default pay status can be any value in the user defined code table (00/PS).

Default Factor/Special Payee address

Specify which address number should be used in the Alternate Payee field for payments. Values are:

Blank: Use the address number.

1: Use the factor/special payee number.

Dates Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Date > Todays Date (Invoice Date Greater Than Today's Date)

Specify the type of message the system sends when the invoice date is greater than the current date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error is corrected.

Invoice Date > G/L Date (Invoice Date Greater Than G/L Date)

Specify the type of message the system sends when the invoice date is greater than the G/L date. Values are:

Blank: No message. No edit is performed. Processing can continue.

1: Warning message. Processing can continue.

2: Error message. Processing cannot continue until the error has been corrected.

2. Enter a value to select the Due Date for Debit/Credit Memos.

Enter a value to select the due date for debit and credit memos.

Currency Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

VAT Tax allowed on currency entries

Specify whether Value Added Tax (VAT) is allowed on currency entries. Values are:

Blank: Do not allow VAT tax on currency entries.

1: Allow VAT tax on currency entries.

Manual Cks Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Manual Check Creation

Specify whether manual checks will be written. Values are:

Blank: Do not write manual checks.

1: Write manual checks.

Journal Entry Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Bypass out-of-balance edit Specify whether transaction entries must balance. Values are:

Blank: Transactions must be in balance.

1: Transaction does not need to be in balance.

Display Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Summarized Specify whether summarized vouchers appear on the Work With Store & Forward Vouchers form. Values are:

Blank: Do not display summarized vouchers.

1: Display summarized vouchers.

Entry Type Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Transaction NOT Store_Forward entry. Indicate whether transactions were entered using the Store & Forward Voucher Entry program. Values are:

Blank: Transactions were entered using the Store & Forward Voucher Entry program.

1: Transactions were not entered using the Store & Forward Voucher Entry program

Updating Transaction Control Records

This section provides an overview of updating transaction control records and discusses how to:

- Run the Update Transaction Control Record program.
- Set processing options for the Update Transaction Control Record program.

Understanding the Update Transaction Control Record Program

After you process vouchers, the transaction control status for each voucher on the PC will be different from the voucher's status on the server. You need to update the status on the PC so that it matches the status on the server. To do this, run the Update Transaction Control Record program (R0041Z1).

You can also run the update program to identify any PC vouchers that were in error when they were uploaded to the server. The system updates the voucher on the PC with the error status of the voucher on the server. You can then identify the vouchers that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

Running the Update Transaction Control Record Program

Select Store and Forward Vouchers (G04318), Update Transaction Control Record.

Setting Processing Options for Update Transaction Control Record (R0041Z1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Purge

Although processing options are set at implementation, you can change the options before running the program.

Purge Enter *1* to automatically purge processed transactions from the batch files. If you leave this option blank, transactions will be flagged as processed and will remain in the batch files.

Purging Processed Store-and-Forward Vouchers

This section provides an overview of purging processed store-and-forward vouchers and discusses how to run the Purge Store and Forward Vouchers program.

Understanding the Purge Store and Forward Vouchers Program

After posting vouchers, run the Purge Store and Forward Vouchers program (R0041Z1P) to purge vouchers from both your PC and the server. When you run the program, the Override Location option on the Advanced Version Prompting form enables you to purge vouchers on either the client or the server.

Alternatively, you can set a processing option for the Update Transaction Control Record program (R0041Z1) to automatically purge processed vouchers.

When you purge processed vouchers, the system removes the records in the following tables:

- Voucher Transactions - Batch Upload table (F0411Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Transaction Control File (F0041Z1)

Running the Purge Store and Forward Vouchers Program

Select Store and Forward Vouchers (G04318), Purge Store and Forward Vouchers.

CHAPTER 16

Processing Inbound EDI Vouchers

This section provides an overview of inbound electronic data interchange (EDI) vouchers and discusses how to:

- Transfer inbound EDI voucher transactions.
- Purge processed inbound EDI vouchers.

Understanding EDI Voucher Processing

The Accounts Payable system can process inbound vouchers. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810).

To receive inbound vouchers, you run a program that converts and transfers the EDI information from the format that was sent from your trading partner in the inbound EDI tables to the format used by the Voucher Transactions - Batch Upload (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. After you successfully process inbound EDI vouchers, the transactions are ready for batch voucher processing.

Understanding the Mapping Requirements for Processing Inbound EDI Vouchers

To process vouchers received through EDI, you must understand the mapping requirements of the voucher at the time the transactions are received.

The following EDI tables are used to receive EDI voucher transmissions:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

You can receive multiple vouchers in a single EDI transmission, and each voucher can have multiple pay items. The system differentiates vouchers and their related pay items by using the following key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)

To successfully process EDI vouchers, complete the following fields in the following tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Document Key Company (SYEDKCO)
- EDI Document Number (SYEDOC)
- EDI Document Type (SYEDCT)

- EDI Line Number (SYEDLN)
- EDI Transaction Set Number (SYEDIST)

  Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SYEDER)

  Enter R for inbound EDI voucher transactions.
- Company (SYCO)
- Address Number (SYAN8)
- G/L Date (SYDGJ)
- EDI Invoice Detail - Inbound (F47042)
- EDI Document Key Company (SZEDKCO)
- EDI Document Number (SZEDOC)
- EDI Document Type (SZEDCT)
- EDI Line Number (SZEDLN)
- EDI Transaction Set Number (SZEDIST)

  Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SZEDER)

  Enter R for inbound EDI voucher transactions.
- Company (SZCO)
- Account Number (SZANI)

  Enter the GL distribution account number, or leave this field blank for the system to assign the account number.

  You cannot enter more than one GL distribution account number for a voucher pay item.
- Gross Amount (SZAG)

  Enter the amount of the voucher pay item.
- Open Amount (SZAAP)

  Enter the amount of the voucher pay item. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.
- EDI Invoice Summary - Inbound (F47044)
- EDI Document Key Company (SWEDKCO)
- EDI Document Number (SWEDOC)
- EDI Document Type (SWEDCT)
- EDI Line Number (SWEDLN)
- EDI Transaction Set Number (SWEDIST)

  Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SWEDER)

  Enter *R* for inbound EDI voucher transactions.
- Company (SWCO)

- Address Number (SWAN8)
- Gross Amount (SWAG)

  Enter the total amount of the voucher.
- Open Amount (SWAAP)

  Enter the total amount of the voucher. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.

See Also

PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook, "Understanding Data Interface for the Electronic Data Interchange System"

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Mapping Requirements for Processing Multicurrency Inbound EDI Vouchers," Mapping Requirements for Multicurrency Inbound EDI Vouchers

Transferring Inbound EDI Voucher Transactions

This section provides an overview of the Edit/Create Voucher program and discusses how to:

- Run the Edit/Create Voucher program.
- Set processing options for Edit/Create Voucher.

Understanding the Edit/Create Voucher Program

Run the Edit/Create Voucher program (R47041) to transfer inbound EDI vouchers to the Voucher Transactions - Batch Upload and the Journal Entry Transactions - Batch File tables (F0411Z1 and F0911Z1) without matching the voucher to a purchase order.

You can run this program in proof or final mode.

In proof mode, the system produces the Inbound EDI Voucher Edit/Create report that you use to review transactions and correct errors prior to running the program in final mode.

In final mode, the system:

- Copies the voucher information from the EDI interface tables into the F0411Z1 table.
- Creates corresponding transactions in the F0911Z1 table.
- Determines the GL distribution account number using a specific hierarchy.
- Prints the Inbound EDI Voucher Edit/Create report. This report prints the gross and open amounts of each voucher. The system prints any errors that it detects on the report.
- Updates the Processed (Y/N) field (EDSP) on the transactions in the inbound EDI interface tables.

When the system determines the GL distribution account number when you run the program in final mode, the system uses this hierarchy:

1. If the EDI transmission provides an account number, the system uses this account number.

   If the EDI transmission does not provide an account number, the system searches for the supplier's default account number in the F0401 table and uses it.

2. If you activate voucher logging in the processing options, the system searches the automatic accounting instructions (AAIs) for the item PP.

   The account number that is set up in this AAI item overrides the account number that is entered in the EDI transmission. If the AAI item PP is not set up, the system prints an error on the report.

3. If you do not activate voucher logging, and the EDI transmission does not provide the account number, and a default expense account does not exist in the F0401 table, the system searches for the AAI item PP and uses the account number that is set up for this item.

   If the AAI item PP is not set up, the system prints an error on the report.

Running the Processing Options for Edit/Create Voucher Program

Select Invoice - Summary (G47261), Edit/Create Voucher.

Setting Processing Options for Edit/Create Voucher (R47041)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Processing Tab

Although processing options are set up at implementation, you can change the options before you run the program.

1. Processing Mode Enter *1* to process in final mode. Leave this option blank to process in proof mode.

Default Option Tab

Although processing options are set up at implementation, you can change the options before you run the program.

1. Voucher G/L Date Specify the GL date for the system to use for the voucher. Values are:

Blank: Use the system date.

1: Use the invoice date on the EDI transmission.

2. Override Voucher G/L Date Specify a GL date for the system to use for the voucher. If you enter a value in this processing option, this date overrides the Voucher G/L Date processing option.

3. Supplier Number Specify the number to use for the supplier.

Blank: Use the value in the reference field on the EDI transmission.

1: Use the Tax ID on the EDI transmission.

Default Values Tab

Although processing options are set up at implementation, you can change the options before you run the program.

1. Payment Instrument Code Specify the payment instrument code. Enter a valid value from UDC 00/PY. The default value is Z.

2. G/L Bank Account Number Specify the default value for the system to use when assigning the bank account number for disbursements or receipts. The system assign this bank account number to every document in a batch. Enter the short account ID of the bank account number. If you leave this processing option blank, the system uses the PB or RB Automatic Accounting Instruction (AAI) for company 00000.

3. G/L Date Specify the default value for the system to use when assigning the GL date for transactions.

4. Company Code Enter the code that identifies a specific organization, fund, or other reporting entity.

Logging Tab

Although processing options are set up at implementation, you can change the options before you run the program.

1. Logging Specify whether the system performs logging as it processes invoices. Values are:

Blank: The system does not perform invoice logging.

1: The system performs invoice logging.

Auto Process Tab

Although processing options are set up at implementation, you can change the options before you run the program.

1. Automatically Run Batch Voucher Processor Version Specify the version of the Batch Voucher Processor Report (R04110ZA) to run automatically. If you leave this processing option blank, the Batch Voucher Processor Report does not run.

Purging Processed Inbound EDI Vouchers

This section provides an overview of purging processed inbound EDI vouchers and discusses how to run the Purge Inbound Vouchers report.

Understanding the Purge Inbound Vouchers Report.

After you successfully process inbound EDI voucher transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI voucher transactions in the system 47 tables until you purge them.

When you purge inbound EDI voucher transactions, the system removes all processed records-that is, records that have a *Y* in the Processed (Y/N) field (EDSP) from the following inbound EDI tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

Important! When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Running the Purge Inbound Vouchers Report

Select Invoice - Summary (G47261), Purge Inbound Vouchers.

CHAPTER 17

(ARG) Processing Credit Invoices for Accounts Payable

This chapter provides an overview of credit invoices and discusses how to:

- Enter vouchers for credit invoices.
- Enter invoice credit receipts.
- Reclassify fiscal credit.

Understanding Credit Invoices

The AFIP (Administraćion Federal de Ingresos Públicos) issues credit invoices to provide companies with a payment instrument that can be negotiated and used as a credit. This need arises when banks do not borrow money and companies are faced with a lack of liquidity.

From an accounts payable standpoint, the credit invoice represents a documented debt with the supplier, which is cancelled when due.

Credit invoices also modify the time when the fiscal credit is accepted. Ordinarily, the fiscal credit is accepted when the voucher is entered. If the voucher requires a credit invoice, the fiscal credit is accepted at a later date.

Entering Vouchers for Credit Invoices

This section provides overviews of entering vouchers for credit invoices, changing the status of a credit invoice, approving credit invoices, and rejecting credit invoices, and discusses how to enter credit invoices.

Understanding Vouchers for Credit Invoices

Vouchers require a credit invoice when the following conditions are met:

- The supplier has been classified (with an Address Book category code) as a credit invoice issuer.

  You specify the Address Book category code to use to identify credit invoice issuers in the General Constants program (P76A20).

- The gross invoice amount exceeds the required minimum amount that is specified in the General Constants program.
- The payment terms are not listed in UDC 76A/TP.

  This UDC lists payment terms that do *not* require a credit invoice.

When you enter a voucher that meets these requirements, the system modifies the tax area of the voucher and replaces it with a similar percentage tax area that charges a transitory account. You set up these tax areas using the AP Tax Areas Relationship program (P76A25).

After the voucher has been entered, you can enter the credit invoice.

Considerations for Modifying Vouchers with a Credit Invoice

You can modify only unposted vouchers.

When you modify the voucher information, the system verifies that the credit invoice requirements are still being met (amounts, payment terms, tax area). The system also verifies that the AP Credit Invoice Status Rules program (P76A26) is set up to allow voucher modifications.

If a credit invoice is no longer required, the credit invoice information is deleted.

If the modified voucher still requires a credit invoice, you must enter the credit invoice. During payment processing, the system verifies that the credit invoice has been entered.

Considerations for Voiding Vouchers with a Credit Invoice

You can void only unposted vouchers with credit invoices that still have an initial status. When you void these vouchers, all of the information from the credit invoice is also deleted.

Understanding How to Change the Status of a Credit Invoice

Every credit invoice has a status that is associated with it which determines whether the credit invoice is available for processing different events in the credit invoice cycle.

The rules that are used to perform these validations are saved in the Credit Invoice Status Rules table (F76A26). You should set up these rules to meet your needs.

The initial status for credit invoices is set up in the General Constants program (P76A20).

For example, you might create a rule that enables you to review a credit invoice before accepting it.

If the initial status was 01, you could set up the following status rule to advance the status to 05 (To Accept) when you use the AP Review Credit Invoice program (P76A24) to review the credit invoice:

Accounts Payable Event	Credit Invoice Status From	Credit Invoice Status To
FACCREDCHG	01 (Initial)	05 (To Accept)

After you have reviewed the credit invoice, the following status rule advances the status when you run the acceptance process:

Accounts Payable Event	Credit Invoice Status From	Credit Invoice Status To
ACCEPTANCE	05 (To Accept)	10 (Accepted)

Understanding the Process to Accept Credit Invoices

After the credit invoice information has been created, you must accept or reject the credit invoice in accordance with the AFIP's general resolution.

Accepting credit invoices tells the supplier that you are in agreement with the credit invoices that you have received and documents the original debt. The system cancels the original vouchers and generates new ones to reflect the new obligations.

Vouchers that require a credit invoice must use the payment instrument that is specified in the General Constants program (P76A20), for example, X.

To approve credit invoices:

1. Approve the voucher for payment.
2. Change the credit invoice status to the one that is required for its acceptance, as established in the status rules.
3. Run the Create Payment Groups program (R04570), using the new credit invoice obligation account as the bank account.

   This account must be set up as the bank account in Bank Account Information program (P0030G). In the data selection of the Create Payment Group program, you must specify the payment instrument for credit invoices. The payment instrument must match the one that is specified in the General Constants program.

   This process generates a new voucher, using the document type set up in the Description 02 field of UDC 76A/PY (for example, FX) for the corresponding withholding net amounts of the voucher.
4. Use the Print function in the to issue a payment order for the payment group that you created in the previous step.

   This payment order is used as the acceptance detail that you give to the supplier.
5. To update the payments, create new matching versions of the following programs (for example, you could set up a version named ACEPTA001 for each of these programs):
   - Credit Invoice Acceptance (P04571)
   - A/P Auto Payment Register (R76A0476)
   - F0411 Tag File Maintenance - A (P760411A)
6. For the F0411 Tag File Maintenance - A program, set up the processing options on the Validate tab as follows:
   - Processing option 1 - enter a 1 to incorporate the legal document type in the duplicate invoice legal number validation.
   - Processing option 2 - specify H as the pay status to use if the invoice legal number is duplicated.
7. Run the Update function using the version of the Credit Invoice Acceptance program (P04571) that you set up.

   The update process performs the following actions:
   - Generates a new type FX voucher for the new obligation that is incurred by the acceptance of the credit invoice.
   - The new FX voucher is created with an accepted status; it cannot be modified.
   - Cancels the outstanding amount of the original voucher through an automatic PK payment voucher that has the same number as the payment order.

     The number of the payment order is also assigned to the FX voucher.
   - Issues the corresponding tax withholdings.

- Updates the credit invoice status in accordance with the status rules.

Note. To cancel the credit invoice, you must create a payment group for the FX voucher.

If the original voucher was made up of several items, you should create only one FX voucher for the net withholding total.

If you pay the credit invoice in allotments, you must split the voucher by using the Speed Status Change program (P0411S) at the time you make the payment.

8. Use the Void Payment Entry program (P0413M) to locate the payment by using its payment number, and then voiding the payment.

   The system performs the following actions:

   - Verifies that the FX voucher has not been paid
   - Updates the credit invoice status in accordance with the status rules.
   - Returns the status of the original voucher to pending.
   - Deletes the FX voucher.

Considerations for Issuing Payments

When you use the Print function in the Credit Invoice Acceptance program (P04571) to issue payment orders, the system performs the validations that are based on the payment instrument.

If the payment instrument for acceptance (for example, X) is used, the system verifies that the following conditions are met to correctly issue the payment:

- The supplier is set up to issue credit invoices.
- The voucher meets the conditions to require a credit invoice.
- The amount exceeds the minimum.
- The tax area has been set up for credit invoices.
- The payment terms generate a due date that exceeds the payment time limit that is specified in the General Constants program (P76A20).
- Credit invoice information has been recorded in the system.
- The credit invoice has the appropriate status for payment.

If the payment instrument corresponds to that of checks or another payment method, and the supplier is set up to issue credit invoices, the system verifies that the following conditions are met to correctly issue the payment:

- The voucher meets the conditions to require a credit invoice.
- The amount exceeds the minimum.
- The tax area has been set up for credit invoices.
- The payment terms generate a due date that exceeds the payment time limit that is specified in the General Constants program (P76A20).
- Credit invoice information has been recorded in the system.
- The credit invoice status indicates that the credit invoice has been rejected due to cash payment.

If the payment instrument corresponds to that of checks or another payment method, and the supplier is *not* set up to issue credit invoices, the system issues the payment by using standard payment processing.

Understanding the Process to Reject Credit Invoices

You might reject a credit invoice if you decide to pay the original voucher within the established time limit that is stipulated in the AFIP's general resolution or if the voucher has errors. You must change the credit invoice status to the status that is defined in the status rules to reject the credit invoice.

To reject credit invoices, complete the following steps:

1. Use the AP Review Credit Invoice program (P76A24) to change the status of the credit invoice.
2. If you are rejecting the credit invoice because you are paying cash, pay the voucher with a payment instrument that is different from the payment instrument that you use for credit invoice acceptance.
3. To take the fiscal credit that was originally assigned to the transitory account, run the AP Credit Invoice V.A.T. Restatement program (R76A0052).

See Also

Chapter 17, "(ARG) Processing Credit Invoices for Accounts Payable," Reclassifying Fiscal Credit, page 385

Prerequisite

Set up the FACCREDCHG status rule.

See Chapter 8, "(ARG) Setting Up the System for Credit Invoices for Accounts Payable," Setting Up Credit Invoice Status Rules, page 112.

Forms Used to Enter Vouchers for Credit Invoices

Form Name	Form ID	Navigation	Usage
Work with Credit Invoice Information	W76A24A	Credit Invoice System Set up (G76A00D), AP Review Credit Invoice.	Locate vouchers and choose pay items for which you are entering a credit invoice.
Add, Change Credit Invoice Information	W76A24D	On the Work with Credit Invoice Information form, click Select.	Enter credit invoice information. Change the status of a credit invoice.

Entering Vouchers for Credit Invoices

Access the Add, Change Credit Invoice Information form.

DGI Transaction Doc. Typ. Enter the legal document type given by DGI for documents.

Invoice Group Enter the code that identifies the invoice group. Values are:

A

B

C

Issue Place Enter the place where the invoice or the shipment note is printed.

Invoice Legal Next Number Enter the legal number, which is composed of the shipment place (ACEM) the Invoice Group (AGRP), and the Next Number (AINW).

	You cannot assign the same invoice legal next number to different voucher for the same supplier.
Invoice Date	Enter the date that either you or the system assigns to an invoice or voucher. This can be either the date of the supplier's invoice to you or the date of your invoice to the customer.
Credit Invoice Status	Enter the code that represents the status of the credit invoice. You can change the Credit Invoice Status only to a status that is specified in the Credit Invoice Status To field of a FACCREDCHG status rule.

Entering Credit Invoice Receipts

This section provides an overview of entering credit invoice receipts and discusses how to enter credit invoice receipts.

Understanding Credit Invoice Receipts

After you have accepted (paid) a credit invoice, you should receive a receipt from the supplier, which you must enter into the system.

Prerequisite

Set up the RECIBOFC status rule.

See Chapter 8, "(ARG) Setting Up the System for Credit Invoices for Accounts Payable," Setting Up Credit Invoice Status Rules, page 112.

Forms Used to Enter Credit Receipts

Form Name	Form ID	Navigation	Usage
Enter Receipt Information	W76A24A	Credit Invoice System Set up (G76A00D), AP Review Credit Invoice. On the Work with Credit Invoice Information form, select the credit invoice for which you want to enter a receipt and click Select. On the Add, Change Credit Invoice Information form, select Receipt Information from the Form menu.	Enter the number and date for the receipt.

Entering Invoice Credit Receipts

Access the Enter Receipt Information form.

Receipt Number	Enter the value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. The system does not allow duplicate receipt numbers.
Receipt Date	Enter the date of the receipt for the current valuation layer transaction.

Reclassifying Fiscal Credit

This section provides an overview of reclassifying fiscal credit and discuses how to:

- Run the AP Credit Invoice V.A.T. Restatement report.
- Set processing options for AP Credit Invoice V.A.T. Restatement.

Understanding the Process for Reclassifying Fiscal Credit

When you enter a voucher that requires a credit invoices, the system modifies the tax area of the voucher and replaces it with a similar percentage tax area that allocates the tax to a temporary VAT credit tax account. The tax cannot be reported to the tax authority until the tax is reallocated to the final VAT credit tax account.

The AP Credit Invoice V.A.T. Restatement program (R76A0052) debits the temporary VAT credit tax account and credits the final VAT credit tax account. However, if the temporary and final VAT credit tax accounts are the same, no transferring entry is created.

Note. The original and replacement tax area must be set up in the AP Tax Areas Relationship program (P76A25). The system uses the PT*xxxx* AAIs associated with these tax areas to identify the temporary and final VAT credit tax accounts.

The AP Credit Invoice V.A.T. Restatement program also updates the status of the credit invoice using the RECLASIF event. The new status enables you to include these vouchers in the tax reports that are sent to the tax authority. You must accept or reject credit invoices either before or after you reclassify the fiscal credit.

The fiscal credit reclassification must occur within the fiscal period the voucher falls under, or you lose the right to appropriate the money and must reclassify it to a loss account.

You should use data selection to select vouchers with a payment status that may be reclassified (for example, registered receipts or rejection due to cash payment).

Running the AP Credit Invoice V.A.T. Restatement Report

Select Credit Invoice System Set up (G76A00D), AP Credit Invoice V.A.T. Restatement.

Setting Processing Options for AP Credit Invoice V.A.T. Restatement (R76A0052)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Document Type for new journal entries Enter the code from UDC 00/DT that identifies the origin and purpose of the transaction.

Maximum Date Enter the last date on which credit fiscal can be claimed. After this date, the loss account will be used. If left blank, no loss account will be used.

Loss account to use for loss credit fiscal. Enter the account used for the loss of fiscal credit.

CHAPTER 18

Preparing Vouchers for Payment

This chapter provides an overview of the netting process for the vouchers and invoices and discusses how to:

- Review and approve changes to controlled data.
- Calculate withholding.
- (JPN) Calculate withholding.
- Determine cash requirements.
- Use the Speed Status Change program (P0411SV) to review and revise vouchers.
- (BRA) Add bar code information to vouchers.
- (DNK, FIN, NOR and SWE) Preparing vouchers and credit notes for payment processing.

Understanding AR/AP Netting

When you do a large volume of business with an organization as both a customer and a supplier, you can perform accounts receivable netting and accounts payable netting (AR/AP netting) to increase efficiency and reduce operational costs by consolidating transactions in the PeopleSoft EnterpriseOne Accounts Receivable and Accounts Payable systems.

When you perform AR/AP netting in PeopleSoft EnterpriseOne software, you reclassify transactions in Accounts Payable to Accounts Receivable and vice versa. For example, you can reclassify debit memos in Accounts Payable to invoices in Accounts Receivable, and credit memos in Accounts Receivable to vouchers in Accounts Payable.

Depending on to which system you reclassify transactions, you either perform AR netting or AP netting:

- When you perform AR netting, you reclassify transactions in Accounts Payable to Accounts Receivable.
- When you perform AP netting, you reclassify transactions in Accounts Receivable to Accounts Payable.

AR/AP netting is similar to the credit reimbursement process in PeopleSoft EnterpriseOne software; however, AR/AP netting is a manual process and includes these additional features:

- Enables you to net unapplied cash *(RU)*.
- Enables a bilateral reclassification of transactions in Accounts Receivable and Accounts Payable.
- Provides an audit trail of netting transactions.

See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, “Netting Accounts Receivable and Accounts Payable”.

Reviewing and Approving Changes to Controlled Data

This section provides an overview of reviewing and approving changes to controlled data and discusses how to:

- Review and approve changes to controlled data.
- Print changes to controlled data.
- Purge approved payee controlled records.

Understanding the Process for Reviewing and Approving Changes to Controlled Data

To remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including:

- Data that existed before the change.
- Data that existed after the change.
- User ID of the person who made the change.
- Date and time of the change.

When you approve a change, the system records this information:

- User ID of the person who approved the change.
- Date and time that the change was approved.

This program reads information in the F0450 table.

Printing Changes to Controlled Data

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report (R04505) shows information such as the:

- Data that existed before the change.
- Data that existed after the change.
- User ID of the person who made the change.
- User ID of the person who approved the change.
- Date and time of the change.
- Date and time that the change was approved.

The Payee Control Approval Report retrieves information from the F0450 table.

Purging Approved Payee Control Records

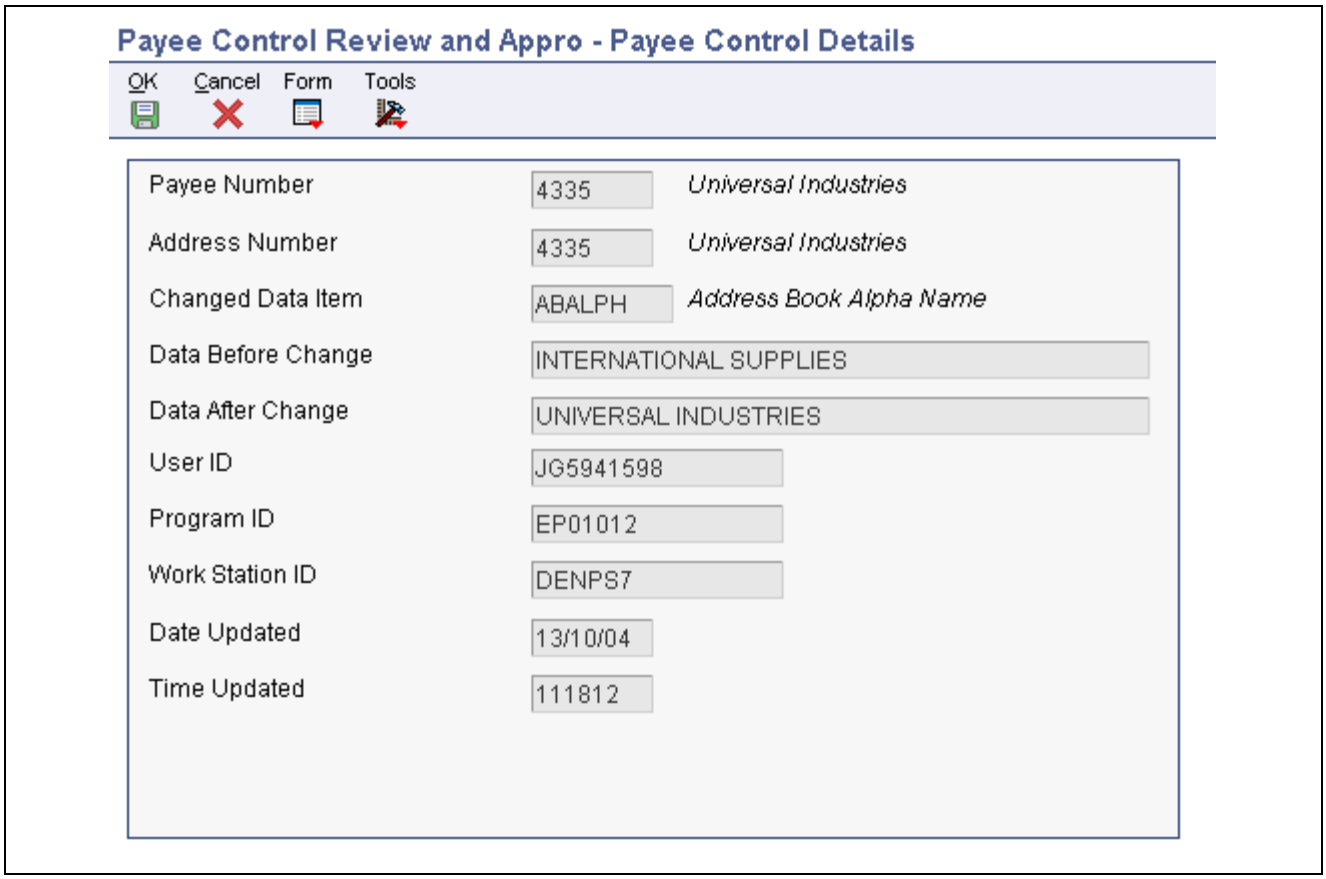
After you approve changes to controlled data, purge the control records. The A/P Payee Control File Purge program (R0450P) selects and purges records in the F0450 table. Purging control records removes the audit trail for payee control.

Forms Used to Review and Approve Changes to Controlled Data

Form Name	Form ID	Navigation	Usage
Payee Control Approval	W0450A	A/P Advanced & Technical Operations (G0431), Payee Control Review and Appro. If you select a record and choose Transaction from the Row menu, the system displays the form applicable to the change.	Review all payee control records. Approve payee control records.
Payee Control Details	W0450B	On the Payee Control Approval form, select Details from the Row menu.	To approve, select Approve from the Form menu and click OK to confirm the approval. To cancel approval after selecting Approve from the Form menu, but prior to clicking OK, select Reset from the Form menu. To indicate non-approval, click Cancel to exit the Payee Control Details form. This action takes you back to the Payee Control Approval form.

Reviewing and Approving Changes to Controlled Data

Access the Payee Control Details form.



Payee Control Details form

Changed Data Item Displays a code that identifies and defines a unit of information. It is an alphanumeric code of up to eight characters in length that does not allow blanks or special characters, such as %, &, or +. You create new data items using system codes 55-59. You cannot change the alias.

Data Before Change Displays the data that existed prior to changing database details.

Data After Change Displays the value of the revised data after changes have been made to database details.

Printing Changes to Controlled Data

Select A/P Advanced & Technical Operations (G0431), Payee Control Approval Report.

Purging Approved Payee Control Records

Select A/P Advanced & Technical Operations (G0431), A/P Payee Control File Purge.

Calculating Withholding

This section provides an overview of calculating withholding and discusses how to:

- Run the Calculate Withholding report.
- Set processing options for Calculate Withholding (R04580).

Understanding Withholding

When you run the Calculate Withholding program (R04580), the system:

- Selects voucher pay items with a pay status of % (percentage) (withholding applies).
- Calculates withholding amounts using the withholding percentage in the supplier master record.
- Updates the pay status on the original voucher pay item from % (percentage) to the value that is designated in the processing options.

  If you leave the processing option blank, the system assigns the data dictionary value. If that value is blank, the system assigns an *A* (approved).
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
  - If you change the default value of the pay status of the original pay item, the system changes the default value of the pay status for the negative pay item.
  - The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
- Creates a pay item for the withholding amount using the tax authority in the supplier master record.

  You can override this value with a processing option. When the system creates the new pay item, it does not change the supplier number to the number of the tax authority. Rather, it updates the Payee Number field (data item PYE). The pay item remains associated with the original supplier and the payment is made to the tax authority. The new pay item has the same due date and GL bank account as the original pay item.
- Assigns a pay status of *H* (hold) to the withholding pay item, which enables you to accumulate withholdings and pay them on a periodic basis, if you leave the processing option blank.
- Produces a report that either:
- Lists the new pay items and the pay status of each item.

  PS represents Pay Status on the report.
- Lists the vouchers that were not released for payment and the error that are associated with each voucher or pay item.

Note. As an alternative to running this batch process, you can automatically calculate withholding when you create payment groups by changing a processing option for the Create Payment Control Groups program. If you do this, verify that the data selection for Create Payment Control Groups does not *exclude* unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted.

See Chapter 19, "Processing Automatic Payments," Working With Payment Groups, page 449.

Reporting Withheld Amounts

To report the amount that you are withholding for a tax authority, print the A/P Detail with Remarks report (R04423A). Set up the data selection for the AP Detail with Remarks report to include the payee address number, and then enter the address number of the tax authority as the value. This report shows only withheld amounts, not the amounts of the original voucher pay items.

See Appendix D, "PeopleSoft EnterpriseOne Accounts Payable Reports," page 665.

Understanding the Process to Pay Withheld Amounts

Depending on whether you have tax information for a supplier when you calculate withholding, you either pay withheld amounts to a tax authority or pay the withheld amounts to the supplier.

When you pay withheld amounts, your vouchers can be either posted or unposted.

Type of Voucher	Instructions
Posted vouchers	If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system: • Creates pay items in the F0411 table with a posted code of blank. • Creates zero amount (blank) records in the F0911 table so that the new pay items in the Accounts Payable Ledger table can be posted. These blank records use the GL account that you specify in a processing option.
Unposted vouchers	When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the F0911 table.

When you calculate withholding, the system creates a pay item for the tax authority. You can place the pay item on hold by setting a processing option. If you do not place the pay item on hold, and instead approve it at the time you calculate withholding, it will exist in the next automatic payment cycle instead of being accumulated and paid on a periodic basis.

Prerequisites

Before you complete the tasks in this section:

- Set up a non-blank GL offset code in AAI item PC*yyyy* for withheld amounts.

  See Chapter 2, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable, page 22.

- Verify that all vouchers for which withholding should be calculated have a pay status of *%*.

  See Chapter 18, "Preparing Vouchers for Payment," Using Speed Status Change to Review and Revise Vouchers, page 398.

Running the Calculate Withholding Report

Select Automatic Payment Processing (G0413), Calculate Withholding.

Setting Processing Options for Calculate Withholding (R04580)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Pay Status Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Pay Status Specify the pay status that the system assigns to the voucher. If you leave this option blank, the system assigns the default value in the data dictionary. If that value is blank, the system assigns pay status *A*, indicating that the voucher is approved for payment.

2. Withholding Pay Status Specify the pay status that the system assigns to the withholding pay item. If you leave this option blank, the system assigns pay status *H*.

G/L Offset Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. G/L Offset Specify the GL offset for the withholding pay item. The PC AAI for the GL offset that you specify identifies the withholding account.

You must enter a value for this processing option.

2. G/L Account ID Specify the account ID of the GL account number that the system uses for zero balance records.

Note. You must enter a value in this processing option.

Tax Authority Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Override Tax Authority Specify an override tax authority to assign to the payee address number of the withholding pay item. If you leave this option blank, the system assigns the tax authority of the supplier, as specified in the F0401 table.

(JPN) Calculating Withholding for Japan

This section provides an overview of the withholding process for Japan and discusses how to:

- Run the Calculate Withholding - Japan report.
- Set processing options for Calculate Withholding - Japan (R7500090).
- Set processing options for Country Specific Processing Options - Japan (P04580JP).

Understanding the Withholding Process

The Calculate Withholding - Japan (R7500090) program calculates the withholding for Japan, updates the status of the existing pay item, and creates these additional pay items:

- A negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item
- A positive pay item for the withholding amount using the tax authority in the supplier master record

  You can specify a different tax authority in the Tax Authority for A/P processing option.

If you leave the Withheld Pay Status Code processing option blank, the system assigns a pay status of *H* (hold) to pay items for tax authorities, thus enabling you to accumulate withholdings and pay them on a periodic basis.

You use the Withholding Tax Basis processing option to specify whether to calculate the withholding amount based on the gross amount or the taxable amount. If you use the taxable amount to calculate the withholding amount, the system returns an error for any pay item that does not have a taxable amount and does not process that pay item.

To calculate the correct withholding amounts for both taxable and non-taxable amounts, you must run the Calculate Withholding - Japan program twice: once, using the gross amount; and again, using the taxable amount. You can use data selection to select only non-taxable transactions when you run the Calculate Withholding - Japan program using the gross amount, and then run the Calculate Withholding - Japan program using the taxable amount for all remaining transactions. Or, you can run the Calculate Withholding - Japan program using the taxable amount, allowing the program to generate errors for all non-taxable transactions; and then run the Calculate Withholding - Japan program using the gross amount to calculate the withholding amount for those transactions.

The system stores the withholding information in the F750411 table.

Additional results to consider are:

- If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.
- The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.

Prerequisites

Before you complete the tasks in this section:

- Set up your suppliers with a payment instrument and withholding tax authority.

  See Chapter 12, “Entering Supplier Information,” (JPN) Setting Up Supplier Information for Japan, page 262.
- Set the processing options for Country Specific Processing Options - Japan (P04580JP) using the Interactive Versions program.
- Set the processing options for Calculate Withholding - Japan (R7500090), including the withheld record due date and the rounding.

Running the Calculate Withholding - Japan Report

Select Japanese Localization (G75J), Calculate Withholding - Japan.

Setting Processing Options for Calculate Withholding - Japan (R7500090)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Release Pay Status Code

Specify the pay status that is assigned to the voucher to be released for payment.

Values are found in the user defined codes list 00/PS (Payment Status Codes). If you leave this processing option blank, the system uses *A*.

2. Withheld Pay Status Code

Specify the pay status that is assigned to the withheld pay item. Values are found in the user defined codes list (00/PS) (Payment Status Codes). If you leave this processing option blank, the system uses *H* for the default value.

3. Withheld Record Due Date

Assign the due date to the withheld pay item. If you leave this processing option blank, the voucher's due date will be assigned.

4. Rounding

Specify the method of rounding. Values are:

Blank: Round to the nearest integer.

1: Round down.

2: Round up.

Examples of rounding down:

Amount of 1,500.15 is rounded to 1,500.00.

Amount of 1,500.65 is rounded to 1,500.00.

Example of rounding up:

Amount of 1,500.15 is rounded to 1,501.00.

5. G/L Offset

Enter the GL offset AAI PC to assign to the withheld pay item. This offset should represent the withholding account.

Note. Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

---

6. G/L Bank Account

Assign the GL bank account to the withheld pay item. If you leave this processing option blank, the bank account is assigned from AAI item PB.

Taxes Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Tax Authority for A/P Withholding Enter an override tax authority to be assigned to the Alt Payee (Alternate Payee) field in the withholding entry. If you leave this processing option blank, the system retrieves the tax authority from the address book record of the supplier.

Setting Processing Options for Country Specific Processing Options - Japan (P04580JP)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Tax Authority Search Type Enter the code that identifies the type of address book record you want when you search for a name or message. Values exist in UDC 01/ST.

Determining Cash Requirements

This section provides an overview of determining cash requirements and discusses how to:

- Run the Cash Requirements Report program.
- Set data selection for the Cash Requirements Report program.
- Set processing options for Cash Requirements Report (R04431).

Understanding the Cash Requirements Report

You can use the Cash Requirements report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in three aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

This batch report shows transactions from the F0411 table.

On the Cash Requirements Report, PS represents pay status and PI represents payment instrument.

Running the Cash Requirements Report

Select Automatic Payment Processing (G0413), Cash Requirements Report, Cash Requirements Report.

Setting Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

Setting Processing Options for Cash Requirements Report (R04431)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Print

Although processing options are set up during implementation, you can change processing options each time you run a program.

Print Payee Number Enter *1* to print the payee name.

Account Format Enter *1* or leave this option blank to print the Short Account ID. Enter *2* to print the account number. Enter *3* to print the unstructured account number.

Print Invoice Number Enter *1* to print the supplier invoice number.

Aging

Although processing options are set up during implementation, you can change processing options each time you run a program.

As Of Date Enter the as-of date for processing or leave blank to use today's date.

Aging Days Enter the aging days or leave blank to base the aging on seven days.

Process

Although processing options are set up during implementation, you can change processing options each time you run a program.

Discount Cutoff Date Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date do not take a discount. If you leave this processing option blank, all discounts will be taken regardless of the due date.

Bypass Suppliers on Hold Enter *1* to bypass suppliers whose payments are on hold.

Note. The Hold Payment Code in the Supplier Master table is set to *Y*, *1* or *2*.

Using Speed Status Change to Review and Revise Vouchers

This section provides overviews of the Speed Status Change program (P0411SV) and revising vouchers for Argentina, and discusses how to:

- Set processing options for Speed Status Change.
- (ARG) Set processing options for PO - A/P Speed Release - ARG - 04.
- Revise an individual pay item.
- Revise multiple vouchers.
- Split vouchers for payment

Understanding the Speed Status Change Program

Before creating payment groups, you can review vouchers and change or release them for payment.

Reviewing Vouchers

You typically group your searches according to supplier, job or business unit, or GL bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- GL bank account
- Pay status

When you review vouchers, the system displays open pay items with a pay status of approved or hold in ascending order by net due date. It does not display vouchers with a pay status of paid, draft accepted, or payment-in-process.

You can review vouchers that equal a specific amount. The system searches for all vouchers that, when added together, equal the amount that you specified. If, however, the vouchers do not equal the exact amount, the system includes one more voucher so that the total inquiry amount is greater than the amount specified.

For example, you want to review vouchers that equal 55,000. Based on your search criteria, the system finds three vouchers that total 54,000, but because that does not equal the amount that you specified, it includes a fourth voucher for 5,000. In this example, the total inquiry amount that the system displays is 59,000, which is greater than the amount specified.

The system displays information from the F0411 table.

You can specify default values in the processing options for Speed Status Change (P0411SV) for some of the search fields that appear in the Query By Example (QBE) row of the Work with Speed Status Change form. If you do this, values that you enter in the QBE row might conflict with the default values in the processing options. As a result, the information that the system displays might not seem to meet your search criteria when, indeed, it does.

If you set the value for the Payment Instrument processing option to blank, the system displays vouchers for all payment instruments on Work with Speed Status Change. To view only those vouchers with no payment instrument, you must enter *<0* in the Payment Instrument field in the QBE row. Then, to view vouchers for all payment instruments again, you must delete the *<0* value.

Revising Vouchers

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you now pay.

If you entered the voucher using either the Standard Voucher Entry program (P0411) or the Speed Voucher Entry program (P0411SV), you can use the Speed Status Change program (P0411S) to make changes that do not affect the voucher posting. Making changes using the Speed Status Change program can be more efficient than using the Standard Voucher Entry program for the following reasons:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of one of the following tasks:

- Revising an individual voucher.
- Revising multiple vouchers.

The system updates information in the F0411 table. The system does not update the F0911 table.

If you use any voucher entry program other than Standard Voucher Entry or Speed Voucher Entry, you must use the Standard Voucher Entry program to revise vouchers. You cannot use the Speed Status Change program.

You cannot split a voucher by changing the payment terms using Speed Status Change. You must use the Split feature.

Splitting Vouchers

If you enter a voucher with one pay item, and then decide to make partial payments, you can use the Speed Status Change program (P0411S) to split the voucher and assign the appropriate due dates rather than changing the voucher to accommodate multiple pay items with different due dates. If the voucher has discounts or taxes, these guidelines apply:

- If the voucher has a discount, the system automatically prorates the discount amount based on the amount of each pay item. You can override the discount amount as needed.
- If the voucher has taxes, the taxes are split proportionately based on the amount of each pay item.
- If the voucher has Vertex taxes, all taxes are applied to the first pay item.

You can also use this method of splitting vouchers to assign a different payee to a pay item if the payment should be made to multiple parties.

You can split posted and unposted vouchers. The system assigns the same posted code to each voucher pay item that you create when you split the voucher.

Note. You cannot split a voucher that has recurring information (recurring frequency and number of payments).

(ITA) Splitting Vouchers

You cannot split vouchers for suppliers who are subject to withholding tax.

Setting Up Existing Vouchers for Withholding

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to calculate withholding when you pay them. Use Speed Status Change to change the pay status of these vouchers to *%* (percentage) so that the system can calculate withholding for them.

(ARG) Understanding the Process for Revising Vouchers for Argentina

The processing option for the PO - A/P Speed Release - ARG - 04 program (P76A115) determines which information can be changed for a voucher using Speed Status Change. The following user types are valid:

- Approver

  Can modify the Pay Status and Remarks fields.

- Treasurer

  Can modify the Pay Status, Remarks, and Payee Number fields.

- Payer

  Can modify all fields.

Note. Each user's authority to modify vouchers from one status to another and up to a specific amount is defined in the Voucher Authorization Rules program (P760409A).

See Also

Chapter 2, "Setting Up the Accounts Payable System," Setting Up Voucher Authorization Rules, page 31

Forms Used to Review and Revise Vouchers Using Speed Status Change

Form Name	Form ID	Navigation	Usage
Work With Speed Status Change	W0411SA	Automatic Payment Processing (G0413), Speed Status Change.	Review vouchers. Select vouchers to revise. To clear a field in the QBE row, you must use the Delete or Backspace keys. If you use the spacebar, the field is not cleared. Instead, the system searches for a blank value, which might produce incorrect results.
Update Single Pay Item	W0411SD	On the Work With Speed Status Change form, select Single Pay Item from the Row menu.	Revise an individual pay item.
Global Updates	W0411SE	On the Work With Speed Status Change form, select Global Update from the Row menu.	Revise multiple pay items. Select the Update option next to each field that you change
Split Payments	W0411SC	On the Work With Speed Status Change form, select Split from the Row menu.	Split vouchers for payment.

Setting Processing Options for Speed Status Change (P0411S)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Pre-Load Data Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Pay Status Code Specify the default pay status code that the system uses when you create a voucher.

Document Type Specify the default document type that appears in the QBE line when the user selects vouchers for change.

G/L Offset Specify the default value that appears in the G/L Offset field in the QBE line when the user select vouchers for change.

Payment Instrument Specify the default payment instrument that appears in the QBE row when the user selects vouchers for change.

Blank is a valid payment instrument value. If you set the default value in the processing options to blank (using the spacebar), you must also enter a blank in the Payment Instrument field in the QBE row of the Work with Speed Status Change form. Otherwise, the system displays all payment instruments, instead of those with a blank value.

Address Number - Approver Specify the default value for the Address Number - Approver field. When you specify a default value for the Address Number - Approver field, this value appears in the QBE line of the application and is used to select vouchers to be processed with Speed Status Change.

Currency Code - From Specify the default value that appears in the Currency Code From field.

Supplier Invoice Number Specify the supplier invoice number that appears in the QBE line when the user selects vouchers for change.

Total Inquiry Amount Activate the Total Inquiry Amount field and specify the default amount for the field. The system displays only open voucher pay items that total to the amount in the Total Inquiry Amount field or for which the last pay item that was exceeds the total value in the field.

2. G/L Bank Account Currency Edit. Specify whether the system validates the GL bank account currency against the voucher currency.

Bank accounts can be either monetary (with a currency code) or non-monetary (without a currency code). If the bank account is monetary, the system validates the voucher transaction currency against the bank account currency. If the bank account is not monetary, the system validates the currency code of the voucher's company against the currency code of the bank account's company. Values are:

Blank: Validate the voucher currency code against the bank account currency code.

1: Do not validate the voucher currency code against the bank account currency code.

Payment Terms Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Payment Terms Code Enter *1:* to allow changes to the payment terms code. Leave this option blank to disable changes to the payment terms code.

Setting Processing Options for PO - A/P Speed Release - ARG - 04 (P76A115)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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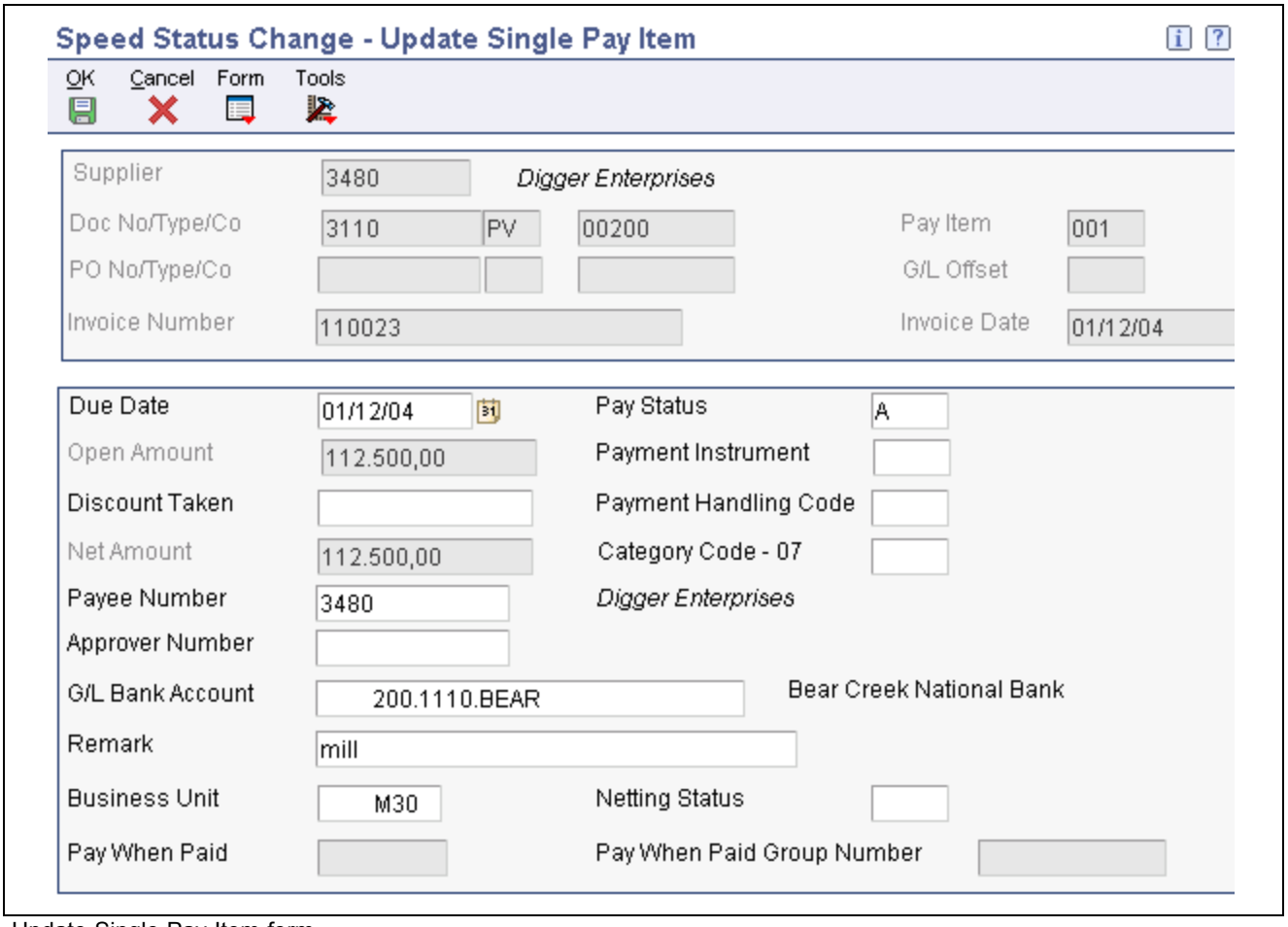
General

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Enter User Type Enter *1* if the user is an approver. Enter *2* if the user is a treasurer. Leave this option blank if the user is the payer.

Revising an Individual Pay Item

Access the Update Single Pay Item form.



Update Single Pay Item form

Due Date Enter the date the discount is due. If there is no discount, the system displays the net due date in this field.

If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.

The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value that you entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date that was previously calculated does not change.

Discount Taken Enter the amount by which an invoice or voucher is reduced if paid by a specific date. The discount taken does not have to be the same as the discount available.

You cannot increase the amount of a discount using this process. Use Standard Voucher Entry to change the amount of a discount.

Payee Number Enter the address book number of the recipient of the payment.

Changing the payee for an individual voucher does not change the supplier with which the voucher is associated, even if the payee is a third party.

Approver Number Enter the address number of the individual who is authorized to approve voucher logging transactions. This address number must exist in the F0101 table for validation purposes.

G/L Bank Account Enter the value that identifies an account in the general ledger. Use one of the following formats to enter account numbers:

- Standard account number (business unit.object.subsidiary or flex format).
- Third GL number (maximum of 25 digits).
- Account ID number.

  The number is eight digits long.
- Speed code, which is a two-character code that you concatenate to the AAI item SP.

  You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the PeopleSoft EnterpriseOne General Accounting constants.

Payment Instrument Enter a value from UDC 00/PY that determines the means by which a payment is issued to a supplier or received from the customer. Examples of payment instruments include check, electronic funds transfer, lockbox, and EDI.

Payment Handling Code Enter the code that the system uses to sequence the printing of payments. Available values are in user defined table 00/HC.

Category Code - 07 Enter a value from UDC 01/07. Category Code 07 is used in the 1099 process to identify the box on the 1099 form in which a voucher or pay item should be reported. Examples include:

01: Rents

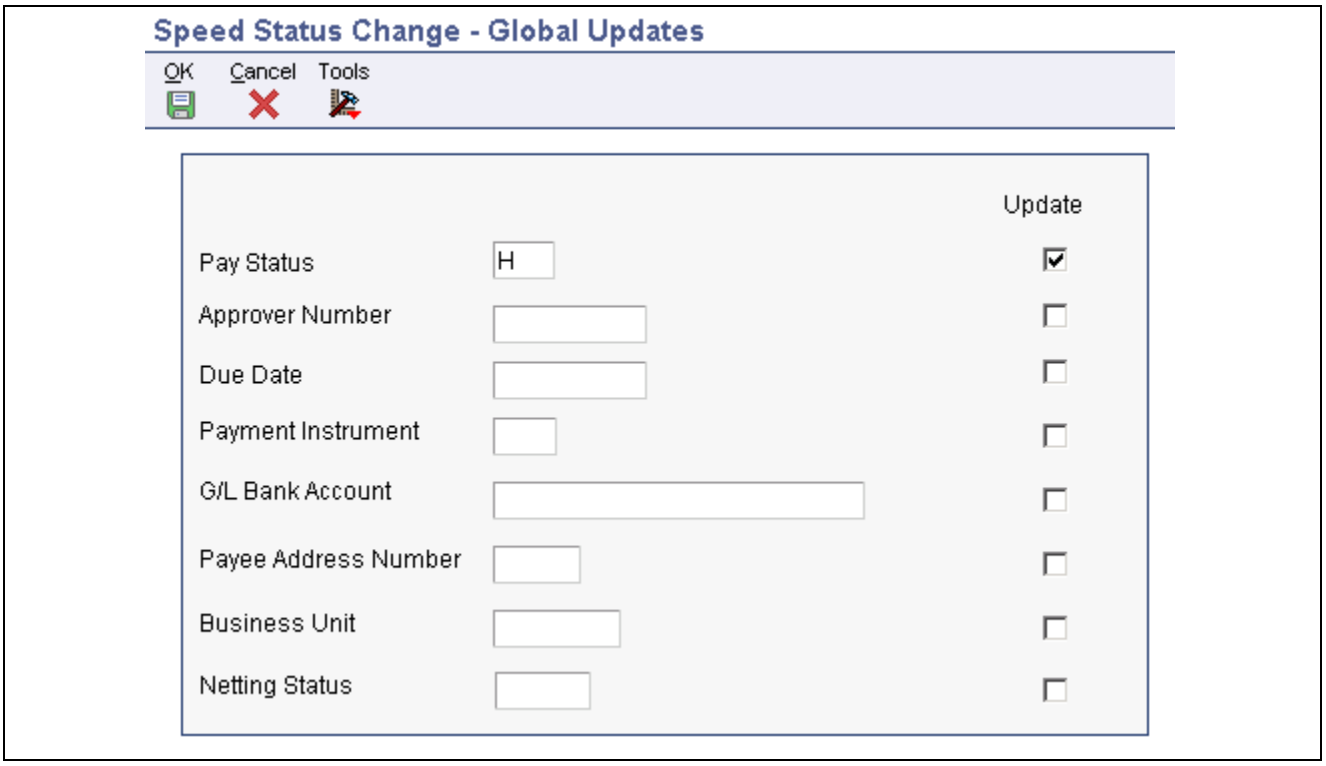
13: Nontaxable distributions

61: Interest income

A7: Non-employee compensation

Revising Multiple Vouchers

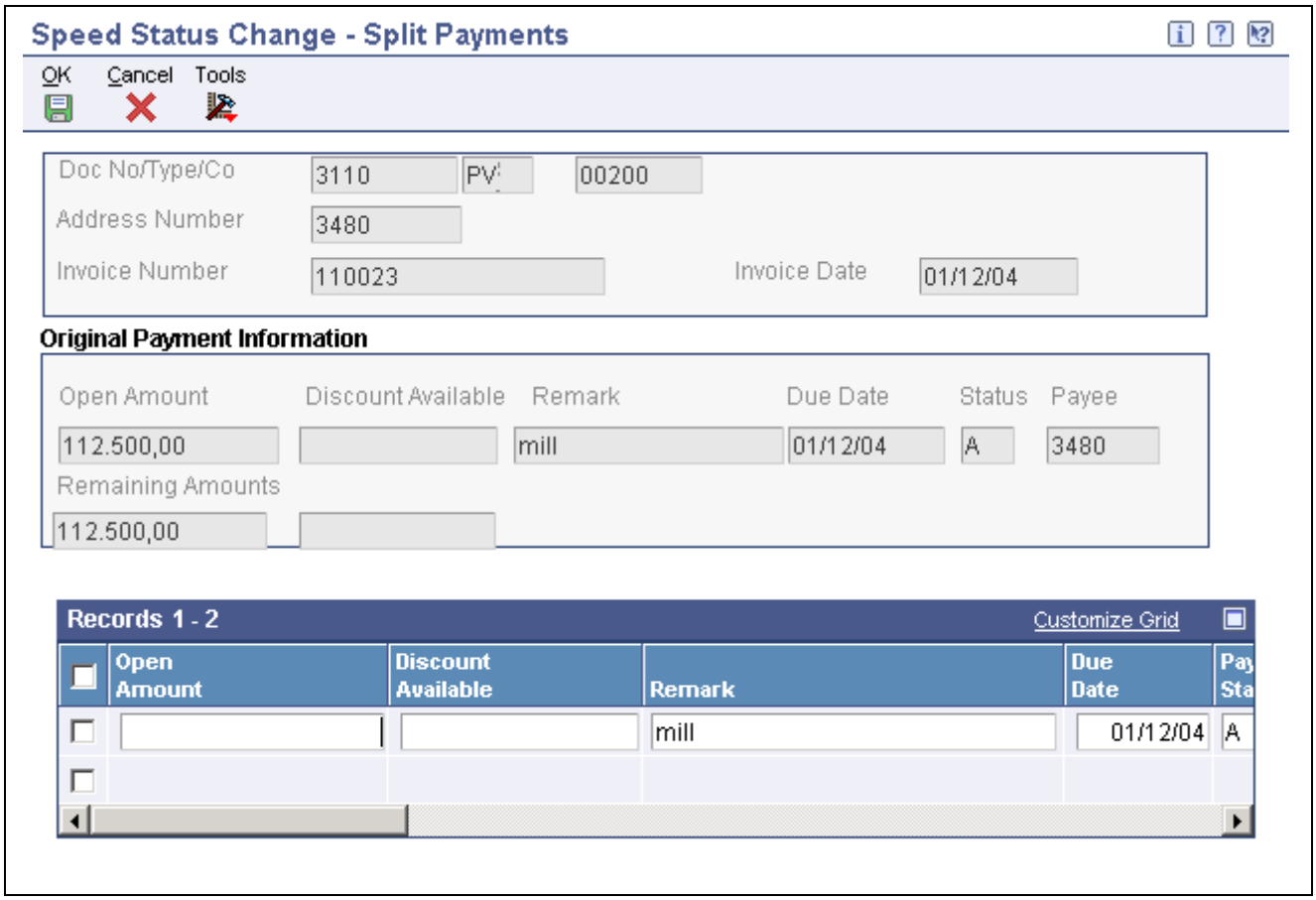
Access the Global Updates form.



Global Updates form

Splitting Vouchers for Payment

Access the Split Payments form.



Split Payments form

Open Amount Enter the amount that you want to pay. The total of the open amounts that you enter in the detail area must be equal to the open amount that is shown in the header.

Discount Available Enter the amount of the invoice or voucher pay item that is eligible to be subtracted from the gross amount when the transaction is paid. The system calculates discount amounts based on the payment term entered on the transaction.

Note. If the system calculates the discount, verify that it applies to the pay item specified. Usually, freight, sales tax, and labor charges that are included in the gross amount do not qualify for discounts.

If the voucher has taxes and the processing option is set to split the tax amounts, the system also recalculates the discount available based on the open amount that you enter. You can override this amount as necessary. If the voucher does not have taxes, the system does not recalculate the discount.

(BRA) Adding Bar Code Information to Vouchers for Brazil

This section provides an overview of bar code information for vouchers and discusses how to:

- Set processing options for Voucher Additional Information - Brazil (P76B04BC)
- Add bar code information to vouchers.

Understanding Bar Code Information for Brazil

You can add bar code information to domestic currency vouchers that you process for payment. You add bar code information after you enter voucher information and before you create payment groups. Adding bar code information to your vouchers is optional unless you use the outbound automatic payment process. If you use the outbound automatic payment process, you must add bar code information to your vouchers.

A standard bar code contains 44 digits. When you use an optical reader to scan a bar code, the system:

1. Validates the 44 digits.
2. Populates the Bar Code Brazil field (data item BBRCD) in the F76B04BC table with the 44 digits.

You enter 47 digits when you manually enter a bar code. The 10th, 22nd, and 33rd digits are check digits that the validation routine uses to verify that the code that you enter is a valid bar code number. When you manually enter a bar code number, the system performs the following actions:

1. Validates each segment of the bar code number.
2. Translates the 47 digits that you entered into the 44-digit machine-entered format.
3. Populates the Bar Code Brazil field in the F76B04BC table with 44 digits.

You can override a machine-entered bar code number with a manually entered bar code number. When you manually enter a bar code for a voucher for which a bar code already exists and then click OK on the Work With Vouchers Bar Code - Brazil form in the Voucher Additional Information - Brazil application (P76B04BC), the system performs the following actions:

1. Validates each segment of the manually entered 47-digit bar code number.
2. Translates the 47-digits that you entered into the 44-digit machine-entered format.
3. Replaces the value for data item BBRCD in the F76B04BC table with the new value.

Prerequisite

Review and set the processing options for Voucher Additional Information - Brazil (P76B04BC).

Form Used to Add Bar Code Information to Vouchers

Form Name	Form ID	Navigation	Usage
Work with Voucher Bar Code - Brazil	W76B04BCA	Bank Tape Processing (G76B415), Voucher Additional Information - Brazil. On the Work with Voucher Additional Information - Brazil form, select Bar Code from the Row menu.	Enable or disable the Unique Payment option. You can only enable or disable this option if the Enable Unique Payment Flag processing option is blank. Enter bar code information for Brazil.

Setting Processing Options for Voucher Additional Information - Brazil (P76B04BC)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Display Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Pay Status Code Specify the pay status code of the vouchers that the system processes. Select a value from the Pay Status Code UDC (00/PS).

Bar Code Tab

These processing options specify how the system processes bar code information for vouchers.

Enable unique payment flag Specify whether to enable the Unique Payment option on the Work with Voucher Bar Code - Brazil form. Values are:

Blank: Enable unique payment flag

1: Disable unique payment flag

Create unique payment on bar code entry Specify whether to process payments for vouchers for which the bar code number has already been processed and paid. The value you enter here overrides the Unique Payment option on the Work with Voucher Bar Code - Brazil form. Values are:

Blank: Create unique payment

1: Do not create unique payment

Enable bar code entry mode Specify whether to enable the Manual and Machine options on the Work with Voucher Bar Code - Brazil form. Values are:

Blank: Enable

1: Disable

Bar code entry mode Specify whether you enter bar code information manually. The value you input here overrides the Manual and Machine options on the Work with Voucher Bar Code - Brazil form. Values are:

Blank: Machine (Default)

1: Manual

Status Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Update Status Specify to update the pay status code for the vouchers that are processed. Values are:

Blank: Do not update status

1: Update status

New Pay Status Specify the pay status code to which the system updates vouchers when the Update Status processing option is set to *1*.

Entering Bar Code Information for Vouchers

Access the Work with Voucher Bar Code - Brazil form.

Machine Select this option to enable the entry of bar codes by scanning.

You can select this option only if the Enable Bar Code Entry Mode processing option is blank.

Manual Select this option to enable the manual entry of a bar code. If you select this mode, the system enables the eight segments of the Manual Bar Code field.

You can select this option only if the Enable Bar Code Entry Mode processing option is blank.

Unique payment Select this option to prohibit the entry of a duplicate bar code.

Bar Code Enter this code by scanning a bar code with an optical reader or by manually entering the code.

When you use an optical reader to scan a bar code, the reader discards the three check digits and populates the appropriate fields in the PeopleSoft EnterpriseOne system with 44 digits.

When you manually enter a bar code, you enter the entire 47-digit number. The 10th, 22nd, and 33rd digits are check digits. Although the PeopleSoft EnterpriseOne system does not use the check digits to validate the bar code, you should enter all 47 digits. The PeopleSoft EnterpriseOne system populates the appropriate fields with 44 digits after discarding the 3 check digits.

The system displays an error message for each segment of the Manual Bar Code field if the digits that you enter are not valid or if you do not enter the appropriate number of digits for the segment.

The system does not display the bar code in the Machine Bar Code field when you add a bar code to a voucher. The system displays bar codes in the Machine Bar code field only when the bar code already exists in the F76B04BC table, such as when you view an existing voucher that has an associated bar code.

(DNK, FIN, NOR, and SWE) Preparing Vouchers and Credit Notes for Payment Processing

This section provides an overview of the process for preparing vouchers and credit notes for payment processing and discusses how to:

- Run the Enhanced Due Date Processing Sweden report.
- Set processing options for Enhanced Due Date Processing Sweden (R74W0020).
- Run the Enhanced Due Date Processing - Discounts Sweden - 04.
- Set processing options for Enhanced Due Date Processing - Discounts Sweden - 04 (R74W0021).

Understanding the Process for Preparing Vouchers and Credit Notes for Payment Processing

Businesses in Nordic countries use a credit note, if one exists, for payments before using the company's bank account. If you use due date processing in automatic payments, which is common in Nordic countries, the base system requires you to manually match the due dates for a credit note and a voucher. In this localization, the system can automatically match the due dates of credit notes and vouchers.

If a supplier offers payment terms with a discount, the system sets the payment date to the discount due date. If the discount due date has passed, you might want to change the due date to the net due date. In the base system, you must change the net due date manually. This localization enables you to automatically change the due date.

Revising Due Dates for Credit Notes

Use the Enhanced Due Date Processing Sweden program (R74W0020) to automatically change the due date of a credit note to the due date of a matching voucher. The program creates a report that specifies the new due date for the credit note. The program can be run in proof or final mode.

You can run the Enhanced Due Date Processing Sweden program from the Create Payment Control Groups program (R04570) or as a stand-alone program. It is recommended that you first submit this program as a stand-alone program in proof mode. Use processing options to specify whether the program runs as a stand-alone program or is launched from the Create Payment Control Groups program.

If you set the processing options to run the Enhanced Due Date Processing Sweden program (R74W0020) from the Create Payment Control Groups program (R04570), the processing options on the Select tab and the first four processing options on the Process tab use the values of the corresponding processing options from the Create Payment Control Groups program.

To run this program as a stand-alone program, you must set up a menu selection for the Enhanced Due Date Processing Sweden program.

Important! The Enhanced Due Date Processing Sweden program retrieves pay items from the F0411 table. If a voucher contains both negative and positive pay items, this program might change the due date for a negative pay item that is a part of a voucher. If it does so, the action results in the negative and positive amounts on the same voucher having different due dates.

The program matches credit notes to vouchers in the following sequence:

- Payment ID.
- GL bank account.

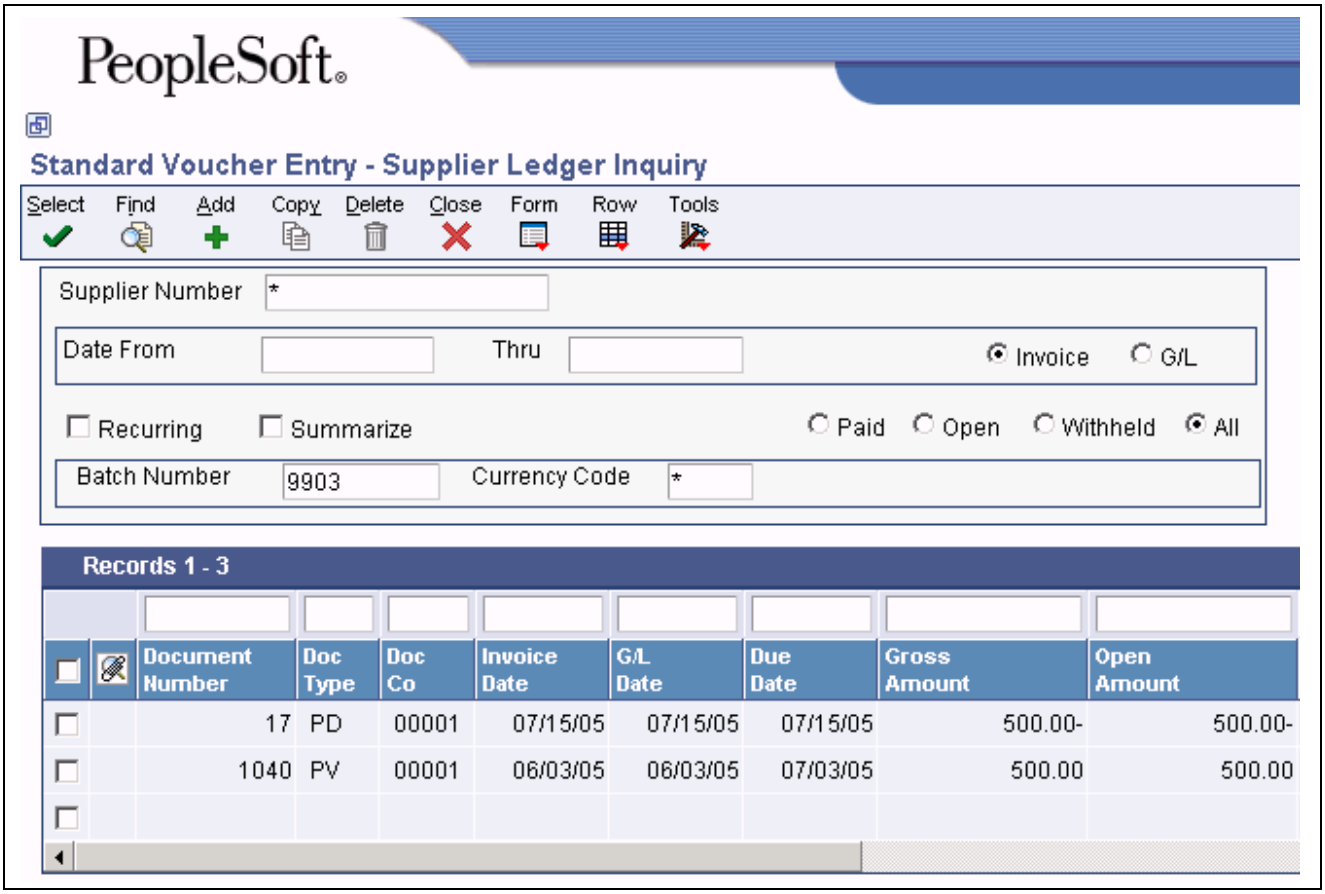
- Business unit (only if the Process by Business Unit processing option is set to *1*).
- Currency.
- Payee address number (only if the Process by Payee processing option is set to *1*).
- Company.
- Address number.
- Due date.

Example of Credit Note Equal to Voucher Amount

In this example, a supplier has a credit note for the amount of negative 500 with a due date of July 15, 2005, and a voucher for the amount of 500 with a due date of July 30, 2005.

If you use due date processing without changing the due date, the voucher is paid in full and the credit is not used because the due dates for the credit note and the voucher are different.

The following form shows the voucher and the credit note with different due dates:



Supplier Ledger Inquiry form

When you run the Enhanced Due Date Processing Sweden program (R74W0020) in proof mode, the system produces a report that shows that the due date of the credit note can be changed to match the due date of the voucher.

When you run the Enhanced Due Date Processing Sweden program in final mode, the system changes the due date of the credit note to 2005-07-30. Because the due dates of the credit note and the voucher are now the same, the system reduces the payment amount by the amount of the credit note in the next automatic payment to the supplier.

The Supplier Ledger Inquiry form displays the voucher and credit note with matching due dates.

Example of Credit Note in Excess of Voucher Amount

In this example, a supplier has a credit note for the amount of negative 1,200 with a due date of 2005-07-14 and a voucher for the amount of 1,000 with a due date of 2005-07-06. The amount of the credit exceeds that which is needed to pay the voucher.

When you run Enhanced Due Date Processing Sweden (R74W0020) in final mode, the system uses part of the credit note to pay the voucher. The system creates a new pay item for the remaining part of the credit note. The matching pay item has the same due date as that of the voucher. The remaining amount on the credit note has an unchanged due date.

The system generates the Enhanced Due Date Processing Sweden report, which shows the new due date of the credit note and the newly created pay item.

The Supplier Ledger Inquiry form now displays the new pay item that offsets the voucher.

Revising Due Dates for Discounted Vouchers

Use the Enhanced Due Date Processing - Discounts Sweden - 04 program (R74W0021) to automatically change the payment date of a voucher from the discount due date to the net due date if the discount due date has passed. The program creates a report that lists the new due date. The program can be run in proof or final mode.

You can run the Enhanced Due Date Processing - Discounts Sweden - 04 program from the Create Payment Control Group program (R04570), or you can run it as a stand-alone version. It is recommended that you first submit this program as a stand-alone version in proof mode. Use processing options for this program to control whether the program runs as a stand-alone version or runs from the Create Payment Control Group program.

To run this program as a stand-alone version, you need to set up a menu selection for the Enhanced Due Date Processing - Discounts Sweden - 04 program.

Example of Discount Due Date Has Passed

In this example, a supplier has a voucher with payment terms that offer a discount if paid within ten days of the invoice date. The invoice date is 2004-02-15; thus, the due date is 2004-02-25.

When you run Enhanced Due Date Processing - Discounts Sweden (R74W0021) in final mode after the discount due date has occurred, the system changes the due date of the voucher from the discount due date to the net due date, which is 2004-03-16, or 30 days after the invoice date.

Running the Enhanced Due Date Processing Report

Select one of these navigations:

Swedish Localization (G74W), Enhanced Due Date Processing.

Norwegian Localization (G74O), Enhanced Due Date Processing.

Finnish Localization (G74V), Enhanced Due Date Processing.

Danish Localization (G74M), Enhanced Due Date Processing.

Setting Processing Options for Enhanced Due Date Processing (R74W0020)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Select Tab

These processing options let you specify dates that are connected with the selection of credit notes.

1. Pay Thru Date Specify the due date through which you want to process credit notes. the system processes all credit notes with due dates up to and including the date that you enter. For example, to process a group consisting of credit notes with due dates through March 15, 2005, enter 03/15/05. Enter the date in this processing option or leave the processing option blank to select credit notes using the Displacement Days processing option.

Note. If you leave the Pay Through Date field blank and the Displacement Days processing option blank, the system uses the system date as the pay through date.

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2. Displacement Days Specify the number of days from today's date through which you want to process credit notes. For example, if today's date is March 10 and you specify three displacement days, the system processes vouchers with due dates through March 13. Enter the number of days in this processing option or leave this processing option blank and use the Pay Through Date processing option to select credit notes.

Note. If you leave the Displacement Days processing option blank and leave the Pay Through Date processing option blank, the system date is used as the pay through date.

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3. Discount Cutoff Date Enter the final date for which you allow discounts. Pay items with a due date prior to the date that you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If you leave this processing option blank, the program takes all discounts that are currently available for the selected pay items.

Process Tab

These processing options let you specify how payments should be grouped, whether the Enhanced Due Date Processing Sweden program (R74W0020) should run stand-alone or inline, and whether the program should run in proof or final mode.

1. Company Specify whether to create separate payments based on the company. Values are:

Blank: Do not create separate payments based on company.

1: Create separate payments based on company.

2. Due Date

Specify whether to create payments separately, based on due date. If you leave this processing option blank, the Enhanced Due Date Processing program will not run. Values are:

Blank: Do not create payments separately, based on due date.

1: Create payments separately, based on due date.

3. Payee

Specify whether to create payments separately based on payee, regardless of the supplier. Values are:

Blank: Do not create payments separately based on payee.

1: Create payments separately based on payee.

For example, the following list 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 in the Create Payment Control Groups program, the system generates four payments, based on the payee and then on the supplier:

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

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

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

4. Business Unit

Specify whether to create payments separately based on business unit. Values are:

Blank: Do not create payments separately based on business unit.

1: Create payments separately based on business unit.

5. Inline Execution from within R04570

Specify whether to run the Enhanced Due Date Processing Sweden program (R74W0020) from the Create Payment Control Groups program (R04570) prior to generating payments. Running the Enhanced Due Date Processing Sweden program from the Create Payment Groups program produces the best match of debit and credit documents. However, running this program online might slow down processing. If you rarely use the enhanced due date processing feature, consider leaving this option blank. Values are:

Blank: Do not run the Enhanced Due Date Processing Sweden program from the Create Payment Control Groups program.

1: Run the Enhanced Due Date Processing Sweden program from the Create Payment Control Groups program.

6. Stand-Alone Execution from Menu Item Specify whether to run the Enhanced Due Date Processing Sweden program (R74W0020) standalone from a menu item. Running the Enhanced Due Date Processing Sweden program standalone enables you to reorganize credit invoices to produce best matching against debit documents at any time. Values are:

Blank: Do not allow the Enhanced Due Date Processing Sweden program to run standalone.

1: Run the Enhanced Due Date Processing Sweden program standalone.

7. Mode Specify whether to run the report in proof or final mode. If you select proof mode, the system generates a report of possible changes, but no changes are made in the database. If you select final mode, the system generates a report and updates the invoices specified on the report. Values are:

Blank: Run the report in proof mode.

1: Run the report in final mode.

Defaults Tab

This processing option lets you specify the minimum payment amount.

1. Payment Amount Specify the smallest possible value of a payment. Specify an amount to avoid creating zero amounts when matching vouchers and credit notes.

Running the Enhanced Due Date Processing - Discounts Report

Use one of these navigations:

Swedish Localization (G74W), Enhanced Due Date Processing - Discounts.

Norwegian Localization (G74O), Enhanced Due Date Processing - Discounts.

Finnish Localization (G74V), Enhanced Due Date Processing - Discounts.

Danish Localization (G74M), Enhanced Due Date Processing - Discounts.

Setting Processing Options for Enhanced Due Date Processing - Discounts (R74W0021)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

These processing options enable you to specify whether the Enhanced Due Date Processing - Discounts Sweden - 04 (R74W0021) should run stand-alone or inline, and whether the program should run in proof or final mode.

1. Inline Execution from within R04570

Specify whether to run the Enhanced Due Date Processing - Discounts Sweden program (R74W0021) from the Create Payment Control Groups program (R04570) prior to generating payments. Running this program online can slow down processing. If you rarely use the enhanced due date processing - discounts feature, you might want to run this program as standalone. Values are:

Blank: Do not run the Enhanced Due Date Processing - Discounts Sweden program from the Create Payment Control Groups program.

1: Run the Enhanced Due Date Processing - Discounts Sweden program from the Create Payment Control Groups program.

2. Stand-Alone Execution from Menu Item

Specify whether to run the Enhanced Due Date Processing - Discounts Sweden program (R74W0021) standalone from a menu item. Values are:

Blank: Do not allow the Enhanced Due Date Processing - Discounts Sweden program to run standalone.

1: Run the Enhanced Due Date Processing - Discounts Sweden program standalone.

3. Mode

Specify whether to run the report in proof or final mode. If you select proof mode, the system generates a report of possible changes but makes no changes in the database. If you select final mode, the system generates a report and updates the invoices specified on the report. Values are:

Blank: Run the report in proof mode.

1: Run the report in final mode.

CHAPTER 19

Processing Automatic Payments

This chapter provides overviews of processing automatic payments, processing withholding taxes for Italy, and general sales tax *(Impuesto General a la Venta* [IGV]) withholding calculations for Peru, and discusses how to:

- Create payment groups.
- (JPN) Process *hankin hante* payments for Japan.
- (RUS) Add information to payments.
- Work with payment groups.
- (DEU) Process Z1 payments.
- (RUS) Print payment orders.
- (RUS) Change the payment GL date.
- Void automatic payments and vouchers.
- (DNK, FIN, NOR, and SWE) Receive debit advice notices.
- (ARG) Generate TXT (text) payments.
- Copy payments to a diskette.
- (BRA) Process inbound and outbound payments.

Understanding the Automatic Payment Process

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Automatic payment processing enables you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle.

During automatic payment processing, the system works with the following document and batch types:

Voucher document type	• PV (voucher) • PR (recurring voucher) • PL (voucher logging) • PD (debit memo) • PM (voucher without match) • _ _ (user defined voucher type)
Payment document type	PK (automatic payment)
Batch type	K (automatic payment)

(ITA) Understanding the Process for Calculating Italian Withholding Taxes

The system processes withholding tax at specific stages of the automatic payment process:

Stage	Description
Create payment control groups	When you create a payment control group that includes vouchers which are subject to withholding tax, the system updates the Discount Taken field in the F04572 table and the F04573 table with the withholding tax amount from the F74411 table. The system calculates the payment amount by subtracting the withholding tax (discount) from the gross.
Work with payment control groups	When you reset or remove individual vouchers from the payment control group, the system removes the withholding tax amount from the Discount Taken field in the F04572 table and the F04573 table. At this point in the process, the system does not update the F0411 table and does not impact the voucher records.
Update payment group	When you update the payment group, the system changes the payment status of the withholding tax to 1 (payment made to supplier) in the F74411 table. The system also updates the F0411 table with the amount in the Discount Taken field for the withholding tax amount.

Technical Considerations for Processing Withholding Tax Payments

When processing withholding tax payments, consider:

Feature	Description
Prompt payment discounts	You cannot use prompt payment discounts with withholding tax because the withholding tax amounts are stored in the prompt payment discount fields. In Italy, AP prompt payment discounts are not used.
Split payment control groups	You cannot split a payment control group to exclude part of a voucher because this action creates a new pay item on the voucher.

(PER) Understanding IGV Withholding Calculations

When you run the Create Payment Control Groups (R04570) program, the system calculates IGV withholding taxes when tax lines exist for the voucher being paid.

When calculating IGV withholding, the system:

- Bases the taxable amount calculation on the net amount of all vouchers for the payment that exceeds the minimum taxable amount specified for the supplier in the Withholding Percentage (P76P405) program.
- Determines the minimum amount based on the total of the vouchers when the original document was paid, but calculates the withholding based on only the original document (for related credit or debit memo vouchers).

If the original document for a credit or debit memo was not paid, you must include both vouchers in the payment. If both vouchers are included in the payment, the system determines the minimum amount for the taxable amount calculation on both vouchers. The withholding calculation is made for both vouchers.

Creating Payment Groups

This section provides overviews of creating payment groups, processing vouchers with discounts, using next numbers for payment groups, creating payment groups for Japan, and creating payment groups for Argentina and Peru, and discusses how to:

- Run the Create Payment Control Groups report.
- Set data sequence for the Create Payment Control Groups report.
- Set processing options for Create Payment Control Groups (R04570).
- (ARG) Set processing options for PO - PCG process - ARG 04 - 04 (P76A570).
- (PER) Set processing options for PO - PCG Process - PER 04.

Understanding the Create Payment Control Groups Report

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.

The Create Payment Control Groups program (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 is 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 F0411.

When you create payment groups, the system:

1. 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.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
   - GL bank account (optional)
   - Payment instrument
   - Business unit (optional)
   - Currency code

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

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

   After the system creates payment groups, each group has the following information in common:
   - Version ID
   - User
   - Creation date
   - Output queue

   The system also:
3. Assigns each payment group a next status of *WRT* (write).
4. Changes the pay status of selected vouchers from *A* to # (payment in-process).
5. Creates the following worktables to use in writing payments.
   - The F04571 table, which contains a single header record for each payment group with information about that group of payments.

- The F04572 table, which 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 F0413 table.

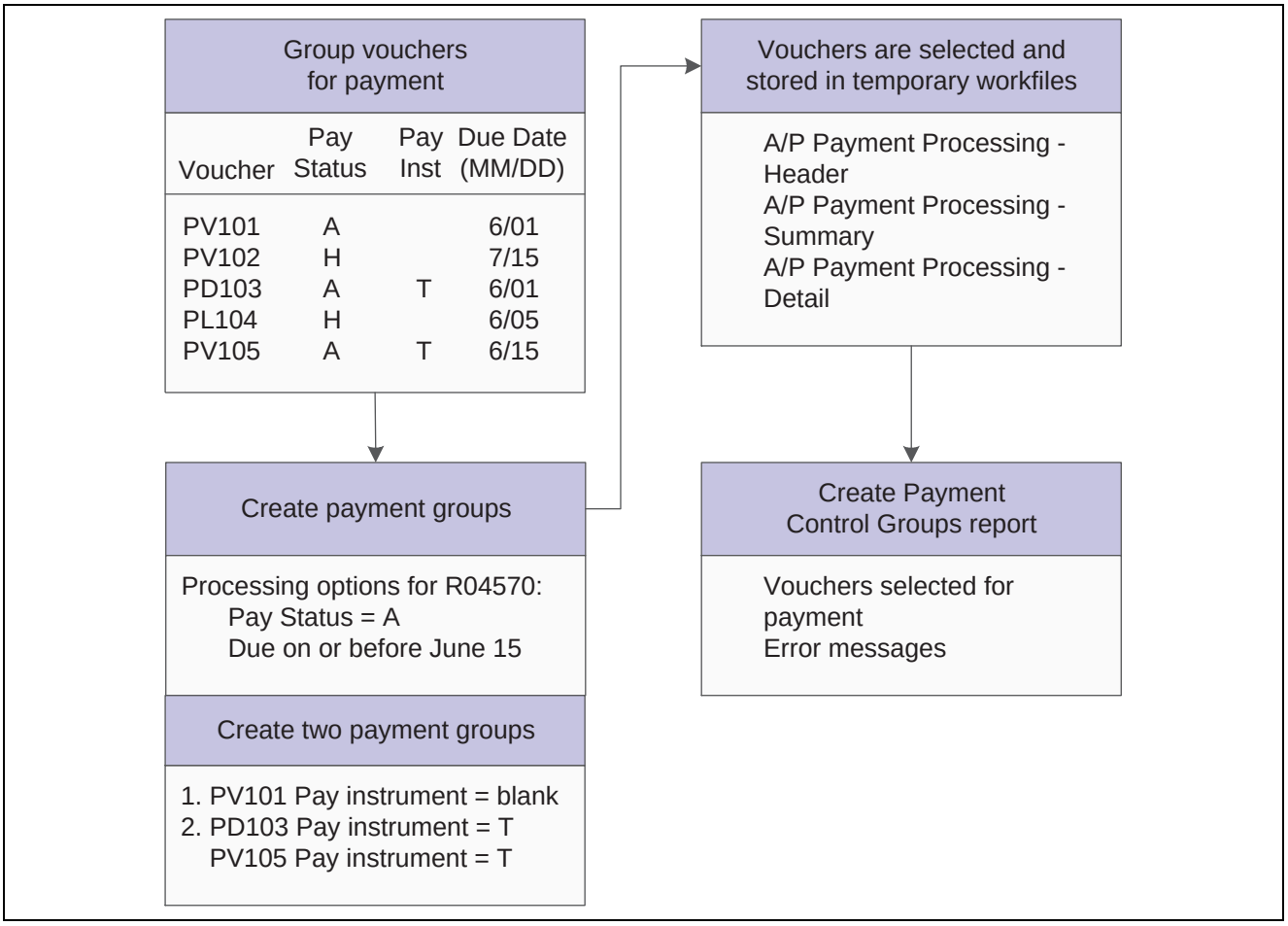
- The F04573 table, which contains a record for each voucher pay item within a payment.

  This is the information that will be printed on the payment stub and used to update the F0411 table. This information is the basis for the F0414 table.

6. 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:



Create payment groups

If you create payment groups that use the Bank Automated Clearing System (BACS) format, set the Print Bank Tape Information processing option to *1* and set the Payee Bank Account Error processing option to *1*.

If you create payment groups that use the EFT payment format, use these guidelines when setting processing options for the Create Payment Control Groups program:

- If you enter *1* for the Print Bank Tape Information processing option, the system prints bank tape information on the Create Payment Control Groups report.
- If you enter *1* for the Payee Bank Account Error processing option, the system prints an error on the Create Payment Control Groups report and does not include the supplier in a payment group if it does not find bank account information for a supplier
- If you enter *1* for the Bank Account X12 Information Error processing option, the system prints an error on the Create Payment Control Groups report and does not create the payment group if it does not find X12 information for the bank account for which you are creating the payment group.

(BRA) Considerations for Creating Payment Groups for Brazil

Review these processing option tabs before running the Account Payable payments programs:

Processing Option Tab	Guidelines
Print Tab	Use the print attachments processing option to specify whether to print attachments. • For standard checks (R04572DB1), enter *1* to print an attachment or enter *0* for no attachment. • For Bordero (R04572DB, R04572CB1, R04572RB), you must indicate that you want a special attachment by entering *1*.
Process By Tab	Set the payee processing option to specify whether to create payments based on payee, regardless of the supplier. For the Print Automatic Payments - Check - Brazil program (R04572DB1), you cannot create one payment per payee, regardless of supplier. You must leave the Payee field blank for this processing option.

(CHE) Common Business Practices for Automatic Payments

To conform to standard business practices in Switzerland, set these processing options on the Create Payment Control Groups program (R04570) as indicated:

- On the Process By tab, set the Payee processing to*1*.
- On the Summarize tab, set the Summarized Pay Item processing option to *1*.
- On the Summarize tab, set the Summary Description processing option to *1*.

To retrieve sender information from the DTA file format, you must enter your address book number in the Company Address Number field on the Company Setup form.

Understanding Vouchers with Discounts

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

To process vouchers only on their discount due date, or on or after their net due date, set these processing options as indicated:

- 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 option blank, the system date is used. If you leave this option 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.

To process vouchers over a range of dates, take discounts that are available, but not pay vouchers earlier than their net due date, set these processing options as indicated:

- Enter 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 processing option to either the date specified in the Pay Through Date processing option (or the system date if you leave the Pay Through Date processing option blank) or the system date plus the number of displacement days, depending on which of the first two processing options you use.

Understanding Next Numbers for Create Payment Control Groups

When the you run the Create Payment Control Groups program (R04570), the system assign the payment group a number to identify the payment group in the three worktables 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 F0002 table 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 increments until it reaches its maximum (a number greater than 99 million) and resets the next number for payment control groups to *1*.

Note. The next number for the Create Payment Control Groups table 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 F0002 table is assigned to each payment control group.

(JPN) Understanding the Create Payment Control Groups Process for Japan

You must set up a unique version of the Create Payment Control Groups program to process accounts payable drafts for Japan. Set up the data selection for the version to specify the payment instrument for drafts or bank transactions. To specify the draft payment instrument, select user defined code *D*. To specify the bank transaction payment instrument, select user defined code *Q*.

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

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

Processing Bank Transfers

You must also set up a unique version of the Create Payment Control Groups program (R04570) to process accounts payable bank transfers for Japan. Set up the data selection for the version to specify the payment instrument for bank transfers.

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

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

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

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

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

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

(ARG) Understanding the Create Payment Control Groups Process for Argentina

The Create Payment Control Groups program (R04570) selects all of the vouchers with an expiration date that is earlier or the same as the one which is specified in the processing options. If the Pay Through Date processing option is blank, the system uses the payment date from the processing options for the PO - PCG process - ARG 04 - 04 program (P76A570), to calculate withholdings and exchange rates.

When you create payment groups, the system generates a standard report showing which vouchers were selected for the payment. It also generates the Print PCG Detail - ARG - 04 - 04 report (R760476A), which lists the payment amount and corresponding tax withholdings.

The Print PCG Detail - ARG - 04 - 04 report lists payment group details:

- The bank account that is affected by the payment.
- The currency in which the payment is made.
- The total amount of the payment.
- The name of the payee.

- The type of document.
- The number of vouchers that are paid.
- The company that is assigned to the vouchers.
- The invoice number of the vouchers.
- The discount, if any.
- The vouchers that are selected for the payment and a record for each tax withholding.

The following tax withholdings reduce the payment amount and constitutes a debt with AFIP on behalf of a third party:

- Gross Income Withholding ($B).
- Profit Withholdings ($G).
- Contractor Withholdings ($S).
- VAT Withholdings ($I).
- Eventual Withholdings ($A).

The Print PCG Detail - ARG - 04 - 04 report is not generated if:

- The payment amount is negative.
- Another payment group is waiting for processing or updating.
- The setup for RG 726 is missing.

Country-specific payment group information is saved in these tables:

- F760472A

  This table contains one record for each payment group payment.

- F760473A

  This table contains one record for each tax withholding for individual payments.

For the standard Create Payment Control Groups program (R04570) to access country-specific information, you must set up corresponding versions of:

- Print PCG Detail - ARG - 04 - 04 (R760476A).
- PO - PCG process - ARG 04 - 04 (P76A570).

For example, if you are using version ZJDE0001 of the Create Payment Control Groups program, the system uses version ZJDE0001 of the PO - PCG process - ARG 04 - 04 program.

Note. Payment accruals are stored in the Profit Withholding - Payments Done - ARG - 04 table (F760406A).

Next Numbering Considerations for Argentina

A processing option on the PO - PCG process - ARG 04 - 04 program (P76A570) lets you enter the issue place that the program uses to obtain the next numbers for the VAT and profit withholdings.

If you set up the issue place in the processing option but not in the Certificate Next Number RG 738 (A/P) program (P76A8080), or if the issue place has been set up for a different company or year, the Print PCG Detail - ARG - 04 - 04 report (R760476A) shows the error, Payment setup error in R.G. 738/99. Review company and issue place numbers.

When necessary, the Remark column indicates that the legal numbering setup for a withholding is missing.

After this error is issued, you must undo the payment group, correct the setup, and recreate the payment group. The same error is reissued if you try to rewrite the payment without carrying out this step.

If the processing option is blank, no validation occurs because the system does not generate legal numbers for withholdings.

The system generates profit and VAT withholding legal numbers when payments are updated and the numbers are printed on each of the certificates below the internal number.

Profit Withholding Calculations

Profit withholding must be deducted from payments made to suppliers. A withholding certificate is given to the supplier along with the payment to explain why the payment was made for a different amount than was requested on the supplier invoice. The system calculates profit withholding when you create the payment group and deducts the resulting amount from the total payment amount.

Using the first processing option for the PO - PCG process - ARG 04 - 04 (P76A570) report, you can specify how the system accrues payments. The following list describes the three options:

- Independent Accrual by Company.

  Profit concept withholding calculations are performed independently for each company, with no relationship established for payment accruals that exist for other companies or branches. For this reason, the system accrues completed payments for each of the companies that has been set up.

- Unique Accrual for All Companies.

  The calculation for unique accrual profit withholding means that the system calculates the withholdings based on the sum of all of the accrued payments for all of the companies and branches which were previously set up. As a consequence, no unique accrual of completed payments occurs.

  Suppose you have set up two companies, Company A with branch A, and Company B. In this example, the base for the calculation is the sum of payments that are accrued for Company A, its branch, and Company B.

- Accrual by Related Company (Parent Number.)

  If you specify Accrual by Related Company for the same organizational structure (Company A with a subsidiary branch, and Company B), two scenarios are possible:

  - If the profit withholdings are calculated when a voucher from Company A or its branch is paid, the base for the calculation is payments accrued for Company A and its branch.
  - The Company B accrual is not part of the calculation.

    If the voucher that is being paid belonged to Company B, only its payment accrual determines the withholding amount. Accruals for Company A and its branch are not a part of the withholding calculation.

Profit Withholding for UTEs

When a supplier is a UTE (temporary enterprise union), profit withholding is calculated individually for each member of the UTE and withholding certificates are printed for each member.

The system stores summary information by company, supplier, profit withholding concept, month, and year for each payment that is made. The system also stores summary information about taxable amounts and profit withholdings.

When a payment is made to a UTE, the voucher taxable amount is recorded for the UTE address number and not for the address numbers of the UTE members. For example, suppose that UTE A is paid with a voucher taxable amount of 10,000. Profit withholding amounts are calculated as follows for the UTE members:

Supplier	Profit Withholding Amount
10	12
20	15
30	25

If this is the first payment of the month, the system updates the payments summary table:

Supplier	Taxable Amount	Withholding Amount
A	10000	0
10	0	12
20	0	15
30	0	25

Suppose that a second payment with a voucher taxable amount of 2,500 is made to UTE A during the same month. The system calculates profit withholding amounts as follows for the UTE members:

Supplier	Profit Withholding Amount
10	3
20	4
30	6

The system updates the payments summary table:

Supplier	Taxable Amount	Withholding Amount
A	12500	0
10	0	15
20	0	19
30	0	31

Suppose that a payment without a voucher taxable amount of 3400 and a calculated profit withholding of 20 is made to supplier 10 during the same month. The system updates the payments summary table as follows:

Supplier	Taxable Amount	Withholding Amount
A	12,500	0
10	3,400	35

Supplier	Taxable Amount	Withholding Amount
20	0	19
30	0	31

When a voucher for a UTE is selected for payment, if UTE member information doesn't exist for the UTE, the system prints a warning and the user can decide whether to make the payment anyway or undo the payment and include it in a payment group after the UTE member information has been entered.

If the user makes the payment without first entering the UTE member information, any previous payments that were made to the UTE are added to the current payment and the profit withholding amount that is calculated for the combined amount is recorded for the UTE.

When you create payment groups, the system checks whether the supplier is a member of one or more UTEs. If the supplier is a UTE member and another voucher exists in another payment group for the same supplier or to a UTE to which the supplier belongs, the system updates the voucher status to X and excludes the voucher from the payment group.

Profit Withholding Calculations for UTEs

When a voucher for a UTE member is selected for payment, the system uses these values to calculate profit withholding:

- A: Previous payments made to the UTE for the same concept, company, month, and year.
- B: Previous profit withholdings done for the UTE for the same concept, company, month, and year.
- C: UTE members and their participation percentages.
- D: Previous payments made to each UTE member for the same concept, company, month, and year.
- E: Previous profit withholdings done for each UTE member for the same concept, company, month, and year.
- F: Profit withholding exemption percentages for each UTE member.

For each UTE member, profit withholding is calculated as follows:

(Calculation Base) = ((A + (Current Payment Amount)) × (Member Participation Percentage)) + D – (Minimum Taxable Amount)

(Previous Withholdings Done) = (B × (Member Participation Percentage)) + E

(Withholding Amount) = ((Calculation Base) × (Withholding Percentage) × F) – (Previous Withholdings Done)

For example, suppose that UTE A has the following members:

Supplier	Member Participation Percentage
10	40
20	60

When a voucher for UTE A is selected for payment, the system uses these values to calculate profit withholdings:

- a: Previous payment amounts for UTE A.
- b: Previous withholding amounts for UTE A.

- c: Previous payment amounts for supplier 10.
- d: Previous withholding amounts for supplier 10.
- e: Previous payment amounts for supplier 20.
- f: Previous withholding amounts for supplier 20.
- g: The profit withholding exemption percentage for supplier 10.
- h: The profit withholding exemption percentage for supplier 20.

Using these values, the system calculates profit withholding amounts for supplier 10 as shown:

(((a × 40%) + ((Current UTE Voucher Amount) × 40%) + c – (Minimum Taxable Amount)) × (Withholding Percentage) × g) – (b × 40%) – d

The system also calculates profit withholding amounts for supplier 20 as shown:

(((a × 60%) + ((Current UTE Voucher Amount) × 60%) + e – (Minimum Taxable Amount)) × (Withholding Percentage) × h) – (b * 60%) - f

Considerations for Processing Automatic Payments for Withholdings for Cleaning Services

When you create the payment group, the system calculates the withholdings according to the information on the voucher and the S.U.S.S. set up.

Note. Withholdings for eventual personnel services and cleaning services cannot be calculated in the same voucher because the system calculates only one of the withholdings.

The system displays the results of the withholding calculations on the A/P Auto Payment Register - ARG - 04 report (R76A0476) for the following document types:

- Eventual Personnel Services Withholding ($A).
- Cleaning Services Withholding ($L).

Note. You must set up these document types ($A and $L) must be set up in UDC 00/DV and UDC 00/DT.

Follow the standard process to write and update the payment group. When you update the payment group, the system creates the Cleaning Withholding Certificate and the Eventuals Withholding Certificate.

After you update the payment group, you can reprint certificates using the S.U.S.S. WH Certificate program (R7604541A). You must create one version of this program to reprint Eventuals Withholding Certificates (document type $A) and another version to reprint Cleaning Withholding Certificates (document type $L).

Considerations for Processing Payments by RG 726 or RG 615

If you are processing payments following RG 726 or RG 615, complete these steps before running the Create Payment Control Groups program (R04570):

- Verify that the selected suppliers are included in the AFIP classification file for the payment month and year.

  This step is not required if the supplier is an export supplier or the company is not a withholding agent.
- Set up the VAT withholding for RG 726 or RG615, whichever is appropriate.
- Complete the second processing option on the Process tab for the PO - PCG process - ARG 04 - 04 program (P76A570) as follows:

- Enter *1* in this processing option if you want RG 615 to apply, or leave this processing option blank if you want RG 726 to apply.
- Enter *2* if you do not want the system to verify information following RG 726/615.

  The value that is specified affects all of the suppliers in the payment group.

- The value in the second processing option on the Process tab for the PO - PCG process - ARG 04 - 04 program determines how withholding calculations are performed.

Important! If the F76A8011 table does not contain information about a supplier, the system issues an error on the Print PCG Detail - ARG - 04 - 04 report (R760476A), which specifies the company, supplier, month and year for which information is missing in the F76A8011 table.

The system checks for information for the supplier but not for the alternate payee.

When supplier information is missing, the system does not generate a payment for the supplier.

(PER) Understanding Payment Groups for Peru

When you run the Create Payment Control Groups program (P04570), the system:

- Verifies that an internal document type for the IGV voucher exists in the F76P002 table.
- Verifies that an internal document type for the payment voucher exists in the F76P002 table.
- Verifies the IGV withholding percentage and payment date to calculate the withholding amount.
- Verifies the payment status of the correct vouchers when related vouchers exist.
- Verifies that a legal numbering scheme exists for the IGV vouchers.

When you use the Work With Payment Groups (P04571) program to write and update payment groups, the system:

- Assigns a voucher number to the calculated withholding amount from the next numbering scheme set up for the company and withholding document type.
- Prints the withholding certificate, if appropriate
- Generates an additional report for Peru if you set up matching versions for the Work With Payment Group program and the PO - PCG process - PER - 04 program.
- Prints three copies of the withholding vouchers, one each for the supplier, the company, and the tax authority *(Superintendencia nacional de administración tributaria* [SUNAT]).

You can reprint the IGV withholding certificate by using the IVG Withholding Report program (R76P4600).

Paying SPOT Vouchers

You pay the positive amount (positive lines) of the SPOT voucher when you generate automatic payments. The amounts that are reflected in the positive lines goes to the National Bank. When you generate automatic payments, you must pay the positive lines for SPOT vouchers without including any other vouchers in the payment group.

You pay the original voucher on which SPOT vouchers are based by creating payment groups that include both the original voucher and the negative amounts (negative lines) for the SPOT vouchers. You can include other types of vouchers in the payment group that includes these vouchers. Before you can pay these vouchers, you must:

- Pay the positive lines of the SPOT voucher to send payments to the National Bank.

- Enter the bank deposit information from the National Bank into the system by using the Spot Data Entry (P76P480) program.

Running the Create Payment Control Groups Program

Select Automatic Payment Processing (G0413), Create Payment Control Groups.

Setting 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. It is recommended that you not change the data sequence.

When you run the Create Payment Control Groups program, the system reads records from the F0411 table 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 these 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 Suppler 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 prints 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 that is used to create payment groups.

Example of Data Sequenced by Business Unit

In the following example, the F0411 table contains these 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

If the Payment Control Groups by Business Unit 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.

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.

Example of Data Sequence by Due Date and Payment Creation by Voucher

In this example, the F0411 table includes the following records:

Document	Due Date	Amount
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

If the payee is set up in the F0401 table 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.

If the payee is set up in the F0401 table 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.

If the payee is *not* set up in the F0401 table 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.

Setting Processing Options for Create Payment Control Groups (R04570)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Dates Tab

These processing options enable 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 Specify a due date through which you want to create a group of vouchers for payment. For example, 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 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 Enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date that 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 that are currently available for the selected pay items.

4. Prohibit Payment Before Due Date Specify whether the system should include vouchers for payment if the discount due date of the voucher has passed but the net due date has not yet occurred. 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 Minimum Enter the beginning of the amount range.

Payment Amount Range Maximum Enter the end of the amount range.

2. Currency Code for Range Amounts Enter a code that specifies the currency for the values that 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 5,000 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 that are created each time you run this program.

Minimum Payment Instrument Assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option. Enter the 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.

Maximum Payment Instrument

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

Printing Tab

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

1. Sequence ID

Specify the order that the program processes and prints the AP payments by entering a sequence ID.

To set up and define sequence IDs, select Payment Sequence from the Automatic Payment Setup menu (G04411).

Note. You cannot leave this processing option blank.

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2. Print Attachments

Specify whether to print attachments with the payment. For example, you might print an attachment when the payment detail information does 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. 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 in the Payment Instrument Defaults program. On the Work With Payment Instrument Defaults form, select the payment instrument and click Select. On the Set Up Payment Instrument Defaults form, 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

Specify a bank account to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

To specify a GL 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, you must fill the remaining digits 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 select 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 GL override bank account in this field, the system compares each voucher's company to the company of the override GL bank account. If the voucher company is not the same as the company of the override GL bank account, the system does not include that voucher in the payment group.

Before you can enter a GL bank account in this field, you must set up the account on your system.

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

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

Specify the currency method that the program uses for payment. 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 F0901 table. For non-monetary accounts, this is the currency that is assigned to the company in which the business unit of the general ledger bank account resides. For example, the currency that is associated with the general ledger bank account 1.1110.BEAR is 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 that are 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 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 Specify whether to include negative prepayment items in the payment group. 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 Enter *1* to create separate payments based on company.

2. Due Date Enter *1* to create separate payments based on due date.

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

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

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

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

4. Business Unit Enter *1* to create separate payment control groups by business unit.

Summarize Tab

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

1. Summarized Pay Item 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*. Values are:

Blank: Do not summarize pay items.

1: Summarize pay items.

2. Summary Description Specify the information that appears in the Description field on the pay stub. 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 appear on the report.

1. Print Mailing Address Enter *1* to print the mailing address for each payee on the report.

2. Print Contract Number Enter *1* to print the contract number on the report.

3. Print Job Number Enter *1* to print the job number on the report.

Bank Tape Tab

These processing options specify the bank information that prints on the report.

1. Print Bank Tape Information Enter *1* to print bank tape information on the edit report.

2. Payee Bank Account Error Specify whether the program issues an error message when bank account information does not exist for the payee. 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 F0030 table, 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 Specify whether the program issues an error when X12 information does not exist for the G/L bank account. 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 Enter *1* to submit the Calculate Withholding program prior to creating payment control groups.

2. Program Version 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. If you leave this option blank, the system uses version ZJDE0001.

(ARG) Setting Processing Options for PO - PCG process - ARG 04 - 04 (P76A570)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although default values for processing options are established at implementation, you can change the values before you run the program.

Payment Specifies how payments are accumulated for profit withholding calculations. Values are:

Blank: By company

1: Unique for all companies

*2:*By related companies

Payment Terms Code for Withholding Enter the payment term code for withholding.

Process Tab

Although default values for processing options are established at implementation, you can change the values before you run the program.

Payment Date Enter the date that the system uses to search for accumulated profits and exchange rates. If you leave this processing option blank, the system uses the date from the first processing option of the Create Payment Control Groups program (R04570).

After the payment group has been created, the system uses this date to validate that the check date corresponds to the same month.

Process According to RG 726 Specify the type of processing to use. Values are:

Blank: RG 726 applies to the payment. The system verifies that the AFIP classification for each supplier, month, and year combination exists in the F76A8011 table.

1: RG 615 applies to the payment. The system verifies that the AFIP classification for each supplier, month, and year combination exists in the F76A8011 table.

2: Neither RG 726 nor RG 615 applies. The system does not verify whether RG726 information exists for suppliers.

Payment Instrument Due Date Enter the special payment instrument (draft Argentina) due date.

RG 738/99 Tab

Although default values for processing options are established at implementation, you can change the values before you run the program.

Issue Place Enter the code for the place from which the certificate's legal number was issued. If you leave this processing option blank, the system uses standard voucher numbering.

RG 830/00 Tab

Although default values for processing options are established at implementation, you can change the values before you run the program.

Category Code Specify the address book category code that you used to identify UTEs. If the address book category code contains any value, the supplier is assumed to be a UTE. If you leave this processing option blank, no UTE processing occurs.

(PER) Processing Options for PO - PCG process - PER - 04 (P76P470)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although default values for processing options are established at implementation, you can change the values before you run the program.

Payment Terms Code Enter a payment term code for the withholding voucher. The value that you enter must exist in the F0014 table.

Emission Serial Enter the serial number of the legal number for the withholding voucher. You must complete this processing option.

(JPN) Processing Hankin Hante Payments for Japan

This section provides an overview of processing *hankin hante* payments for Japan and discusses how to:

- Run the Automatic Payment Split - Hankin Hante program.
- Set processing options for Automatic Payment Split - Hankin Hante.

Understanding the Hankin Hante Split Payment Process

Hankin hante is a Japanese payment method to automatically split Accounts Payable payments. Payments over a designated amount are split into two smaller payments of different payment instruments— typically, a bank transfer and a draft. Splitting payments by using the *hankin hante* method is a general business practice in Japan because it enables companies to improve cash flow by deferring payment.

The Japanese government imposes a stamp tax on bank drafts. The amount of the stamp tax is determined by the draft amount. As a general practice, Japanese businesses split draft payments into two or more smaller drafts so that they pay less stamp tax.

For example, the stamp tax for a draft of 8,000,000 JPY is 2,000 JPY, the stamp tax for a 5,000,000 JPY draft is 1,000 JPY, and the stamp tax for a draft of 3,000,000 JPY is 600 JPY. Splitting an 8,000,000 JPY draft into two drafts of 5,000,000 JPY and 3,000,000 JPY saves 400 JPY in stamp tax.

To split Accounts Payable payments into payments of different types, complete the following steps:

1. Set up your system for *hankin hante* payments:
2. Define the split amounts for drafts and for bank transfers in the Hankin Hante Split Amounts program (P75J0411).
3. Assign the same payment instrument to each *hankin hante* supplier.
4. Complete the Draft Ratio field on the Address Book Revision Japan form. You complete this form when you enter additional information for suppliers.
5. Use the Create Payment Control Groups program (R04570) to create preliminary payment control groups.
6. Run the Automatic Payment Split - Hankin Hante program (R75J04PS) in proof mode to review the *hankin hante* payment splits.
7. Run the Automatic Payment Split - Hankin Hante program in final mode.
8. Run the Create Payment Control Groups program to create payment control groups for the newly split bank transfers and drafts.
9. Run the Automatic Payment Groups program (P04571) to write and update draft and bank transfer payments.
10. Run the Batches program (P0011) to review draft and bank transfer payments.
11. Run the General Ledger Post Report program (R09801) to post draft and bank transfer payments to the general ledger.
12. Run the Automatic Draft Split - Hankin Hante (R75J04DS) program in proof mode to review the split of the *hankin hante* draft payments.
13. Run the Automatic Draft Split - Hankin Hante program in final mode.
14. Run the Bank Draft Number Revision-Japan program (P75301) to update the draft number and change the maturity date.

15. Run the Manual Draft Split - Hankin Hante program (P75J04DS) to manually split drafts that could not be split automatically.
16. Run the A/P Draft Payable List-Japan program (R75402) to print the draft report.
17. Run the A/P Drafts Inquiry/Selection program (P04260) to select drafts for settlement.
18. Run the Post Drafts Payable program (R04803) to post the drafts to the general ledger.

Automatically Splitting Payments in Japan

You run the Automatic Payment Split - Hankin Hante batch process after you run the Create Payment Control Groups (R04570) batch process. When you run the Automatic Payment Split - Hankin Hante process in final mode, the system splits *hankin hante* payments into bank transfers and drafts. You specify in processing options the payment type for *hankin hante* payments and the payment types for drafts and bank transfer. The system splits the amount for each supplier into bank transfers and drafts according to the split amounts that you set up in the Hankin Hante Split Amounts program (P75J0411) and the draft ratio that you specify when you set up the supplier master information.

When the system splits the payment into a draft and bank transfer:

- The vouchers are restored to an unpaid, approved status.
- The payment instrument for each voucher changes to either a draft or bank transfer, and if necessary, the system splits the one pay item into two pay items.

You specify the payment instruments for the *hankin hante* payments that you want to split and the payment instruments for drafts and bank transfers in the processing options. The *hankin hante* payment instrument determines which payment workfile records the system selects for processing. In final mode, the system assigns the draft and bank transfer payment instruments to the F0411 table records for each payment that is split into drafts and bank transfers. You set up payment instruments in the Payment Instrument (00/PY) UDC.

When you run the Automatic Payment Split - Hankin Hante batch process, the system processes only the payment control groups that are at a *Write* status and that are of the payment instrument type that you specify for *hankin hante* payments.

You can specify in the processing options the version of the Create Payment Control Groups (R04570) batch process that the Automatic Payment Split - Hankin Hante batch process runs as the final step when you run the Automatic Payment Split - Hankin Hante program in final mode. If you do not specify a version for the Create Payment Control Groups batch process in the Automatic Payment Split - Hankin Hante batch process, you must run the Create Payment Control Groups process manually.

The report for the Automatic Payment Split - Hankin Hante batch process shows the following information in the detail section:

- Payee number
- Payee name
- Payment type
- Document number
- Company
- Original pay item
- Original amount
- Draft payment
- Bank transfer payment

- New pay items

If you have not set up the F75J04SA table with the payment split amounts, the report prints an error message and the system does not process any records.

Example of Automatically Splitting Hankin Hante Payments

Suppose that your company has defined the split for *hankin hante* payments in 1,000,000 JPY increments. Suppose further that you set up and assigned a payment type of *H* to suppliers for *hankin hante* payments and that you set up the draft ratio for your suppliers as shown in Table 1.

Table 1 (Draft Ratios)

This table shows the draft ratio for your suppliers:

Supplier	Payment Instrument	Draft Ratio
5001	H	50 percent
5002	H	75 percent
5003	H	50 percent
5004	H	50 percent
5005	H	0 percent

You run the Create Payment Control Groups (R04570) batch process to create payment workfile records for H-type payment instruments, and then run the Automatic Payment Split - Hankin Hante process to split the H-type payment records into bank transfers and drafts.

The system splits the payment amount that is due to each supplier according to the split amounts in the F75J04SA table and the draft ratio for each supplier. The system first verifies that the payment amount is at least equal to the lowest split amount in the F75J04SA table. If the payment amount is greater than or equal to the lowest amount in the table, the system processes the amount that is due to the supplier according to the supplier's draft ratio. If the payment amount is not at least the amount of the lowest split amount, the system processes the amount that is due as a draft.

Table 2 (Supplier Payments)

This table shows how the system would split *hankin hante* payments for the suppliers who are listed in the table:

Supplier	Original Payment Amount	Draft Payment	Bank Transfer Payment
5001	4,000,000	2,000,000	2,000,000
5002	4,000,000	3,000,000	1,000,000
5003	1,500,000	750,000	750,000
5004	1,000,000	1,000,000	
5005	1,000,000		1,000,000

Table 3 (Supplier 5001 Vouchers)

Suppose Supplier 5001 has three vouchers that total 4,000,000 JPY:

Voucher	Original Payment Amount
PV 1234 001	1,000,000
PV 1235 001	2,000,000
PV 1236 001	1,000,000

Supplier 5001 has a draft ratio of 50 percent. This situation means that up to 50 percent of the amount due can be sent as a draft. Since 50 percent of the original amount is equal to one of the levels in the F75J04SA table, the payment is split into a draft of 2,000,000 JPY and a bank transfer of 2,000,000 JPY. The system does the following to accomplish the split:

- Resets PV 1234 001 from payment instrument H (Hankin Hante) to payment instrument D (draft).
- Splits PV 1235 001 into two pay items.

  Pay item 001 is reset to payment instrument of D (draft) and the amount is changed to 1,000,000 JPY. Pay item 002 has a payment instrument of W (bank transfer) and is 1,000,000 JPY.
- Resets PV 1236 001 from payment instrument H (Hankin Hante) to payment instrument W (bank transfer).

Table 4 (Supplier 5001 Splits)

This table shows the results of the payment split for Supplier 5001:

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 1234 001	1,000,000	1,000,000	NA
PV 1235 001	2,000,000	1,000,000	NA
PV 1235 002	NA	NA	1,000,000
PV 1236 001	1,000,000	NA	1,000,000

The total of the original payment amount is 4,000,000. The total of the draft payment is 2,000,000. The total of the bank transfer is 2,000,000.

Table 5 (Supplier 5002 Vouchers)

Suppose Supplier 5002 has three vouchers that total 4,000,000 JPY:

Voucher	Original Payment Amount
PV 2234 001	1,000,000
PV 2235 001	2,000,000
PV 2236 001	1,000,000

Supplier 5002 has a draft ratio of 75 percent. This situation means that up to 75 percent of the amount that is due can be sent as a draft. Since 75 percent of the original amount is equal to one of the levels in the in the F75J04SA table, the system splits the original amount into a draft that is equal to 75 percent of the original amount and a wire transfer that is equal to 25 percent of the original amount. The system does the following to accomplish the split:

- Resets PV 2234 001 and PV 2235 001 from payment instrument H (Hankin Hante) to payment instrument D (draft).
- Resets PV 2236 001 from payment instrument H (Hankin Hante) to payment instrument W (bank transfer).

Table 6 (Supplier 5002 Splits)

This table shows the results of the payment split for Supplier 5002:

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 2234 001	1,000,000	1,000,000	NA
PV 2235 001	2,000,000	2,000,000	NA
PV 2236 001	1,000,000	NA	1,000,000

The total of the original payment amount is 4,000,000. The total of the draft payment is 3,000,000. The total of the bank transfer is 1,000,000.

Suppose Supplier 5003 has one voucher of 1,500,000 JPY. Supplier 5003 has a draft ratio of 50 percent. This situation means that up to 50 percent of the amount due can be sent as a draft. Since 50 percent of the original amount is less than the lowest split amount in the F75J04SA table, the system splits the original amount into a draft that is equal to 50 percent of the original amount and a wire transfer that is equal to 50 percent of the original amount. The system splits PV 3235 001 into two pay items to accomplish the split. Pay item 001 is reset to payment instrument D (draft), and the amount is changed to 750,000 JPY. Pay item 002 has a payment instrument of W (bank transfer) and is 750,000 JPY.

Table 7 (Supplier 5003 Splits)

This table shows the results of the payment split for Supplier 500:

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 3234 001	1,500,000	750,000	NA
PV 3234 002	NA	NA	750,000

Suppose Supplier 5004 has one voucher of 1,000,000 JPY. Since 1,000,000 is equal to the lowest split amount in the F75J04SA table, the system processes the entire payment as a draft and does not consider the supplier's draft ratio. The system resets PV 4234 001 from payment instrument H (Hankin Hante) to payment instrument D (draft) to process the payment.

Table 8 (Supplier 5004 Splits)

This table shows the result of the R75J04PS process for Supplier 5004:

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 4234 001	1,000,000	1,000,000	none

Suppose Supplier 5005 has one voucher of 1,000,000 JPY. This supplier has a draft ratio of zero percent, so the system processes the entire amount that is due as a bank transfer. The system resets PV 5234 001 from payment instrument H (hankin hante) to payment instrument W (bank transfer) to process the payment.

Table 9 (Supplier 5005 Splits)

This table shows the result of the R75J04PS process for Supplier 5005:

Voucher	Original Payment Amount	Draft Payment	Bank Transfer Payment
PV 5234 001	1,000,000	none	1,000,000

Running the Automatic Payment Split - Hankin Hante Program

Select Japanese Localization menu (G75J), Automatic Payment Split - Hankin Hante.

Setting the Processing Options for Automatic Payment Split - Hankin Hante (R75J04PS)

Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Proof or Final Mode Specify whether to run this process in proof or final mode. Values are:

Blank: Run in proof mode. The system generates and prints a report without performing any updates.

1: Run in final mode. The system restores the vouchers to an unpaid approved status, updates the F0411 table, and prints the report.

2. Draft Payment Instrument Specify the type of payment instrument that the system assigns to the voucher pay items for the split payment that is paid by the draft. You select a payment instrument type from the Payment Instrument UDC table (00/PY).

3. Bank Transfer Payment Instrument Specify the type of payment instrument that the system assigns to the remaining voucher pay items of the split payment to be paid by bank transfer. You select a payment instrument type from the Payment Instrument UDC table (00/PY).

Select Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Hankin Hante Payment Instrument Specify the type of payment instrument that the system splits into draft and bank transfer payments. The system selects for processing only the unwritten payment control groups of the payment instrument type that you

specify. You select a payment instrument type from the Payment Instrument UDC table (00/PY).

Versions Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Create Payment Control Groups (R04570) Specify the version that the system uses to create new payment groups. If you enter a version, the system automatically runs the specified version of the Create Payment Control Groups program (R04570) after splitting the *hankin hante* payments into draft and bank transfer payments. If you leave this processing option blank, you must run the Create Payment Control Group process (R04570) manually.

(RUS) Adding Information to Payments

This section provides an overview of the payment process for Russia, lists prerequisites, and discusses how to:

- Add payment information.
- Set processing options for Review Payments Additional Information (P74R4510).

Understanding the Payment Process

When you process payments for Russia, you add additional information that the system prints on the payment order and then print the payment order.

The system displays the forms on which you need to add information when you write automatic payments. Alternatively, you can manually add information by using a menu option.

Prerequisite

Verify that the Localization Country Code in your User Display Preferences is set to RU (Russia).

Forms Used to Add Payment Information

Form Name	Form ID	Navigation	Usage
Work With Supplemental Data	W74R4510A	Accounts Payable (G74R04), Review Payments Additional Information	Select a payment to review.
Supplemental Data Revision	W74R4510C	Select a record and click Select on the Work With Supplemental Data form to add or modify information. Select a record and select Reprint from the Row menu to print.	Review payment information, or manually print the Payment Order document.

Adding Payment Information

Access the Supplemental Data Revision form.

Payment Terms Type Enter a code that identifies the type of payment. The description for the code prints on the Payment Order document. The value that you enter must exist in the Payment Terms (74R/PT) UDC table.

Agreement Number Enter the contract number from the purchase order.

Agreement Date Enter the date of the contract for the purchase order.

Payment Status Enter the codes that identifies the reason for the payment. The value that you enter must exist in the Payment Status (74R/PS) UDC table.

OKATO Code Enter the code that identifies the administrative and territorial division. You complete this field for tax payments only.

Organization Budget Code Enter the budget code for the payment order. The value that you enter must exist in the Budget Code (74R/PB) UDC table. You complete this field for tax payments only.

Payment Reason Enter the reason for tax payments. The value that you enter must exist in the Payment Reason (74R/PR) UDC table. You complete this field for tax payments only.

Tax Period Code Enter the code for the tax period for which a tax payment applies. The value that you enter must exist in the Tax Period (74R/PP) UDC table. You complete this field for tax payments only.

Tax Period Enter the period for which the tax applies. You complete this field for tax payments only.

Document Number Enter the document number of the document that specified that a tax payment must be made. You must complete this field for tax payments.

Document Date Enter the date of the document that specified that a tax payment must be made. You complete this field for tax payments only.

Payment Type Enter the type of tax payment. The value that you enter must exist in the Payment Type (74R/ PC) UDC table. You complete this field for tax payments only.

Setting Processing Options for Review Payments Additional Information (P74R4510)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Version of Payment Order Report Specify the version of Payment Order Reprint program (R74R4530) that the system uses when you run the Review Payments Additional Information (P74R4510) program. If you leave this processing option blank, the system uses version ZJDE0001.

Working With Payment Groups

This section provides overviews of working with payment groups, reviewing payments, revising unprocessed payments, writing payments, resetting payments, removing processed payments, updating payments, and discusses how to:

- Set processing options for the Work With Payment Groups program.
- (DNK, FIN, NOR, and SWE) Set processing options for A/P Bank File Report - Nordic Countries (R0474N1).
- Split a payment.
- Revise the value date of a payment.
- Revise control information for a payment group.
- Write payments.
- (DNK, FIN, NOR, and SWE) Set processing options for Work With Payments (P0474N5).
- (DNK, FIN, NOR, and SWE) Change the GL date for payments and update payments from different payment control groups.

Understanding the Process to Work with Payments

When you create payment groups, the system populates these temporary tables:

- F04571
- F04572
- F04573

Because the system stores the payment group information in temporary work tables, you can revise payment groups, split payments, revise value dates, and undo payment groups without affecting the F0413 table and the F0414 table.

When you update a payment group, the system removes the payment group information from the temporary worktables and creates records in the F0413 table and the F0414 table. Therefore, you should verify that you do not need to make any further changes to the payment group before you update the group.

(GBR) Considerations for Processing BACS Payment Formats

If you are working with payment groups with the BACS format, you must set the BACS processing option to *1*.

(NLD) Setting Up the Processing Options for Payment Groups

Special considerations exist when you use the Automatic Payment Groups program (P04571) in the Netherlands.

Before using the program, you should set the processing options as indicated:

- On the Print tab, for the Print Program Version processing option, enter one of the following versions.
- *XJDE0001* for ClieOp2
- *XJDE0002* for ClieOp3 and BTL91

If you are using the BTL91 format for foreign payments, enter *2* in the Payment Control Group Output processing option on the Print tab to create one file for all control groups. Alternatively, the system creates one file for each bank account and currency.

Understanding the Review Process for Payment Groups

You generally review payments twice:

- After you create payment groups but before you write payments.

  This enables 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 AP ledger.

  This enables 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:

Status	Description
Write	The pay item is ready to be written.
Update	The payment has been written and is ready to be updated in the F0411 table.

Understanding the Process to Revise Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, such as:

- Excluding debit memos (credit vouchers)

  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. You can exclude an individual debit memo; alternatively, you can exclude all debit memos from the payment group by setting the Minimum Amount processing option for Create Payment Control Groups to the smallest currency unit (for example, .01).
- Splitting payments.

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.

- Revising the value date of payments.

  Typically, the payment value dates apply to draft processing and indicate the date that a payment reaches a bank. You can revise the value date for one or all payments in a payment group.

- Removing voucher pay items.

  When you do not want to pay a voucher, use the Undo feature to remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

- Removing unprocessed payments.

  If you do not want to make a payment, use the Undo feature to 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.

- Removing an entire payment group.

  Use the Undo feature to remove an entire payment group. The system removes the payment group from the work tables and resets the pay status of the vouchers to be approved.

- Revising 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 default values 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.

Understanding the Write Process

When you write payments, you can print the payments or copy them to a bank tape. You either:

- 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 prints *See Attachment* and all detail prints 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 print 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 select 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. Leave this option blank to complete the alternate payee with the supplier number. You can override the alternate payee default value when you enter the voucher.

The system does not update the F0411 table, the F0413 table, or the F0414 table until the update process. The payments remain in the temporary work tables, including the F04571 table, the F04572 table, and the F04573 table.

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.

Writing Payments for EFT Payment Groups

When you write payment groups with payment instrument T, the system creates records in the F04572OW table, in addition to the F04571, F04572, and F04573 tables. The system creates a new record in the F04572OW table for each payment group that you write. Each payment group is uniquely identified in the F04572OW table by the value that is specified in the Member ID field (KNMID).

Note. (AUS) When you write payments that use the EFT format for Australia, the system generates the EFT flat file in the format that is required by the Australian Payment Clearing Association (APCA) and stores the data in the F007101 and F007111 tables.

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 F0030 table. 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, you must add the F0030 table to UDC 00/RR with the Special Handling Code field set to *1*.

After the user defined code is set up, the system determines the number of payments to use when you write payments, and increases the value in the Next Check Number field in the F0030 table by that number. In the payment cycle, if the next payment number in the F0030 table is 258, and the record reservation process determines that you use 30 payment numbers, 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. The system uses payment numbers between 258 and 287 only for 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 can access a payment number record and reserve the number of payments that are needed for that payment cycle.

Payment ID Using Next Numbers

When you run a write payment program (such as R04572, R04572A, R04572C, and so on), the system assigns each payment a number that identifies it throughout the payment process and after the process finishes. This number is the payment ID (PKID), which is a key to both the F0413 and the 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 F0002 or the F00021 tables to assign payment ID numbers. The table is locked while a number is being assigned to the pay items that are associated with one payment, and is unlocked immediately after the pay items have been assigned their identifying numbers.

(ARG) Considerations for Writing Payments for Argentina

The system uses two additional temporary work tables for payments for Argentina:

- F760472A
- F760473A

When processing payments in Argentina, you should also consider:

- The payment GL date of the check must be for the same month and year as the tentative date that is set up in processing options of the PO - PCG process - ARG 04 - 04 program (P76A570). If this processing option is blank, the date must match the one that is set up in the Pay Through Date processing option of the Create Payment Control Groups program (R04570).
- If the payment instrument is a deferred check, you must enter the displacement days of the check, which the system adds to the latest due date of those vouchers that are included in the payment group.

(GBR) Considerations for writing payments using the BACS Format

When you write payments using the BACS format, use the following guidelines when completing the Write Payments form:

Field	Value
Next Payment	This field does not apply to BACS payments; it is used only for paper check payments. The system supplies this value from the Setup G/L Bank Account form.
Proc Date (Processing Date)	Enter the date that the file will be sent to the bank and processed by the BACS system.
Expir Date (Expiration Date)	Enter the date after which the file is out-of-date and should not be processed.

(DNK, FIN, NOR, and SWE) Bank File Report

When you write payments for Nordic countries, the system produces the A/P Bank File Report - Nordic Countries (R0474N1). This report lists every voucher in the payment group or groups that have been written. To access this report, view submitted jobs.

Understanding the Reset Process

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 that was affected on the Copy Bank Tape File to Tape program, which you access from the Automatic Payment Processing menu (G0413). This program shows information such as 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 that were selected for reset and that have a payment number that is 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 AP 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 F0911 table.

Understanding the Process to Remove 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 that was affected on the Copy Bank Tape to Tape form, which 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.

Understanding the Update Process

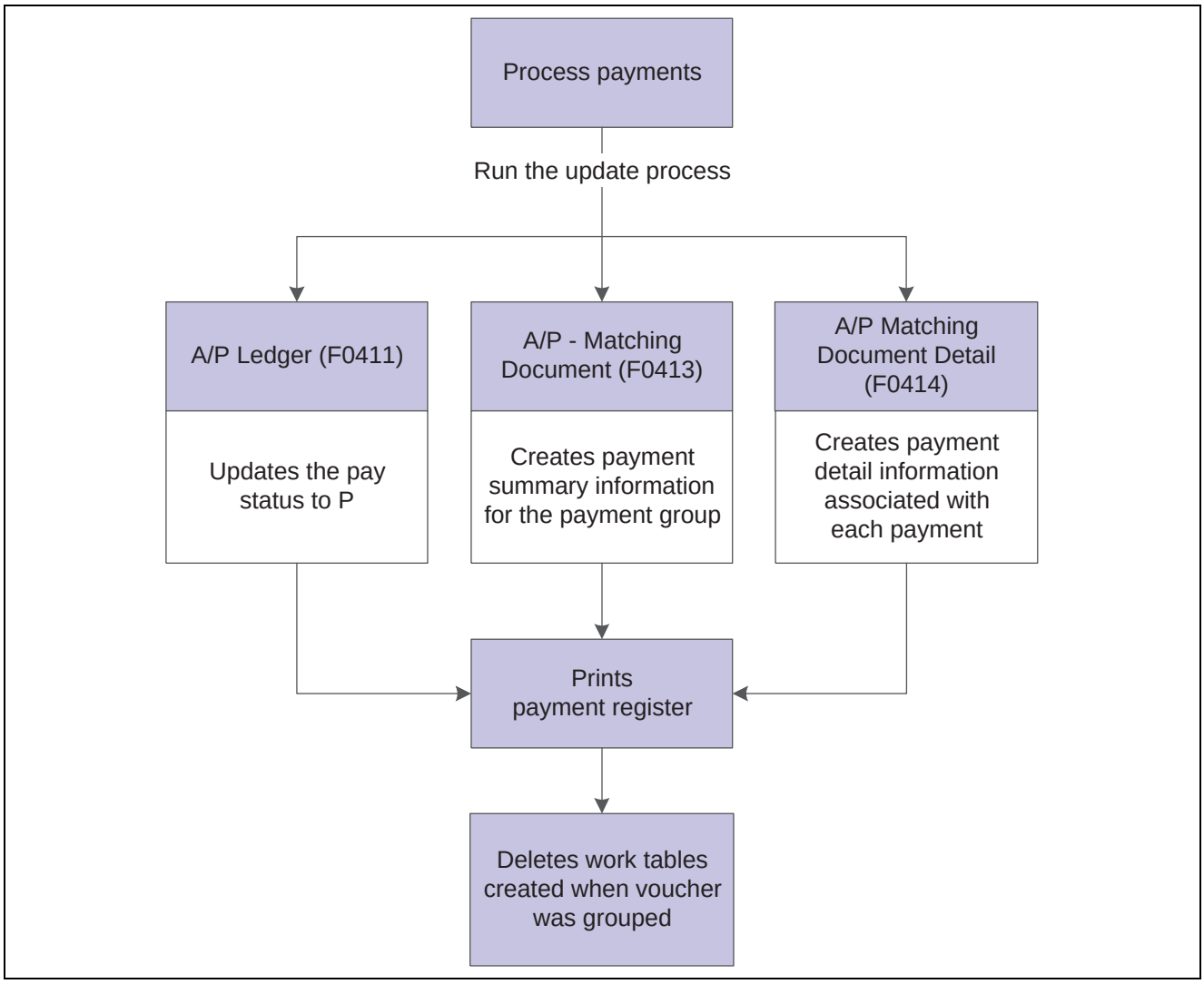
After you write payments, you must update the Accounts Payable ledger. Updating the accounts payable ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

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 F0413 table and the F0414 table from the following work tables:
- F04571
- F04572
- F04573
- Removes the records in the work tables 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:



Updating the AP Ledger table

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 enables 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 AP trade account and credit the payables bank account.

(ARG) Considerations for Updating Payments for Argentina

The update process updates tables, prints certificates of withholdings that must be given to the supplier, and creates the batch that must be posted for the payment.

The system updates the following tables:

Table	Description
F0411	Includes a record for each payment withholding.
F760411A	Includes a record for each tax withholding and its corresponding concept.

Table	Description
F760406A	The accrued payments table that is used for future profit withholding calculations. Accruals are on a monthly basis.
F76A8070	The accrued payments table that is used to calculate copyright profit withholdings. Accruals are on an annual basis.
F0414	Includes detail records of paid vouchers, discounts, differences in exchange rates, and withholdings.
F0413	Includes the total amount of the payment (vouchers minus discounts, withholdings, and so on).
F760414A	Includes a record for each voucher and withholdings with their corresponding concept.

To comply with General Resolution 738 regarding the information to be included in withholding certificates, take note of these considerations:

- VAT Withholdings Certificate.

  The VAT WH Certificate (R7604521A) includes a Tax field in the applied withholding detail area. The system uses this field to report the tax denomination.

- Profit Withholding Certificate for individuals residing in the country.

  The Profit WH Certificate (R7604531A) includes the Tax and Withholding Voucher fields. The system uses the Withholding Voucher field to report legal invoices numbers for which withholdings are collected.

- Profit Withholding Certificate for foreigners.

  The Profit WH Certificate (R7604531A) includes the Country of Origin field, which the system uses to specify the foreign supplier's country.

  As with profit withholding certificates for suppliers residing in the country, the Profit WH Certificate includes the Tax and Withholding Voucher fields.

  The Profit WH Certificate also includes the Country CUIT field. To populate this field correctly, set up UDC 76A/FJ to include country CUITs for individuals and companies.

- Profit Gross Up

  The Profit WH Certificate (R7604531A) includes a Gross Up field. When you print the certificate, the system verifies whether the voucher that is being paid includes a tax area that has been defined in UDC 76A/AC. If that condition is met, the certificate reports the profit gross up withholding. If not, the certificate shows that the withholding is not grossed up.

(DNK, FIN, NOR, and SWE) Considerations for Updating Payment Groups

The Nordic Work with Payments program (P0474N5) enables you to change the GL date for single or multiple payments, and to update payments from different payment control groups.

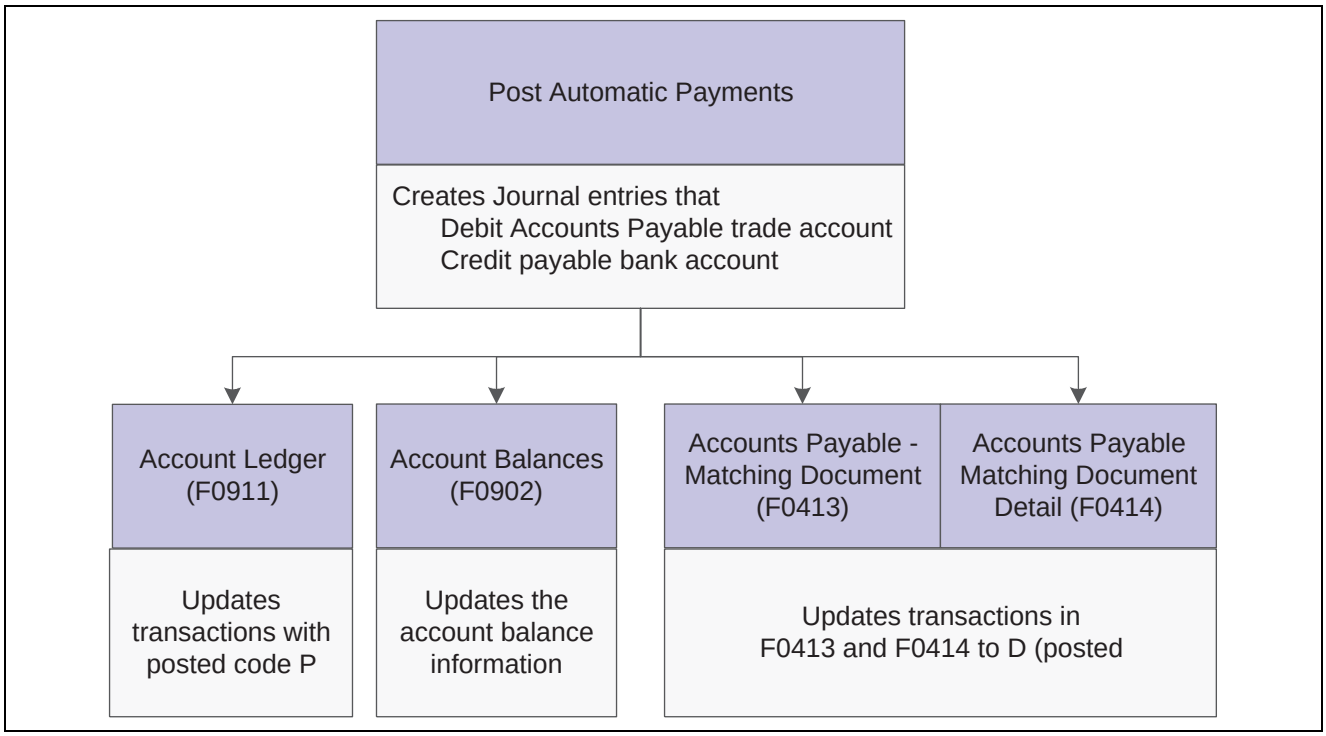
Reviewing, Approving, and Posting Payments

After updating automatic payments to the AP ledger, you can verify their accuracy. If you use management approval, you can approve the payment batches before posting them to the general ledger.

When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system creates journal entries (document types PK and PT) that debit an AP trade account that was originally credited when the voucher was posted. This keeps the AP trade accounts in balance. Posting automatic payments creates records in the F0911 table.

You can set a processing option in Work With Payment Groups to automatically submit payments for posting to the general ledger after you update the AP ledger.

The following graphic illustrates the process when the system posts payments to the F0911 table:



Automatic payment posting process

(ARG) Considerations for Posting Automatic Payments for Argentina

When you post automatic payments, the system debits a liability account (the same account that was charged when the voucher was entered) and charges the control accounts of the different tax withholdings. The difference is charged to a bank account.

When you post withholdings, the system debits the control accounts for withholdings (charged when the payment was posted) and charges the withholding accounts.

Note. For Argentina, the system creates journal entries by using document type PK only, not document type PT, to debit an AP trade account that was originally credited when the voucher was posted.

Forms Used to Work With Payment Groups

Form Name	Form ID	Navigation	Usage
Work With Payment Groups	W04571A	Automatic Payment Processing (G0413), Work with Payment Groups From the Row menu, do one of the following: Select Undo to remove an entire payment group. Select Write to write a payment group. Select Update to update a payment group. Select Reset to reset a payment group that has already been written.	Select payment groups to review, Undo, Write, Update, or Reset.
Work with Payment Groups - Write Status	W04572WA	Click Select on the Work with Payment Groups form. To write selected payments from a payment group, select Write from the Row menu.	Select a payee for which you want to review payments (Write Status). Write selected payments from a payment group.
Work With Payment Detail	W04573A	Click Select on the Work with Payment Groups - Write Status form.	Select a voucher to review (Write Status).
Payment Detail	W04573	Click Select on the Work With Payment Detail form.	Review voucher information associated with a payment at Write Status.
Payment Header Detail - Write Status	W04572WC	On the Work With Payment Group - Write Status form, select Detail from the Row menu. To remove a payment from the payment groups, select Undo from the Row menu.	Review summary information for each payment at Write Status. Select a payment to remove from the payment group.
Work With Payment Group - Update Status	W04572UB	Click Select on the Work With Payment Groups form.	Review payment information at Update Status.
Payment Header Detail - Update Status	W04572UA	On the Work With Payment Group - Update Status form, select Detail from the Row menu.	Review summary information for each payment at Update Status.
Split Payment	W04573B	On the Work With Payment Detail form, select Split from the Row menu.	Split a payment (Write or Update status).

Page Name	Object Name	Navigation	Usage
Revise Payment Value Date	W04572WB	On the Work With Payment Group - Write Status form, select Value Date from the Form menu.	Revise the value date for a payment (Write Status). Use the Global Value Date field to review the value date for all payments in the group. Click Load Date to update the value date.
Write Payments	W04572A	On the Work With Payment Groups form, select Write from the Row menu.	Write a payment group.
Reset Payments	W04572B	On the Work With Payment Groups form, select Reset from the Row menu.	Reset payments. If you do not reset the next payment number, the system creates void payments.
Revise Payment Group Controls	W04571C	On the Work With Payment Groups form, select Controls from the Row menu.	Revise control information for a payment group.
Revise Payments	W0474N5C	Use one of the following navigations: Danish Localization (G74M), Work with Payments. Norwegian Localization (G74O), Work with Payments. Finnish Localization (G74V), Work with Payments. Swedish Localization (G74W), Work with Payments. Perform one of the following actions: Select Load Date from the Row menu to update the GL date. Select Update from the Row menu to update payments from different control groups.	(DNK, FIN, NOR, and SWE) Locate payments for which you want to revise the GL date and update payments from different control groups.
Copy Bank Tape to Tape	W0457A	Automatic Payment Processing (G0413), select Copy Bank Tape File to Tape Select Delete on the Copy Bank Tape to Tape form.	Reset payment processing for a bank tape.

Setting Processing Options for Work With Payment Groups (P04571)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

These processing options specify how the system prints payment groups.

1. Default Print Program Version Specify the version that 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 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. 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) Specify whether to save a copy of a spool file after it has printed. This option is not yet functional in PeopleSoft EnterpriseOne software. Values are:

Blank: Do not save spool file.

1: Save spool file.

Hold Spool File (FUTURE) Specify whether 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. 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 AP payment post after the payments are updated.

1. Default Register Program Version 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 Specify whether 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. Values are:

Blank: Do not post void payments to the general ledger.

1: Post void payments to the general ledger.

3. Submit Post Program Specify whether to automatically submit the AP payment post after the payments are updated. Values are:

Blank: Do not automatically submit the AP post.

1: Automatically submit the AP post.

Display Tab

These processing options specify the way the system displays payment groups.

1. Display Business Units Specify whether to display the Business Unit that is 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.

Values are:

Blank: Do not display the Business Units field.

1: Display the Business Units field.

Next Status Selection: Write Status 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. Values are:

Blank: Do not display payment control groups at Write Status.

1: Display payment control groups at Write status.

Next Status Selection: Update Status 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. 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 Specify a preloaded value for the GL bank account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific GL bank account number or leave this processing option blank to display all GL bank accounts.

Specify Preloaded Values: Originator Use this processing option to specify a preloaded value for the Transaction Originator field (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.

Specify Preloaded Values: Payment Control Group Version

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.

Specify Preloaded Values: Business Unit

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.

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.

Specify Preloaded Values: Payment Instrument

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.

Specify Preloaded Values: Currency Code

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.

Display Alternate Currency Amounts

Specify whether to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only and affects the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab. Values are:

Blank: Do not display PCG amounts in the alternate currency.

1: Display PCG amounts in the alternate currency.

Alternate Currency Effective Dates

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.

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Specify the date 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 GL 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 F0015 table, the system uses the exchange rate on the voucher and, therefore, does not create a gain or loss.

Use Voucher's Rate Specify the voucher's exchange rate when you are writing foreign payments. Values are:

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 Specify how 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 that are run locally.

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 enables the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in Great Britain.

1. BACS Processing Enter *1* to enable the entry of BACS processing date.

(DNK, FIN, NOR, and SWE) Setting Processing Options for A/P Bank File Report - Nordic Countries (R0474N1)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Default

Although processing options are set at PeopleSoft EnterpriseOne implementation, you can change the processing options when you run the program.

Exchange Rate Enter *1* to use the exchange rate of the voucher rate as the exchange rate. If you leave this option blank, the system uses the exchange rate as of the payment GL date.

Summary record for Finland Enter *1* to print a summary record for Finland with information about number of payments.

(DNK, FIN, NOR, and SWE) Setting Processing Options for Nordic Work with Payments (P0474N5)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Update

Although processing options are set at PeopleSoft EnterpriseOne implementation, you can change the processing options when you run the program.

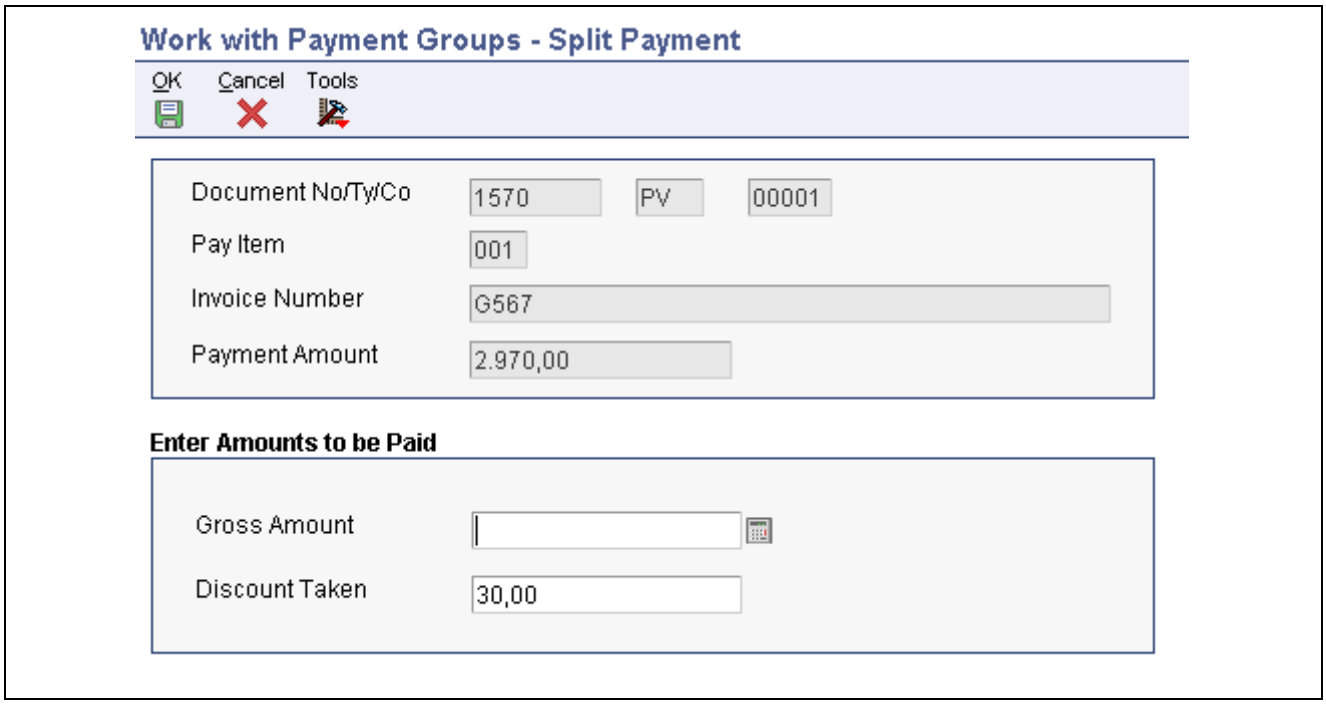
Version Number Enter a version number for the register program, or leave this option blank to use version ZJDE0001.

Post Void Payments Enter *1* to post void payments to the GL.

Submit AP Post Program Enter *1* to automatically submit the AP payment post program after payments have been updated.

Splitting a Payment

Access the Split Payment form.



Split Payment form

Revising the Value Date of a Payment

Access the Revise Payment Value Date form.



Revise Payment Value Date form

Value Date Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you make manual

payments and have set a processing option to display the value date field, you can manually enter the value date here.

Revising Control Information for a Payment Group

Access the Revise Payment Group Controls form.

Payment Enter the user defined program that you use to print AP payments. You may enter only those programs that are set up in user defined codes for 04/PP.

Register Enter the user defined program that you use to print the AP payment register. You may enter only those programs that are set up in user defined codes for 04/PR.

Attachment Enter the user defined program that you use to print attachments in AP Payment processing. Only programs that are set up in user defined codes for 04/PA may be entered.

Debit Statement Enter the user defined program used to print debit statements in AP payment processing. You may enter only those programs that are set up in user defined codes for 04/PD.

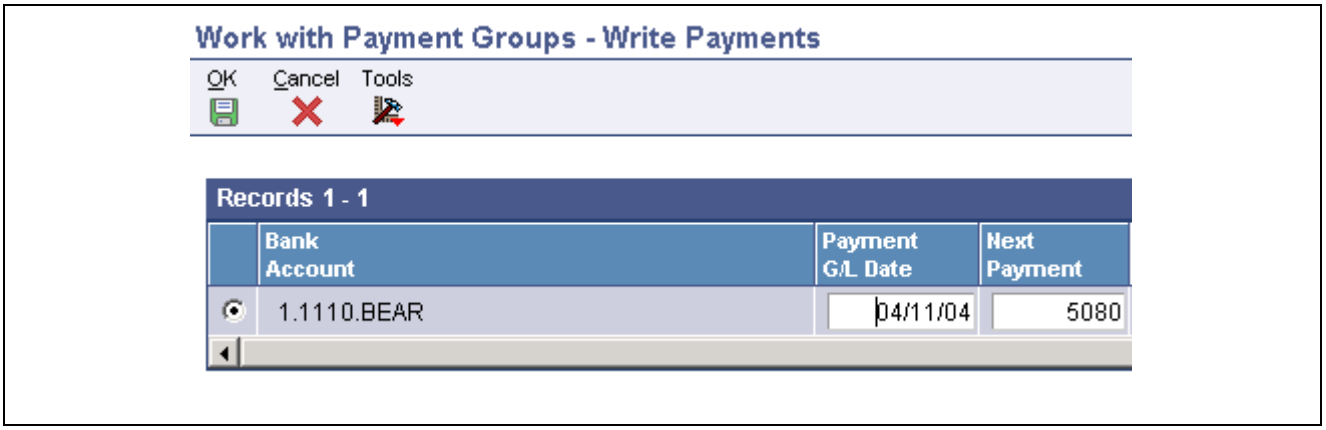
Payment G/L Date Enter the date that identifies the financial period in which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. If you leave this field blank, the system uses the current date.

Next Payment Enter the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

The default value is from the F0030 table record for the bank account.

Writing Payments

Access the Write Payments form.



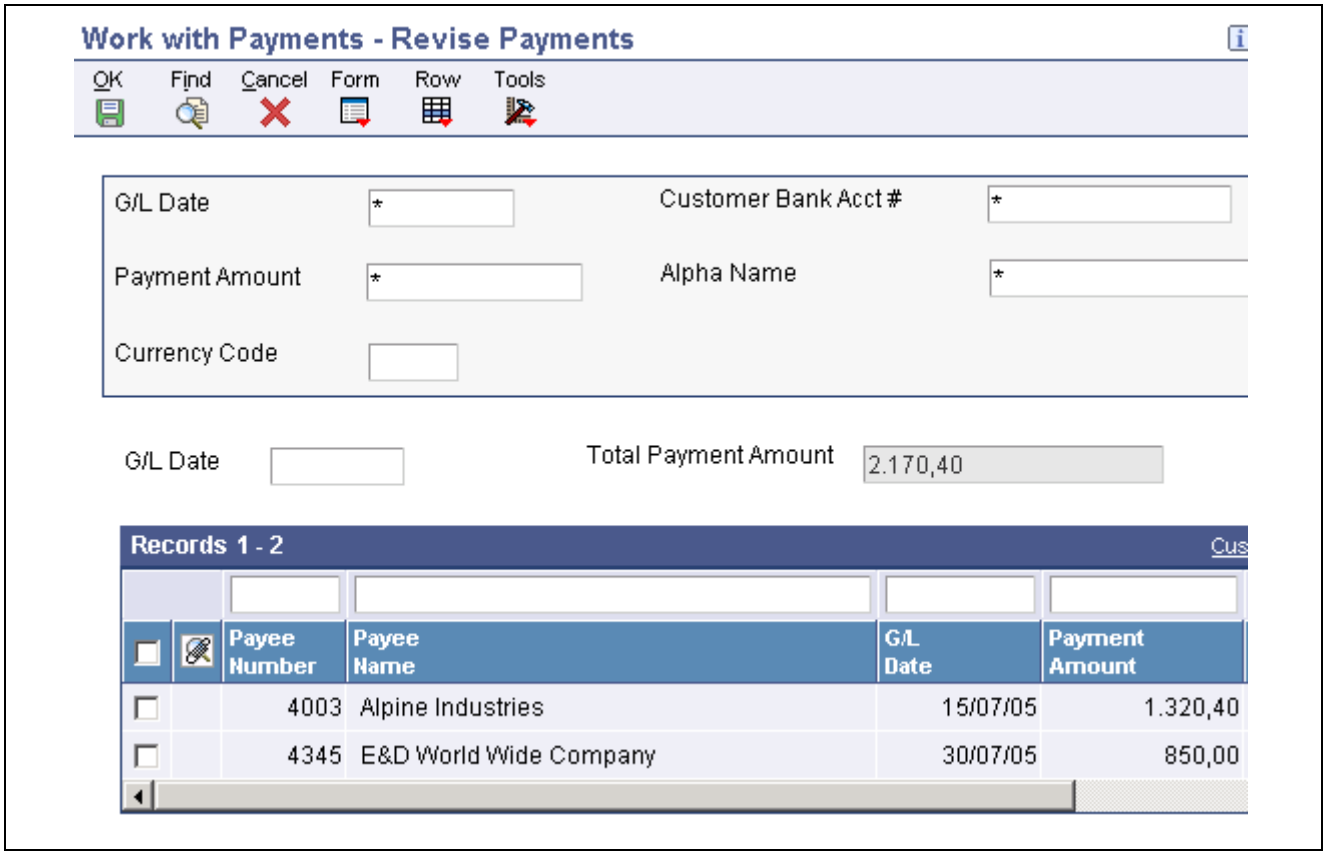
Write Payments form

Next Payment Enter the next payment number to be processed for the specified bank account. The system updates this field during Accounts Payable payment processing.

The default value is from the F0030 table record for the bank account.

(DNK, FIN, NOR, and SWE) Revising the GL Date for Payments and Updating Payments from Different Control Groups

Access the Revise Payments Form.



Revise Payments form

(DEU) Processing Z1 Payments

This section provides an overview of processing Z1 payments and discusses how to:

- Modify information at the payment group level.
- Modify information at the payment detail level.

Understanding Z1 Payments

When issuing a foreign payment, German companies are required to submit a paper or electronic form that provides information to the Bundesbank (German Federal Bank) for statistical purposes. The electronic form (form Z1) must be accompanied by an attachment report (form Z4).

The Z1 foreign payment format (R04572G5) provides a means to create foreign payments and the corresponding electronic form.

Z1 processing produces a specific foreign payment output file with the following records:

- Q record: Header information.
- T record: Detail payment information.
- U record: Detail report information for imported goods (to be reported to the Bundesbank).
- W record: Detail report information for service transactions or capital movements (to be reported to the Bundesbank).
- Z record: Trailer information.

Note. The Z1 output file does not include the V record. You cannot create automatic payments that relate to merchant trade because this information is related to the V record. If a payment is created for such purposes, you must write out the payment manually on a Z1 form.

Z1 processing uses the following tables, in addition to the standard AP payment processing tables such as F04571, F04572, and F04573):

Table	Descriptions
F74030G	This table holds additional bank account information for each supplier's bank account. Each address book record can have only one record in the F74030G table.
F7404572	This table holds the same information as the F74030G table, except that it is used to enter or update bank information at the payment control group level.
F7404573	This table holds the same information as the F7404572 table, except that it is used to enter or update bank information at the pay item level.

Special Handling Code - A/P Payment (00/HC)

You must set up Special Handling Code-A/P Payment (00/HC) with *U* and*W* values in the table where:

- U represents imported goods.
- W represents services transactions or capital movements.

The U and W are mutually exclusive records within the Z1 payment format.

Creating Payment Groups for Z1 Payments

Each time that you run the Create Payment Control Groups program (R04570) for Germany, the system calls the German country server (X045704DE). The country server creates a new record in the F7404572 table for each pay item. The record in table F740472 is an exact copy of the equivalent record in the F74030G table.

Note. The Create Payment Control Group program does not allow you to combine multiple currencies.

Special considerations exist when you use the Automatic Payment Groups program (P04571) in Germany.

Before using the program, you should set the processing options as follows:

- On the Print tab, for the Print Program Version processing option, enter version *XJDE0001* for Z1 version.

- If you are using the Z1 format for foreign payments, enter *2* in the Payment Control Group Output processing option on the Print tab. This action creates one file for all control groups. In addition, the system creates one file for each bank account and currency.

Modifying Information in a Payment Group

After the group is created (but before it is written), the Additional Bank Information can be changed for each individual payment group or pay item. To change the detail payment instructions for payments, you must access the payment group using Automatic Payment Groups program (P04571).

The Work with Payment Group program provides the ability to display group or detailed payment instructions using the Detail Payment Instructions - German (P744572) and the A/P Payment Detail Extension File - Z1 Format (P744573) programs. The default bank account information for German foreign payments is displayed upon inquiry. The F74030G table provides the supplier's group and detail information. The information can be modified only before the payment is written. You can change any single code or all codes.

Writing Payment Groups for Z1 Payments

To combine two or more payment groups into one payment file to be sent to the bank, you need to perform the following steps when writing the group:

- Set the Payment Control Group Output processing option on the Print tab for Automatic Payment Groups (P04571) to *1*.

  This processing option enables you to write several groups into one file while separating the groups by the bank account number (1).

- Because the system writes all of the groups simultaneously, select all of the groups in the detail area and then select Write from the Row menu.

Important! If groups are written simultaneously, take special care to ensure that the groups are not reset or undone separately. It is recommended that immediately after writing groups, you review and then update the groups together to ensure that no vouchers are paid twice.

After you update, verify, or correct all of the details, you write the payment groups that create the Z1 file. The Z1 file is created only if the Create A/P Bank Diskette - Germany program (P04572G2) is specified as the payment instrument.

Note. Whether the U or W record is created depends upon the value in the Payment Handling Code field for each pay item.

Key Notes Regarding the Fields for the Z1 Format

Consider these fields when processing payments using the Z1 format:

- Q Record
- Field 9

  This field indicates whether the file includes statistical information (U or W record) to send to the Federal Bank. This field is always set to *J*, which indicates that either a U or W record is always included in the file.

- Fields 10 and 11

  You must indicate the Regional Centre Bank area code for the Create A/P Bank Diskette - Germany file (R04572G2). Additionally, you must indicate the Principal's Company code and Principal's Industrial code. This processing option is mandatory because field Q9 is equal to J. If the processing option is blank, then the Bundesbank (German Federal Bank) rejects the file.

- T Record
- Field 8: SWIFT Address/BLZ

  This field contains either the SWIFT address or the BLZ code of the beneficiary's bank. You must enter one of these values, or the Bundesbank does not accept the file. If the SWIFT or BLZ code does not exist for the supplier, it is recommended that you submit the Z1 foreign payment format using a paper copy. You must complete this field in the F0030 table or the bank will reject the file.

- Field 18: Instruction Code 3

  If records U and W are in DEM, this field is blank. Otherwise, it contains 95. If you use the transaction currency in T13, then T18 must equal 95. If T19 is filled, then T18 must be blank.

- Field 19: Instruction Code 4

  Use this field if you use a DEM Bank Account to pay a USD invoice. Then, the value of 14a/b must be DEM, which will be converted by the bank to the T13 currency. If T18 is filled, then T19 must be blank.

- Field 20: Additional Instruction Code Information.

  This field enables you to provide additional information for the instruction codes. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

- Field 21: Cost Settlement Code

  This field contains the cost settlement code. You can enter this information using the Cost Settlement Code UDC (74/28) in the Bank Account Cross Reference - Germany program.

- Field 22: Label for type of Payment

  This field contains the label for type of payment. You can enter this information using the Label for Payment UDC (74/29) in the Bank Account Cross Reference - Germany program.

- Field 23 - Additional Instruction to Principal's Bank

  This field enables you to add instructions to the principal's bank account. You can enter this information in the Bank Account Cross Reference - Germany program.

- Field 24: Contact Name and Telephone Number

  This field enables you to add the contact name and telephone number of the person to contact at the principal's company if the paying bank has questions that are related to the payment order. You can enter this information in the Bank Account Cross Reference - Germany program.

- Field 25: Reporting Code

  This field enables you to indicate whether to report the contents of the T record to the Federal Bank. You can enter this information in the Bank Account Cross Reference - Germany program.

- W Record

  Field 3 - Type of Transaction Concerned

  This field enables you to designate whether the transaction is for capital movements and capital gains, or for services or transfers. You can enter this information in the Bank Account Cross Reference - Germany program.

Prerequisites

Before you complete the tasks in this section:

- Verify that Germany is the country that you have selected in your user display preferences.
- Verify that you have set up the user defined codes for processing automatic payments in Germany.

Forms Used to Process Z1 Payments

Form Name	Form ID	Navigation	Usage
Find/Browse	W744572A	On the Work With Payment Group - Write Status form, select Regional Info from the Row menu.	Select the payment group.
Fix/Inspect	W744572B	On the Find/Browse form, click Select.	Revise information for the payment group.
Find/Browse	W744573A	On the Work with Payment Detail form, select Regional Info from the Row menu.	Select a pay item.
Work With Pay Item Detail	W744573B	On the Find/Browse form, click Select.	Revise information for the pay item.

Modifying Information at the Payment Group Level

Access the Fix/Inspect form.

Inst 01instruction 01) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Inst 02 (instruction 02) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Inst 03 (instruction 03) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Note. Either the Inst 03 or Inst 04 fields must be zero.

Inst 04 (instruction 04) Enter a code from the Payment Instruction Code UDC table (74/27) that identifies the payment instructions for a German foreign payment.

Note. Either the Inst 03 or Inst 04 fields must be zero.

Cost Code Enter a code from the Cost Settlement Code UDC table (74/28) that identifies the type of cost settlement the system uses for a German foreign payment. Values are:

00: Transfer or third party fees that are debited to principal.

01: All fees are debited to principal.

02: All fees are debited to recipient.

Labl Paym (label payment) Enter a code from the Label For Payment UDC table (74\29) that identifies the label for payment for a German foreign payment. Values are:

10: Telex payment.

20: Check drawing.

21: Check drawing, sent by registered mail.

22: Check drawing, sent by special delivery.

23C: Check drawing, sent by registered mail or special delivery.

30: Check drawn on principal, any form of dispatch.

31: Check drawn on principal, sent by registered mail.

32: Check drawn on principal, sent by special delivery.

33: Check drawn on principal, sent by registered mail or special delivery.

34-49: Reserved for intercompany purposes.

50-99: In-house.

Trans. Concern (transaction concern) Enter a code that identifies the type of transaction for a German foreign payment. Values are:

2: Services, transfers or other expenditures.

4: Capital movements and capital gains.

This field is required if the payment handling code for the pay item is *W*.

Code No. (code number) Enter a code from the Code Number UDC table (74/30) that identifies the code number for a German foreign payment as per the services index (annex to Foreign Trade and Payments Orders).

Addtl. Inst. Code Info. (additional instruction code information) Enter additional information for the instruction codes.

Instruction to Principal's Bank Enter additional instructions for the Principal's bank

Contact Name and Telephone Number Enter the name and number of the person to contact at the principal's company if the paying bank has questions relating to the payment order.

R C (reporting code) Enter the code that indicates whether the paying bank reports the contents of the T record to the Federal Bank. Values are:

0: The paying bank is to report the contents of the T record to the Federal Bank.

1: The paying bank is not to report the contents of the T record to the Federal Bank.

Modifying Information at the Payment Detail Level

Access the Work With Pay Item Detail form.

Payment Group Control Number Enter a number to group all payments and payment detail together in the AP payments work files. This number identifies a group of payments that are run for the same bank account, payment instrument, DREAM Writer version, originator ID and currency.

Check Control Number Enter a number to group all AP payment transactions for each individual check.

Document Number Enter the number that is associated with the original document, such as a voucher, invoice, or journal entry.

(RUS) Printing Payment Orders

This section provides an overview of payment orders, lists prerequisites, and discusses how to:

- Print a payment order automatically.
- Print a payment order manually.
- Set processing options for Automatic Payment Order (R74R4520) and for Payment Order Reprint (R74R4530).

Understanding Payment Orders

You print a payment order for all domestic payments. You deliver copies of the payment orders to the bank that processes your payments. You can print the payment order when you work with automatic payments or when you work with manual payments.

When you print a payment order, the system prints a document that includes:

- Date of the order, in the correct format.
- Supplemental data from the F74R4500 table.
- Amount in rubles.
- Company information.
- Payee information.
- Bank information.
- Payment detail.
- Amount of payment order.
- Amount in words.

Prerequisite

Verify that the Localization Country Code field in your User Display Preferences is set to *RU* (Russia).

Printing the Payment Order Automatically

To automatically print the payment order:

- Write payments by clicking Write in the Work With Payment Groups (P04571) program.

  The system displays the Supplemental Data Revision form.
- Add the required data for each payment in the group by selecting each payment and then entering the data.

  When you click OK, the system saves the data that you enter to the F74R4500 table, runs the Automatic Payment Order (R74R4520) program, and prints the payment order.

Printing the Payment Order Manually

You can manually print the payment order from the Review Payments Additional Information program (P74R4510). To print the payment order manually, you:

- Process a manual payment.
- Select a record on the Supplemental Data Revision form in the Review Payments Additional Information program, and enter the required data.
- Click OK to store the additional information in the F74R4500 table.
- Click OK to run the Manual Payment Order (R74R4520) program and print the payment order.

Setting Processing Options for Automatic Payment Order (R74R4520) and for Payment Order Reprint (R74R4530)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Print Company Address Enter *Y* to print the address company address on the payment order. Leave this processing option blank to suppress the printing of the company address.

2. Print Payee Address Enter *Y* to print the payee address on the payment order. Leave this processing option blank to suppress the printing of the payee address.

3. Print City Enter *Y* to print the payee address city on the payment order. Leave this processing option blank to suppress the printing of the city.

4. Print Account Number Enter *Y* to print the account number on the payment order. Leave this processing option blank to suppress the printing of the account number.

5. G/L Bank Account Description Enter *Y* to have the use the GL Bank Description as your company's bank name on the payment order.

6. Bank Cross Reference Enter *Y* to use the Bank Cross Reference description as the payee's bank name on the payment order.

7. Document Type for Next Number Specify the document type for which the system assigns a next number.

8. Voucher Description Enter a code that is associated with the voucher description that prints on the payment order. The value that you enter must exist in the Payment Order (74R/UC) UDC table.

9. Transit Account Enter a code that is associated with a type of bank account. The value that you enter must exist in the H00/CK UDC table.

10. Correspondent Bank Record Type Specify the type of bank. The value that you enter must exist in the Bank Type Code (00/BT) UDC table.

Payment Details Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Compress Pay Items Enter *Y* to compress pay items into one line.

2. New Line Level Enter *Y* to create a new line level for each pay item.

3. Print Payment Remark Enter *Y* to print the remark for the payment on the payment order.

4. Print Invoice Reference Enter *Y* to print the reference to the invoice on the payment order.

5. Print VAT Amount Enter *Y* to print the VAT amount on the payment order. Leave this processing option blank to suppress the printing of the VAT amount.

6. Print Attachments Enter *Y* to print the attachments that you specify in the Payment Instrument Defaults (P0417) program. Leave this processing option blank to suppress the printing of the attachments.

Print Fields Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Operation Code Enter the text that the system prints as the operation code on the payment order.

2. Payment Destination Enter the text that the system prints as the payment destination on the payment order.

3. Code Enter the text that the system prints as the code on the payment order.

4. Payment Priority Enter the text that the system prints as the payment priority on the payment order.

5. Check Digit Enter the text that the system prints as the check digit on the payment order.

6. Print Payment Order Payee Code Enter *Y* to print the payment order payee code on the payment order.

Prepayments Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Prepayment Voucher Type Specify the document type that identifies prepayment vouchers. The value that you enter must exist in the Document Type (00/DT) UDC table.

2. Prepayment Tax/Rate Area Specify the tax rate and area that identifies prepayments. The value that you enter must exist in the F4008 table.

3. Prepayment Tax Explanation Code Specify the tax explanation code that identifies prepayments. The value that you enter must exist in the Tax Explanation Codes UDC (00/EX) table.

Language Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Language Preference Specify the language in which the system prints the payment order. The value that you enter must exist in the Language (01/LP) UDC table.

2. Language for Payment Terms Specify the language in which the system prints the payment terms. The value that you enter must exist in the Language (01/LP) UDC table.

Tax Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Tax Rate/Area Item Code 1 Specify the code that identifies a VAT exempt tax rate and area. The code that you enter must exist in the H00/TV UDC table.

2. Tax Rate/Area Item Code 2 Specify an additional code that identifies a VAT exempt tax rate and area. The code that you enter must exist in the H00/TV UDC table.

Address Tab

Although processing options are set at implementation, you can change the values when you run the program.

1. Address Location Enter *Y* to use the payee address from the F74R101T table.

(RUS) Changing the Payment G/L Date

This section provides an overview of the payment GL date and discusses how to:

- Individually update the payment GL date.
- Globally update the payment GL date.

Understanding the Payment GL Date for Russia

In Russia, the bank statement is the only document that is used to confirm general ledger bank account transactions. The payment order GL date must be equal to the bank statement date even when the payment order is issued with a different payment date.

PeopleSoft EnterpriseOne software provides a program that enables you to modify the payment GL date after payments are written. A typical scenario for changing the GL date might be:

- Write payments using the Work With Payment Groups program (P04571) (June 1).
- Send payment orders to the bank (June 2).
- Receive executed payment orders and bank statements that show the actual payment date of June 5 (June 6).
- Locate payment records for the transactions in the bank statement and change the GL date for the transactions from June 1 to June 5 to show the date the payment actually occurred.

Note. You can update the GL date only for payments at an Update status.

Forms Used to Update Payment GL Dates

Form Name	Form ID	Navigation	Usage
Work with Payment Groups	W04571A	Automatic Payment Processing (G0413), Work with Payment Group	Select a record or process multiple records.
Work with Payment Groups - Update Status	W04572UB	Select a record and click Select on the Work with Payment Groups form.	Select a record.
Revise Payment G/L Date	W74R0451A	Select Form, Regional Info on the Work with Payment Groups - Update Status form. Select Form, Regional Info on the Work with Payment Groups form. Accounts Payable (G74R04), Changing General Ledger Date	Update the GL date.

Individually Updating Payment GL Dates

Access the Revise Payment G/L Date form.

To individually update payment GL dates:

Enter the date provided by the bank statement in the Global G/L Date field to update the GL date for the selected payment and click OK.

Globally Updating Payment GL Dates

Access the Revise Payment G/L Date form.

To globally update payment GL dates:

1. Use the filtering options to display only the payments that you want to change.
2. Enter the date provided by the bank statement in the Global G/L Date field.
3. Select Load Date from the Form menu.

Voiding Automatic Payments and Vouchers

This section provides an overview of voiding automatic payments and vouchers and discusses how to:

- Set processing options for the Void Payment Entry program.
- Void automatic payments and vouchers.

Understanding the Process to Void Automatic Payments and Vouchers

You can determine whether a payment was posted by viewing its posted status. The statuses are:

- Blank: The payment was not posted or voided.
- D: The payment was posted.
- P: The payment post ended in an error; the system wrote GL entries to the bank account.

You can tell that a payment was voided if no payment amount exists.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the AP trade account for voided payments.
- Debit the AP trade account and credit the GL distribution account for voided vouchers.

An unposted payment can be either voided or deleted, depending on how you set a processing option.

You void payments after you update them. You can void both posted and unposted payments. When you void payments, the system:

- Creates a matching document with a document type of PO (voided payment) in the Accounts Payable Matching Document Detail table (F0414).

  This matching document has a gross amount that is equal to the void amount and a pay status of P (paid).
- Reopens the original vouchers with an open amount and a pay status of A (approved).
- Voids payments with multiple currencies by voiding both the domestic and foreign sides of the payment.

Note. You cannot void payments that were reconciled with the Manual Reconciliation program (P09131) or Match Tape File to Recon File program (R09510). Reconciled payments must be unreconciled using the P09131 program and then voided.

Voiding an Automatic Payment and Its Vouchers

To void a payment and not repay the vouchers in another payment cycle, you must void both the payment and its associated vouchers. When you void both the payment and the associated vouchers, the system:

- Removes the payment amount from the record in the F0413 table.
- Creates a PO record for the voided payment in the F0414 table.
- Creates an adjustment document with a document type of PE (change to voucher amount) in the F0411 table.

  This adjustment document has a gross amount that is equal to the void amount and a pay status of P (paid).

  You cannot void vouchers that have not been posted using the following process. If the vouchers are selected, but have not been posted, the system returns an error message and only the payment is voided. You must post this voucher to void it. Then, void it using the A/P Standard Voucher Entry program. You cannot delete an unposted voucher that has been paid.

Important! Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, you must reverse it in the Procurement system. If you void the voucher in the Accounts Payable system, you might compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the Purchasing tab of the A/P Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher that was created in the Procurement system.

If the voucher that was created in the Procurement system has not been paid, you can reverse the voucher. If the voucher has been paid, you must void the payment in the Accounts Payable system prior to reversing the voucher in the Procurement system.

(ARG) Considerations for Voiding Payments

When you void a payment, new legal numbers for withholdings are generated with the same issue place as the original withholdings, as well as the void year and the following next number.

If the original withholding did not have a legal number, the void will not have one. Therefore, if legal numbers must be generated, you must reprint VAT and profit withholding certificates for manual payments with voucher match and adjustments before they are voided.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Setting Up Vouchers," Creating Vouchers

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Reconciling Bank Account Transactions," Changing a Reconciled Transaction to Unreconciled

Forms Used to Void Automatic Payments and Vouchers

Form Name	Form ID	Navigation	Usage
Work with Payments	W0413MB	Automatic Payment Processing (G0413), Void Payment Entry	Locate payments to void.
Void Payment	W0413VA	On the Work With Payments form, select Void Pymt from the Row menu.	Void payments and, if necessary, vouchers. If you select one of several vouchers and click Void Voucher(s), the system voids only that voucher. If you do not select any vouchers and then click Void Voucher(s), the system voids the first voucher in the grid.

Setting Processing Options for Void Payment Entry (P0413M)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

These processing options specify defaults that are used for displaying items on the Void Payment Entry program.

1. Mode to View Open Pay Items

Specify the mode in which you want to view open pay items on the Select Open Pay Items form. Values are:

Blank: View open pay items in detail mode. The system displays each pay item.

1: View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters * in each field in the Pay Item column that contains more than one pay item for a voucher. You can deselect the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

Note. This option also exists on the Supplier Ledger Inquiry form. However, if you select the summary mode on this form, the Pay Item column does not appear on the detail area of the form.

2. Assign Payment Numbers

Specify how you want to assign the next payment number. Values are:

Blank: Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1: Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by selecting Bank Account Information from the Automatic Payment Setup menu (G04411).

3. Enter Payment Amount

Specify how you want to enter the payment amount. Values are:

Blank: Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1: Enable the system to calculate the payment amount from the pay items you select.

Note. If you enter the payment amount manually, you must enter the amount prior to selecting Pay Items from the Form menu. Select this menu option to select which voucher pay items you are going to pay.

Display Tab

This processing option specifies whether to display the Value Date field.

1. Display Value Date Field

Specify whether to display the Value Date field on the Manual Payment Entry form. If you display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date that they expect the bank to process a payment. Values are:

Blank: Do not display the Value Date field.

1: Display the Value Date field.

Processing Tab

These processing options specify operations that can be used for processing payment voids.

1. Display Draft Entry Option

Specify whether to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies. Values are:

Blank: Do not display the Draft Entry option.

1: Display the Draft Entry option.

Note. If you select the Draft Entry option, the payment type changes from PN to P1.

2. Duplicate Number Error Message

Specify the type of message to issue when someone enters a duplicate payment number using the same bank account. Values are:

Blank: Issue an error message.

1: Issue a warning message.

3. Allow Negative Payments

Specify whether to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. However, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts. Values are:

Blank: Do not allow negative payments.

1: Allow negative payments.

4. Delete Unposted Automatic Payments

Specify whether to allow the deletion of unposted automatic payments. Values are:

Blank: Do not allow unposted automatic payments to be deleted. These payments can be voided.

1: Allow unposted automatic payments to be deleted.

Note. If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

5. Delete Unposted Manual Payments

Specify whether to delete unposted manual payments. Values are:

Blank: Do not allow unposted manual payments to be deleted. These payments can still be voided.

1: Allow unposted manual payments to be deleted.

Note. If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

Currency Tab

These processing options activate certain processes in currency processing.

1. Activate Alternate Payment

Specify whether the system activates Alternate Payment on the Form menu. Values are:

Blank: Do not activate Alternate Payment on the Form menu.

1: Activate Alternate Payment on the Form menu. This enables you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form enables you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

2. Exchange Rate Date Edit

Specify whether the system validates that the effective date of the exchange rate is within the same GL reporting period in the company constants. Values are:

Blank: The system does not perform the validation; it accepts any date.

1: The system performs the validation and issues a warning message if the effective date is not within the same GL reporting period.

3. Exchange Rate Tolerance Limit

Specify an exchange rate tolerance limit. During payment entry, you can manually override the exchange rate that exists in the F0015 table. The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate that you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus five percent of the table value.

Print Tab

These processing options specify default information that is used in payment printing.

1. Payment Instrument

Specify the payment instrument for the payment. The system uses the value that you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, select Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

2. Print Program Version Number

Specify the version number of the print program.

To view valid version numbers, select Batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If you leave this processing option blank, the system uses version ZJDE0001.

3. Retain Print Field Value

Specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it. Values are:

Blank: Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1: Retain the same value. The system retains the Print Payment option in the Manual Payment Entry form for as long as you are in the same batch.

Void Tab

This processing option specifies whether you can void vouchers with purchase orders.

1. Vouchers with Purchase Orders

Specify how the system responds to the removal of vouchers that contain a purchase order when you are using the Void Payment Entry (P0413M) program. Values are:

Blank: Allow the voiding of vouchers with purchase orders, and issue no message.

1: Issue a warning message.

2: Issue an error message.

Note. If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the F4311 table.

Inquiry Tab

This processing option deactivates the OK and Delete buttons on inquiry transactions.

1. Deactivate OK and Delete

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are reviewed. Deactivating these options prevents you from making changes to existing records. You can review manual payments by selecting either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by selecting Payment with Voucher Match from the Manual Payment Processing menu (G0412). Values are:

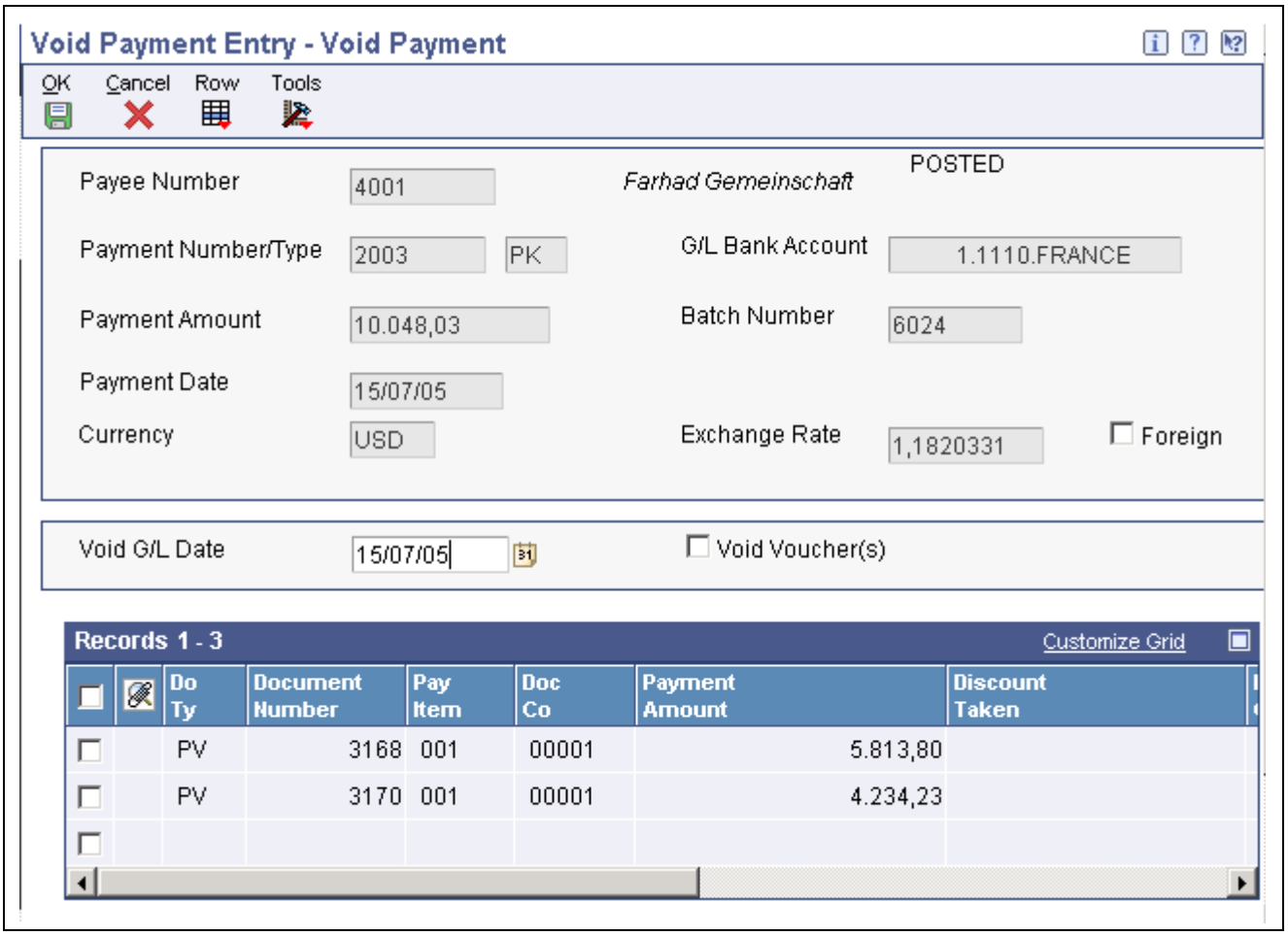
Blank: Do not deactivate the OK and Delete options during review.

1: Deactivate the OK and Delete options during review.

Note. Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

Voiding Automatic Payments and Vouchers

Access the Void Payment form.



Void Payment form

(DNK, FIN, NOR, and SWE) Receiving Debit Advice Notices

This section provides an overview of receiving debit advice notices and discusses how to:

- Run the Load Payments Return File program.
- Set processing options for Load Payments Return File (R74W210).
- Set processing options for Debit Advice Payment Driver (R74W211).
- Set processing options for Debit Advice - Format Program, DNB (R74O212).
- Review debit advice notes and update or reset payments.

Understanding Debit Advice Notices

In the Nordic countries, the bank sends a debit advice note to the company after the bank has made electronic payments on behalf of the company. The most common types of debit advice notes are:

- Notice of Delivery: Indicates that the bank has received the payments file.
- Confirmation of Payment: Indicates that the bank has made the payments, and the payment groups can be updated.
- Error message: Contains information about payments that have not been made.

The debit advice notes contain the following information regarding the payments that were made:

- Paid amount.
- Payment date.
- Reference number.
- Actual currency rate that was used for foreign payments.
- Error messages.

You can upload the debit advice note information into these tables:

- F74W001
- F74W201
- F74W202
- F74W203
- F74W204

You can review the debit advice note information in these tables and then update or reset the payments. You can also update or reset the payments when you upload the debit advice note information without reviewing the information.

Loading the Payment Return File

The Load Payments Return File program uploads the debit advice file to the F007101 and F007111 tables, and then calls the Debit Advice Payment Driver program (R74W211), which calls a debit advice format program. The debit advice format program writes the debit advice information to the following tables:

- F74W001
- F74W201
- F74W202
- F74W203
- F74W204

The Debit Advice - Format program, DNB (R74O212), is currently available.

Note. If the debit advice file has already been loaded in the F007101 and F007111 tables, you can set up the Load Payments Return File program (R74W210) to call the Debit Advice Payment Driver program (R74W211) without first loading the debit advice file. For this action, leave the Path to the Bank File processing option on the Load Payments Return File program blank.

You use a processing option on the Debit Advice Payment Driver program (R74W211) to specify whether the program should automatically update or reset the payments. If the program does not automatically update or reset the payments, you can review the debit advice information in the Work with Debit Advice program (P74W200), and then update or reset the payments.

If you specify in processing option 1 that the program should automatically update or reset the payments, the program uses the status of the file and the value in processing option 2 (individual update) to determine whether to update, reset, or take no action for each payment group as described in this table:

File Status	Value in Processing Option 2	Action
0 - Debit Advice no errors	1	Update
	0	Update
1 - Notice of Delivery no errors	1	None
	0	None
2 - Debit Advice with errors	1	Update passed groups, reset the others
	0	Reset all groups
3 - Severe Error	1	None
	0	None
4 - Notice of Delivery with errors	1	Reset
	0	Reset

Working with Debit Advice Notes

If you do not automatically update or reset payments when you load the payment return file, you can review the debit advice information in the Work with Debit Advice program (P74W200), and then update or reset the payments.

You can update payments using any of the following programs:

- Work with Payment Groups (P04571)
- Work with Debit Advice (P74W200)
- Work with Payments (P0474N5)

You can reset payments by using the Work with Debit Advice program or the Work with Payment Groups program.

To change the GL date of the payment or payments, use the Work with Payments program. To review debit advice information, use the Work with Debit Advice program. Otherwise, use the Work with Payment Groups program.

Note. The Delete option on the Row menu for the Work With Debit Advice program deletes debit advice information from the following tables:

F74W201

F74W202

F74W203

F74W204

The Delete option does not undo the payment group.

Form Used to Review Debit Advice Notes and Update or Reset Payments

Form Name	Form ID	Navigation	Usage
Work With Debit Advice	W74W200A	In the Fast Path, enter P74W200. To update payments, select Update from the Row menu. To reset payments, select Reset from the Row menu.	Locate debit advice records. Update and reset selected payments.
Work With Invoices	W74W200B	Click Select on the Work With Debit Advice form.	Review invoice information.
Display Errors	W74W200C	Click Select on the Work With Invoices form.	Review errors.

Running the Load Payment Return File Program

Run the Load Payments Return File program (R74W210) from Batch Versions.

Setting Processing Options for Load Payment Return File (R74W210)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults Tab

These processing options let you specify default settings for the Load Payments Return File program (R74W210).

1. Company Specify the company for which you are loading the payments return file.

2. Payment Instrument Specify the payment instrument that is assigned to the payment return file.

3. Path to the Bank File Specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format: c:\\bankdata\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format: bankdata/bankfile

4. Version to use when calling R74W211 Specify the version to use when calling R74W211.

Process Tab

This processing option specifies whether to purge the F007101 and the F007111 tables.

1. Interface Files (F007101 and F007111) Specify whether the system should purge the F007101 and F007111 tables after loading the information from these tables to the F03B13Z1 table. Values are:

Blank: Do not purge the text processor tables.

1: Purge the text processor tables.

Setting Processing Options for Debit Advice Payment Driver (R74W211)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

Although processing options are set at implementation, you can change the options before you run the program.

Automatic Reset Enter *Y* to automatically reset and update the payments that you received.

Reset Individually Enter *1* to update and rest payments individually. Enter *0* to reset the entire file if it contains errors.

Format Program Enter the name of the format program that extracts data from the file that you received.

Version Number Enter a version number for the format program. If you leave this option blank, the system uses version ZJDE0001.

Update Tab

Although processing options are set at implementation, you can change the options before you run the program.

Version Number Enter a version number for the register program. If you leave this option blank, the system uses version ZJDE0001.

Post Void Payments Enter *1* to post void payments to the general ledger.

Submit Enter *1* to automatically submit the AP payment post program after payments have been updated.

Setting Processing Options for Debit Advice - Format program, DNB (R74O212)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Update Tab

Although processing options are set at implementation, you can change the options before you run the program.

Spot Rate Enter *Y* to allow an update to the spot rate.

Reviewing Debit Advice Notes, Updating Payments, and Resetting Payments

Access the Work With Debit Advice form.

(ARG) Generating the TXT Payments File

This section provides an overview of generating TXT payments and discusses how to:

- Add information for TXT payments.
- Run the TXT Payment Generation program.
- Set processing options for TXT Payment Generation (R76A0441).

Understanding the TXT Payment File Process

The process for generating the TXT payment file involves adding information for TXT payments and generating the TXT payment file.

Adding Information for TXT Payments

You can use the Additional Payment Information program (P76A0440) to add the information that is required for payments with endorsed checks. You can also use this program to enter payment detail information for payments that were made by other means.

The system uses information from the standard payment tables and information from the processing options of the TXT Payment Generation program (R76A0441) to generate the TXT payment report.

You can modify and delete information in the Additional Payment Information program until you have processed that information by running the TXT Payment Generation program in final mode.

To change the Bank Tax ID (type 03 or 06) for an existing check, you must delete the record and add a new one. You cannot change the bank tax ID.

The system saves information that you enter in the Additional Payment Information program into the Check Details RG1547 - ARG - 04 table (F76A0440).

Generating the TXT Payments File

The TXT Payment Generation program (R76A0441) creates a magnetic file that contains information about payments from the Check Details RG1547 - ARG - 04 table (F76A0440) in the format that is specified by RG 1547.

When you run the TXT Payment Generation program in proof mode, the system generates a report of payments and errors found, and updates the F76A0441 table.

When you run the TXT Payment Generation program in final mode, the system generates the report and creates a record for each check that you enter manually in the Additional Payment Information program (P76A0440) and in table F76A0441. The system includes information about the total payment with information from the processing options and from the standard payments tables. The system marks records in table F76A0040 as processed. The system includes records that have errors.

The system retrieves the following payment data:

- Check Number

  The system retrieves check numbers from the F76A0440 table, if possible. If the information from the F76A0440 table does not equal the total amount of the payment, the system uses the document number from the payment as the check number for the remaining amount.

- Bank Tax ID

  The system retrieves the tax ID of the issuing bank from the F76A0440 table, if possible. If the information from table F76A0440 does not equal the total amount of the payment, the system uses the CUIT number from the bank's address book record for the remaining amount.

- Payment Instrument

  The system retrieves the payment instrument from the F76A0440 table, if possible. Otherwise, the system uses the payment instrument that is specified in the processing options of the TXT Payment Generation program.

- Signer Tax ID

  The system retrieves the tax ID of the signer from the F76A0440 table, if possible. Otherwise, the system uses the signer tax ID from the processing options of the TXT Payment Generation program.

- Gross Amount

The system uses the total of the checks that are associated with the payment in the F76A0440 table. If no checks are listed in F76A0440 table, the system uses the total payment amount. If the total of the checks is less than the total payment amount, the system records the difference using the document number from the payment.

- Currency Code

  The system uses the value from the Special Handling Code field of UDC 00/CC for the payment currency. If UDC 00/CC is not set up, the system issues an error message.

If you use different versions of the TXT Payment Generation program for different payment instruments, the first version to run must have a 1 in processing option 2 to clear the file and the subsequent versions must leave this processing option blank. The data selection of the different versions does not have to be superimposed to avoid duplicate records. You have to run everything from the beginning when a subsequent version runs incorrectly.

TXT Payments File Layout

You must export the data from the F76A0441 table to a flat file that conforms to the following format:

No	From	To	Length	Description	Type
1	1	8	8	Cancellation date	N
2	9	10	2	Payment type	N
3	11	40	30	Payment type identification (table)	C
4	41	51	11	CUIT original issuing endorsed check	N
5	52	66	15	Payment amount	N
6	67	77	11	Bank CUIT	N
7	78	79	2	Payment procedure (table)	N
8	80	90	11	Supplier CUIT	N
9	91	120	30	Supplier name	C
10	121	122	2	Legal document type	N
11	123	134	12	Invoice number	N
12	135	149	15	Invoice amount	N
13	150	152	3	Currency code	N

In the Type column of the preceding table, N means numeric and C means character.

Complete numeric fields with zeros to the left and alphanumeric fields with blanks to the right.

Forms Used to Add Information for TXT Payments

Form Name	Form ID	Navigation	Usage
Work With Payments	W76A0440A	Payment Information - RG 1547 (G76A1547), Additional Payment Information	Locate payments.
Work With check detail	W76A0440B	On the Work With Payments form, click Select.	Click Add.
Check detail entry	W76A0440C	On the Work With check detail form, click Add.	Enter information for TXT payments.

Adding Information for TXT Payments

Access the Check Detail form.

Bank Tax ID

Enter the number that identifies your company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.

This number has been established specifically for the Payroll system to handle the requirements of taxing authorities that require more than nine positions for the tax identification number.

Do not enter hyphens (dashes), slashes, spaces, or other punctuation in the tax identification number.

The Bank ID is required if the payment type is 03 or 06.

Signer Tax ID

Enter the identification code that is required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

The Signer Tax ID is required if the payment type is 06.

Running the TXT Payment Generation Program

Select Payment Information - RG 1547 (G76A1547), TXT Payment Generation.

Setting Processing Options for TXT Payment Generation (R76A0441)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set at implementation, you can change the options before you run the program.

Payment Instrument Specify the payment type to assign to amounts for which a payment type has not been assigned in the F76A0440 table. Values are stored in UDC 76A/PT. If you leave this processing option blank, the report produces an error.

Tax Identification Number Specify the signer tax ID to assign to amounts for which a signer tax ID has not been assigned in the F76A0440 table. The signer tax ID is required if the payment type is 06.

Clear File Specify *1* in this processing option to clear the F76A0441 table before generating new records. If you leave this processing option blank, the system adds new records without erasing previously processed records.

Note. If you are running multiple versions of the TXT Payment Generation program (R76A0441), run the first version with this processing option set to 1 and subsequent versions with the processing option blank. If a version produces incorrect results, you must clear the file and run all versions again.

Mode Enter *1* to run the program in final mode. If you leave this option blank, the system runs the program in proof mode.

Copying Payments to a Diskette

This section provides an overview of copying payments to a diskette and discusses how to:

- Set processing options for the Copy Bank Tape File to Tape program.
- Review and change the status and detail for a tape table.
- Set processing options for the Copy Bank File to Diskette program.
- Copy a tape table to diskette.

Understanding the Process to Copy Payments to a Diskette

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printed payments. You must copy these tables to a diskette to send the information to a financial institution.

Copying payments to a diskette consists of:

- Reviewing and changing the status and detail for a tape table.
- Copying a tape table to a diskette.

Typically, your MIS department presets the detail for a tape table. You should not change this information unless you are instructed to do so. You can, however, change many format specifications prior to copying the table to a diskette.

You can recopy a bank table to a diskette as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original diskette.

When you create a new bank tape table, you do not overwrite an existing table. The F04572OW table is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record using the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank diskette.

Additional Tape Copy Options

Additional options for copying a tape table are available, which might be relevant for specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. On the Copy Bank Tape to Tape form, select Approve from the Row menu. This Row menu selection is enabled only if the processing option for the Copy Bank Tape File to Tape program (P0457) specifies to display the BACS format.

Forms Used to Copy Payments to a Diskette

Form Name	Form ID	Navigation	Usage
Update Tape Information	W0457C	Automatic Payment Processing (G0413), Copy Bank Tape File to Tape. On the Copy Bank Tape to Tape form, click Select.	Revise tape information.
Write Bank Diskette	W0457DA	On the Copy Bank Tape to Tape form, select Diskette from the Row menu.	Copy the bank tape file to diskette.

Setting Processing Options for Copy Bank Tape File to Tape (P0457)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

BACS Tab

Although processing options are set at implementation, you can change the options before you run the program.

Display BACS Format Enter *1* to display the BACS format

Program Tab

Although processing options are set at implementation, you can change the options before you run the program.

Alternate Processing Program (FUTURE) Enter the name of an alternate program to use. If you leave this processing option blank, the system uses program J0457T

Note. The system ignores this processing option if BACS processing is turned on.

Version Enter the version to use for the Copy Bank File to Diskette Version (P0457D) program. If you leave this processing option blank, the system uses version ZJDE0001.

Setting Processing Options for Copy Bank File to Diskette (P0457D)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

These processing options specify default information for the system to use when it generates the text file.

1. Record Length Specify the record length of the output file. The maximum length is 1,500 characters. If you leave this processing option blank, the system creates the output table with the original record length.

2. Insert Carriage Return Specify whether the system inserts a hard return at the end of each record. If you leave this processing option blank, the system formats the file into a long string instead of multiple separate records.

3. Default File Path/Name Specify the default path and the default name for the output file. The path and file name should conform to the file structure and naming standard of the operating system of the computer where the file is stored.

For example:

If you store the output file on your local machine C drive, you would specify the directory path: C:\FolderName\FileName.txt. If you store the output

file to a folder on a network machine, you might specify the network path: \\MachineName\FolderName\FileName.

If you leave this processing option blank, the system uses the following for the path and name: A:\DTALSV.

Note. You should store the files only on a Windows client.

Data Tab

These processing options specify whether to use replacement characters and whether to capitalize all alpha characters.

1. Replace pre-defined characters (UDC 04/RC) in One-To-One mode

Specify whether the system replaces special characters. If you replace special characters, the system reads the Replaced Character UDC (04/RC) and replaces single characters according to the values in the UDC. The system then reads the Special Characters UDC (04/SC) and replaces special characters according to the values in that UDC. Values are:

Blank: Do not replace special characters

1: Replace special characters.

Note. For programs P0457 and P03B571, the system replaces only the first character in the Description 01 field of UDC 04/RC, with the first character in the Description 02 field. It does not replace more than one character, even if the UDC is mapped in a one-to-many mode. Other programs that use UDC 04/RC replace more than one character if the UDC is mapped in a one-to-many mode.

2. Capitalize all alpha characters

Specify whether the system capitalizes all alphabetic characters in the record. If you leave this processing option blank, the system does not capitalize characters.

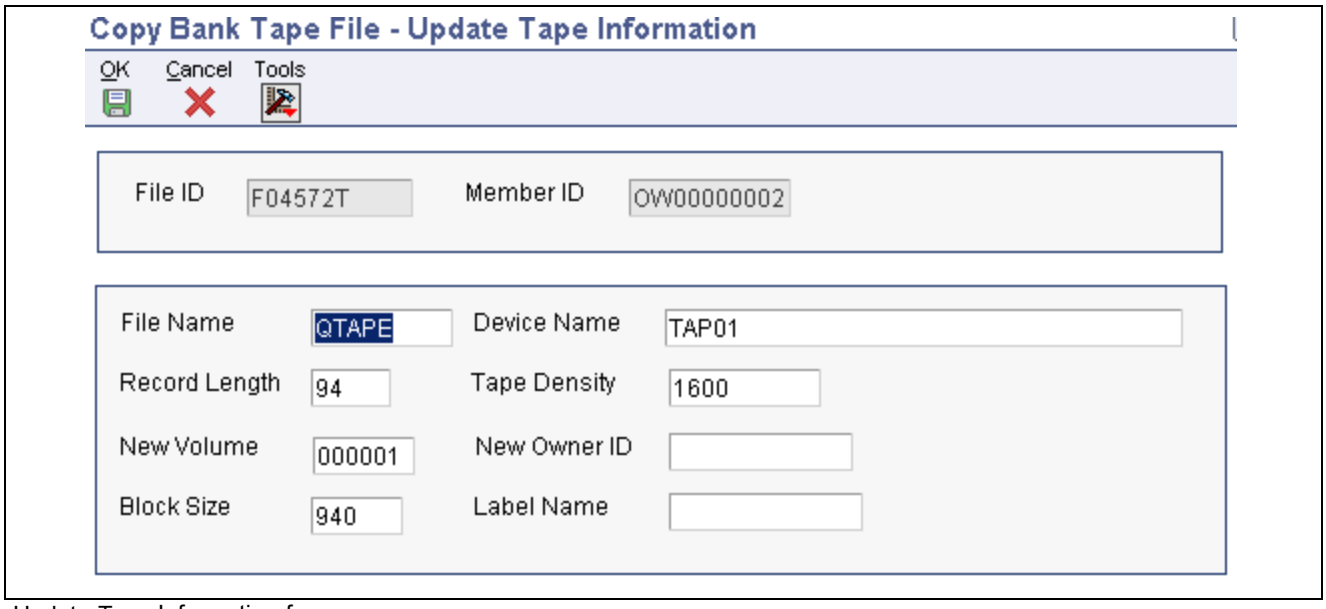
3. Replacement Character (UDC 04/SC)

Specify whether the system replaces characters in fields and tables that match characters that are defined in UDC 04/SC with a specified character or with a blank. To replace the characters with a specified character, enter the character in the processing option. To replace the special characters with a blank, leave the processing option blank

Note. The system always replaces the character that is defined in UDC 04/SC with either the character that you specify or a blank. If you do not want to replace any characters, UDC 04/SC must be blank.

Reviewing and Changing the Status and Detail for a Tape Table

Access the Update Tape Information form.



Update Tape Information form

Copying a Tape Table to Diskette

Access the Write Bank Diskette form.

Generate New File Specify whether to delete the existing records in the table and replace them with new records (Generate New File), or add the new records to the existing records in the table (Append Records).

Append Records Specify whether to delete the existing records in the table and replace them with new records (Generate New File), or add the new records to the existing records in the table (Append Records).

(BRA) Processing Inbound and Outbound Payments for Brazil

This section provides an overview of the process for inbound and outbound payments for Brazil and discusses how to:

- Set processing options for Create A/P Electronic Bank Diskette - Dynamic Formatter.
- Set processing options for Bank Transaction Outbound Process for Dynamic Formatter.
- Create the outbound text file.
- Import flat files from your bank.

Understanding Inbound and Outbound Payments for Brazil

You use automatic payment processing to pay vouchers during your usual payment cycle. To process automatic payments, you assign formats to payment instruments. Then, you create payment groups. After you create payment groups, you process automatic payments in the group. When you select the Write function for your payment group, the system determines which payment formats to generate, based on the payment formatting programs that you assign to your payment instruments.

When you set up your system to use the Dynamic Formatter application for electronic payments, you write the outbound flat file in a layout that your bank wants to use, and you write the information that you receive in an inbound flat file in the layout that you want to use.

The outbound process for automatic payments sends records from the following tables to the specified bank:

- F0411
- F04571
- F04572
- F04573

The inbound process for automatic payments uploads incoming flat files to the F76B474I table, and then to tables F04571, F04572, and F04573. You then continue processing the inbound records, according to your usual procedures.

To use automatic banking for payment processing for Brazil:

- Create the layouts that your banks require for incoming data and assign the layouts to outbound transactions.
- Create the payment instruments that you need.
- Create the versions that you need for the Create A/P Electronic Bank Diskette - Dynamic Formatter program (R76B047SE).
- Include program R76B047SE as a print program.
- For outbound payment records, complete the following tasks:
- Enter bar code information for your vouchers.
- Create your payment groups.
- Write your payments.
- Run the Create A/P Electronic Bank Diskette - Dynamic Formatter batch process (R76B047SE) to write records to the F0457 and F04572OW tables.
- Write records from the F0457 and F04572OW tables to a text file.

For inbound payment records, complete the following tasks:

- Import the flat file that your bank sends to you by using the File Upload for Bank Transaction Inbound Process application (P76B474I).

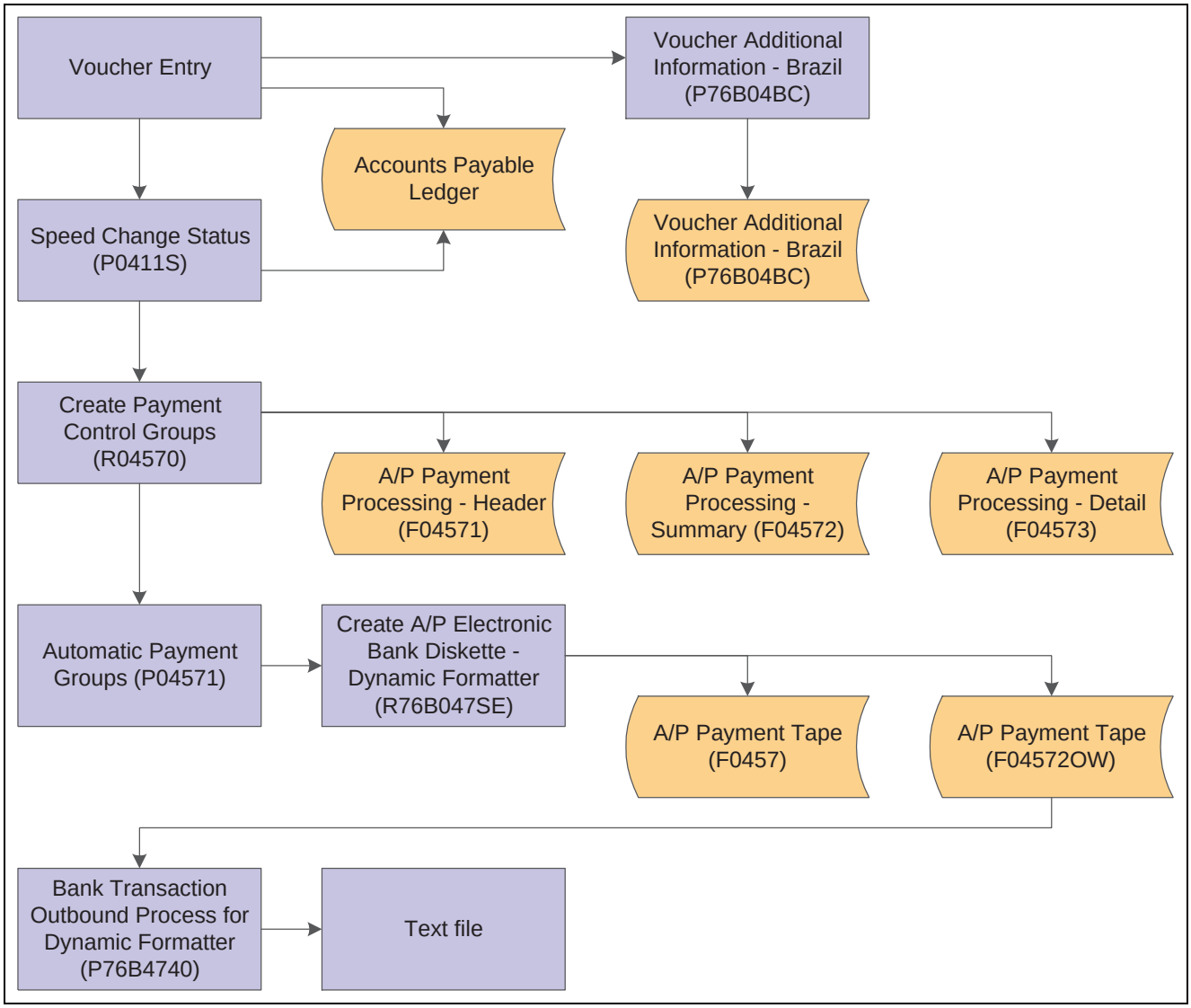
  This application writes the records from the flat file to the F76B474I table.
- Run the Process Return A/P Electronic Bank Diskette - Dynamic Formatter batch process (R76B047RE) to write records from table F76B474I to tables F04571, F04572, and F04573.
- Continue processing the inbound records according to your existing procedures for payment processing.

Processing Outbound Automatic Payments

Before you process outbound bank records, you must set up bank layouts and associate the layouts to outbound transactions for each payment instrument for each bank with which you work. You then run the Create A/P Electronic Bank Diskette - Dynamic Formatter batch program (R76B047SE) to write records to the F0457 and F04572OW tables.

You use the Bank Transaction Outbound Process for Dynamic Formatter program (P76B474O) to write records from the F40457 and F04572OW tables to the text file. When you create the text file, the system writes the file in the correct layout as determined by the Transaction Type, Payment Instrument, and Bank Code that you specified in the Bank Information for Dynamic Formatter program (P76B474).

The following process flow illustrates the outbound automatic payment process:



Outbound automatic payment process

Writing Automatic Payments to the A/P Payment Tape Table (F04572OW)

The system automatically runs the Create A/P Electronic Bank Diskette - Dynamic Formatter program (R76B047SE) when you run the print process for payment groups. You must set the processing options for the Create A/P Electronic Bank Diskette - Dynamic Formatter program before you run the print process for payment groups. The Create A/P Electronic Bank Diskette - Dynamic Formatter program creates the text file and sets the status for the payment group to Update (UPD).

You can also run the Create A/P Electronic Bank Diskette - Dynamic Formatter program from a menu option.

The Create A/P Electronic Bank Diskette - Dynamic Formatter program does the following:

- Writes records from the following tables to the F04572OW table:
  - F0411
  - F04571
  - F04572
  - F04573
- Creates a report

Creating the Outbound Text File

You create outbound text files for automatic payments and for automatic receipts. The system writes the text file in the appropriate layout based on the bank code, payment instrument, and transaction type.

For automatic payments, the system writes records from the F0457 and F04572OW tables to a text file.

For automatic receipts, the system writes records from the F04572OW table to a text file.

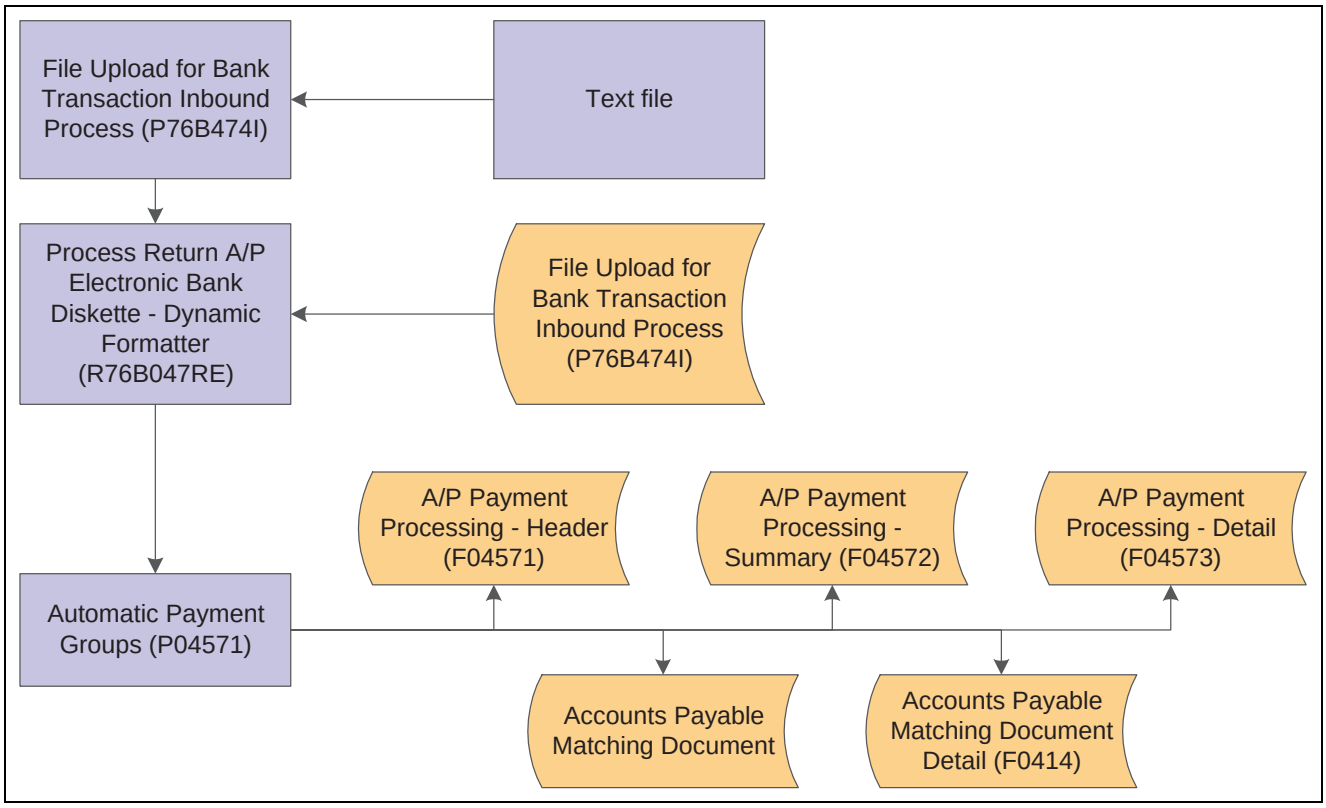
Processing Inbound Automatic Payments

Before you process inbound bank records, you must set up bank layouts and associate the layouts to inbound transactions for each payment instrument for each bank with which you work. You then run the Bank Information for Dynamic Formatter program (P76B474I) to write records from the flat file that you received from the bank to the F76B474I table.

You run the Process Return A/P Electronic Bank Diskette - Dynamic Formatter program (R76B047RE) to write records from the F76B474I table to the F0457 table. You can launch the Process Return A/P Electronic Bank Diskette Dynamic Formatter program from a menu option or by clicking Process in the File Upload for Bank Transaction Inbound program.

You process the records in table F0457 according to your usual procedures.

The following process flow illustrates the inbound automatic payments process:



Inbound automatic payment process

Importing Flat Files from Your Bank

Before you can use the automatic receipts or automatic payments data that your bank sends to you, you must upload the flat file from the location where it is stored to the F76B474I table. A layout that is associated with the bank code and transaction type for the file you want to upload must exist in your system.

You can set default values for the bank code and transaction type in the processing options, and you can set a processing option to allow changes to the location where the system searches for the flat file.

See Also

Chapter 18, "Preparing Vouchers for Payment," (BRA) Adding Bar Code Information to Vouchers for Brazil, page 406

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "(BRA) Setting Up Electronic Banking," Setting Up Bank Layouts Using the Dynamic Formatter

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "(BRA) Processing Automatic Receipts for Brazil," Importing Flat Files from Your Bank

Prerequisite

Verify that a bank transit number exists in the F0030 table for each customer for whom you will process automatic payments.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Bank Account Information"

Forms Used to Process Inbound and Outbound Payments

Form Name	Form ID	Navigation	Usage
Tape Creation for Outbound Process	W76B474OA	Bank Tape Processing (G76B413), Bank Transaction Outbound Process. Bank Tape Processing (G76B415), Bank Transaction Outbound Process. On the Work with Outbound Bank Process Files form, click Select.	Create the outbound text file.
Upload File for Bank Inbound Transaction	W76B474IA	Bank Tape Processing (G76B413), File Upload for Bank Transaction Inbound. Bank Tape Processing (or G76B415), File Upload for Bank Transaction Inbound. On the Work with Inbound Bank Transactions Files form, click Add.	Upload the flat file. You can complete the fields only if the processing options are set to allow you to override the values. The Layout tab displays information about the layout. It does not contain input fields.

Setting Processing Options for Create A/P Electronic Bank Diskette - Dynamic Formatter (R76B047SE)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Transfer Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Tape Payment Detail Specify the tape payment detail description.

Device Name Specify the machine model where the flat file was created. The system prints this information on a label that you can attach to a diskette.

Tape Density Specify the media recording density. The system prints this information on a label that you can attach to a diskette.

Label Name Specify the label name.

Block Size	Specify the size of the block you are copying.
New Volume	Specify the name of the new volume.
New Owner ID	Specify the name of the new owner.
File Name	Enter the name of the text file.
Payment Instrument - DOC	Specify the code for the payment instrument that you assign to payments that were made by a direct deposit to the supplier's account in a bank, other than the bank that is sending the payment. The code that you specify must exist in the Payment Instruments UDC table (00/PY).
Payment Instrument - Check	Specify the code for the payment instrument that you assign to payments that are made by check. The code that you specify must exist in the Payment Instruments UDC table (00/PY).
Payment Instrument - Account Deposit	Specify the code for the payment instrument that you assign to payments that are made by a direct deposit to the supplier's account in the same bank as the bank that is sending the payment. The code that you specify must exist in the Payment Instruments UDC table (00/PY).
Payment Instrument - Boleto same Bank	Specify the code for the payment instrument that you assign to payments that are made by using a *boleto*, and where the supplier's account is at the bank that is processing the payment. The code that you specify must exist in the Payment Instruments UDC table (00/PY).
Payment Instrument - Boleto other Bank	Specify the code for the payment instrument that you assign to payments that are made by using a *boleto*, and where the supplier's account is at a bank other than the bank that is processing the payment. The code that you specify must exist in the Payment Instruments UDC table (00/PY).
Use single Company Payment	Specify whether the system creates separate payments for each invoice. Values are: Blank: Do not use. The system creates separate payments. *1:* Use a single payment. The system creates one payment.
Structure Type	Specify the type of organizational structure that is set up in the address book. You select a value from the Parent/Child Structure Type UDC table (01/TS).

Setting Processing Options for Bank Transaction Outbound Process for Dynamic Formatter (P76B474O)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display Tab

These processing options specify which records appear in the Work with Outbound Process File form.

Display created files Specify whether the system displays Work with Outbound Process Files form displays only records for which files have been written. Values are:

Blank: Display only non-written file

1: Display all files

Type - Transaction Specify the transaction type code that the system displays in the Work with Outbound Process Files form. You select a code from the Transaction Type (00/TT) UDC table. Values are:

BRPAGEL: Electronic Payments Brazil

BRCOBES: Electronic Receipts Brazil

Creating the Outbound Text File

Access the Tape Creation for Outbound Process form.

Importing Flat Files From Your Bank

Access the Upload File for Bank Inbound Transaction form.

Bank Code Specifies the bank to which the system sends the outbound statement. The code that you enter must exist in the Bank Codes (76/BC) UDC table.

Transaction Type Enter the qualifier that identifies a specific type of transaction.

CHAPTER 20

Processing Outbound EDI Payments

This chapter provides an overview of the outbound electronic data interchange (EDI) payments process and discusses how to:

- Transfer outbound payment transactions.
- Update processed transactions.
- Purge processed outbound EDI payments.

Understanding the Outbound EDI Payments Process

You process Accounts Payable payment transactions and store them in the EDI interface tables to send outbound EDI 820 transmissions directly to your trading partner (bank). You create EDI payments by completing the same process that you use when you create automatic payments. Instead of printing physical checks that you mail to your supplier, you send payments electronically to your supplier's bank.

When you create EDI payments, you update the following accounts payable and EDI payment worktables:

- F04571 - A/P Payment Processing - Header.
- F04572 - A/P Payment Processing - Summary.
- F04573 - A/P Payment Processing - Detail.
- F47056W - EDI Payment Order Header - Work.
- F470561W - EDI Payment Order Bank N & A - Work.
- F470562W - EDI Payment Order Vendor N & A - Work.
- F470563W - EDI Payment Order Payee N & A - Work.
- F47057W - EDI Payment Order Remittance Advice - Work.

After you create EDI payments, you must also:

- Transfer outbound payment transactions.
- Run the Update as Sent program.
- Purge processed outbound EDI payments.

See Also

PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook, "Understanding Data Interface for the Electronic Data Interchange System"

PeopleSoft EnterpriseOne Data Interface for Electronic Data Interchange 8.11 PeopleBook, "Processing EDI Documents," Receiving EDI Standard Business Documents

Chapter 14, "Processing Batch Vouchers," page 345

Transferring Outbound Payment Transactions

This section provides an overview of the Copy to Outbound EDI Files report (R47057) and discusses how to:

- Run the report.
- Set data selection for Copy to Outbound EDI Files (R47057)

Understanding the Copy to Outbound EDI Files Report

After you run the automatic payment process, you must copy the payment transactions from the EDI worktables to the EDI interface tables to make them available to the translator software.

The Copy to Outbound EDI Files program (R47057) copies payment transactions to the following EDI payment interface tables:

- F47056 - EDI Payment Order Header - Outbound.
- F470561 - EDI Payment Order Bank N & A - Outbound.
- F470562 - EDI Payment Order Vendor N & A - Outbound.
- F470563 - EDI Payment Order Payee N & A - Outbound.
- F47057 - EDI Payment Order Remittance Advice - Outbound.

Important! The sections of the report use data from various files. When you run the Copy to Outbound EDI Files program, the data selection should include only those fields that are common to all of the tables listed specified. Otherwise, your report might print results that do not include all of the data that you selected.

As the system copies the payment transactions to the EDI payment interface tables, it marks the corresponding transaction in the EDI worktables as processed by updating the Processed (Y/N) field (EDSP) to *Y*. This prevents the system from copying previously processed records.

Running the Copy to Outbound EDI Files Report

Select Payment Order with Remittance (G47266), Copy to Outbound EDI Files.

Setting Data Selection for the Copy to Outbound EDI Files Report

Five worktables are used in the processing of Outbound EDI transactions:

- F47056W - EDI Payment Order Header - Work.
- F470561W - EDI Payment Order Bank N & A - Work.

- F470562W - EDI Payment Order Vendor N & A - Work.
- F470563W - EDI Payment Order Payee N & A - Work.
- F47057W - EDI Payment Order Remittance Advice - Work.

The following fields are common to the five tables used by the Copy to Outbound EDI Files program (R47057) and are the only fields you should use for data selection or data sequencing. If you use any other fields for data selection or data sequencing, the report will stop and you will receive an error message.

- EDI Document Company
- EDI Document Number
- EDI Doc Ty
- EDI Line Number
- EDI Successfully Processed
- EDI Batch Number
- Batch Number
- Batch Type
- Document Company
- Company
- Business Unit
- Payment/Item Number
- Match Doc Type
- Pmt/Itm Pay Itm
- Address Number
- Transaction Originator
- User ID
- Program ID
- Work Stn ID
- Date Updated
- Time of Day

Other fields exist that are common to all five worktables, but contain different values depending on whether they are contained in a header worktable or a detail worktable. Those fields should not be used for data selection. Use only the common fields.

Updating Processed Transactions

This section provides an overview of the Update as Sent program (R47058) and discusses how to run the program.

Understanding the Update as Sent Program

You run the Update as Sent program when your trading partner notifies you that they received your EDI payment transmission.

When you run the Update as Sent program, the system updates the Processed (Y/N) field (EDPSP) to *Y* on the payment transactions in your EDI payment interface tables (F47056, F470561, F470562, F470563, and F47057). This prevents the translator software from reprocessing the same transactions.

Running the Update as Sent Program

Payment Order with Remittance (G47266), Update as Sent.

Purging Processed Outbound EDI Payments

This section provides an overview of the Purge EDI Files report (R47059) and discusses how to run the report.

Understanding the Purge EDI Files Report

After you successfully process EDI payment transactions, you can remove them from the outbound EDI tables by running the Purge EDI Files report (R47059). The system retains processed EDI payment transactions in the system 47 tables until you purge them.

When you purge outbound EDI payments, the system removes all processed records-that is, records that have a *Y* in the Processed (Y/N) field (EDSP) from the following EDI payment interface tables:

- 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).

Important! When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Running the Purge EDI Files Report

Payment Order with Remittance (G47266), Purge EDI Files.

CHAPTER 21

(GBR) Processing CIS Vouchers

This chapter provides an overview of the construction industry scheme (CIS) and discusses how to:

- Enter CIS vouchers.
- Process CIS vouchers for payment.
- Complete the CIS23 and CIS25 payment vouchers.
- Maintain CIS voucher history.
- Work with the CIS tag table.

Understanding the CIS

Withholding tax for subcontractors in the construction industry is administered under the Construction Industry Scheme (CIS). Under CIS, subcontractors must be registered with the Inland Revenue Service and hold a valid tax certificate or card.

Subcontractors who hold registration cards are subject to a withholding tax deduction from qualifying payments. The withholding tax is deducted before VAT is calculated. For these payments, the contractor must produce a tax payment voucher to accompany the tax remittance.

Payments to subcontractors who hold certificates can be made without deduction. Depending on the type of certificate held by the subcontractor, the contractor must either produce a construction gross payment voucher or receive a gross payment voucher from the subcontractor.

At the end of each tax month, any withholding tax that was deducted under the rules of the scheme, as well as the payment vouchers (those created by the contractor and those received from the subcontractor), must be remitted to the Inland Revenue Service. At the end of the tax year, all payments must be reported to the Inland Revenue Service.

Consult the Inland Revenue Service for information about current rules and regulations, including current withholding tax rates.

Entering CIS Vouchers

This section provides an overview of entering CIS vouchers and discusses how to enter vouchers for subcontractors.

Understanding Voucher Entry for the CIS

When you enter CIS subcontractor vouchers through the Standard Voucher Enter (P0411), the Speed Voucher Entry program (P0411SV), or through the Match Voucher - Application Certificate Management (P0411), version ZJDE7002) program, the system creates a record in the F0411 CIS Tag Table (F74U0116) and assigns the CIS Default Status that is defined in CIS Constants to the record. As the record progresses through the CIS payment process, the system updates the CIS status of the record in table F74U0116.

The following table describes typical status codes:

Status Code	Status Description	Event Causing Status Change
(blank)	(blank)	Voucher entered.
C	Validation Complete	CIS Payment Validation run.
W	Withholdings	Calculate Withholdings - UK run.
Q	Checks/BACS Run	Update Payments.
P	CIS25/23 Printed	CIS Payment Vouchers printed.
R	CIS24 Received	Gross Payment Voucher received.
Z	CIS36 Raised	End-of-Year Return generated.
D	F0411 Deleted	Originating F0411 record deleted.

Note. Running the CIS Pre Withholding Validation (R74U0130) program changes the value in the Pay Status field (data item PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment).

Note also that because the CIS system does not support alternate currency payments and because CIS reports must display amounts in British pounds (GBP), the system supports only CIS transactions with a domestic currency of GBP.

Entering Vouchers for Subcontractors

When you receive a subcontractor's application for payment, you must create a voucher before you can issue payment. The payment amount and the pay item information that you enter are typically based on the application and certification process.

Contractors are required to withhold certain amounts from a subcontractor's payment, depending on the type of tax regulations that apply to the subcontractor. To determine the total amount of the payment that is eligible for withholding, the contractor must distinguish between the taxable and non-taxable portions of each voucher.

You can enter vouchers for subcontractors using any of the following programs:

- Standard Voucher Entry (P0411).
- Speed Voucher Entry (P0411SV).
- Match Voucher - Application Certificate Management (P0411, version ZJDE7002).

If you use the Standard Voucher Entry or the Speed Voucher Entry program, you indicate whether each line is a taxable supply within the scope of the scheme. If you use the Match Voucher - Application Certificate Management program, the system identifies taxable supplies automatically, based on the Object Account category code that is specified in CIS Constants.

The system marks all voucher pay items with a status that is specified in the CIS Constants, usually H (Held). When you run the Construction Industry Payment Validation (R74U0130) program, the system marks pay items that you specified as eligible for withholding tax with a pay status of %. Only vouchers with a pay status of % are processed by Calculate Withholding - United Kingdom (R74U04580).

Working with Logged CIS Vouchers

If you do not know which GL account to distribute a voucher to, you can enter a logged (preliminary) voucher. This action is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a GL suspense account. Later, you review and redistribute the voucher to the correct GL accounts.

To view those vouchers that are assigned to a suspense account, print a report from the Voucher Detail Report program (P04428). These reports show transaction totals from the F0411 table.

When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.
- Distributes the total amount of the voucher to a G/L suspense account.

  The default value for this suspense account is specified in AAI item PP.
- Records the offset amount, based on the AP trade account (AAI item PC) or the AP trade suspense account (AAI item PQ), depending on which method is designated on in the Company Numbers and Names program.

Information about logged vouchers is maintained in the F0411 table and the and the F0911 table.

You run the CIS Pre Withholding Validation (R74U0130) program for logged vouchers *after* you have distributed the vouchers to the correct GL accounts.

Setting Up Logged CIS Vouchers

Logged vouchers are processed through the CIS system like other vouchers, except that they must be redistributed to the correct GL accounts before they are validated for withholding.

Omitting Undistributed Vouchers from Withholding Validation

To ensure that logged vouchers that have not been distributed are not selected by the CIS Pre Withholding Validation (R74U0130) program, you must set the data selection on CIS Pre Withholding to *exclude* vouchers with an A/R - A/P - Cash Rcpts/Inv Reg Code of P.

Setting Up Distributed Vouchers for Withholding Validation

Running the CIS Pre Withholding Validation program (R74U0130) changes the value in the Pay Status field (data item PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment). Therefore, vouchers must have a pay status of H before they can be processed by the CIS Pre Withholding Validation program. You can ensure that logged vouchers have a pay status of H by setting the following processing options:

- On Voucher Match (P4314), set the Pay Status Code processing option on the Logs tab to *H*.

On the Voucher Match tab of the processing options for Match Voucher to Open Receipt (P0411), specify the version of Voucher Match on which you set the Pay Status Code processing option.

- For the A/P Voucher Journal Entry Redistribution program (P042002), set the pay status processing option (processing option 2 on the Defaults tab) to *H*.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Setting Up Vouchers," Choosing Receipt Records to Match to a Voucher

Prerequisites

Before you complete the tasks in this section:

- Verify that the Localization Country Code field in the User Profile Revision program is set to *UK* (United Kingdom).
- Set up supplier master records for your subcontractors.

  You must use a category code to identify subcontractors.
- Activate the Use Suspense Account option in the Company Names and Numbers program (optional).
- Set up AAI item PP and, if you use the trade suspense account, item PQ.
- Assign an approver number to each supplier (optional).
- Run Update Approver/Category Code 7 (optional).

Form Used to Enter Vouchers for Subcontractors

Form Name	Form ID	Navigation	Usage
Withholdings Confirmation	W0411SVA & W0411G	Supplier & Voucher Entry (G74U0211), Speed Voucher Entry or Standard Voucher Entry.	If you are entering a standard voucher, the system displays the Withholdings Confirmation window for each pay item. If you are entering a speed voucher, the system displays the Withholdings Confirmation window for the entire voucher.

Entering Vouchers for Subcontractors

Access the Withholdings Confirmation form.

Processing CIS Vouchers for Payment

This section provides an overview of the processing CIS vouchers for payment and discusses how to:

- Run the CIS Pre Withholding Validation program.
- Set processing options to CIS Pre Withholding Validation.

- Run the CIS Calculate Withholding program.
- Set data selection for CIS Calculate Withholding.
- Set processing options for CIS Calculate Withholding.

Understanding Payment of CIS Vouchers

To process withholding amounts for subcontractors, you must first determine whether withholding tax applies to your subcontractor's vouchers, and then create the journal entries for the amount that is to be withheld from the total payment to the subcontractor.

The system determines whether withholding tax is applicable, based on the country-specific rules that are associated with a subcontractor's tax certificate. After vouchers are evaluated for withholding tax eligibility, the system calculates the actual withholding tax amounts for each voucher.

The purpose of CIS is to calculate any withholding tax liability at the point of payment, not at the point of voucher entry. Therefore, you must run the CIS Pre Withholding Validation program (R74U0130) and the CIS Calculate Withholding program (R74U04580) as part of the pre-payment cycle.

When you have processed the withholding amounts for your subcontractor, you can run the create payment groups process to process payments as usual.

Running the CIS Pre Withholding Validation

Before you make any payments to CIS subcontractors, you must run the CIS Pre Withholding Validation program (R74U0130) to evaluate each voucher. The program selects and validates any open AP vouchers that are due for payment, based on the pay-through date that is specified in the processing options, and that have a CIS status of blank in the F0411 CIS Tag Table (F74U0116). The program then determines whether a valid card or certificate exists for the subcontractor as of the current date.

The program produces a report of all processed vouchers, sequenced by subcontractor, that includes:

- Warning messages that are associated with the validation of a subcontractor's card or certificate.
- Information about tax being withheld.

You can use the processing options for the CIS Pre Withholding Validation program to:

- Process transactions in proof or final mode.
- Enter a pay-through date that the system uses to select vouchers that are due for payment.
- Specify whether to make payments to or withhold tax from a subcontractor whose card or certificate meets any of several invalidation conditions.

Running the CIS Pre Withholding Validation program in proof mode produces a report only. Running the program in final mode produces a report and updates the pay status for individual pay items in the F0411 table as follows:

- Pay items that can be paid and that should have no tax withheld are assigned a pay status of A.
- Pay items that can be paid and that should have tax withheld are assigned a pay status of %.

Running the CIS Pre Withholding Validation program in final mode also updates the CIS status of vouchers in table F74U0116 to C (Validation Complete).

Calculating Withholding

You must withhold applicable tax amounts when you make a payment to a subcontractor.

You must withhold applicable tax amounts from payments to subcontractors and remit that amount to the Inland Revenue. After you validate vouchers for withholding tax eligibility, you use the CIS Calculate Withholding program (R74U04580) to calculate applicable withholding tax amounts. This program:

- Selects any open AP vouchers that have a pay status of %.
- Calculates the amount of tax to withhold, based on the withholding tax percentage from the subcontractor's record in the F0401 table.
- Calculates withholdings on a net basis (before VAT) or on the gross amount, based on the processing options.
- Updates the pay status of the original voucher pay item in the F0411 table from % to the value that you specify in the processing options.
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
- Creates a positive pay item for the withholding amount with the tax authority that is associated with the subcontractor in the F0401 table as the alternate payee, with the same due date as the original voucher pay item.

The net effect of the two pay items is zero, but the subcontractor's payment is reduced by the negative pay item.

The CIS Calculate Withholding program produces a report that lists the new pay items and the pay status of each item. If applicable, the program also produces an error report that lists the vouchers that were not released for payment, and the error associated with each voucher or pay item.

Note. The abbreviation "PS" on the Calculate Withholding Status Report stands for pay status.

Options for Paying Withholding Tax to the Revenue Authorities

You can pay withholding tax that you have deducted from subcontractors' payments using either of the following methods:

- Accounts Payable
- General Ledger

Processing withholding tax payments through Accounts Payable normally means that you pay your withholding tax as a separate payment to the Inland Revenue Service. The withholding tax payment is not included with your monthly PAYE (Pay As You Earn) payment.

To process withholding tax payments through Accounts Payable:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold).
2. When you are ready to make a payment run, release your pay items using the Speed Release program (P0411S).
3. Run the Create Payment Control Groups (R04570) program with the Payee processing option on the Process By tab set to *1* to create payment groups by payee.
4. Write and update a payment using a UK cheque (P04572U1 or P04572U2), a BACS payment (P04572B), or another payment print program to create your payment to the Inland Revenue.
5. Send this payment to the Inland Revenue.

Processing withholding tax payments through the general ledger enables you to include your withholding tax in your monthly PAYE payment to the Inland Revenue. This method is a common practice in the United Kingdom.

To process withholding tax payments through the general ledger:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold) and an alternate bank account, such as a withholding tax account.
2. When you are ready to make a payment run, release your pay items using the Speed Release program (P0411S) and change your bank account to a withholding tax account, if you have not already done so.
3. Run the Create Payment Control Groups program (R04570), selecting your withholding tax account as the bank account and the Inland Revenue as a special payee
4. Use the Automatic Payment Groups program (P04571) to write and update the withholdings payment, but do not print or send the AP payment.
5. Process your normal Inland Revenue payment through the general ledger by creating a journal entry to debit your tax withholdings account and your PAYE account, and crediting your normal bank account with the sum of all payments to the Inland Revenue.
6. Create a physical payment to the Inland Revenue outside of the system, such as by writing a cheque manually.
7. Send this payment to the Inland Revenue.

Prerequisites

Before you complete the tasks in this section:

- Identify the tax withholding rate and the tax authority for each subcontractor.

  See Chapter 12, "Entering Supplier Information," Entering Supplier Master Information, page 243.
- Set up a G/L account for withholding tax, if required.
- Set up a non-blank G/L offset in AAI item PC*yyyy* for withheld credits.

Running CIS Pre Withholding Validation

Automatic Payment Processing (G74U0213), CIS Pre Withholding Validation.

Setting Processing Options for CIS Pre Withholding Validation (R74U0130)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Date Tab

Although processing options are set at implementation, you can change the values before you run the program.

1. Pay Through Date Enter the date that the payment is due to receive a discount or, if no discount is offered, the net due date.

Process Tab

Although processing options are set at implementation, you can change the values before you run the program.

1. Mode Enter *1* to run the program in final mode. Leave this option blank to run the program in proof mode.

Defaults Tab

Although processing options are set at implementation, you can change the values before you run the program.

1. No CIS Documents Enter *1* to allow payments with deductions. Enter *2* to allow payments without deductions. Leave this option blank if there is no payment made.

2. CIS Document Invalid Enter *1* to allow payments with deductions. Enter *2* to allow payments without deductions. Leave this option blank if there is no payment made.

3. Invalid Tax Certificate but Valid Registration Card Enter *1* to allow payments without deductions. Leave this option blank to allow payments with deductions.

4. CIS Document Has Future Start Date Enter *1* to allow payments with deductions. Enter *2* to allow payments without deductions. Leave this option blank if there is no payment made.

5. Future Certificate Start Date, Valid Registration Card Enter *1* to allow payments without deductions. Leave this option blank to allow payments with deductions.

6. CIS Voucher Status Enter the current status of the record in CIS processing. Values are stored in UDC 74U/VS.

Running CIS Calculate Withholding

Automatic Payment Processing (G74U0213), CIS Calculate Withholding.

Setting Data Selection for CIS Calculate Withholding

You can modify the data sequence of your version of the CIS Calculate Withholding program so that the output more closely matches your reporting needs. For example, you might choose to list document number before document type.

Setting Processing Options for CIS Calculate Withholding (R74U04580)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Pay Status Tab

Although processing options are set at implementation, you can change the values before you run the program.

Pay Status Code Enter the pay status to assign to the voucher to be released for payment. If you leave this option blank, the system assigns the default value from the data dictionary. If the data dictionary default value is blank, the system assigns *A*..

Pay Status Code Enter the pay status to assign to the withheld pay item. If you leave this option blank, the system assigns *H*.

G/L Offset Tab

Although processing options are set at implementation, you can change the values before you run the program.

G/L Offset Enter the GL offset account for AAI PC, that the system assigns to the withheld pay item. This offset account should represent the withholding account. You must complete this option.

Account ID Enter the GL account for the zero balance records if any are created. This must be the SHORT account number and is required.

Tax Authority Tab

Although processing options are set at implementation, you can change the values before you run the program.

Tax Authority for A/P Withholding Enter an override tax authority to be assigned to the Alternate Payee field in the withholding entry. Leave this option blank to retrieve the tax authority from the supplier's address book record

Process Tab

Although processing options are set at implementation, you can change the values before you run the program.

G/L Bank Account Override Enter an override GL bank account.

Net Or Gross Amount Enter *1* to process records based on the net amount. Leave this option blank to process records based on the gross amount.

CIS Voucher Status Enter a code from UDC 74U/VS.

Completing the CIS23 and CIS25 Payment Vouchers

This section provides an overview of completing the CIS23 and CIS25 payment vouchers and discusses how to:

- Run the Gross Payment Voucher CIS23 report.
- Set processing options for Gross Payment Voucher CIS23.
- Run the Tax Payment Voucher CIS25 report.
- Set processing options for Tax Payment Voucher CIS25.

Understanding Completion of the CIS23 and CIS25 Payment Vouchers

The following reports provide the information that is necessary to complete your construction gross payment vouchers and your tax payment vouchers, both of which you must submit to Inland Revenue on a monthly basis:

- The Construction Gross Payment Voucher CIS23 report (R74U0136)
- The Tax Payment Voucher CIS25 report (R74U0135)

Construction Gross Payment Voucher CIS23 Report

Print the Construction Gross Payment Voucher CIS23 report (R74U0136) to list gross payment details that relate to subcontractors who hold construction tax certificates (CIS5). This listing provides the information that is necessary to complete your construction gross payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your construction gross payment vouchers from the report, send a copy of the payment vouchers to the Inland Revenue, and keep a copy.

The processing options for the Gross Payment Voucher CIS23 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

Tax Payment Voucher CIS25 Report

Print the Tax Payment Voucher CIS25 report (R74U0135) to list tax payment details that relate to subcontractors who hold registration cards (CIS4). This listing provides the information that is necessary to complete your tax payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your tax payment vouchers from the report, send copies of the payment vouchers to the Inland Revenue and to the subcontractors, and keep a copy.

The processing options for the Tax Payment Voucher CIS25 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

When you run the report in final mode, the voucher sequence number from the CIS Tax Payment Voucher Constants (P74U0102) is included on the report.

Running the Gross Payment Voucher CIS23 Report

Accounts Payable Reports (G74U0214), Gross Payment Voucher CIS23.

Setting Processing Options for Gross Payment Voucher CIS23 (R74U0136) and Tax Payment Voucher CIS25 (R74U0135)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Date Tab

Although processing options are set at implementation, you can change the values before you run the program.

Month Enter the month for which you process records.

Century/Year Enter the four-digit year for which you process records.

Process Tab

Although processing options are set at implementation, you can change the values before you run the program.

Mode Enter *1* to process records in final mode. Leave this option blank to process records in proof mode.

CIS Voucher Type Enter a code from UDC 74U/VT that identifies the type of payment vouchers that the system processes.

Company Enter the company that the system uses to select records to process.

CIS Voucher Status Enter the voucher status that the system uses to select records to process.

Running the Tax Payment Voucher CIS25 Report

Accounts Payable Reports (G74U0214), Tax Payment Voucher CIS25.

Maintaining CIS Voucher History

This section provides an overview of maintaining voucher history and discusses how to:

- Review CIS voucher history.
- Review payments to subcontractors.
- Enter CIS voucher details.

Understanding CIS Voucher History Maintenance

You can view the CIS purchase voucher history, including all of the status changes that each purchase voucher has passed through in the CIS system. You can also review payments made to subcontractors.

When you receive a CIS24 gross payment voucher from a subcontractor, you enter information from the CIS24 voucher. You should not make additional payments to a CIS6 certificate holder until you have received a CIS24 voucher for the previous payment.

Reviewing CIS Voucher History

Use the CIS History Revision program (P74U0118) to view the CIS purchase voucher history that is held in the Payment Voucher Status History table (F74U0118). This table contains an audit record of all of the status changes that each purchase voucher has passed through in the CIS system.

Reviewing Payments to Subcontractors

You use the CIS Tax Payment Vouchers program (P74U0119) to review payments made to subcontractors.

You can view all payments, only those payments that require the return of a CIS24 voucher, or only those payments that do not require a CIS24 voucher.

Entering CIS24 Voucher Details

CIS6 certificate holders are required to complete and return a CIS24 gross payment voucher upon receipt of payment. A contractor should not make additional payments to a CIS6 certificate holder until a CIS24 voucher for the previous payment has been received.

When you receive a CIS24 gross payment voucher from a subcontractor, you use the CIS Tax Payment Voucher program (P74U0119) to enter information from the CIS24 voucher.

Important! The CIS system does not handle partial payments to subcontractors. If any subcontractor vouchers have been partially paid, they should be voided and re-entered with the payment amount. Similarly, if any partial payments are recorded, they should be voided and re-applied to a voucher that corresponds to the total payment amount.

Forms Used to Maintain CIS Voucher History

Form Name	Form ID	Navigation	Usage
Work with CIS Voucher Status History	W74U0118A	Advanced & Technical Operations (G74U0230), CIS History Revision.	Review CIS voucher history.
Work With Tax Payment Voucher	W74U0119C	Automatic Payment Processing (G74U0213), CIS Tax Payment Vouchers.	Review payments to subcontractors.
Payment Review	W74U0119A	On the Work With Tax Payment Voucher form, click Select.	Review the vouchers that were paid by a specific payment, choose the payment and click Select.
Tax Payment Voucher Returned Revisions	W74U0119B	On the Work With Tax Payment Voucher form, click the Payment Returns option, choose the payment to which the CIS24 voucher applies, and then choose Voucher Returns from the Row menu.	Enter details for the CIS voucher.

Setting Processing Options for CIS Tax Payment Vouchers (P74U0119)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Default Tab

Although processing options are set at implementation, you can change the values before you run the program.

1. Payment Cover Date Enter *1* to set a soft error. Leave this option blank to set a hard error.

2. CIS Voucher Status Enter the current status of the record in CIS processing. Values are stored in UDC 74U/VS.

Reviewing CIS Voucher History

Access the Work with CIS Voucher Status History form.

Pay Itm(pay item) Displays the pay item for a voucher or an invoice. If the voucher or invoice has multiple pay items, the numbers are sequential.

Pay Ext(pay extension) Display a code that designates an adjusting entry to a pay item on a voucher or invoice. This field is required so that each record is unique.

Begin Date Enter the first day in a range of dates that the system uses to select records to process.

Pay Stat(pay status) Enter a code from UDC 00/PS that indicates the current payment status for a voucher or an invoice.

CIS Voucher Status Enter the current status of the record in CIS processing. Values are stored in UDC 74U/VS.

Ending Date Enter the last day in a range of dates.

Reviewing Payments to Subcontractors

Access the Work With Tax Payment Voucher form.

All Select this option to display all vouchers.

Voucher Returns Select this option to display vouchers that require that a CIS24 voucher be returned.

No Voucher Returns Select this option to display vouchers that do not require a CIS24 voucher.

Payee Number Enter the address book number of the recipient of the payment.

Payment ID Enter a payment ID.

G/L Bank Account Enter the GL bank account number.

Entering CIS Voucher Details

Access the Tax Payment Voucher Returned Revisions form.

Voucher Serial Number Enter the serial number recorded on CIS25 and CIS23 tax payment vouchers.

National Insurance Number	Enter the U.K. National Insurance number for the subcontractor. The format is *xxyyyyyyx*, where *x* represents a letter and *y* represents a number.
Gross Payment	Enter the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.
Reference Number	Enter the first 10 characters of the CIS document number.
Payment Cover	Enter the date of the returned CIS24 tax payment voucher. This date must be greater than or equal to the date of the payment that was made to the subcontractor.

Working with the CIS Tag Table

This section provides an overview of the CIS tag table and discusses how to:

- Add CIS document information to the F0411 CIS Tag Table (F74U0116).
- Correct the CIS tag table.
- Update the CIS status for one voucher.
- Update the CIS status for multiple vouchers.

Understanding the CIS Tag Table

The F74U0116 table contains detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate, and whether a pay item should have tax deducted and the CIS voucher status. You should not revise table F74U0116 for any reason other than correction.

Adding CIS Document Information to the CIS Tag Table

The F74U0116 table includes detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate. You can enter information from the subcontractor's registration card or certificate directly into table F74U0116 if that information was not available when you entered the voucher.

Important! Only authorized personnel should have access to change table F74U0116. Changes to table F74U0116 might produce unpredictable results.

Correcting the CIS Tag Table

The F74U0116 table includes detailed information about CIS subcontractor vouchers, including whether a pay item should have tax deducted and the CIS voucher status. Table F74U0116 is populated automatically during various stages of CIS processing. However, you can have cause to correct table F74U0116.

The system enables you to record the return of a CIS24 gross payment voucher and change the taxable status of pay items. You should not revise table F74U0116 for any reason other than correction.

Important! Only authorized personnel should have access to change the F74U0116 table. Changes to table F74U0116 might produce unpredictable results.

Updating the CIS Status for Multiple Vouchers

You can use the CIS Tag File History Change program (R74U0134) to globally update records in the F74U0116 table with a new CIS voucher status code. Valid CIS status codes are stored in UDC 74U/VS.

You should use this program to correct errors or discrepancies in CIS vouchers.

This program produces a report that provides detailed information about all selected vouchers. You can run this process in proof to generate the report only, or in final mode to generate the report and update the tag file.

Forms Used to Work with the CIS Tag Table

Form Name	Form ID	Navigation	Usage
F0411 Tag File Revisions	W74U0115A	Advanced & Technical Operations (G74U0230), CIS Tag File Revision. On the Work With F0411 Tag File Data form, choose Tag File Update from the Row menu.	Add CIS document information
F0411 Tag File Detail Revisions	W74U0115A	Advanced & Technical Operations (G74U0230), CIS Tag File Revision. On the Work With F0411 Tag File Data form, click Select.	Enter corrections for the CIS tag table.
CIS Voucher Status History Revisions	W74U0118A	Advanced & Technical Operations (G74U0230), CIS Tag File Revision. On the Work With F0411 Tag File Data form, select Status Change from the Row menu.	Update the CIS status for one voucher.

Adding CIS Document Information to the CIS Tag Table

Access the F0411 Tag File Revisions form.

Trading As Enter the name of the subcontracting company.

Authorized User/Issued To Enter the employee who represents the subcontracting company, usually a senior manager.

CIS Document Number Enter the 13-digit CIS subcontractor's registration card or tax certificate number. This number is issued by the Inland Revenue and provides a unique CIS document reference number.

CIS Document Type Enter the type of CIS document held by a subcontractor. CIS documents allow subcontractors to carry out construction work within the Construction Industry Scheme.

National Insurance Number Enter the U.K. National Insurance number for the subcontractor. The format is *xxyyyyyyx*, where *x* represents a letter and *y* represents a number.

Company Registration Number Enter the 8-digit subcontractor's U.K. Company Registration number.

Acting For Enter the name of the employee who acts for the subcontracting company, such as an accountant who receives payment on behalf of the company.

Correcting the CIS Tag Table

Access the F0411 Tag File Detail Revisions form.

T/P Voucher Returned(tax payment voucher returned) Enter the code that indicates whether a CIS24 tax payment voucher has been returned for the payment. Values are:

0: The CIS24 voucher has not been returned.

1: The CIS24 voucher has been returned.

Taxable Status Enter the code that indicates whether the line item is subject to withholding tax. Values are:

0: The line is not subject to withholding tax.

1: The line is subject to withholding tax.

Updating the CIS Status for One Voucher

Access the CIS Voucher Status History Revisions form.

CIS Voucher Status Enter the current status of the record in CIS processing. Values are stored in UDC 74U/VS.

Running the CIS Tag File History Change Report

Select Advanced & Technical Operations (G74U0230), CIS Tag File History Change.

Setting Processing Options for F0411 - CIS Tag File Status History Change (R74U0134)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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CIS Status Tab

Although processing options are set at implementation, you can change the values before you run the program.

1. CIS Voucher Status Enter the current status of the record in CIS processing. Values are stored in UDC 74U/VS.

Process Tab

Although processing options are set at implementation, you can change the values before you run the program.

Mode Enter *1* to run the program in final mode. Leave this option blank to run the program in proof mode.

CHAPTER 22

Processing Accounts Payable Drafts

This chapter provides overviews of processing drafts in the Accounts Payable system, processing deferred payments for Argentina, and discusses how to:

- Close paid drafts.
- Post closed drafts.
- (JPN) Process drafts for Japan.

Understanding Draft Processing

A draft is a promise to pay a debt. When a voucher is processed for draft payment, the draft document received by payees notifies them that the payor's bank will process the draft and transfer the funds on a specified date.

Creating a draft involves changing your original voucher to an original draft document and assigning a pay status of D (draft accepted). The system incorporates certain features of the write payments and update AP ledger steps from the automated payment process to create a draft.

The system uses the write payments step to:

- Change the next status of the payment group from WRT (write) to UPD (update).
- Print drafts using control information for payment groups.

The system uses the update payments to the AP ledger to:

- Create a matching document with a document type of P1, which closes the voucher.
- Create an original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

After the bank processes the draft and the debt is paid, the company that generated the draft uses the A/P Drafts - Inquiry/Selection program (P04260) to close the paid draft, and the Post Drafts Payable program (R04803) to post the closed draft.

Example of Paying Drafts

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

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

Voiding Paid Drafts

In certain situations, you might need to void a draft that has been paid. For example, you might have run the Post Outstanding Drafts program (R04803) for a particular draft in error.

If you need to void a paid draft, you must:

1. Void the draft using the Void Payment Entry program (P0413M).
2. Enter a journal entry to debit the bank account and credit the drafts payable account.

   You must create this entry because the system does not create this reversing entry for you when you void the payment.

Reviewing Paid Drafts

You can use either the Supplier Ledger Inquiry program (P0411) or the Supplier Payment Inquiry program (P0413M) to review drafts after they have been paid.

Because the bank determines the payment number of the draft, the possibility exists that you might have paid drafts from different suppliers with the same payment number. In this situation, if you use the Supplier Ledger Inquiry program and search by supplier number to inquire on one of the drafts, the system displays all transactions that have the same payment number, despite the fact that only one belongs to the supplier that you entered in the header. You should not select this transaction on the Supplier Ledger Inquiry form to review further detail, because the system will display all paid drafts with the same payment number. If you want to review further detail for one of the paid drafts, you should use the Supplier Payment Inquiry program.

See Also

Chapter 19, “Processing Automatic Payments,” Writing Payments, page 467

(ARG) Understanding Deferred Check Payments for Argentina

The deferred check payment process enables you to write off your obligation to the supplier through the use of a deferred payment check.

A new document of type P1 is created to reclassify the debt. The payment is made against a control or temporary account; and at the due date of the check, the payment is made from the final bank account.

Making Deferred Check Payments

Keep the following considerations in mind when you process deferred check payments:

- When you enter the voucher, ensure that its pay instrument is deferred check (D).
- Before you create payment control groups, specify the final account that you set up in the Deferred Check Table program (P76A0421) in G/L Bank Account processing option of the Create Payment Control Groups program (R04570).
- When you print the payment, the system displays the Enter Draft Check Days form.

  Enter the number of deferment days of the check on this form. The system adds the number of days that you enter to the latest due date of the vouchers belonging to that pay group to determine the due date of the check that will be issued.
- When you update the payment, the system generates a new voucher of type P1.

  This new voucher represents the deferred check that still has to be charged. The P1 voucher has the following characteristics:

  - An amount that is equal to the net amount of the payment made.
  - A pay status of D.
  - A due date that corresponds to the deferment days that are added to the latest due date of paid vouchers.
- The deferred check payment generates a batch of type K (A/P Checks [Automatic]).

Note. You can review deferred checks by using the Draft Inquiry/Selection program (P04260). You can use this program to modify the pay status of the deferred checks, which then enables you to select them by using data selection when they are charged.

- When the payment is due, you use the Post Outstanding Drafts program (R04803) to pay pending checks.

  In the processing options of the Post Outstanding Drafts program, specify the due date of the payments as the pay through date in processing option 1 on the Dates tab. The system uses this date to select the checks that must be paid.
- The deferred check payment generates a batch of type G (General Accounting) and changes the pay status of the P1 voucher to paid.

Note. The Argentinian localization does not allow the use of multichecks. Therefore, to liquidate quotas by using deferred checks, you must create a payment group for each quota that is to be paid.

Considerations for Payments in Bonds

According to RG830 (Profits) and RG18 (VAT), when the payment of a voucher is made by using bonds, or quasi currency (such as Lecops, Patacones, and so on), no VAT or profits withholdings take place. Furthermore, a listing of profit withholdings that were not collected because they belonged to these concepts must be submitted to the fiscal authority.

Note. Payment in bonds must correspond to the total amount of the voucher.

To meet these requirements, you must specify that withholdings not be carried out if these types of vouchers are being written off. These unfulfilled withholdings are stored in a table so that they can be used to generate a report for the fiscal authority when needed.

You specify how withholdings should be carried out by using the special handling code for the payment instrument in UDC 00/PY. This UDC specifies only whether withholdings are saved in permanent files or in unfulfilled withholding tables. This UDC does not affect withholdings calculations.

Related Tables

After you have run the Create Payment Control Groups program (R04570) and before you have updated payments, withholdings are saved in the following tables:

- A/P Payment Processing - Detail table (F04573) and PCG Detail Information Tag Table - ARG - 04 (F760473A) if taxes were withheld.
- A/P Payment Control Group File table (F76A81) if taxes were not withheld.

When a payment is updated, the records are saved in the following final tables, the voucher status is updated, and the withholding certificates are generated:

- Accounts Payable Ledger (F0411), Accounts Payable Matching Document Detail (F0414), A/P Ledger Tag Table - ARG - 04 (F760411A), A/P Payment Detail Tag Table - ARG - 04 (F760414A), and Account Ledger (F0911) if taxes were withheld.
- A/P Payment Control Group File (F76A82) if taxes were not withheld.

If the fourth position of the special handling code is a Y, earnings accruals are saved to the Profit Withholding - Payments Done - ARG - 04 table (F760406A) and the Profit Withholding - Payments Done - RG 830 - ARG - 0 - 04 table (F76A8070) (for copyrights). If the fourth position of the special handling code does not have a Y, no earnings accrual records are saved.

Considerations for Manual Payments

When you create manual payments, the system validates the payment instrument code. If it finds an N, the user is not allowed to enter withholding amounts.

Considerations for Writeoffs

Writeoffs are identified with a *V* in the VOD field of the A/P Payment Control Group File table (F76A82). For taxes withheld, the process is the same.

Prerequisites

Before you complete the tasks in this section:

- Set up the required AAIs for Accounts Payable draft processing.
- Set up the required UDCs Accounts Payable draft processing.

Closing Paid Drafts

This section provides an overview of closing paid drafts and discusses how to close paid drafts.

Understanding How to Close Paid Drafts

After you create a draft, the draft document is sent to the bank. When you know a draft is paid, you close the draft so that you can post it to the general ledger. To close a draft, you select it using the A/P Drafts - Inquiry/Selection program (P04260). The A/P Drafts - Inquiry/Selection program displays a list of drafts by bank account. When you select a draft, you change the pay status of the draft from D (draft accepted) to # (draft selected).

Forms Used to Close Paid Drafts

Form Name	Form ID	Navigation	Usage
Work With A/P Drafts-Inquiry Selection	W04260A	Automatic Payment Processing (G0413), Draft Inquiry/Selection	Review, select, and deselect paid drafts.

Closing Paid Drafts

Access the Work With A/P Drafts - Inquiry/Selection form.

Posting Closed Drafts

This section provides an overview of posting closed drafts and discusses how to:

- Run the Post Outstanding Drafts program.
- Set processing options for Post Outstanding Drafts.

Understanding the Process to Post Closed Drafts

After a draft is paid and closed, you post it to the general ledger, using the Post Outstanding Drafts program (R04803). The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

Running the Post Outstanding Drafts Program

Select Automatic Payment Processing (G0413), Post Outstanding Drafts.

Setting Processing Options for Post Outstanding Drafts (R04803)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Pay Through Date Specify the pay through date. The system processes all drafts dated through this date that have not been previously posted. If you leave this processing option blank, the system uses today's date.

2. Proof or Final Mode Specify whether to run this process in proof or final mode. Values are:

Blank: Run in proof mode. The system prints a report only.

1: Run in final mode. The system creates journal entries and prints a report.

3. Summary Journal Entries Specify whether to create summary journal entries. Values are:

Blank: Create detail journal entries.

1: Create summary journal entries.

4. G/L Date Specify the GL date for the drafts payable journal entries. If you leave this processing option blank, the system uses today's date.

5. Batch Status Assign the batch status based on the Manager Approval of Input option on the Accounts Payable Constants form. Values are:

Blank: Assign an Approved status to the batch.

1: Assign the batch status based on the Manager Approval of Input option on the Accounts Payable Constants form.

Currency Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Override Exchange Rate Specify an override exchange rate for the drafts payable journal entries. If you leave this processing option blank, the system uses the default exchange rate.

(JPN) Processing Accounts Payable Drafts in Japan

In addition to the steps discussed in the Processing Accounts Payable Drafts chapter, processing accounts payable drafts in Japan also involves splitting drafts, printing the Stamp Tax Calculation Report - Japan and entering bank-assigned draft numbers.

You can also create drafts using the Payment with Voucher Match program (P0413M) if you need to remit payment to a supplier immediately.

This section provides overviews of splitting drafts in Japan, the Stamp Tax Calculation Report - Japan, and entering bank-assigned draft numbers and discusses how to:

- Manually split drafts.
- Run the Automatic Draft Split - Hankin Hante report.
- Set processing options for Automatic Draft Split - Hankin Hante (R75J04DS).

- Print the Stamp Tax Calculation Report - Japan.
- Set processing options for the Stamp Tax Calculation Report - Japan.
- Enter bank-assigned draft numbers.

Understanding the Process to Split Drafts

You split drafts to minimize the amount of stamp tax that you must pay. In the processing options for the Automatic Draft Split - Hankin Hante program (R75J04DS), you can specify whether the system splits drafts according to the split amounts that you specify in the Hankin Hante Split Amounts table (F75J04SA) or according to the fixed amount that you specify in the processing options. You set up the amounts in table F75J04SA by using the Hankin Hante Split Amounts program (P75J0411).

If you choose to split the drafts using the amounts in table F75J04SA, you can also choose whether to limit the number of splits. When you limit the number of splits, you limit the number of drafts. For example, if you specify that two splits are allowed, the maximum number of drafts is three (the original draft plus the two drafts that are split from the original).

The system processes only pending drafts that have a document type of P1, a pay status of D, and that are eligible for splitting. Eligible drafts are those that have amounts greater than the fixed amount which is specified, if the fixed-amount split method is selected in the processing options, or that have amounts greater than the lowest table-split amount if that split method is selected.

The report for the Automatic Draft Split - Hankin Hante program includes:

- Payee number
- Payee name
- Payment type
- Document number
- Company
- Original pay item
- Original draft amount
- Split draft amounts
- New pay items

The system produces a report when you run the Automatic Draft Split - Hankin Hante program in proof and final mode. Additionally, when you run the program in final mode, the system:

- Splits the original drafts into smaller drafts.
- Retains the original pay item for one draft.
- Creates new pay items for the new drafts.
- Updates the Accounts Payable Ledger (F0411) table with the new draft amount for the original pay item, and the new pay items and amounts for the new drafts.

If you set the Draft Split Method processing option to process splits by using table amounts and you have not set up the table amounts, or you set the processing option to process splits by using a fixed amount and you have not specified an amount in the Fixed Split Amount processing option, the system does not process the splits; the report contains an error message.

Example of Automatic Draft Splits using the Table Amounts Method

Suppose your company has defined split amounts for drafts as shown in the following table:

Split Type	Amount
Draft	1,000,000
Draft	2,000,000
Draft	3,000,000
Draft	5,000,000
Draft	10,000,000

Suppose further that you set the Draft Split Method processing option to process splits using table amounts and do not specify a maximum number of splits. When you run the Automatic Draft Split - Hankin Hante program, the system splits an 18,500,000 JPY draft into four drafts:

- The original draft amount of 18,500,000 JPY is greater than the last (highest) draft split amount of 10,000,000 JPY, so the system changes the amount for that pay item to 10,000,000 JPY.
- The remaining 8,500,000 JPY is greater than the fourth split amount of 5,000,000 JPY, so the system creates a second pay item for 5,000,000 JPY.
- The remaining 3,500,000 JPY is greater than the third split amount of 3,000,000 JPY, so the system creates a third pay item for 3,000,000 JPY.
- The remaining 500,000 JPY is less than the first (lowest) split amount, so the system creates a fourth pay item for 500,000 JPY.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 1234 001	18,500,000	P1 1234 001	10,000,000
		P1 1234 002	5,000,000
		P1 1234 003	3,000,000
		P1 1234 004	500,000

If you process the same original draft of 18,500,000 JPY and set the Maximum Number of Splits processing option to 2, the system splits the draft:

- The original draft amount of 18,500,000 JPY is greater than the last (highest) draft split amount of 10,000,000 JPY, so the system changes the amount for that pay item to 10,000,000 JPY.
- The remaining 8,500,000 JPY is greater than the fourth split amount of 5,000,000 JPY, so the system creates a second pay item for 5,000,000 JPY.
- The system creates a third pay item for the remaining 3,500,000 JPY because three is the maximum number of drafts allowed when you set the maximum number of splits to two.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 1234 001	18,500,000	P1 1234 001	10,000,000
		P1 1234 002	5,000,000
		P1 1234 003	3,500,000

Example of Automatic Draft Splits using the Fixed Amounts Method

Suppose that you set the Draft Split Method processing option to process splits using a fixed amount, and you set the Fixed Split Amount processing option to 1,000,000 JPY. When you run the Automatic Draft Split - Hankin Hante program, the system splits a 3,500,000 JPY draft into four drafts:

- The original draft amount of 3,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system changes the amount for that pay item to 1,000,000 JPY.
- The remaining 2,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system creates a second pay item for 1,000,000 JPY.
- The remaining 1,500,000 JPY is greater than the specified split amount of 1,000,000 JPY, so the system creates a third pay item for 1,000,000 JPY.
- The remaining 500,000 JPY is less than the specified split amount of 1,000,000 JPY, so the system creates a fourth pay item for 500,000 JPY.

The following table shows how the system split the original draft:

Original Draft	Original Draft Amount	Split Drafts	Splits Draft Amounts
P1 4321 001	3,500,000	P1 4321 001	1,000,000
		P1 4321 002	1,000,000
		P1 4321 003	1,000,000
		P1 4321 004	500,000

Understanding the Stamp Tax Calculation Report

When businesses in Japan issue drafts for payment, they are required to pay a stamp tax. The tax amount depends on the amount of the draft. Use the Stamp Tax Calculation report to report and remit a stamp tax for each voucher that is paid with a draft. The system generates this report based on the amount of the draft and the information in the Stamp Tax - Japan table (F75013).

Understanding How to Enter Bank-Assigned Draft Numbers

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

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

Prerequisite

Set up the Stamp Tax - Japan table (F75013).

See Chapter 9, "Setting Up the Accounts Payable System for Automatic Payment Processing," Setting Up the Stamp Tax Table, page 143.

Forms Used to Process Drafts for Japan

Form Name	Form ID	Navigation	Usage
Split Drafts Pending	W75J04DSA	Japanese Localization (G75J), Bank Draft Number Revision On the Bank Draft Number Revision form, select Split from the Row menu.	Split drafts. The system displays the unallocated amount in the Remaining Amount field. You must specify one or more drafts for this amount until the amount displayed is 0. The new draft has the same document number, document type, and document company as the original draft. The pay item for the new draft is the next pay item number. The OK button is disabled until the amount in the Remaining Amount field is 0.
Bank Draft Number Revision	W75301C	Japanese Localization (G75J), Bank Draft Number Revision	Locate specific drafts and enter the bank - assigned draft numbers.

Manually Splitting Drafts

Access the Split Drafts Pending form.

Running the Automatic Draft Split - Hankin Hante (R75J04DS) Report

Select Japanese Localization (G75J), Automatic Draft Split - Hankin Hante.

Setting Processing Options for Automatic Draft Split - Hankin Hante (R75J04DS)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Proof or Final Mode

Specify whether to run the program in proof or final mode. Values are:

Blank: Run in proof mode. The system prints an edit report and does not update any records.

1: Run in final mode. The system splits the selected drafts, updates the Accounts Payable Ledger table (F0411), and prints a report.

2. Draft Split Method

Specify the method that the system uses to split the selected drafts. If you choose the fixed amount method, you must enter an amount in the Fixed Split Amount processing option in the R75J04DS program. Values are:

1: Fixed amount method. The system splits the selected drafts according to the amount that you enter in the Fixed Split Amount processing option. For example, if you enter 1,000,000, the system splits a draft of 3,000,000 into three drafts of 1,000,000 each, and splits a draft of 1,500,000 into one draft of 1,000,000 and one draft of 500,000.

2: Table amounts method. The system splits the selected drafts based on the amounts set up for drafts in the Hankin Hante Split Amounts table (F75J04SA).

3. Fixed Split Amount

Specify the amount of the fixed split when you use the fixed amount method to split drafts. You must enter an amount in this processing option if you set the Draft Split Method processing option in this program to *1*(Fixed amount). The system ignores this processing option if you set the Draft Split Method processing option to *2* (Table amount).

4. Maximum Number of Splits

Specify the maximum number of times that the system splits selected drafts into smaller drafts when you set the Draft Split Method processing option to *2* (Table amounts). When you set the Draft Split Method processing option to *2* and specify a maximum number of splits in this processing option, the system splits the original drafts into smaller drafts according to the draft split amounts in the Hankin Hante Split Amounts table (F75J04SA), but limits the number of times it splits the original drafts.

For example, if the F75J04SA table specifies draft split levels of 1,000,000, 3,000,000, 5,000,000, and 10,000,000, and you enter *2* for this processing option, the system splits an original draft of 19,500,000 two times, which results in three drafts (the original draft and two new drafts). In this example, the draft amounts would be 10,000,000, 5,000,000, and 4,500,000. If you did not specify a maximum number of splits in this processing option, the system would split the original draft into drafts of 10,000,000, 5,000,000, 3,000,000, 1,000,000, and 500,000.

If you leave this processing option blank and you set the Draft Split Method processing option for this program to *2* (Table amounts), the system does not limit the number of splits. The system ignores this processing option if you set the Draft Split Method processing option to *1* (Fixed amount).

Running the Stamp Tax Calculation Report

Select Japanese Localization (G75J), Stamp Tax Calculation Report - Japan.

Setting Processing Options for Stamp Tax Calculation Report - Japan (R750403)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Use this processing option to specify the mode in which the system processes the Stamp Tax calculation.

1. Mode Specify the mode in which to process the stamp tax calculation. Values are:

Blank: Proof mode

1: Final mode

Entering Bank-Assigned Draft Numbers

Access the Bank Draft Number Revision form.

Draft Number Enter the number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems.

Bank Draft Number Enter the supplier's invoice number that is used for voucher entry. Voucher entry enables only one invoice per voucher number. If multiple invoice numbers exist on a voucher, you must set them up as multiple vouchers or combine the invoices and enter them as one voucher. Depending on how you have your accounts payable constants set, the system can do one of the following:

Accept a duplicate invoice number without warning or error

Generate a warning message in which the duplicate invoice number can still be accepted

Generate an error message

Blank values are treated in the same manner as any other invoice number. Two blank invoice numbers are treated as duplicates.

To test for duplicate invoice numbers that might have been entered in error, run the Suspected Duplicate Payments report (R04601).

The duplicate invoice number validation is not run for vouchers with document type NO. These vouchers are created by the Generate Reimbursements program (R03B610).

Cleared Date Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment. Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the value date field, you can manually enter the value date here.

CHAPTER 23

Processing Manual Payments

This chapter provides an overview of the manual payment process an discusses how to:

- Enter manual payments with voucher match.
- Enter manual payments without voucher match.
- Print manual payments.
- Delete and void manual payments.
- (ARG) Enter manual payments with voucher match for Argentina.

Understanding Manual Payments

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment regardless of whether you have received the voucher. Manual payments can include payments:

- With an existing voucher
- Without an existing voucher

Depending on whether the payment is made for an existing voucher or the voucher is created at the time the payment is made, the system assigns the following document and batch types:

Payment With Existing Voucher

The following table shows payment with existing voucher types:

Voucher Document Type	PV
Table Row Heading	PR (recurring voucher)
Payment Document Type	PN
Batch Type	M

Payment Without Existing Voucher

The following table shows payment without existing voucher types:

Voucher Document Type	PM
Payment Document Type	PN
Batch Type	W

The entry programs for manual payments store voucher and payment information in the following ledger tables:

- Accounts Payable Ledger (F0411).
- Accounts Payable - Matching Document (F0413).
- Accounts Payable Matching Document Detail (F0414).
- Account Ledger (F0911).

Revising Unposted Manual Payments

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot then change the voucher the payment was applied to so that it pays 1002 PV. You can, however, delete the payment and then apply the payment to a different voucher.

Important! If you change any information in the detail area other than the payment amount, you are changing the voucher, not the payment. You run the risk of the payment not posting. If you must change any information on a manual payment, you should delete the payment and start over.

Reviewing Manual Payments

If you want to review manual payments online, use the Review Payments program (P0011). If you want to review payments using a report format, print the Manual Payment Journal report (R04311). Use this report for proofing and balancing purposes. If you have a problem balancing the general ledger, the report can be a more workable format for detailed review.

Approving and Posting Manual Payments

If your business requires management approval before posting, after you enter manual payments, you review and approve them. Once you have approved the payments, you post them to the general ledger, using the General Ledger Post program (R09801).

When you post manual payments, the system creates payment disbursement entries and offset entries in the Account Ledger table (F0911) for the payable account. Payment records are created with a document type of PN. The system typically creates journal entries that debit the AP trade account that was originally credited when the voucher was entered.

Note. When manual payments without a voucher match are posted, the system does not generate a gain-loss record. The system interprets this type of transaction as a voucher and check combination.

(ITA) Entering Manual Payments

When you record a payment, the system determines whether the supplier is subject to withholding tax, based on the information that you set up for the supplier. If the supplier is subject to the tax, the system displays the voucher information and updates the Discount Taken field with the withholding tax amount.

The Discount Taken field should be blank at the time that you record the payment. If the Discount Available field contains an amount, the system replaces this amount with the withholding tax amount that is calculated at payment entry time.

Important! Italian companies that manage withholding tax within the PeopleSoft EnterpriseOne system are not able to apply discounts on the invoice.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Posting Financial Transactions"

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Batch Approval and Post Security"

Appendix D, "PeopleSoft EnterpriseOne Accounts Payable Reports," R04311 - Manual Payment Journal Report, page 671

Entering Manual Payments with Voucher Match

This section provides an overview of entering manual payments with voucher match and discusses how to:

- Set processing options for the Payment With Voucher Match program.
- Enter a manual payment with voucher match.

Understanding Manual Payments with Voucher Match

To create a manual payment for one or more vouchers that you have already entered, you enter a manual payment with voucher match. You choose whether to print the payment. If you do not print it, you must prepare the payment manually.

The system reserves the records (payment numbers) needed for the manual payments, creates a payment record, updates the pay status of the voucher, and reduces the open amount of the voucher. The Print Payment check box on the Manual Payment Entry form determines if the payment is printed. The processing options on the Print tab, allow the user to specify certain print characteristics such as payment instrument and print program version number.

For greater efficiency when you enter a manual payment, you can set a processing option so that the system calculates the total amount of the pay items that you select for payment. After you select the pay items, the system deducts the full discount, if applicable, and enters the full payment amount.

Note. If the processing option is set for the system to automatically calculate the payment amount *and* you want to select an additional pay item after initially selecting a pay items, do *not*clear the Payment Amount field. Instead, choose Pay Items from the Form menu. On the Select Open Pay Items form, choose the pay item and click Select. On the Manual Payment Entry form, the system recalculates the payment amount to include the pay item that you just added.

If the processing option is set for you to enter the payment amount manually and you want to select an additional pay item, clear the Payment Amount field. Choose Pay Items from the Form menu. On the Select Open Pay Items form, choose the pay item and click Select. On the Manual Payment Entry form, enter the new payment amount.

Important! If you override the payment amount, the processing option is overridden. The payment amount is not recalculated again. You must enter any further changes manually.

Alternatively, you can manually enter the payment amount. You can pay the whole amount of a voucher or pay a partial amount. If you want to enter the payment amount manually, be sure to enter the amount in the header area before moving your cursor to the detail area. Then the system will calculate the amount to pay on each voucher that you select.

Using the Select Open Pay Items Form

Use the Select Open Pay Items form to select the vouchers you want to pay with a manual payment. The following guidelines apply when using the form:

- When you select voucher pay items to be paid by the manual payment, press and hold the Control key while clicking each one individually if you want to choose pay items that do not appear in succession on this form.
- The Select Open Pay Items form provides a Summarized option. If you select this option, the system displays payments by document number. You cannot combine summarized and unsummarized pay items on a single manual payment. They must be on separate payments.
- Once you select pay items and click Select, the system changes the voucher pay status to *Z*. This prevents it from being selected for payment again.

Forms Used to Enter Manual Payments With Voucher Match

Form Name	Form ID	Navigation	Usage
Work With Payments	W0413MB	Manual Payment Processing (G0412), Payment With Voucher Match.	Enter the default value for the supplier number for manual payment, and locate existing manual payments to review or delete.
Manual Payment Entry	W0413MA	Click Add on the Work With Payments form.	Enter payment information.
Select Open Pay Items	W0413ME	On the Manual Payment Entry form, select Pay Items from the Form menu.	Select voucher pay items to be paid by the manual payment.

Setting Processing Options for Payment With Voucher Match (P0413M)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults Tab

These processing options specify the default settings for viewing modes and the way certain numbers must be entered in specified fields.

1. Mode to View Open Pay Items

Specify the mode in which you want to view open pay items on the Select Open Pay Items form. Values are:

Blank: View open pay items in detail mode. The system displays each pay item.

1: View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters * in each field in the Pay Item column that contains more than one pay item for a voucher. You can deselect the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

Note. This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

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2. Assign Payment Numbers

Specify how you want the next payment number assigned. Values are:

Blank: Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

1: Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

3. Enter Payment Amount

Specify how you want to enter the payment amount. Values are:

Blank: Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

1: Allow the system to calculate the payment amount from the pay items you select.

Note. If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

Display Tab

This processing option specifies whether to display the Value Date field on the Manual Payment Entry form.

1. Display Value Date Field

Specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment. Values are:

Blank: Do not display the Value Date field.

1: Display the Value Date field.

Processing Tab

These processing options specify variables that are available during processing, such as:

- Whether to allow draft processing.
- What type of error message appears.
- Whether to allow negative payment processing.
- Whether to allow deletion of a certain kind of payment.

1. Display Draft Entry Option

Specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies. Values are:

Blank: Do not display the Draft Entry option.

1: Display the Draft Entry option.

Note. If you choose the Draft Entry option, the payment type changes from PN to P1.

2. Duplicate Number Error Message

Specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account. Values are:

Blank: Issue an error message.

1: Issue a warning message.

3. Allow Negative Payments

Specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts. Values are:

Blank: Do not allow negative payments.

1: Allow negative payments.

4. Delete Unposted Automatic Payments

Specify whether you want the system to allow the deletion of unposted automatic payments. Values are:

Blank: Do not allow unposted automatic payments to be deleted. These payments can be voided.

1: Allow unposted automatic payments to be deleted.

Note. If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

5. Delete Unposted Manual Payments

Specify whether you want to allow the system to delete unposted manual payments. Values are:

Blank: Do not allow unposted manual payments to be deleted. These payments can still be voided.

1: Allow unposted manual payments to be deleted.

Note. If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail.

Currency Tab

These processing options define variables that are available for processing payments in foreign currencies.

1. Activate Alternate Payment

Specify whether the system activates the Alternate Payment option on the Form menu. Values are:

Blank: Do not activate Alternate Payment on the Form menu.

1: Activate Alternate Payment on the Form menu. This enables you to enter alternate payments on the Alternate Currency form.

The Alternate Currency form enables you to pay a voucher in a currency other than the domestic or foreign currency of the voucher. For example, a foreign currency voucher is entered in Canadian dollars (CAD) and has a domestic currency of U.S. dollars (USD). You can pay the voucher in an alternate currency, such as euros (EUR) or any other currency other than CAD or USD.

2. Exchange Rate Date Edit

Specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants. Values are:

Blank: The system does not perform the validation; it accepts any date.

1: The system performs the validation and issues a warning message if the effective date is not within the same GL reporting period.

3. Exchange Rate Tolerance Limit

Specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

Print Tab

These processing options specify variables that are related to printing manual payments. You can specify:

- A payment instrument
- A version number of the print program (P04572).
- The status of the Print Payment option on the Manual Payment Entry form.

1. Payment Instrument

Specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the

Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value in the F0417 table.

2. Print Program Version Number

Specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

3. Retain Print Field Value

Specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it. Values are:

Blank: Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form while in the same batch.

1: Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value for as long as you are in the same batch.

Voids Tab

This processing option specifies how the system will respond when someone attempts to void certain types of vouchers.

1. Vouchers with Purchase Orders

Specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M). Values are:

Blank: Allow the voiding of vouchers with purchase orders, and issue no message.

1: Issue a warning message.

2: Issue an error message.

Note. If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

Inquiry Tab

This processing option specifies whether to prevent someone from making changes to existing records when payments are being reviewed. This does not affect payment entry.

1. Deactivate OK and Delete

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412). Values are:

Blank: Do not deactivate the OK and Delete options during review.

1: Deactivate the OK and Delete options during review.

Note. Entering *1* in this processing option does not deactivate the OK and Delete options during initial payment entry.

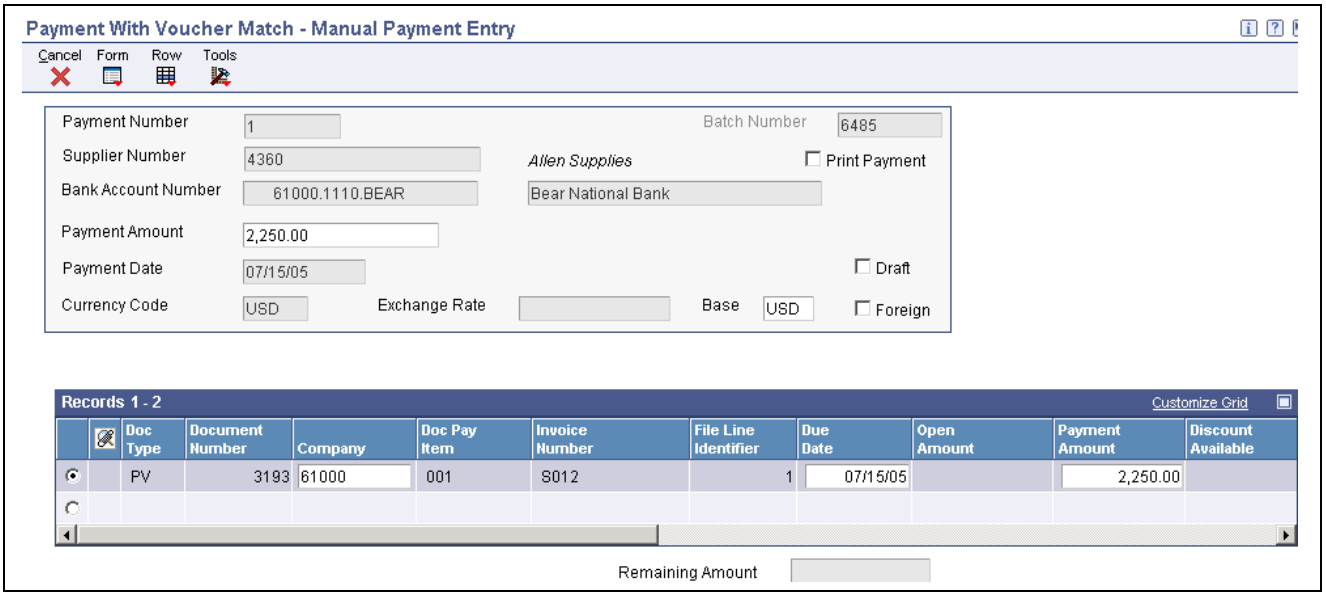
Netting Tab

Although processing options are set at implementation, you can change the options prior to running the program.

1. Netting Program Version Number Specify the version number of the netting program to use. If this processing option is left blank, the system uses version ZJDE0001.

Entering Manual Payments With Voucher Match

Access the Manual Payment Entry form.



Manual Payment Entry form

Payment Number Enter the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

It is possible to have duplicate payment numbers for different suppliers. The combination of the following much be unique:

- Payment number
- Supplier number
- Bank account number

You can set a processing option to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.

Value Date Enter the date that the payment amount was debited or credited to the bank account. The value date is not the date the bank reconciled the payment.

Automatic payments populate this field automatically. If you are making manual payments and have set a processing option to display the value date field, you can manually enter the value date here.

Payment Amount Enter the amount of the payment.

If you leave this field blank and set the appropriate processing option, the system adds the pay items you select on the Select Open Pay Items form and enters the full payment amount (deducting any full discount) for you.

Entering Manual Payments Without Existing Vouchers

This section provides an overview of entering manual payments without existing vouchers, lists a prerequisite, and discusses how to enter manual payments without existing vouchers.

Understanding Manual Payments without Existing Vouchers

To create a manual payment without an existing voucher, enter a manual payment without voucher match. You might do this at the time you place an order or take delivery on product. You can enter multiple pay items for several supplier invoices; however, you must use the same invoice number for all pay items.

The system creates a voucher and a payment, both in a W type batch. It assigns the document company to match that of the voucher, and the payment document number is either manually assigned or comes from Next Numbers.

You can manually produce the payment or have the system print the payment for you. If you have the system print the payment for you, you must do so prior to posting.

If you cancel out of the payment record before the voucher GL distribution form has appeared, you will receive a warning on the Enter Voucher - Payment Information form that a W type batch must have both a voucher and a payment record that pays that voucher. If you click cancel again after receiving the warning, you will be returned to the Supplier Ledger Inquiry form. Neither a voucher record nor a payment record will be created.

You can enter a manual payment without voucher match using the standard or speed method. The standard method uses the Standard Voucher Entry program (P0411), and the speed method uses Speed Voucher Entry (P0411SV).

Several restrictions apply to entering manual payments with the speed method. You cannot:

- Change, delete, or void manual payments.
- Enter multiple pay items or multiple supplier invoices.
- Create or use model journal entries.
- Override the G/L bank account.

The processing options for the Payment Without Voucher Match program and the Speed Payment Entry program are the same as the Standard Voucher Entry (P0411) and Speed Voucher Entry programs (P0411SV), respectively.

Prerequisite

Set the appropriate processing option under the Manual Payments tab for Payment Without Voucher Match and the Payments Tab for Speed Payment Entry to create manual payments. Otherwise, the system will create only a voucher record. No payment record will be created.

See Chapter 13, "Processing Accounts Payable Vouchers," Setting Processing Options for Standard Voucher Entry (P0411), page 284.

See Chapter 13, "Processing Accounts Payable Vouchers," Setting Processing Options for Speed Voucher Entry (P0411SV) , page 299.

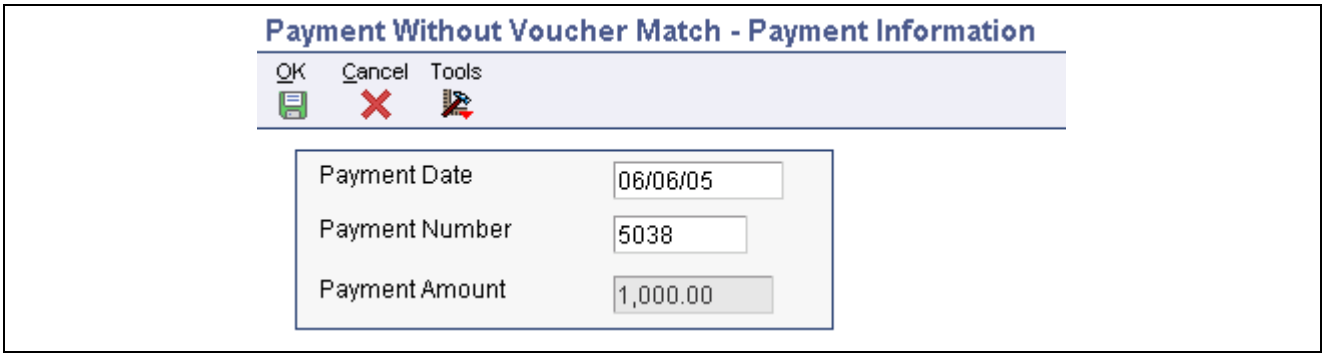
Forms Used to Enter Manual Payments Without Voucher Match

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Manual Payment Processing (G0412), Payment Without Voucher Match.	Review existing vouchers to verify that voucher has not yet been created.
Enter Voucher - Payment Information	W0411A	Click Add on the Supplier Ledger Inquiry form.	Enter voucher information.
Payment Information	W0411D	Click OK on the Enter Voucher - Payment Information form.	Enter payment number and date.
G/L Distribution	W0411K	Click OK on the Payment Information form.	Enter G/L distribution information for voucher.
Speed Voucher Entry	W0411SVA	Manual Payment Processing (G0412), Speed Payment Entry.	Enter a manual payment without voucher match using the speed method.

Entering Manual Payments Without Voucher Match

Access Supplier Ledger Inquiry.

The following form appears after you enter voucher information and click OK.



Payment Information form

Invoice Date Enter the date of the supplier's invoice to you.

The default date for a voucher is the G/L date.

Remark Enter a remark that the system can print this information on the check stub

Payee Number Enter the address book number of the recipient of the payment.

Payment Date Enter thee date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Payment Number Enter the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

It is possible to have duplicate payment numbers for different suppliers. The combination of the following much be unique:

- Payment number
- Supplier number
- Bank account number

If you set a processing option, the default value for this field is the bank account's next payment number from the Bank Transit Master table (F0030).

Printing Manual Payments

This section provides an overview of printing manual payments and discusses how to print a manual payment.

Understanding How to Print Manual Payments

You typically print manual payments at the time you enter them. However, you can print them at any time, provided you have not yet posted the payments. You can print manual payments either from the Payment Without Voucher Match program (P0411) or from the Payment With Voucher Match program (P0413M).

When you click the option to print a manual payment, the system runs the following reports, in sequential order:

1. Create Manual Payment Control Group report (R04570M).
2. A/P Auto Payments - Print Driver (R04571).
3. Print Automatic Payments - Standard Format report (R04572).

If the bank account associated with the manual payments is set to print attachments, the system also runs the A/P Check Processing - Special Check Attachment report (R04573).

If any payments result in debit memos, the system also runs the Print A/P Payments Debit Statements report (R04574).

You can determine which version of the print program the system runs by using the Print Program Version Number processing option for the Payment With Voucher Match program. The print program version is determined in this manner regardless of whether you are printing payments from Payments With Voucher Match or Payments Without Voucher Match.

Forms Used to Print Manual Payments

Form Name	Form ID	Navigation	Usage
Work With Payments	W0413MB	Manual Payment Processing (G0412), Payment With Voucher Match.	Locate and select a payment to print.
Manual Payment Entry	W0413MA	Click Select on the Work With Payments form.	Click the option to print the payment.
Supplier Ledger Inquiry	W0411	Manual Payment Processing (G0412), Payment Without Voucher Match.	Locate and select a payment to print.
Work With Pay Item History	W0414A	On the Supplier Ledger Inquiry form, select Payment History.	Select the payment to print.
Manual Payment Entry	W0413MA	On the Work With Pay Item History form, select Payments from the Row menu.	Click the option to print the payment.

Printing a Manual Payment

Access the Work With Payments or the Supplier Ledger Inquiry form.

Deleting and Voiding Manual Payments

This section provides an overview of deleting and voiding manual payments and discusses how to delete and void manual payments.

Understanding How to Delete and Void Manual Payments

Use the Void Payment Entry program (P0413M) if you need to remove a manual payment with voucher match or a manual payment without voucher match from the system. To remove a payment from the system, you can either void or delete the payment. Voiding a payment provides an audit trail for you, while deleting a payment does not.

If the manual payment is posted, you can only void the payment. When you void the posted manual payment, the system does the following:

- Reopens the payment batch by changing the batch status back to approved so that you can post the reversing entries.
- Reopens the vouchers associated with the payment by changing the pay status back to A and populating the open amount field with the original open amount.

If the manual payment is unposted, you can either void or delete the payment. However, if you prefer to have an audit trail of all manual payments, you can prohibit the deletion of unposted payments by using the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program (P0413M). If you enter 1 for this processing option, the system enables you to delete unposted payments. If you leave this processing option blank, the system generates an error if you attempt to delete an unposted manual payment.

If you void an unposted manual payment, the system does the following:

- Creates both the entries for the payment and the reversing entries for the void when you post the payment
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount.

If you delete an unposted manual payment, the system does the following:

- Deletes the payment records from the system completely.
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount.

Voiding the Vouchers Associated with the Payment

If you choose to void a manual payment, you can void the associated vouchers at the same time. When you choose to void the associated vouchers, the following guidelines apply:

- If both the payment and the vouchers are unposted, the system voids the payment but deletes the voucher.
- If the payment is posted but the vouchers are unposted, the system voids the payment and generates the following error: *At least one voucher could not be voided when you attempt to void the voucher*. This error prevents you from deleting the vouchers that were associated with the voided payment and from having an audit trail for a payment but no associated vouchers.
- If the payment is unposted but the voucher is posted, the system voids the payment and voids the voucher.

Note. If you choose to delete an unposted payment, you cannot void the vouchers at the same time. You must go back and void the vouchers at another time.

Using the Payment Without Match Program to Void Manual Payments

In addition to using the Void Payment Entry program (P0413M), you can also use the Payment Without Voucher Match program (P0411) to void a manual payment without voucher match.

When you void a payment using the Payment Without Voucher Match program, the option to void the vouchers at the same time is always selected.

The posted status of the payment and vouchers is always the same for a payment without voucher match because the vouchers belong to the same batch.

If the payment and vouchers are unposted, the system:

- Voids the payment and creates reversing entries for the void when you post.
- Reopens the vouchers associated with the payment by changing the pay status back to A and completing the open amount field with the original open amount.

Note. If the Delete Unposted Manual Payments processing option for the Payment With Voucher Match program is set to blank, the system deletes both the voucher and the payment.

If the payment and vouchers are posted, the system:

- Voids the payment and creates reversing entries for the void when you post.
- Voids the vouchers and creates the reversing entries for the void when you post.

Prerequisite

If you want to delete unposted manual payments, using either Payment With Voucher Match (P0413M) or Payment Without Voucher Match (P0411), verify that the Delete Unposted Manual Payments processing option on the Processing tab of P0413M is set to allow payments to be deleted.

Forms Used to Delete and Void Manual Payments

Form Name	Form ID	Navigation	Usage
Work With Payments	W0413MB	Manual Payment Processing (G0412), Void Payment Entry.	Locate and select the payment to be voided. You can also delete a payment from this form.
Void Payment	W0413VA	On the Work With Payments form, select Void Pymt from the Row menu.	Void a payment and, if necessary, void vouchers associated with the payment. You can also change the Void G/L Date, as the system uses the G/L date of the payment as the default date.
Payment Void Confirmation	W0413VB	click OK on the Void Payment form.	Confirm that you want to void the payment.
Work With Payments	W0413MB	Manual Payment Processing (G0412), Payment Without Voucher Match, select Payments Inquiry from the Form menu.	Locate and select the payment to be voided.
Void Payment	W0413VA	On the Work With Payments form, select Void Pymt from the Row menu.	Void a payment and, if necessary, void vouchers associated with the payment.

Voiding Manual Payments

Access the Work With Payments form.

Void G/L Date Enter the date that specifies the financial period to which the voided transaction is to be posted. Financial periods are set up in the Company Constants table (F0010).

The system uses the G/L date for the payment as the default value for the Void G/L date. If the payment was issued in a prior period, you might need to change the Void G/L date to avoid having to reopen a prior period.

Void Voucher(s) Select this option to void associated vouchers.

(ARG) Entering Manual Payments with Voucher Match for Argentina

This section provides an overview of the process for entering manual payments for Argentina and lists forms for entering manual payments for Argentina.

Understanding the Process for Entering Manual Payments with Voucher Match for Argentina

In addition to the process described previously, entering manual payments with voucher match involves the additional step of entering withholding information.

After you enter the manual payment information and select pay items, the system provides you with the Withholding Registration information form. Use this form to enter the following amounts:

- VAT Withholding
- G.I. Source Withholding
- G.I. Destination Withholding
- Profit Withholding
- Contract Withholding
- S.U.S.S. Withholding

Note. When you enter the manual payment amount, include the withholding amounts. When you enter the withholding amounts, enter them as negative amounts.

Considerations for Manual Payments with Voucher Match for Withholdings for Cleaning Services

When you generate manual payments with voucher match, enter the withholding amount and concept on the Work with Manual Payments, Withholding Registration form. Enter the withholding amount and concept for either eventual services or cleaning services, but not both. Manual payments accept only one withholding at a time.

The withholding concept and amount that you specify should be the same as the withholding concept and amount which is specified for the vouchers because they are used in the withholding calculation when you print the certificate.

Enter withholding information for cleaning services on the Work with Manual Payments, Withholding Registration form as shown in the following example:

	Concept	Amount
S.U.S.S.Withholding	LIM	600.00-

Enter withholding information for eventual personnel services on the Work with Manual Payments, Withholding Registration form as shown in the following example:

	Concept	Amount	State
G.I. Concept Source	NA	NA	04
S.U.S.S.Withholding	DEF	500.00-	NA

If you do not specify a G.I. Concept Source State, the system uses the one from the paid voucher.

When you generate the payments, the system creates the Cleaning Withholding Certificate and the Eventuals Withholding Certificate.

After you generate manual payments, you can reprint the certificates using the S.U.S.S. WH Certificate program (R7604541A). You must create one version of this program to reprint Eventuals Withholding Certificates (document type $A) and another version to reprint Cleaning withholding Certificates (document type $L).

Considerations for Approving and Posting Manual Payments and Withholdings for Argentina

All withholdings that are generated for a payment have the same batch number. The withholding concept that is entered in the manual payment must be the same as the concept of the paid voucher. If the payment has a withholding concept and is made for several vouchers, the vouchers must each have the same concept.

When you post manual payments, the system typically debits a liability account (the same account that was charged during the voucher entry) and charges the control accounts of the different tax withholdings; the difference is charged to a bank account.

When you post withholdings, the system debits the control accounts for withholdings (charged when the payment was posted) and charges the withholding accounts.

Manual payment with voucher match information specific to Argentina is stored in the following tables:

Table	Stored Information
Accounts Payable Ledger (F0411)	Includes a record for each payment withholding.
A/P Ledger Tag Table - ARG - 04 (F760411A)	Includes a record for each tax withholding and its corresponding concept.
Profit Withholding - Payments Done - ARG - 04 (F760406A)	The accrued payments table that is used for future profit withholding calculations. Accruals are on a monthly basis.
Profit Withholding - Payments Done - RG 830 - ARG - 0 - 04 (F76A8070)	The accrued payments table that is used to calculate copyright profit withholdings. Accruals are on an annual basis.
Accounts Payable Matching Document Detail (F0414)	Includes detail records of paid vouchers, discounts, differences in exchange rates, and withholdings.
Accounts Payable - Matching Document (F0413)	Includes the total amount of the payment (vouchers less discounts, withholdings, and so on).
A/P Payment Detail Tag Table - ARG - 04 (F760414A)	Includes a record for each voucher and withholdings with their corresponding concept.

Forms Used to Enter Manual Payments with Voucher Match in Argentina

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Manual Payment Processing (G0412), Payment Without Voucher Match.	Review existing vouchers to verify that voucher has not yet been created.
Enter Voucher - Payment Information	W0411A	Click Add on the Supplier Ledger Inquiry form.	Enter voucher information.
Payment Information	W0411D	Click OK on the Enter Voucher - Payment Information form.	Enter payment number and date.

CHAPTER 24

Using Positive Pay

This chapter provides an overview of the positive pay process, lists prerequisites, and discusses how to:

- Generate the positive pay text file.
- Copy positive pay text files.

Understanding Positive Pay

Technology has increasingly facilitated the ability of criminals to create counterfeit checks and false identification that can be used to engage in fraudulent check activities. As a result, companies must adopt practices to protect against check fraud. Positive pay can provide this protection for companies by allowing them to create a file of check information that their banking institutions can use when determining whether to issue payment for checks.

When you use positive pay, you create a file for your bank that includes information for each check that you printed during the day, such as check number, date, amount, and account number. The bank compares the information on the checks that they receive with the information in this file, and if the information for any of the checks does not match the file, the system does not pay the checks.

You run the Generate Positive Pay Text File program (R04586) to create the text file that you send to the bank. After you run this program, you use the Text File Processor program (P007101) to copy the text file to a specified location on your PC. After the text file has been copied to your PC, you can save it in the format required by the bank.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have updated all payment groups.
- Verify that you have entered all manual payments.
- Verify that you have voided all necessary payments.
- Verify that you have entered a bank account number and a transit number for each bank account for which you want to use positive pay.

Generating the Positive Pay Text File

This section provides an overview of generating the positive pay text file and discusses how to:

- Run the Generate Positive Pay Text File program.
- Set processing options for Generate Positive Pay Text File program.

Understanding the Generate Positive Pay Text File Program

At the end of each day, run the Generate Positive Pay Text File program (R04586) to create the positive pay text file to submit to your bank. When you run this program, the system selects payment records from the Accounts Payable - Matching Document table (F0413) and populates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) with information from these payment records.

When selecting records from the F0413 table, the system selects only records that meet the following criteria:

- The payment date is prior to or equal to the date specified for the Through Date processing option for the Generate Positive Pay Text File program
- The value in the Positive Pay Flag field (GFL7) is blank (for payments that have not been voided).

  The system includes the payment in the text file and updates the Positive Pay Flag field to a value of *1*. The payment is not included the next time you run the program.
- The value in the Positive Pay Flag field is either *1* or blank (for payments that have been voided).
- A value of *1* in the Positive Pay Flag field of a voided payment indicates that the payment was voided after being included in a positive pay text file.
- A blank value in the Positive Pay Flag field of a voided payment indicates that the payment was voided before ever being included in a positive pay text file.

  The system includes the payment in the text file as a void and updates the Positive Pay Flag field to a value of *2*. The payment is not included the next time you run the program.

The system creates one header record in the F007101 table for each bank's positive pay text file and includes the following information:

- Record type code

  This code indicates whether the record is a header, detail, or trailer record. A value of *1* indicates that the record is a header record, a value of *2* indicates that it is a detail record, and a value of *3* indicates that it is a trailer record.
- Bank transit/routing number
- Company name

  The system uses the value specified in the Company Name processing option for the Generate Positive Pay Text File program.
- Creation date
- Creation time

The system creates one detail record in the F007111 table for each payment in a positive pay text file and includes the following information for each payment:

- Record type code
- Bank account number

- Check number
- Payee name

  The system uses the value specified for the Payee Name processing option for the Generate Positive Pay Text File program.
- Check amount
- Currency code
- Check date
- Void date
- Status

The system also prints a report listing the information that was created in the F007101 and F007111 tables. Because this report contains headings for each column on the report, you can use it as a key when reviewing the data in the positive pay text file.

After running the Generate Positive Pay Text File program, use the Text File Processor program (P007101) to copy your text file to a specified location on your PC so that you can save the text file in the format required by the bank and then submit the file to the bank.

Running the Generate Positive Pay Text File

Select Automatic Payment Processing (G0413), Generate Positive Pay Text File.

Select Manual Payment Processing (G0412), Generate Positive Pay Text File.

Setting Processing Options for Generate Positive Pay Text File (R04586)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Through Date Specify the through date for positive pay processing. The system processes all payments dated through this date that have not been previously included in a Positive Pay file. If you leave this processing option blank, the system uses today's date.

2. Company Name Specify the name that is used as the company name in the Positive Pay text file. Values are:

Blank: Use the name for the company specified in the Company Constants table (F0010).

1: Use the value specified in the Alpha Name field in the address book record for the company.

2: Use the value specified in the Mailing Name field in the address book record for the company.

3. Payee Name Specify the name that is used as the payee name in the Positive Pay text file. Values are:

Blank: Use the value specified in the Alpha Name field in the address book record for the payee.

1: Use the value specified in the Mailing Name field in the address book record for the payee.

Copying Positive Pay Text Files

This section provides an overview of copying positive pay text files.

Understanding the Text File Processor Program

After you run the Generate Positive Pay Text File program (R04586) to create your text file, you copy the text file to a specified location on your PC. When copying the text file, you must specify a file name and path and whether you want the system to append the text file to an existing one or to replace it.

After the text file has been copied to your PC, you can save it in the format that the bank requires and then transmit the text file to the bank.

Access the Text File Processor program from the Automatic Payments Processing (G0413) menu or the Manual Payments Processing (G0412) menu.

See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, “Working With the Text File Processor”.

CHAPTER 25

Processing Withholding Taxes

This chapter discusses how to:

- (ARG) Correct withholdings.
- (ARG) Reprint certificates.
- (ARG) Run the profit accrual integrity test.
- (JPN) Revising withholding information.
- (ITA) Processing withholding tax.

(ARG) Correcting Withholdings

Withholding taxes for Argentina are calculated during the automatic payment process. This section provides an overview of correcting the withholdings that were calculated and discusses how to:

- Enter a correction.
- Associate a correction with an original withholding.

Understanding Withholding Corrections

You can adjust faulty tax withholding calculations that result from problems with the setup.

You can correct gross income, VAT, profit, eventuals, and contract withholdings.

Forms Used to Correct Withholdings

Form Name	Form ID	Navigation	Usage
Enter Voucher - Payment Information	W0411A	Supplier & Voucher Entry (G0411), Standard Voucher Entry Click Add on the Supplier Ledger Inquiry form.	Enter voucher information for the correction.
G/L Distribution	W0411K	Click OK on the Enter Voucher - Payment Information form.	Enter the withholding amount to be deposited.
Voucher Additional Information - Revision	W760411AD	Click OK on the G/L Distribution form.	Enter additional information for the correction. On the General Tab, complete the following fields: AFIP Transaction Document Type Invoice Group Voucher Pages On the Withholdings tab, enter the withholding concept that is needed to report correctly in SI.CO.RE, specifying No Withholdings in all other withholding code fields.
Rectification	W760411AD	Additional Features - Set up (G76A116), F0411 Tag File Maintenance - A On the Work With Voucher Additional Information form, select Rectification from the Row menu.	Enter the document number and suffix from the original voucher.

Entering a Correction

Access the Voucher Additional Information - Revision form.

Tax Ex(tax explanation) Enter a code from UDC 00/EX that controls the algorithm that the system uses to calculate tax and G/L distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

Tax Rate/Area Enter the code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the F4008 table. The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and G/L distribution amounts when you create an invoice or voucher.

	Enter a tax explanation code of *E* and the tax area for non-taxable concepts.
AFIP Transaction Document Type	Enter the legal document type given by DGI for documents.
Voucher Pages	Specify the number of pages allowed for the voucher.

Associating a Correction with an Original Withholding

Access the Rectification form.

(ARG) Reprinting Certificates

This section provides an overview of reprinting certificates and discusses how to:

- Run the appropriate WH Certificate program.
- Set data selection for the WH Certificate program.
- Set Processing Options for VAT WH Certificate (R7604521A).

Understanding Certificate Reprinting

You can use any of the following programs to reprint certificates:

- Gross Income WH Certificate (R76A04511A).
- VAT WH Certificate (R7604521A).
- Profit WH Certificate (R7604531A).
- S.U.S.S. WH Certificate (R7604541A).
- Contract WH Certificate (R7604851A).

The following programs have a processing option that enables you to specify the issue place that the program will use to obtain the next numbers for the VAT and profit withholdings:

- VAT WH Certificate (R7604521A)
- Profit WH Certificate (R7604531A)

For withholdings that do not have a legal number (such as manual payment with voucher match withholdings), you must use this processing option to specify the issue place to use to generate legal numbers.

If you specify an issue place that has not been properly set up in the Certificate Next Number RG 738 (A/P) program (P76A8080) or leave the processing option blank, the legal number is not generated.

Running the WH Certificate Report

Select Monthly Reports (G76A121). Choose one of the WH Certificate reports:

- Gross Income WH Certificate.
- VAT WH Certificate.
- Profit WH Certificate.

- S.U.S.S. WH Certificate.
- Contract WH Certificate.

Setting Data Selection for the WH Certificate Report

Specify the document type that corresponds to the withholding type in the data selection.

The following example shows a possible data selection for a VAT WH Certificate:

Operator	Left Operand	Comparison	Right Operand
Where	BC Document Type - Matching (F0414)	is not equal to	"PO"
And	BC Document Type - Matching (F0414)	is not equal to	"PG"
And	BC Document Type (F0414)	is equal to	"$I"
And	BC Document (Voucher, Invoice, and so on.)	is equal to	"1235"

Setting Processing Options for VAT WH Certificate (R7604521A) and Profit WH Certificate (R7604531A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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RG 738/99 Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

RG 738/99 Enter the issue place for which you set up the next numbering sequence for the VAT and profit withholding certificates. If you leave this option blank, the system does not use the next numbering schemes.

(ARG) Running the Profit Accrual Integrity Test

This section provides an overview of the profit accrual integrity test and discusses how to:

- Run Profit Accumulate Integrity Test-Step I.

- Set data selection for Profit Accumulate Integrity Test-Step I.
- Set processing options for Profit Accumulate Integrity Test-Step I.
- Run Profit Accumulate Integrity Test-Step II.
- Set processing options for Profit Accumulate Integrity Test-Step II.

Understanding the Profit Accrual Integrity Test

To calculate the amount to be withheld, the company that makes the payment must add the taxable base amounts that correspond to the amount that is paid to that supplier during that month, subtract the minimum, and then calculate the appropriate percentage.

The system records profit accruals in the Profit Withholding - Payments Done - ARG - 04 table (F760406A). Each time that you calculate profit withholdings, the system accesses this table by using the company, supplier, concept, and payment month to obtain the sum of the previous payments' taxable base amounts and withholdings. Once you have calculated and generated the withholdings, the system updates the table, adding the amount withheld to the sum of withholdings for the month (AG1 field) and the payment's taxable base amount to the sum of taxable base amounts for the month (ATXA field).

Performing Step I of the Profit Accrual Integrity Test

The Profit Accumulate Integrity Test-Step I report (R760455A) calculates the sum of all of the payments that are made in a given period of time from the Accounts Payable Ledger table (F0411) and the Accounts Payable Matching Document Detail table (F0414), and verifies that the accrual of profit withholdings matches the total withheld for each supplier in the Profit Withholding - Payments Done - ARG - 04 table (F760406A). The program produces a printed report if a difference exists.

You use the processing options to specify whether the system updates table F760406A.

The program selects data based on the supplier's current account.

Performing Step II of the Profit Accrual Integrity Test

The report (R760456A) verifies that the total amount withheld for each provider set up in the Profit Withholding - Payments Done - ARG - 04 table (F760406A) matches at least one payment made in a given period of time. It verifies that the data is consistent.

You use the processing options to specify whether the system purges all of the records from table F760406A. If you leave the processing option blank, the table is not purged; and records with errors are not deleted.

The Profit Accumulate Integrity Test-Step II program produces a report of records that have errors.

Running the Profit Accumulate Integrity Test-Step I Report

Select Additional Features - Set up (G76A116), Profit Accumulate Integrity Test-Step I.

Setting Data Selection for Profit Accumulate Integrity Test-Step I

The data selection for the version created must include, at a minimum, the date range in which payment was made (RMVLDT).

You can add to or modify the data selection.

Setting Processing Options for Profit Accumulate Integrity Test-Step I (R760455A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Update Enter *1* to update records in the F7604 table.

Running the Profit Accumulate Integrity Test-Step II Report

Select Additional Features - Set up (G76A116), Profit Accumulate Integrity Test-Step II.

Setting Processing Options for Profit Accumulate Integrity Test-Step II (R760456A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Purge Enter *1* to delete record from the F760406A table.

(JPN) Processing Withholding

This section provides an overview of revising withholding information for Japan and discusses how to enter revisions to withholdings.

Understanding Withholding Revisions

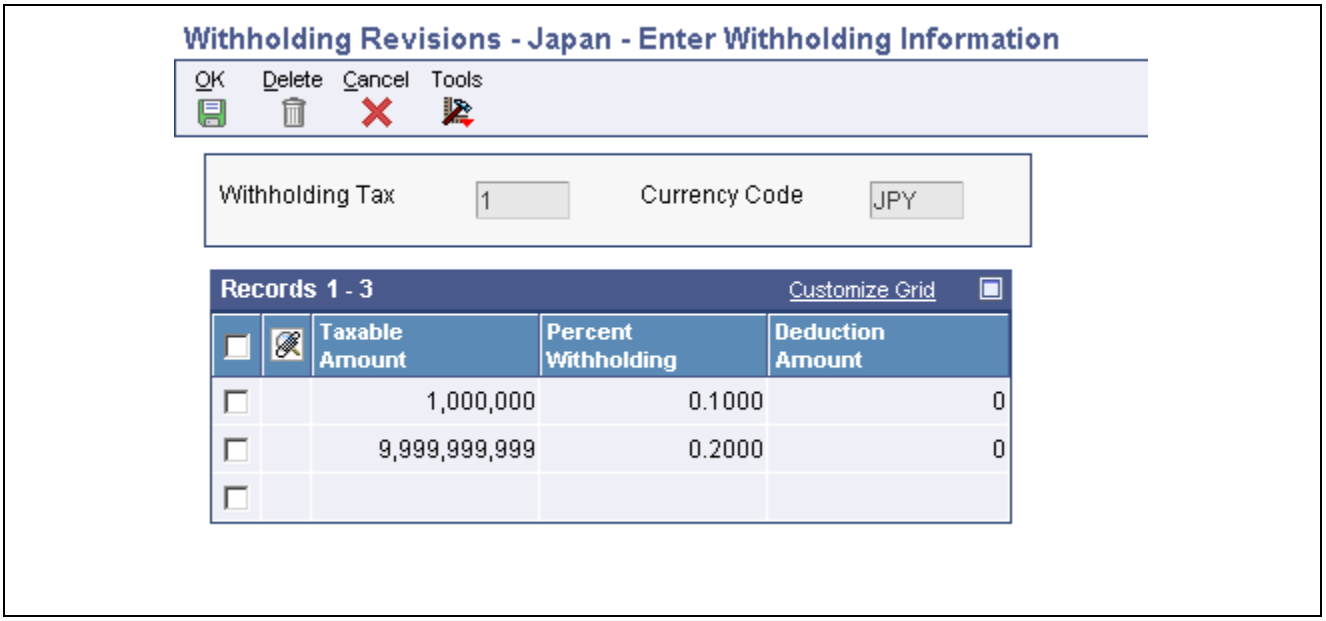
You might need to add, delete, or revise the Japanese withholding information. The Withholding Revisions - Japan program (P75014) enables you to maintain your withholding information.

Form Used to Revise Withholding Information

Form Name	Form ID	Navigation	Usage
Enter Withholding Information	W75014A	Japanese Localization (G75J), Withholding Revisions - Japan On the Withholding Inquiry form, click Add, Delete, or Select.	Revise or add withholding information.

Revising Withholding Information

Access the Enter Withholding Information form.



Enter Withholding Information form

Withholding Tax Enter the tax category code that determines the withholding tax amount charged on professional services.

Currency Code Enter the code that identifies the currency of a transaction.

Taxable Amount Enter the amount on which taxes are assessed.

Percent Withholding Enter thee rate of withholding tax retained from a payment to a supplier. This number is expressed as a decimal. For example, 20 percent is expressed as .2000.

Deduction Amount Enter the amount that is deducted before calculating withholding tax on administrative professional services.

(ITA) Processing Withholding Tax

This section provides an overview of revising withholding tax and discusses how to revise withholding tax details.

Understanding Withholding Tax Revisions

You can revise the withholding tax information that the system stores in the Withholding Tax Detail - Italy table (F74411) by using the Withholding Tax Revisions program. You can also use the Withholding Tax Revisions form to review all of the withholding tax information for a specific voucher.

Important! The information that you revise by using the Withholding Tax Revisions form immediately updates table F74411. The system does not recalculate taxes and related amounts. You should revise withholding tax information only in exceptional cases, such as when you must adjust the withholding tax information manually.

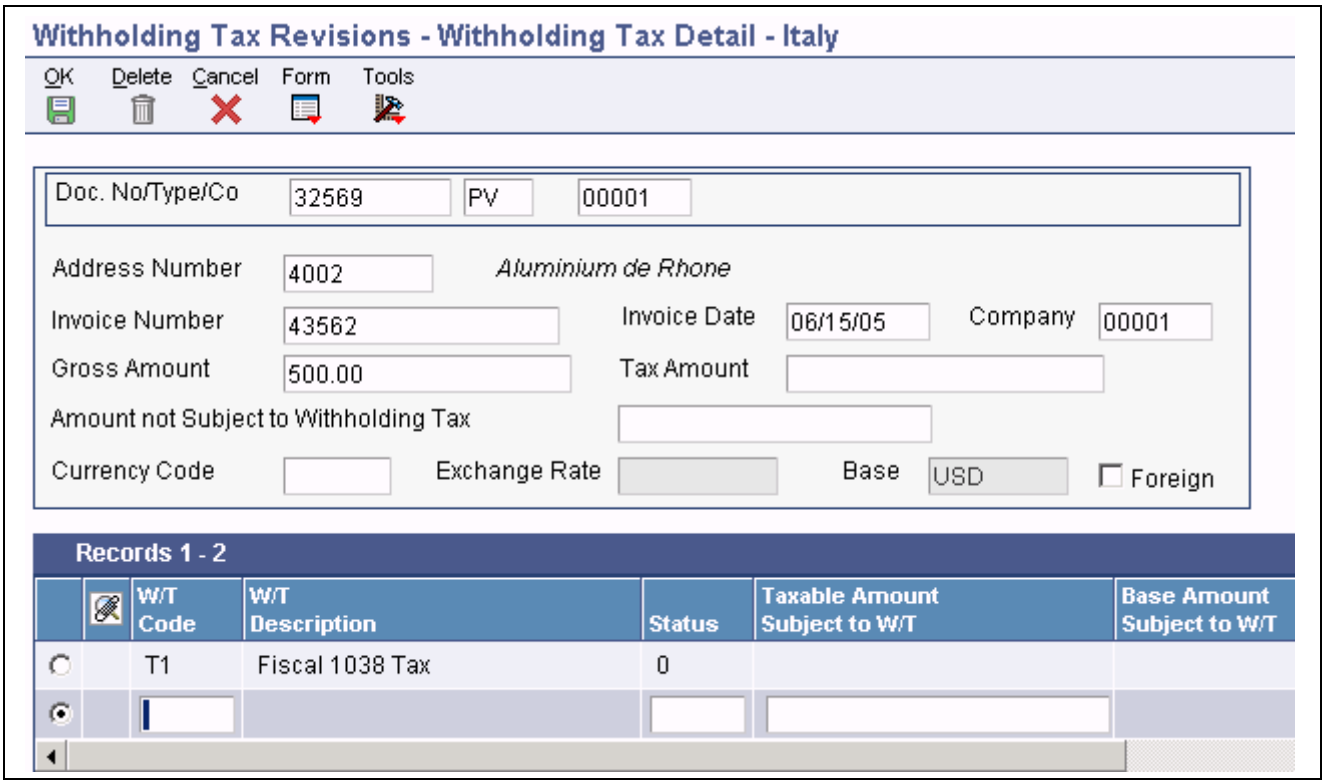
If you are implementing the Accounts Payable system for the first time, you can use the Withholding Tax Revisions form to load open withholding tax information from your previous system.

Form Used to Revise Withholding Tax

Form Name	Form ID	Navigation	Usage
Withholding Tax Detail - Italy	W740411C	Italian Tax Processing (G002131), Withholding Tax Revisions On the Work With Withholding Tax - Italy form, click Select.	Revise Withholding Information.

Revising Withholding Tax Information

Access the Withholding Tax Detail - Italy form.



Withholding Tax Detail - Italy form

W/T Code Enter the withholding tax code that defines the withholding tax rates. The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax.

Status Enter the status of the withholding tax. This value is stored in the Withholding Tax Detail - Italy table (F74411). Values are:

0: Withholding tax added during voucher entry.

1: Voucher paid to supplier (debt towards fiscal authority).

2: Withholding tax paid to fiscal authority.

9: Withholding tax cancelled.

Taxable Amount Subject to W/T Enter the taxable amount of an invoice/voucher that is subject to withholding tax.

Withholding Tax Amount Paid Enter the amount of the withholding tax paid.

Withholding Tax Foreign Amount Paid Enter the foreign withholding tax amount paid in a given currency. You can maintain this field in the Withholding Tax Codes Italy (P740405) program.

Payment Date Enter the date on which the withholding tax is paid to the government.

Government Date Enter the date the withholding tax was remitted to the fiscal authority.

Withholding Tax Payment Reference Enter the number of the payment made to the fiscal authority. This reference is entered in a processing option of the Generate Withholding Tax Payments program.

CHAPTER 26

(BRA) Processing Withholding

This chapter provides an overview of processing Brazilian withholding taxes and discusses how to:

- Update the General Ledger with PIS/PASEP (*Programa de Integração Social/Programa de Formação do Patrimônio do Servidor Público*) and COFINS (*Contribuição do Financiamento para Seguridade Social*) tax credits.
- Work with service taxes paid externally.
- Calculate withholding taxes.
- Generate a summary report for CSLL (*Contribuição Social sobre o Lucro Líquido*), COFINS, and PIS/PASEP taxes.
- Generate the text file for taxes.
- Print withholding tax reports.
- Print the INSS (Instituto Nacional do Seguro Social) withholding certificate.

Understanding Withholding Taxes

Businesses in Brazil must calculate withholding taxes for the service *notas fiscais* that they receive. These taxes are calculated on an aggregate basis for corporate entities and on a retention basis for individuals. When calculated on an aggregate basis, the tax is added to the basis of the total amount on the *nota fiscal* or voucher. The tax is remitted to the government, not to the supplier. When calculated on a retention basis, the tax is an amount that is withheld from the *nota fiscal* or voucher. In this situation, a portion of the amount that is due to the supplier (the tax) is remitted to the government instead of to the supplier. You must calculate withholding taxes before you process vouchers, and then you must post the vouchers after you calculate the taxes.

After the system calculates the taxes, you can generate reports and magnetic media to meet legal requirements. You generate a weekly collection report and an annual report that informs the federal Department of Revenue of the individuals and legal entities for which you calculated taxes.

The system calculates these withholding taxes:

Imposto de Renda (IR)	A federal income tax levied on services that are provided by individuals or legal entities
Imposto sobre Servios (ISS)	A tax that is defined by the city of origin of the job or service

Instituto Nacional do Seguro Social (INSS)	The national social security contribution
Fundo de Assisência e Previdência do Trabalhador Rural (FUNRURAL)	The withholding contribution in agricultural businesses

The applications that you use to calculate Brazilian withholding taxes gather data from the following tables:

- Accounts Payable Ledger (F0411)
- Address Book Brazilian Tag File (F76011)
- Nota Fiscal Header - Brazil (F7601B)
- Item Master Regional Information - Brazil (F76411)
- Item Branch Regional Information - Brazil (F76412)
- Tax Code (F76B0401)
- IR Progressive (F76B0402)
- Voucher Additional Information Brazil (F76B0411)
- Services Taxes Paid Externally (F76B0403)

Results of the tax calculations are stored in the following tables:

- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)
- Voucher Additional Information Brazil (F76B0411)

Updating the General Ledger with PIS/COFINS Tax Credits

This section provides an overview of updating the general ledger with PIS/COFINS tax credits using the PIS COFINS Netting Process report and discusses how to:

- Run the PIS COFINS Netting Process report.
- Set data selection for PIS COFINS Netting Process.
- Set processing options for PIS COFINS Netting Process.

Understanding the PIS COFINS Netting Process Program

You run the PIS COFINS Netting Process program (R76B9011) to update general ledger accounts with PIS/PASEP and COFINS tax amounts after you process vouchers or update sales, and before you run the Nota Fiscal Conversion program (R76B200A).

You can run the PIS COFINS Netting Process program in either proof or final mode. When you run the program in proof mode, you can review the report that the system produces to determine if any errors exist. The report contains the following information:

- Date range for the processed records.
- Whether the report is for the proof or final run of the program.

- If you set the processing options to print in detail, information about the *nota fiscal* for each record, including the number, series, document ID, and tax type.

  Additionally, the report shows whether each transaction generated a debit or credit journal entry, and the amount of the entry.

- Errors that occurred during processing.
- If you set the processing option to run the program in final mode and no errors occurred during processing, the batch number and batch type.

After you correct any errors, you can run the report in final mode to create the journal entries and the batch.

Process Flow for Final Mode

When you run the PIS COFINS Netting Process program in final mode, the system uses the following logic to write records to the Account Ledger table (F0911) for each selected, unprocessed record in the Nota Fiscal Taxes Detail - Brazil table (F76B011):

Note. The system writes entries to table F0911 only when no errors exist for the record in table F76B011. If an error exists, the system prints an error message on the report instead of writing entries to table F0911.

- Accesses the G/L Class Code Cross Reference UDC (76/GL) to determine the GL class code assigned to the branch/plant for PIS/PASEP and COFINS taxes.

  If no GL class code cross-reference exists for the branch/plant, the system uses the default GL class code. The system uses the GL class code to determine the automatic accounting instruction (AAI) to use, and uses the AAI to determine the account to credit or debit.

- If the Transaction Nature code (data item CFOP) in the Nota Fiscal Detail - Brazil table (F7611B) is greater than 500, the system uses AAI 4220 to generate a debit to the posting account and uses AAI 4240 to generate a credit to the posting account.

  Transaction Nature codes that are greater than 500 are assigned to sales transactions. The system creates a summarized journal entry record by each tax type, G/L Date, and G/L class code combination.

- If the Transaction Nature code in the Nota Fiscal Detail - Brazil table (F7611B) is less than 500, the system uses AAI 4385 to generate a debit to the posting account and uses AAI 4390 to generate a credit to the posting account.

  Transaction Nature codes that are less than 500 are assigned to procurement transactions. The system creates a summarized journal entry record by each tax type, GL date, and GL class code combination.

- Creates a single batch header and generates all records in the single batch header.

  The system prints information about the batch on the report.

- Marks the records in the F76B011 table for which journal entries are written as processed.

Reconciling the General Ledger for PIS/PASEP and COFINS Taxes

After you update the general ledger by running the PIS COFINS Netting Process program (R76B9011), you can manually reconcile your accounts to determine whether you must send funds to the government for the amounts that you collected for PIS/PASEP and COFINS taxes, or whether you have a credit amount that you can apply to the amounts that are due the following month.

For example, if you paid more in PIS/PASEP and COFINS taxes through your procurement transactions than the amount of PIS/PASEP and COFINS taxes that you collected through your sales transactions, you have a credit amount that you can apply towards PIS/PASEP taxes for the following month.

For example, if the PIS/COFINS on purchases is 1000 BRL and the PIS/COFINS on sales is 800 BRL, the credit for following month is 200 BRL.

If you collected more through your sales transactions than you paid through your procurement transactions, you must remit to the government the difference between the amounts collected and paid, minus any credit from the previous month.

For example, if the PIS/COFINS on sales is 1300 BRL, the PIS/COFINS on purchases is 800 BRL, and the credit from the previous month is 200 BRL, the 300 BRL is due to the government.

The system does not store information about the total amounts paid on procurement transactions and the total amounts collected through sales transactions. It also does not store information about credits from previous months. You must manually reconcile your accounts to determine the difference between the amounts paid and collected each month. If you must generate a payment to the government for PIS/COFINS taxes, you must manually process the payment.

When you run the Generate ICMS Magnetic Files - Sintegra program (R76B201), you create a flat file that contains tax information. The system creates record type 54 records in the flat file for PIS and COFINS taxes that lists the amounts of PIS/COFINS taxes from the *notas fiscais* processed.

Running the PIS COFINS Netting Process Report

Select Order Processing menu (G76B4211), PIS COFINS Netting Process.

Select Purchase Order Processing (G76B4311), PIS COFINS Netting Process.

Setting Data Selection for the PIS COFINS Netting Process

Along with processing options, you set data selection to specify the records to process. To process all unprocessed records, set your data selection so that the Processed Flag - Brazil is not equal to 1.

Setting Processing Options for PIS COFINS Netting Process (R76B9011)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Process Tab

Although processing options are set at implementation, you can change them before you run the program.

1. Mode Specify whether the system generates the report in proof or final mode. When you generate the report in final mode and the batch has no errors, the system creates entries in the Account Ledger table (F0911) and updates the Nota Fiscal Taxes Detail - Brazil table (F76B011) to indicate that the tax record was processed. Values are:

Blank: Process records in proof mode.

1: Process records in final mode.

2. G/L Summary or Detail Specify whether the system writes entries to the Account Ledger table (F0911) as a summary of the records processed or in detail. Values are:

Blank: Write entries in detail.

1: Write entries in summary.

3. G/L Date Specify whether the system writes records to the Account Ledger table (F0911) by GL Date or by the current date. Values are:

Blank: Current date

1: GL Date

4. Date - From Specify the starting date for the date range for which the system processes records. You must specify a date.

5. Date - To Specify the ending date for the date range for which the system processes records. You must specify a date.

6. Document Type Specify the document type that the system assigns to the records that it writes to the Account Ledger table (F0911). The document type that you specify must exist in the Document Type - All Types UDC table (00/DT). If you leave this processing option blank, the system assigns a document type of JE.

7. Domestic Ledger Type Specify the ledger type that the system assigns to the records that it writes to the Account Ledger table (F0911). The ledger type that you specify must exist in the Ledger Types UDC table (09/LT). If you leave this processing option blank, the system assigns a ledger type of AA.

8. Print Detail or Errors Only Specify whether the system prints only the records with errors on the report. Values are:

Blank: Print all records on the report.

1: Print only the records for which an error exists.

Versions Tab

Although processing options are set at implementation, you can change them before you run the program.

1. Journal Entry Version Specify a version for the Journal Entry MBF Processing Options program (P0900049). If you leave this processing option blank, the system uses version ZJDE0001.

Important! It is recommended that you use the default version of ZJDE0001 or a copy of it. Using a different version might compromise your data integrity.

Working with Service Taxes Paid Externally

This section provides an overview of working with service taxes paid externally and discusses how to:

- Enter externally paid INSS tax amounts for a supplier.
- Run the INSS Withholding at Other Companies report.
- Set processing options for the INSS Withholding at Other Companies report.

Understanding Service Taxes Paid Externally

A supplier who provides a service to you during a month might also provide services to other companies during that month. The other companies might have withheld INSS taxes for the supplier. Occasionally, a supplier might make an INSS contribution for a month through a bank or government agency. You must consider the amounts that other companies withheld and the amounts that a supplier might have contributed for INSS when you calculate the amount of INSS tax that you withhold for the supplier.

You use the Service Taxes Paid Externally program (P76B0403) to enter the information that your supplier gives to you about the INSS tax amounts that others hold for the supplier. You must enter the information about the INSS tax amounts that are held by others before you calculate the INSS taxes which you must withhold for the supplier, and before you calculate IR taxes for the supplier.

You need only enter the amounts that are held by others when your supplier is an individual or cooperative, and when the supplier was paid for services to another company in the same month in which you pay the supplier for services or the supplier made an INSS contribution in the same month in which you pay the supplier.

Printing the INSS Withholding at Other Companies Report

You can generate INSS Withholding at Other Companies report (R76B04009) to obtain a listing of the information that your suppliers give to you about the INSS tax amounts that other companies have withheld for them. The system prints the report by supplier and provides totals for each supplier. You use Data Selection to specify the records to include in the report.

Form Used to Enter Externally Paid INSS Tax Amounts for a Supplier

Form Name	Form ID	Navigation	Usage
Enter Service Tax Amounts Paid Externally	W76B0403A	A/P Tax Processing - Brazil (G76B0414), Service Taxes Paid Externally Click Add on the Work With Service Taxes Paid Externally form.	Enter externally paid INSS tax amounts for a supplier.

Entering Externally Paid INSS Tax Amounts for a Supplier

Access the Enter Service Tax Amounts Paid Externally form.

INSS Registration Number Enter the supplier's Registration Number for INSS.

Document Number for External Service Tax Enter the document number that identifies a specific service tax being stored externally for a supplier.

Service Tax Withholding Location Specify where the service tax is stored. Values are:

00: External Company

01: Bank

Service Tax Amount Basis Enter the amount that another company paid to the supplier. The INSS service tax that other company withheld is based on this amount.

Service Tax Amount Enter the INSS tax that another company withheld for the supplier.

Service Tax External Company Enter the identifier for a company or bank that is holding INSS taxes for a supplier. You can enter the company or bank name, or any other identifying name or number.

CNPJ/CPF Tax ID Enter the Tax ID of the company or bank that is holding the INSS taxes for the supplier.

Running the INSS Withholding at Other Companies Report

Select A/P Tax Processing - Brazil (G76B0414), INSS Withholding at Other Companies.

Setting Processing Options for INSS Withholding at Other Companies (R76B04009)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Other Company Transactions Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

Month Enter a two-digit value for the month for which the system processes records. For example, enter 05 for May. You must complete this processing option.

Year Specify the fiscal year for the month that you specify in the Month processing option. You must complete this processing option.

Calculating Withholding Taxes

This section provides an overview of calculating withholding taxes, lists prerequisites, and discusses how to:

- Run the Calculate A/P Tax Withholding program.
- Set processing options for Calculate A/P Tax Withholding.

Understanding Withholding Tax Calculation

Use the Calculate A/P Tax Withholding program (R76B0411A) to calculate these taxes:

- INSS
- IR
- ISS

- FUNRURAL
- CSLL
- PIS/PASEP
- COFINS

You run the Calculate A/P Tax Withholding program after you post vouchers. The system generates vouchers for the taxes in the Accounts Payable system with the respective dates for each tax. You run this program before you generate the *notas fiscais* to which the taxes apply.

Before you run the Calculate A/P Tax Withholding program, you set the processing options on the Select tab to choose the *notas fiscais* that you want to process. The other processing option tabs let you set parameters for each of the taxes, as well as whether to run an integrity report.

Important! You use processing options to make data selections for the Calculate A/P Tax Withholding program. Do *not* use Data Selection to set the parameters for the report.

Important! If you make changes to existing vouchers or if the INSS amounts that other companies withhold for the supplier changes, you must rerun the Calculate A/P Tax Withholding program and repost the vouchers prior to running the Calculate A/P Tax Withholding program again. If you calculate taxes more than once and do not repost the vouchers between calculations, the system leaves orphan records in the Accounts Payable Ledger table (F0411).

When you run the Calculate A/P Tax Withholding program, the system:

- Selects the records to process from the Accounts Payable Ledger table (F0411) and the Voucher Additional Information Brazil table (F76B0411), based on data selection and processing options.
- Purges previously calculated tax records for the vouchers that are selected for processing in the current run of the report.
- Creates records in tables F0411 and F76B0411, and the Account Ledger table (F0911), as necessary.

  Important! When the system creates records in table F0911 during the tax calculation process, it populates the Name - Remark Explanation field (data item EXR) with key identifying information. If you change the value in the Name - Remark Explanation field, you compromise the integrity of the data, and the system might produce inaccurate calculations.

- Produces the Tax Calculation report (R76B0411A).

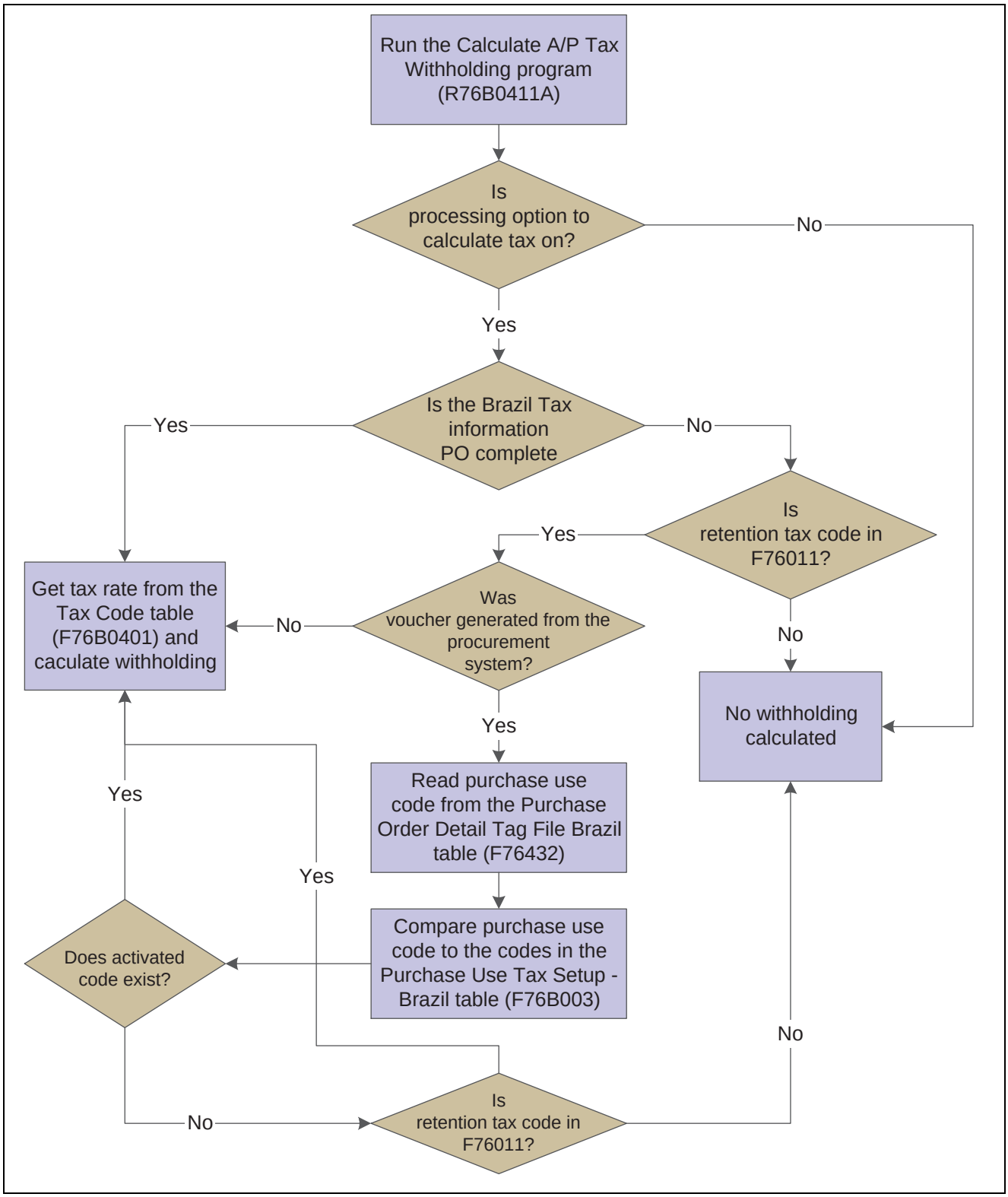
What You Should Know About Calculating Withholding Taxes

Consider the following when calculating withholding taxes:

Consideration	Description
Purges	The tax records that the Calculate A/P Tax Withholding program writes to table F0411 need to be identified as being created by this program because the system purges the records created by the Calculate A/P Tax Withholding program from table F0411 when you next run the program. When you run the Calculate A/P Tax Withholding program for vouchers for which you already calculated taxes, the system applies the tax reversal on the same pay item and increments the pay item extension number (data item SFXE) by 1.
Negative Amounts	The Calculate A/P Tax Withholding program does not calculate taxes on credit memos or other records with negative amounts.
Currency	The Calculate A/P Tax Withholding program calculates taxes on records in domestic currency only.
Partial Months	When you set the G/L Date - From or the G/L Date - To processing options to select a partial month, the system calculates taxes for the entire month. For example, if you set the G/L Date - From processing option to June 10, 2005, and the G/L Date - To processing option to July 20, 2005, the system processes records from June 1, 2005, through July 31, 2005.
Multiple Months and INSS	When you set the processing options to select records for more than one month, the system calculates the maximum INSS retention for each month. For example, suppose that your supplier had the maximum INSS retention amount withheld by another company in June but did not have any INSS contributions withheld in July. If you the set the G/L Date - From processing option to June 01, 2005, and the G/L Date - To processing option to July 31, 2005, the system determines that no INSS contributions should be withheld for June; and that INSS contributions, up to the maximum amount, should be withheld for July.

Process Flow for PIS/PASEP, COFINS, and CSLL Tax Calculations

When you run the Calculate A/P Tax Withholding program (R76B0411A), the system uses the hierarchy illustrated in the following process flow to determine how to apply PIS/PASEP, COFINS, and CSLL withholding taxes:



Process flow for withholding tax calculations

Aggregation and Retention for INSS

The system calculates both aggregation and retention for INSS taxes for suppliers who are individuals or cooperatives. Before the system can correctly calculate aggregation and retention percentages for INSS taxes, you must:

- Use the Review A/P Tax Code program (P76B0401) to create tax codes for the INSS tax rates for aggregation and for retention.

  For example, you might set up code INSA for a tax rate for INSS aggregation and INSR for a tax rate for INSS retention. Your business needs might require you to set up several codes for aggregation and for retention.

- Set up purchase use codes in the Purchase Use UDC table (76/PU) to define the aggregation and retention combinations that the system uses when calculating INSS taxes.

  The system uses the values that you enter in the Description 02 field of the Purchase Use UDC table to determine the tax to apply to the supplier.

- Assign to suppliers of services the tax codes that specify the percentage of taxes aggregated or withheld.

  You assign tax codes in the Address Book Revisions program (P01012), and the system stores the values in the Address Book Brazilian Tag File table (F76011). The fields that you must complete with the tax codes are on the Tax Information tab of the Address Book Additional Information - Brazil form. If both aggregation and retention apply, you must assign a code for each to the supplier. The system uses the tax codes that you enter in the Address Book Revisions program only if you do not specify a code in the Purchase Use processing option in the Calculate A/P Tax Withholding program.

- Use the P. O. Brazilian Additional Information - Brazil program (P4310BR) to assign a purchase use code to services on purchase orders.

  The system writes the purchase use code to the Purchase Order Detail Tag File - Brazil table (F76432). If the supplier for a service is subject to INSS aggregation and retention, assign a purchase use code that includes a value in the Description 02 field of the purchase use code. The system uses the purchase use code that you enter here only if you do not specify a code in the Purchase Use processing option in the Calculate A/P Tax Withholding program (R76B0411A) and table F76011 does not contain a tax code for the supplier.

When you run the Calculate A/P Tax Withholding program, the system uses the following hierarchy to determine the retention and aggregation amounts:

1. The system uses the value in the Purchase Use processing option if a value exists in the processing option.

   The system then accesses the tax rate in the Tax Code table (F76B0401) and calculates the amount of the aggregation or retention. If the code in the processing option specifies a purchase use code that has tax codes that have both aggregation and retention rates assigned, then the Calculate A/P Tax Withholding program accesses table F76B0401 twice to obtain both rates. If you complete this processing option with a valid purchase use code, the system ignores the value that exists in the Retention/Aggregation field (data item BRRTA) in table F76B0401.

2. If you do not complete the Purchase Use processing option, the system determines the INSS tax amounts according to the following hierarchy:

   - The system uses the tax code that is specified in the Brazil Tax Information processing option.
   - If a value does not exist in the Brazil Tax Information processing option, the system uses the purchase use code from the Purchase Order Detail Tag File - Brazil table (F76432).
   - If no value for a purchase use code exists in table F76432, the system uses the tax code from table F76011.

Note. The system ignores the value in the INSS Y/N field (data item BRKINS) in the Item Master Regional Information - Brazil program (P4101BR) and Item Branch Regional Information - Brazil program (P76412B) when you run the Calculate A/P Tax Withholding program.

Calculating IR Tax

Imposto de Renda (IR) is a federal income tax that is levied on services which are provided by individuals or legal entities. This tax is due when the service is rendered.

Pessoa Fisica is IR tax levied on individuals. For most services, the taxable income is the value of the service that is provided. Before you calculate this tax, you must:

- Enter the number of dependents of the service provider in the IR Progressive table (F76B0402).

  The application uses the number of dependents to find the corresponding amounts and deductions in a scaled table of income brackets.
- Set up Maximum Monthly INSS Amount UDC table (76B/TX) so that the system can calculate the maximum INSS withholding amount.
- Enter in the Service Taxes Paid Externally table (F76B0403) the amount of INSS tax that is held at other locations for the supplier for the reporting period.

  The IR tax that you calculate for an individual is reduced by the amount of INSS tax that you retain for the supplier and by the amount of INSS taxes that is held at other locations.

If a transaction is subject to IR tax, the system:

1. Verifies the existence of a tax code in the Address Book tag file.
2. Accesses the purchase order for the *nota fiscal*.
3. Accesses the Item Master table (F4101) to determine the percentage of withholding tax for the item.

   If the percentage is not specified on the Item Master, the system accesses the Item Branch File table (F4102) to determine the percentage of withholding.
4. Adds the INSS amounts that are withheld by the company and INSS taxes held at other locations as specified in table F76B0403, and compares the total to the INSS maximum amount for the month as specified in the Maximum Monthly INSS Amount UDC table (76B/TX).
5. Calculates INSS taxes for the voucher, if applicable, and reduces the IR tax base by the amount of the INSS tax withheld.
6. Calculates the withholding amount, based on the percentage of the reduction of the basis of calculation, the number of dependents, whether the individual is retired, and the tax rate.

   The system calculates IR tax for each line on the voucher. The due date for each IR tax line is based on the due date of the voucher.

Pessoa Juridica is the IR tax that is levied on legal entities. For corporate entities, the tax rate varies, according to the type of service. The taxable income is the value of the provided services.

If a transaction is subject to IR tax, the system:

1. Verifies the existence of a tax code in the Address Book tag file.
2. Accesses the purchase order for the *nota fiscal*.
3. Accesses table F4101 to determine the percentage of withholding tax for the item.
4. Calculates the aggregate amount, based on the percentage of the retention.

The IR tax is calculated for the entire voucher, and the tax amount is applied to the first pay item of the voucher.

Important! When the system creates records in the Account Ledger table (F0911) during the tax calculation process, it populates the Name - Remark Explanation field (data item EXR) with key identifying information. If you change the value in the Name - Remark Explanation field, you compromise the integrity of the data; the system might produce inaccurate calculations.

Note. In the rare situation that the calculated tax exceeds the amount of the first pay item, the amount for the first item becomes a negative amount. You must manually adjust the pay item according to your procedures.

Calculating ISS Tax

Imposto sobre Servios (ISS) is a tax that is defined by the city of origin of the job or service. The tax rates vary by city and type of job.

Each type of service that is taxed by a city has a specific code. Tax rates are determined by the list of services and their codes. Each city can establish different tax rates per type of service.

Some cities require that the ISS tax amount be declared in the service *nota fiscal* by including the tax in the price, as is done for the ICMS tax. Other cities require that the tax be added to the price as a separate item, as is done for the IPI tax. Jobs or services that are subject to the ISS tax are exempt from ICMS and IPI taxes.

If a transaction is subject to ISS tax, the system:

- Verifies the existence of a tax code in the Address Book tag file.
- Calculates the amount of the withholding, based on information in the Nota Fiscal Header - Brazil table (F7601B), the processing options, or the Address Book tag file.

  The ISS tax is calculated for the entire voucher and the tax amount is applied to the first pay item of the voucher.

Important! When the system creates records in the Account Ledger table (F0911) during the tax calculation process, it populates the Name - Remark Explanation field (data item EXR) with key identifying information. If you change the value in the Name - Remark Explanation field, you compromise the integrity of the data; the system might produce inaccurate calculations.

Note. In the rare situation that the calculated tax exceeds the amount of the first pay item, the amount for the first item becomes a negative amount. You must manually adjust the pay item according to your procedures.

Calculating INSS Tax

Instituto Nacional do Seguro Social (INSS) is the national social security tax. Some types of services are subject to INSS tax, and the tax amount is added to the value of the provided service.

If a transaction is subject to INSS tax, the system does the following for individuals and cooperatives:

1. Verifies the existence of a tax code in the Address Book Brazilian Tag Table (F76011).
2. Accesses the purchase order for the *nota fiscal*.
3. Uses the Description 02 field in the Purchase Use UDC table (76/PU) to determine the INSS aggregation and INSS retention rates.

You set up INSS aggregation and INSS retention rates in the Tax Code table (F76B0401).

4. Calculates the aggregation and retention amounts.
5. Accesses the Service Taxes Paid Externally table (F76B0403) to determine the amount of INSS tax, if any, that is held for the supplier at another location.
6. Accesses the Maximum Monthly INSS Amount UDC table (76B/TX) to determine the maximum INSS retention amount for the associated tax code in table F76B0401.
7. Compares the sum of the calculated INSS retention amount and the INSS tax that was withheld for the supplier by other companies to the maximum retention amount in 76B/TX, and returns the greater of the calculated tax or the maximum INSS retention amount.
8. The INSS tax is calculated for the entire voucher, and the tax amount is applied to the voucher.

If a transaction is subject to INSS tax, for corporate entities the system:

1. Verifies the existence of a tax code in table F76B011.
2. Accesses the purchase order for the *nota fiscal*.
3. Calculates the amount of the withholding, based on the reduction percentage.

   The INSS tax is calculated for the entire voucher, and the tax amount is applied to the voucher.

Important! When the system creates records in the Account Ledger table (F0911) during the tax calculation process, it populates the Name - Remark Explanation field (data item EXR) with key identifying information. If you change the value in the Name - Remark Explanation field, you compromise the integrity of the data; the system might produce inaccurate calculations.

Note. In the rare situation that the calculated tax exceeds the amount of the first pay item, the amount for the first item becomes a negative amount. You must manually adjust the pay item according to your procedures.

Calculating FUNRURAL Tax

FUNRURAL is the income tax for agricultural businesses. It is similar to the IR tax for corporations, but the rate at which the income is taxed is different.

If a transaction is subject to FUNRURAL tax, the system:

1. Verifies the existence of a tax code in the Address Book Brazilian Tag Table (F76011).
2. Accesses the purchase order for the *nota fiscal*.
3. Accesses the Item Master table (F4101) to determine the percentage of withholding tax for the item.
4. Calculates the aggregate amount, based on the percentage of the retention.

   The FUNRURAL tax is calculated for the entire voucher, and the tax amount is applied to the voucher.

Important! When the system creates records in the Account Ledger table (F0911) during the tax calculation process, it populates the Name - Remark Explanation field (data item EXR) with key identifying information. If you change the value in the Name - Remark Explanation field, you compromise the integrity of the data; the system might produce inaccurate calculations.

Note. In the rare situation that the calculated tax exceeds the amount of the first pay item, the amount for the first item becomes a negative amount. You must manually adjust the pay item according to your procedures.

See Also

Chapter 4, "(BRA) Setting Up Withholding," Setting Up the Income Tax Schedule for Individuals, page 75

Prerequisites

Before you complete the tasks in this section:

- Verify that the following fields are complete on the Tax Information tab in Address Book:
  - Brazil Tax Information 1 through 8
  - Registration INSS
- Verify that the following fields are complete in the Item Master Regional Information - Brazil program (P4101BR):
  - IR Retention
  - IR Reduction
  - INSS
- Verify that the following fields are complete in Item Branch Regional Information - Brazil program (P76B412):
  - IR Retention
  - IR Reduction
  - INSS
- Set up the following UDCs:
  - Purchase Use (76/PU)
  - Retired IR-PF (76B/AP)
  - Dependence Reduction IR-PF (76B/DP)
  - Explanation of Installments (76B/OB)
  - Tax Code A/P (76B/TR)
  - Cross Reference - Due Date Tax (76B/VE)
  - Receita Code (76B/IR)
  - Service Code (76B/IS)
  - INSS Code (76B/IN)
  - Maximum Monthly INSS Amount (76B/TX)
- Use the Tax Codes program to set up tax codes (P76B0401).
- Use the IR Progressive Table program (P76B0402) to set up withholding tax for IR taxes.
- Use the Advanced Payment Terms module of the Accounts Payable system to set up due date rules.
- Set up tax payment terms in the Supplier Master table (F0401).

- Use the Purchase Use Tax Setup program (P76B003) to associate tax codes with purchase use codes for PIS/PASEP, COFINS, and CSLL taxes.

Running the Calculate A/P Tax Withholding Program

Select A/P Tax Processing - Brazil (G76B0414), Calculate A/P Tax Withholding.

Setting Processing Options for Calculate A/P Tax Withholding (R76B0411A)

Use these options to specify which taxes the system calculates and whether the system prints an integrity report.

Select Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Document Number Enter the document number for the Accounts Payable voucher for which the system calculates taxes. If you leave this processing option blank, the system does not use the document number as selection criteria.

2. Document Type Enter the document type for the Accounts Payable voucher for which the system calculates taxes. The document type that you enter must exist in UDC table 00/DT. If you leave this processing option blank, the system does not use the document type as selection criteria.

3. Supplier Number Enter the supplier number for which the system calculates taxes. If you leave this processing option blank, the system does not use the supplier number as selection criteria.

4. Company Enter the company number for which the system calculates taxes. If you leave this processing option blank, the system does not use the company as selection criteria.

5. G/L Date - From Specify the general ledger date that the system uses as the beginning of the date range for which it calculates taxes. The system calculates taxes for the entire month that you specify, even if the date that you enter is not inclusive of the entire month. For example, if you enter June 10, 2005, the system includes all records from June 1, 2005, through June 30, 2005.

IR Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Calculate IRRF Specify whether the system calculates IR taxes. Values are:

1: Calculate tax

Blank: Do not calculate tax

2. Retention/Aggregation Rate Use this processing option to override the retention/aggregation rate for the tax. If you do not enter a value, the system uses the value in the Item Branch Regional Information - Brazil table (F76412). If a value does not exist in the F76412 table, the system uses the value in the Item Master Regional Information - Brazil table (F76411). If a value does not exist in the F76411

table, the system uses the value in the Address Book Brazilian Tag table (F76011).

3. G/L Offset Specify the GL offset account to which the system writes the offsetting amount.

4. Pay Status Code Specify the pay status of the pay item created to offset the withholding amount. Choose a value from the Payment Status Codes UDC (00/PS).

5. Pay Status Code Tax Specify the pay status code of the pay item for which the tax is withheld. Choose a value from the Payment Status Codes UDC (00/PS).

6. Payment Terms Code Specify the code that identifies the terms of payment. You can set up codes in the Payment Terms program (P0014). If you leave this processing option blank, the system identifies the current period that is set up in the fiscal date pattern, and then uses the payment term that is associated with the current period. You set up the association between payment terms and current periods in the Cross Reference - Due Date Tax (76B/VE) UDC.

7. Address Number - Alternate Payee Specify an alternate address to which to send payment information.

8. Reduction IR Specify the percentage of the reduction of the tax calculation base for an individual entity.

9. Minimum Retention Amount Specify the maximum retention amount. If the retention amount that the system calculates is more than the amount that is entered in this processing option, no income tax is withheld.

10. Brazil Tax Information Specify the tax code that the system uses to determine the tax rate for the vouchers being processed. The system applies the tax rate that is associated with the tax code in the Tax Code table (F76B0401). If you do not complete this processing option, the system uses the following hierarchy to determine the tax to apply:

- The purchase use code in the Purchase Order Detail Tag File Brazil table (F76432)
- The tax code in the Address Book Brazilian Tag Table (F76011) for the supplier

11. Date of Calculation for IR - PF Specify the last day of a range of dates for the processing of taxes for individual entities. If left blank, the system uses today's date.

12. Date of Processing IR - PF Enter *1* to use invoice date as the processing date. Enter *0* to use the due date.

13. Document Type for Invoice IR - PF Specify the origin and purpose of the transaction when calculating withholding tax for an individual. Choose a value from the Document Type UDC (00/DT).

Note. You indicate that an address book record is for an individual by entering a *1* in the Person/Corporation Code field (TAXC).

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14. Invoice Number - Complement Use this processing option to append up to 10 characters to the invoice number of the withholding records written to the F0411 table.

15. Account ID for IR - PF Specify a number that the system automatically assigns to each general ledger account to maintain an audit trail. This number is also called the

account serial number, the short account number, the pseudo account number, or the ID number.

ISS Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Calculate ISS

Specify whether the system calculates ISS taxes. Values are:

1: Calculate tax

Blank: Do not calculate tax

2. Retention/Aggregation Rate

Use this processing option to override the retention/aggregation rate for the tax. If you do not enter a value, the system uses the value in the Item Branch Regional Information - Brazil table (F76412). If a value does not exist in the F76412 table, the system uses the value in the Item Master Regional Information - Brazil table (F76411). If a value does not exist in the F76411 table, the system uses the value in the Address Book Brazilian Tag table (F76011).

3. G/L Offset

Specify the GL offset account to which the system writes the offsetting amount.

4. Pay Status Code

Specify the pay status of the pay item created to offset the withholding amount. Choose a value from the Payment Status Codes UDC (00/PS).

5. Pay Status Code ISS Tax

Specify the pay status code of the pay item for which the tax is withheld. Choose a value from the Payment Status Codes UDC (00/PS).

6. Payment Terms Code

Specify the code that identifies the terms of payment. You can set up codes in the Payment Terms program (P0014). If you leave this processing option blank, the system identifies the current period that is set up in the fiscal date pattern, and then uses the payment term that is associated with the current period. You set up the association between payment terms and current periods in the Cross Reference - Due Date Tax (76B/VE) UDC.

7. Address Number - Alternate Payee

Specify an alternate address to which to send payment information.

8. Brazil Tax Information

Specify the tax code that the system uses to determine the tax rate for the vouchers being processed. The system applies the tax rate that is associated with the tax code in the Tax Code table (F76B0401). If you do not complete this processing option, the system uses the following hierarchy to determine the tax to apply:

- The purchase use code in the Purchase Order Detail Tag File Brazil table (F76432)
- The tax code in the Address Book Brazilian Tag Table (F76011) for the supplier

9. Flag for Same City

Specify whether ISS retention is calculated only when the City field in the Address Book record for the Supplier is the same as the City field in the Address Book record for the Company. Values are:

Blank: Do not calculate tax

1: Calculate tax

INSS Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Calculate INSS

Specify whether the system calculates INSS taxes. Values are:

1: Calculate tax

Blank: Do not calculate tax

2. Retention/Aggregation Rate

Use this processing option to override the retention/aggregation rate for the tax. If you do not enter a value, the system uses the value in the Item Branch Regional Information - Brazil table (F76412). If a value does not exist in the F76412 table, the system uses the value in the Item Master Regional Information - Brazil table (F76411). If a value does not exist in the F76411 table, the system uses the value in the Address Book Brazilian Tag table (F76011).

3. G/L Offset

Specify the GL offset account to which the system writes the offsetting amount.

4. Pay Status Code

Specify the pay status of the pay item created to offset the withholding amount. Choose a value from the Payment Status Codes UDC (00/PS).

5. Pay Status Code INSS Tax

Specify the pay status code of the pay item for which the tax is withheld. Choose a value from the Payment Status Codes UDC (00/PS).

6. Payment Terms Code

Specify the code that identifies the terms of payment. You can set up codes in the Payment Terms program (P0014). If you leave this processing option blank, the system identifies the current period that is set up in the fiscal date pattern, and then uses the payment term that is associated with the current period. You set up the association between payment terms and current periods in the Cross Reference - Due Date Tax (76B/VE) UDC.

7. Address Number - Alternate Payee

Specify an alternate address to which to send payment information.

8. Purchase Use Code

Enter a purchase use code that instructs the system to calculate both retention and aggregation for INSS contributions.

A valid purchase use code for this processing option must meet the following criteria:

- Exist in the 76/PU UDC table.
- Contain valid contribution codes for INSS retention and INSS aggregation in the Description 02 field, with the values separated by a slash (/). You set up valid tax codes in the Tax Code table (F76B0401).
- Be formatted so that the tax code for INSS retention is on the left of the slash, and the tax code for INSS aggregation is on the right of the slash.

For example, if the Tax Code table (F76B0401) contains a value of INSR for INSS retention and a value of INSA for INSS aggregation, the Description 02 field for a valid value for this processing option would be INSR/INSA. In this example, a value of INSA/INSR in the Description 02 field would cause the system to ignore the Purchase Use Code processing option because the tax code for INSS aggregation is to the left of the slash, making the value invalid.

When you complete the Purchase Use Code processing option with a valid value, the system ignores the value in the Brazil Tax Information processing option in this program and calculates both INSS retention and aggregation contributions. If you enter an invalid value in the Purchase Use Code processing option, the system does not calculate INSS contributions. Codes that exist in the 76/PU UDC table are invalid for the Purchase Use Code processing option if no value exists in the Description 02 field or the values are set up incorrectly.

9. Brazil Tax Information Specify the tax code that the system uses to determine the tax rate for the vouchers being processed. The system applies the tax rate that is associated with the tax code in the Tax Code table (F76B0401). If you do not complete this processing option, the system uses the following hierarchy to determine the tax to apply:

- The purchase use code in the Purchase Order Detail Tag File Brazil table (F76432)
- The tax code in the Address Book Brazilian Tag Table (F76011) for the supplier

10. Maximum Retention Amount Specify the maximum retention amount. If the retention amount that the system calculates is more than the amount that is entered in this processing option, no income tax is withheld.

FUNRURAL Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Calculate FUNRURAL Specify whether the system calculates FUNRURAL taxes. Values are:

1: Calculate tax

Blank: Do not calculate tax

2. Retention/Aggregation Rate Use this processing option to override the retention/aggregation rate for the tax. If you do not enter a value, the system uses the value in the Item Branch Regional Information - Brazil table (F76412). If a value does not exist in the F76412 table, the system uses the value in the Item Master Regional Information - Brazil table (F76411). If a value does not exist in the F76411 table, the system uses the value in the Address Book Brazilian Tag table (F76011).

3. G/L Offset Specify the GL offset account to which the system writes the offsetting amount.

4. Pay Status Code Specify the pay status of the pay item created to offset the withholding amount. Choose a value from the Payment Status Codes UDC (00/PS).

5. Pay Status Code Tax - FUNRURAL Specify the pay status code of the pay item for which the tax is withheld. Choose a value from the Payment Status Codes UDC (00/PS).

6. Payment Terms Code Specify the code that identifies the terms of payment. You can set up codes in the Payment Terms program (P0014). If you leave this processing option blank, the system identifies the current period that is set up in the fiscal date pattern, and then uses the payment term that is associated with the current period. You set up the association between payment terms and current periods in the Cross Reference - Due Date Tax (76B/VE) UDC.

7. Address Number - Alternate Payee Specify an alternate address to which to send payment information.

8. Brazil Tax Information for FUNRURAL Specify the tax code that the system uses to determine the tax rate for the vouchers being processed. The system applies the tax rate that is associated with the tax code in the Tax Code table (F76B0401). If you do not complete this processing option, the system uses the following hierarchy to determine the tax to apply:

- The purchase use code in the Purchase Order Detail Tag File Brazil table (F76432)
- The tax code in the Address Book Brazilian Tag Table (F76011) for the supplier

Processing Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Run the Integrity Report. Specify whether to generate the integrity report (R76B0412) when you calculate taxes. The system uses version ZJDE0001 when you generate the integrity report using this option. Values are:

1: Generate integrity report

Blank: Do not generate report

2. Pay Status Code Specify a new payment status code for the original voucher lines. If you leave this option blank, the system does not change the payment status code when it completes the tax calculations. Choose a code from the Payment Status Codes UDC (00/PS).

Generating a Summary Report for CSLL, COFINS, and PIS/PASEP Taxes

This section provides an overview of the summary report for CSLL, COFINS, and PIS/PASEP taxes and discusses how to:

- Run the report.
- Set processing options for Summary IRPJ/CSLL/COFINS/PIS.

Understanding the Summary Report for CSLL, COFINS, and PIS/PASEP Taxes

After you post vouchers and run the Calculate A/P Tax Withholding program (R76B0411A), you can generate a report that summarizes the taxes withheld for a supplier. The Summary IRPJ/CSLL/COFINS/PIS report (R76B04014) includes the following information:

Report Section	Contents
Header	Calendar year of the report.
1. Payment Source (*Fonte Pagadora*)	The name and CNPJ number of the company who withheld taxes from the supplier.
2. Corporation (Supplier of goods and services) (*Pessoa Jurídica Fornecedora de Bens ou de Serviços*)	The suppler for whom the taxes are withheld.
3. Relation of Payments to Withholdings (*Relaçáo de Pagamentos e Retenções*)	The details of the transactions, which includes the month of payment, the Receita Code, total amount of all vouchers paid to the supplier per Receita Code, and the amount withheld.
4. Complementary Information (*Informações Complementares*)	An empty space on the report in which comments can be written.
5. Person Responsible for report data (Résponsável Pelas Informaçóes)	The printed name of the person responsible for the report, the date, and a signature line. This section appears on every page of the report.

You use data selection to select the supplier for whom to process records, and use processing options to specify the calendar year, name of person responsible for the report, and the date of the report.

Running the Summary of IRPJ/CSLL/COFINS/PIS Report

Select A/P Tax Processing (G76B0414), Summary IRPJ/CSLL/COFINS/PIS.

Setting Processing Options for Summary of IRPJ /CSLL/COFINS/PIS (R76B04010)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General Tab

Although processing options are set at implementation, you can change the values prior to running the program.

1. Calendar Year Specify the four digit calendar year for which the system processes records.

2. Month of Payment - Beginning Specify the first month for which the system processes records.

3. Month of Payment - Ending Specify the last month for which the system processes records.

Signature Tab

Although processing options are set at implementation, you can change the values prior to running the program.

1. Name of Person Responsible Specify the name of the person responsible for producing the report. The system prints the name that you specify on each page of the report, along with a signature line.

2. Report Date Specify the date of the report. The system prints the date that you specify on each page of the report near the signature line.

Generating the Text File for Taxes

This section provides an overview of the text file for taxes and discusses how to:

- Run the Text File Generation for Fed. Tax Auth report.
- Set processing options for Text File Generation for Fed. Tax Auth.

Understanding the Text File for Taxes

The Text File Generation for Fed. Tax Auth. program (R76B04006) generates a flat file for IR taxes for a 12-month period. The report is organized by the address book numbers of the suppliers and by the Recieta code that is assigned to the suppliers.

Running the Text File Generation for Fed. Tax Auth. Report

Select A/P Tax Processing - Brazil (G76B0414), Text File Generation for Fed. Tax Auth.

Setting Processing Options for Text File Generation for Federal Tax Authority (R76B04006)

Use these processing options to specify company information and the period and year for which the report is run.

Company Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Company - CNPJ / CGC Enter the CNPJ/CGC of your company.

2. Company Name Enter your company name.

3. Contact Person - CPF Enter the CPF of the contact person in your company.

Person Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Responsible Person - CPF Enter the CPF of the person responsible for the submission of magnetic media.

2. Name of Responsible Person Enter the name of the person responsible for the submission of magnetic media.

3. Area Code Specify the prefix for the telephone number.

4. Telephone Number Specify the telephone number of the person authorized to handle questions or problems about the text file.

5. Responsible for CNPJ - CPF Enter the name of the person responsible for the submission of magnetic media.

Directory Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Company Number Enter the company number.

2. From Date Specify the beginning of the range of dates from which you want to select transactions.

3. Thru Date Specify the end of the range of dates from which you want to select transactions.

4. Enter the Path for File Creation Specify the directory where the system saves the text file that it generates.

Printing Withholding Tax Reports

This section provides an overview of withholding tax reports and discusses how to:

- Run the INSS report.
- Set processing options for INSS Report (R76B04001).
- Run the FUNRURAL report.
- Set processing options for FUNRURAL Report (R76B04002).
- Run the DARF report.
- Set processing options for DARF (R76B04003).
- Run the Statement of Earnings - Individual report.
- Set processing options for Statement of Earnings - Individual (R76B04004).
- Run the Statement Issue - Corporate report.
- Set processing options for Statement Issue - Corporate (R76B04005).
- Run the Taxes Integrity report.
- Set processing options for the Taxes Integrity Report.

Understanding Withholding Reports

After the system calculates the taxes, you can generate reports and magnetic media to meet legal requirements. You generate a weekly collection report and an annual report that informs the federal Department of Revenue of the individuals and legal entities for whom you calculated taxes.

INSS Report

The INSS Report program (R76B04001) produces a report that contains the withheld amounts of INSS taxes during period (monthly) accounting. You determine the period to report by setting processing options. The system selects data from the Voucher Additional Information Brazil table (F76B0411) for the period that you choose. The report summarizes by voucher the INSS amount that your company withholds, and shows the amounts and open amounts for each Company, INSS Code, and Supplier Address Book number combination. The report also includes the *Código Brasileiro de Operações* (CBO) code and the supplier's INSS registration number.

FUNRURAL Report

Use this program to print the withheld amounts of FUNRURAL taxes during period (month) accounting. You determine the period to report by setting processing options. The system selects data from the Voucher Additional Information Brazil table (F76B0411) for the period that you choose. The report shows the amounts and open amounts for each Company and Supplier Address Book number combination.

DARF Report

Use this program to print the withheld amounts of *Imposto de Renda* (IR) taxes during period (month) accounting. You determine the period to report by setting processing options. The system selects data from the Voucher Additional Information Brazil table (F76B0411) for the period that you choose. The report shows the amounts and open amounts for each Company and Supplier Address Book number combination.

You use this report to gather information that is required for the DARF report.

Statement of Earnings - Individual Report

Use this program to print the withheld amounts of Imposto de Renda (IR) taxes for individuals during period (month) accounting. This report runs over the Address Book Master table (F0101) and the Voucher Additional Information Brazil table (F76B0411) for the period that you choose. This program gathers data only for address book records for which the Person/Corporation Code is 1. You determine the period to report by setting processing options.

The report shows the accumulated tax amounts and the basis of the calculation for each IRRF code, Address Book number, and Company.

Statement Issue - Corporate Report

Use this program to print the withheld amounts of Imposto de Renda (IR) taxes for corporate entities during period (month) accounting. This report runs over the Address Book Master table (F0101) and the Voucher Additional Information Brazil table (F76B0411) for the period that you choose. This program gathers data only for address book records for which the Person/Corporation Code is 2. You determine the period to report by setting processing options.

The report shows the accumulated tax amounts and the basis of the calculation for each IRRF code, period, Address Book number, and Company.

Taxes Integrity Report

When you generate the integrity report, the system compares the data in the Accounts Payable Ledger table (F0411) to the data in the Voucher Additional Information Brazil table (F76B0411).

Note. You must have a version ZJDE0001 for this report if you want to generate the report when running the Tax Calculation program (R76B0411A). When you set the Run Integrity Report processing option in R76B0411A to generate a report, the system uses version ZJDE0001.

Prerequisites

Before you complete the tasks in this section:

- Add the CBO code to each supplier who is included in the report.

  You add this code in the Complementary ID field on the Address Book Additional Information - Brazil form in the Address Book Additional Information - Brazil program (P01012BR).

- Run the Calculate A/P Tax Withholding program (R76B0411A) to calculate the INSS taxes for suppliers.

  See Chapter 26, "(BRA) Processing Withholding," Calculating Withholding Taxes, page 581.

Running the INSS Report

Select A/P Tax Processing - Brazil (G76B0414), INSS Report.

Setting Processing Options for INSS Report (R76B04001)

Use these processing options to specify the period and year for which the report is run.

INSS Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Period Number - General Ledger Enter the period number of the reporting period.

2. Fiscal Year Specify the fiscal year for the month that you specify in the Month processing option. You must complete this processing option.

Running the FUNRURAL Report

Select A/P Tax Processing - Brazil (G76B0414), FUNRURAL Report.

Setting Processing Options for the FUNRURAL Report (R76B04002)

Use these processing options to specify the period and year for which the report is run.

FUNRURAL Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Period Number - General Ledger Specify the reporting period.

2. Fiscal Year Specify the fiscal year for the month that you specify in the Month processing option. You must complete this processing option.

Running the DARF Report

Select A/P Tax Processing - Brazil (G76B0414), DARF.

Setting Processing Options for DARF (R76B04003)

Use these processing options to specify the period and year for which the report is run.

DARF Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Period Number - General Ledger Specify the reporting period.

2. Fiscal Year Specify the fiscal year for the month that you specify in the Month processing option. You must complete this processing option.

Running the Individual Withholding Report

Select A/P Tax Processing - Brazil (G76B0414), Statement of Earnings - Individual.

Setting Processing Options for Statement of Earnings - Individual (R76B04004)

Use these processing options to specify the range of dates for which the report is run.

Period Tab

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. From Date Specify the beginning of the range of dates from which you want to select transactions.

2. Thru Date Specify the end of the range of dates from which you want to select transactions.

1. Company Specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. Responsible Name For Information: Enter the name of the person responsible for the submission of magnetic media.

Running the Statement Issue - Corporate Report

Select A/P Tax Processing - Brazil (G76B414), Statement Issue - Corporate.

Setting Processing Options for Statement Issue - Corporate (R76B04005)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Period Tab

Use these processing options to specify the range of dates for which the report is run.

1. From Date Specify the beginning of the range of dates from which you want to select transactions.

2. Thru Date Specify the end of the range of dates from which you want to select transactions.

Company Tab

Use these processing options to specify information about the company.

1. Company Specify the company for which you process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. Responsible Name for the Information: Enter the name of the person responsible for the submission of magnetic media.

Running the Taxes Integrity Report

Select A/P Tax Processing - Brazil (G76B0414), Taxes Integrity Report.

Setting Processing Options for Taxes Integrity Report (R76B0412)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Proof / Final Tab

Use this processing option to specify whether the system runs the batch program in proof or final mode.

1. Proof/Final Mode Specify whether the system runs the batch program in proof or final mode. Values are:

1: Final mode

Blank: Proof mode

Printing the INSS Withholding Certificate

This section provides an overview of printing INSS withholding certificates and discusses how to generate the withholding certificate.

Understanding the INSS Withholding Certificate

After you process the vouchers for suppliers who performed services for you, you run the INSS/IN89 Generate INSS Withholding Cert program (R76B04008) to print the INSS withholding certificates for the suppliers. The system prints one certificate per voucher. The certificate includes information about the supplier and the transaction for which you paid the supplier:

- The supplier's INSS Registration number, CBO code, and CNPJ/CPF number.
- The INSS tax amounts that you withheld for the supplier.
- The amount on which the withheld amount is based.
- The voucher number and date.
- The date when you issued the certificate.

Prerequisite

Run the Calculate A/P Taxes Withholding program (R76B0411A) to calculate the INSS taxes for the suppliers.

See Chapter 26, "(BRA) Processing Withholding," Calculating Withholding Taxes, page 581.

Running the INSS/IN89 (Generate INSS Withholding Certificate Program

Select A/P Tax Processing - Brazil (G76B0414), INSS/IN89 Generate INSS Withholding Cert.

CHAPTER 27

(ARG) Withholding VAT by RG 726 or RG 615

This chapter provides an overview of withholding VAT by RG 726 or RG 615 and discusses how to:

- Request fiscal situation for suppliers.
- Upload AFIP information to the Accounts Payable system.

Understanding VAT Withholding by RG 726 or RG 615

R.G. 726/99 stipulates that VAT withholdings for payments be calculated every month based on the information that is published on the internet by the AFIP (Administración Federal de Ingresos Públicos) for each supplier.

Depending on the classification that AFIP gives the supplier, you must apply either a substitute percentage or the general percentage for RG 18.

Requesting the Fiscal Situation for Suppliers

This section provides an overview of the Generate CUIT Information for AFIP program and discusses how to:

- Run the program.
- Set processing options for Generate CUIT Information for AFIP (R76A8091).

Understanding the Generate CUIT Information for AFIP Program

Every month the AFIP publishes the fiscal situation of each taxpayer on the internet. The fiscal situation of each taxpayer is specified by using a classification value from 1 to 4.

To request fiscal information about their suppliers, companies must send a text file with the CUIT number of the company that requests the information, as well as the CUIT number of the suppliers for whom the company wants to find the classification, to the AFIP.

You use the Generate CUIT Information for AFIP program (R76A8091) to generate the text file that you send to AFIP. The system names the text file RG726_CUIT.txt.

Note. You must create a folder called *Export* in the \B7\ *package name*\ directory or the \B9\ *package name*\ directory in which your system was installed. The name of the subdirectory under the B7 or B9 directory is determined during installation, and might or might not correspond to the name of the package that was installed. The system saves the RG726_CUIT.txt file in the Export folder.

You must upload the RG726_CUIT.txt file to the AFIP internet site.

Note. It is recommended that you set the data selection to include all suppliers.

When you send AFIP a list of the suppliers for which you want information, you must also include the names of responsible unregistered parties, and single and VAT-exempt taxpayers because the system verifies that information exists for all of the suppliers that are selected, regardless of their tax condition (with the exception of foreign suppliers).

The Generate CUIT Information for AFIP program does not generate a printed report.

Running the Generate CUIT Information for AFIP Program

Select General Resolution 726 (G76A726), Generate CUIT Information for AFIP.

Setting Processing Options for Generate CUIT Information for AFIP (R76A8091)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General Tab

Although processing options are set at implementation, you can change the options before you run the program.

Month Enter the month for which you process records.

Year (4 digits) Enter the year for which you process records.

Company Fiscal ID Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Uploading AFIP Information to the Accounts Payable System

This section provides an overview of uploading AFIP information to the Accounts Payable system and discusses how to upload the information.

Understanding How to Upload AFIP Information to the Accounts Payable System

After receiving a request for information, AFIP sends a text file with the classification of suppliers, the month and date when the information is current, and other data.

You use the Convert AFIP File program (P76A8010) to upload the information from the AFIP file to the Supplier Information RG 726 - 04 table (F76A8011). In addition to the required information, the AFIP text file includes complementary information that the system stores in table F76A8011 for future use.

Important! The AFIP information that you receive might or might not include the corporate name of the supplier. To process it in PeopleSoft EnterpriseOne, you must not include the supplier's corporate name.

This conversion process can be run as many times as needed for the same month and year.

If you request information from AFIP more than once-for example, if you have forgotten to ask for information on some suppliers-you should inquire only about the group of excluded suppliers.

The conversion process does not generate a printed report.

Note. Table F76A8011 stores a history of AFIP answers for all of the months that are queried.

Modifying AFIP Information

You can use the Work with AFIP Information program (P76A8011) to modify the AFIP-provided information for individual suppliers. You can also add supplier information.

You should modify AFIP information only when some information must be set up for a specific supplier that for some reason was not included in the previous process. For example, if you set up a supplier after requesting information from AFIP for that month, you can perform the set up for that supplier only with the data that is provided.

Prerequisite

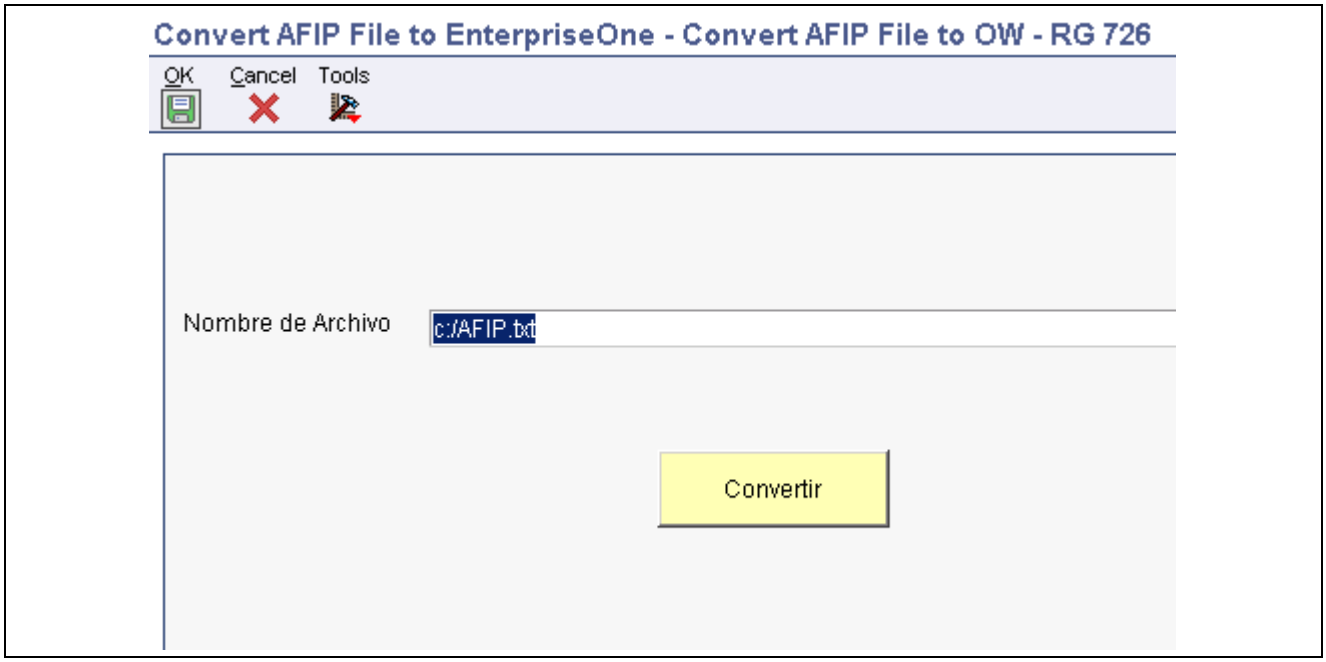
Upload the text file that you receive from AFIP to the AS400 F76A8010 table. The system converts the information from this table to the Supplier Information RG 716 - 04 table (F76A8011).

Form Used to Convert AFIP Information to PeopleSoft EnterpriseOne

Form Name	Form ID	Navigation	Usage
Convert AFIP File to OW - RG 726	W76A8010A	General Resolution 726 (G76A726), Convert AFIP File to EnterpriseOne.	Upload the information from the AFIP file to the Supplier Information RG 726- 04 table. Click Convertir (convert) to upload the information.
Info AFIP RG 726	W76A8011A	General Resolution 726 (G76A726), choose Work with AFIP Information. On the Work With AFIP Information RG 726 form, click Select.	You can modify the company's tax ID, the supplier's tax ID, or both.

Converting AFIP Information to PeopleSoft EnterpriseOne

Access the Convert AFIP File to OW - RG 726 form.

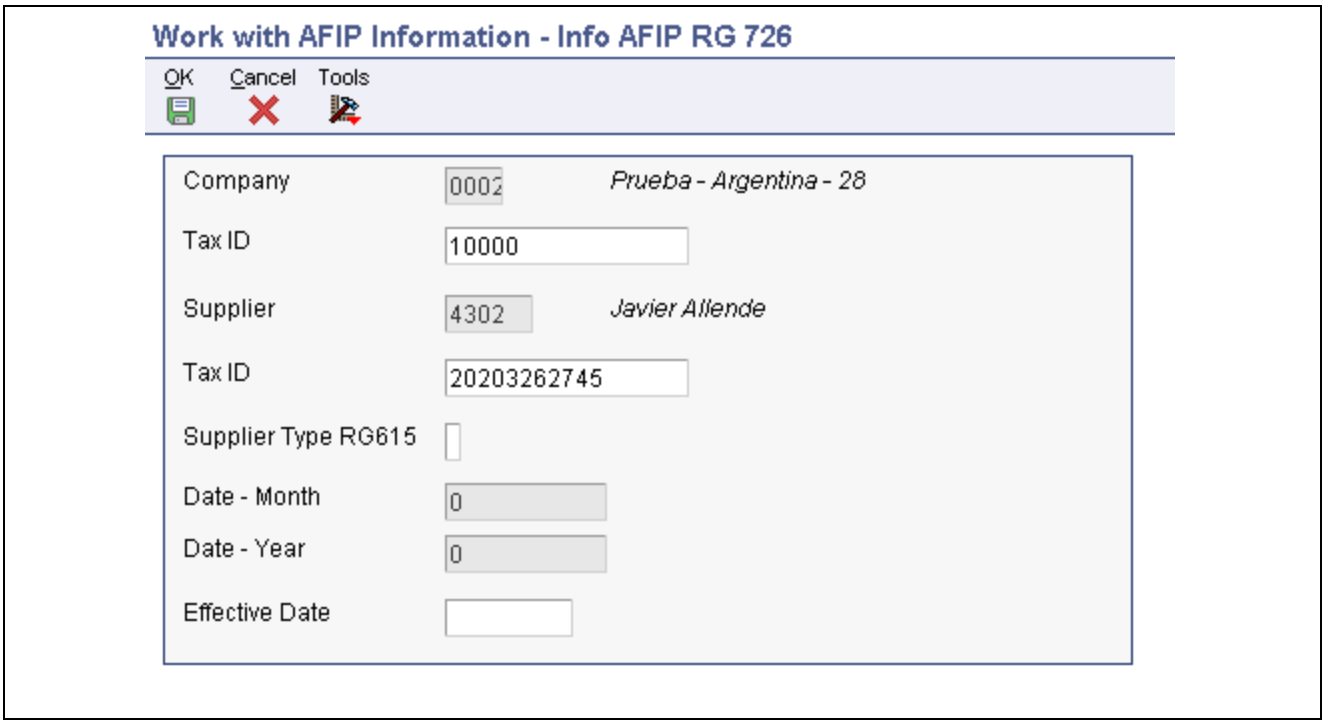


Convert AFIP File to OW - RG 726 form

Nombre de Archivo Enter the name of the flat file. This includes the directory path where the flat file exists.

Modifying AFIP Information

Access the Info AFIP RG 726 form.



Info AFIP RG 726 form

Supplier Type RG615 Enter the type of supplier, classified according to the information that the AFIP provides using the internet on a monthly basis. This classification corresponds with the supplier types specified in RG 726 and RG 615. Values are stored in UDC 76A/A4.

CHAPTER 28

(VEN) Processing Withholding

This chapter discusses:

- Process withholding for national and municipal.
- Process withholding for VAT.

Processing National and Municipal Withholding

This section provides an overview of withholding and discusses how to:

- Enter withholding percentages.
- Run the ISRL Withholding Calculation program (R76V04580A).
- Set processing options for ISRL Withholding Calculation (R76V04580A).
- Run the ISLR Withholding Certificate (R76VCRNP) program.
- Set processing options for ISLR Withholding Certificate (R76VCRNP).
- Run the IM Withholding Calculation (R76V4590A) program.
- Set processing options for IM Withholding Calculation (R76V4590A).

Understanding National and Municipal Withholding

PeopleSoft EnterpriseOne software provides country-specific programs to process the withholding of national and municipal taxes.

Withholding Calculations

You use the Withholding Setup (R76V458B) program to enter the terms for withholding taxes. You set up different terms for income taxes and for municipal taxes, and set up different terms for the various tax conditions. The system uses the values terms that you establish when you run the programs that calculate withholdings.

You run the ISLR Withholding Calculation (R76V04580A) program to calculate the withholding of Venezuelan income taxes (*Impuesto sobre la Renta* [ISLR]). You can also set the processing options to calculate municipal taxes.

You run the IM Withholding Calculation (R76V4590A) program to calculate the withholding for municipal taxes.

When you run either of these programs, the system:

- Accumulates the taxable amounts by document or by supplier, depending on the processing option values, and by withholding codes and by currency.
- Calculates the basis amount according to the values that you set up in the Withholding Setup (P76V458B) program.
- Calculates in the local currency the withholding amount according to the rate.

  If related documents are in foreign currency, the currency conversion is made at the rate in effect on the date specified in the processing options.
- Changes the payment status to the status specified in the processing options.
- Generates a report that lists the processed vouchers, the withholding documents, and the batch.

Other notes about these programs:

- If the invoice has VAT, the amount for the withholding calculation is the amount of the invoice without tax.
- If the withholding is for the total amount to be paid by the supplier, the program calculates the amount that is subject to withholding by adding all of the vouchers with the payment status that is indicated in the processing option and with the same withholding code and currency, without considering any other field selection value.

  Therefore, Payment Status is the key field to determine whether a document must be considered for the withholding calculation.
- For the invoices that are entered in a foreign currency, the system uses the amount in the foreign currency as the basis for the withholding calculation.

  The system calculates the amount in the local currency according to the exchange rate that is in effect for the date that appears in the processing option, unless the processing option item for the exchange rate is active. If the exchange rate is active, the system uses the exchange rate that was in effect when the invoice was entered.
- The withholding document is created with the same GL offset account to which the withholding is being applied.

  In the event there are several accounts payable, the withholding calculation must be made by GL offset.
- When creating each withholding document, the system updates the F76V4581 table.

  These table include the values that are used for the calculation, as well as the related voucher. The system also updates the F76V4583 table for ISLR withholding.

  When deleting or voiding a voucher containing a withholding, it is important to delete or void the related withholding document by using the Standard Voucher Entry application.

Withholding Reports

PeopleSoft EnterpriseOne software provides these reports:

- ISLR Withholding Affidavit (R76VDJRN).
- IM Withholding Affidavit (R76VDJRM).
- AR-CV Withholding Certificate (R76VCRVP).
- Annual Withholding Affidavit - Diskette (R76VPART).
- Withholding Integrity - Create Historical (R76VIR02C)
- Withholding Integrity - Erase Historical (R76VIR01B)

See Appendix D, “PeopleSoft EnterpriseOne Accounts Payable Reports,” page 665.

Prerequisites

Before you perform the tasks in this section:

- Verify that next numbers for withholding are set up for system 76V (Venezuela).

  See Chapter 2, "Setting Up the Accounts Payable System," (VEN) Understanding Next Numbers for Venezuela, page 21.

- Verify that UDCs 76/04 and 74/WT are set up.

Forms Used to Enter Withholding Percentages

Form Name	Form ID	Navigation	Usage
Withholding Information Revision	W76V456BA	Venezuelan Localizations (G76V), Withholding Setup	Add or modify withholding terms.

Entering Withholding Percentages

Access the Withholding Information Revision form.

I.M. and I.S.L.R Select either the I.M. or the I.S.L.R. option. The system displays the existing records for the tax type that you select, and enables you to modify or add records of the type you select.

I.S.L.R Withholding Code Enter the code that identifies the tax withholding.

I.M. Withholding Code Enter the code that identifies the tax withholding.

Tariff Type Enter the tax code type.

Minimum Amount Enter *0* to indicate the minimum amount on which the tax is calculated.

Maximum Amount Enter the maximum amount on which the tax is calculated. To specify an infinite amount, enter *999.999.999.99*.

PCT Amount Sub W/T (percentage amount subject to withholding) Enter the percentage of the base invoice or voucher amount that is subject to withholding tax. This amount must be *100*.

WH Tax Percentage (withholding tax percentage) Enter the percentage that is applied to the taxable amount (for example, enter 10 for 10 percent).

Reduced Taxable Amnt (reduced taxable amount) Enter the amount on which a reduced tax is assessed. The amount must be *0*.

Running the ISRL Withholding Calculation (R76V04580A) Program

Select Venezuelan Localizations (G76V), ISRL Withholding Calculation

Setting Processing Options for ISRL Withholding Calculation (R76V04580A)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

I.S.L.R.

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Insert Payment Date Enter the date that the withholding tax is remitted to the fiscal authority. If you leave this option blank, the system uses the current date. If the voucher is entered in a foreign currency, the system uses this date to determine the exchange rate.

2. Municipal Withholding Enter *1* to calculate municipal withholding. You must also complete the processing options on the I.M. tab.

3. Withholding by Document Enter *1* to calculate withholding by the total of each invoice. Leave this option blank to calculate withholding by the total of the invoices for the supplier.

4. Payment Status Enter the payment status that the system uses to select records to process. If you leave this option blank, the system select records with a payment status of *A* (approved).

5. Document Type Enter the document type that the system assigns to the withholding voucher.

6. Account ID Enter the short account number for the withholding.

7. P0400047 Version Enter the version of the Voucher Entry MBF Processing Options program (P0400047) that the system uses when you run the Calculate of Retentions ISLR program. If you leave this option blank, the system uses version ZJDE0001.

8. P0900049 Version Enter the version of the Journal Entry MBF Processing Options program (P04000479) that the system uses when you run the Calculate of Retentions ISLR program. If you leave this option blank, the system uses version ZJDE0001.

9. Exchange Rate Enter *1* to use the exchange rate of the invoice. Leave this option blank to use the exchange rate in effect at the time the withholding voucher is created.

I.M.

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Withholding by Document Enter *1* to calculate withholding by the total of each invoice. Leave this option blank to calculate withholding by the total of the invoices for the supplier.

2. Document Type Enter the document type that the system assigns to the withholding voucher.

3. Account ID Enter the short account number for the withholding.

4. R76V4590A Version Enter the version of the I.M. Withholding Calculation - VEN - 04 program (R76V4590A) that the system uses when you run the Calculate of Retentions ISLR program. If you leave this option blank, the system uses version ZJDE0001.

5. P0400047 Version Enter the version of the Voucher Entry MBF Processing Options program (P0400047) that the system uses when you run the Calculate of Retentions ISLR program. If you leave this option blank, the system uses version ZJDE0001.

6. P0900049 Version Enter the version of the Journal Entry MBF Processing Options program (P04000479) that the system uses when you run the Calculate of Retentions ISLR program. If you leave this option blank, the system uses version ZJDE0001.

7. Exchange Rate Enter *1* to use the exchange rate of the invoice. Leave this option blank to use the exchange rate in effect at the time the withholding voucher is created.

Running the ISLR Withholding Certificate (R76VCRNP) Program

Select Venezuelan Localizations (G76V), ISLR Withholding Certificate.

Setting Processing Options for ISLR Withholding Certificate (R76VCNRP)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Range of Date

Although processing options are set up during implementation, you can change processing options each time you run a program.

Date From Enter the first date in a range of dates to select records to process.

Date To Enter the last date in a range of dates to select records to process.

Running the IM Withholding Calculation (R76V4590A) Program

Select Venezuelan Localizations (G76V), IM Withholding Calculation.

Setting Processing Options for IM Withholding Calculation (R76V4590A)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

I.M.

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Insert Payment Date	Enter the date on which the withholding date is calculated. If you leave this option blank, the system uses the system date.
Withholding by Document	Enter *1* to calculate withholding by the total of each invoice. Leave this option blank to calculate withholding by the total of the invoices for the supplier.
Payment Status	Enter the payment status to select records to process. If you leave this option blank, the system select records with a payment status of *A* (approved).
Document Type	Enter the document type that the system assigns to the withholding voucher.
Account ID	Enter the short account number for the withholding.
Payment Status	Enter the payment status that the system uses to select records to process. If you leave this option blank, the system select records with a payment status of *A* (approved).
P0400047 Version	Enter the version of the Voucher Entry MBF Processing Options program (P0400047) that the system uses when you run the Calculate of Retentions IM program. If you leave this option blank, the system uses version ZJDE0001.
P0900049 Version	Enter the version of the Journal Entry MBF Processing Options program (P04000479) that the system uses when you run the Calculate of Retentions IM program. If you leave this option blank, the system uses version ZJDE0001.
Exchange Rate	Enter *1* to use the exchange rate of the invoice. Leave this option blank to use the exchange rate in effect at the time the withholding voucher is created.

Processing VAT

This section provides an overview of VAT for Venezuela, and discusses how to:

- Run the VAT Withholding Calculation (R76V04570) program.
- Set processing options for VAT Withholding Calculation (R76V04570).
- Run the Text File Generation - VAT Withholding (R76VLO01) program.
- Set processing options for Text File Generation - VAT Withholding (R76VLO01).
- Run the VAT Withholding Certificate (R76VLO03) program.
- Set processing options for VAT Withholding Certificate (R76VLO03).

Understanding VAT for Venezuela

When you process VAT for Venezuela, you:

- Use the VAT Withholding Calculation (R76V04570) program to calculate VAT withholding.
- Use the VAT Withholding Certificate (R76VLO03) program to generate vouchers for the withholding of VAT.
- Use the Text File Generation- VAT Withholding (R76VLO01) program to generate the flat file for tax reporting.

VAT Withholding Calculation (R76V04570) Program

When you run the VAT Withholding Calculation (R76V04570) program, the system:

- Selects all vouchers that have a payment status defined as VAT withholding.
- Applies to the total tax amount the withholding percentage that is assigned to the supplier in the Supplier Master table.
- Changes the payment status of payment items to the payment status that is specified in the processing options.
- Creates the VAT withholding document with a negative amount so that the amount is deducted from the voucher payment.
- Creates the withholding record in the foreign currency when the voucher is in a foreign currency.
- Generates a report that lists the processed vouchers and shows the withholding document and the batch number.
- Changes only the document payment status if the withholding is not calculated.
- Leaves the payment status unchanged if the program runs with an error.

Text File Generation - VAT Withholding (R76VLO01)

You run the Text File Generation - VAT Withholding (R76VLO01) program to generate a flat file for reporting VAT withholdings. When you run this report for imported goods, only the information that you entered for Form C is reported. The system does not report the supplier purchasing transactions for imports. The system includes import transactions only when you set up tax rate areas for imported goods to show the goods as VAT exempt, define document types in UDC 00/DT and 00/DV for imported goods, and when you enter the supplier invoices as VAT exempt.

Prerequisites

Before you complete the tasks in this section:

- Verify that document types exist for VAT withholding in UDC 00/DT and 00/DV:
- Verify that a payment status to calculate VAT withholding exists in UDC 00/PS.
- Verify that special handling codes for UDC 00/DT have values 01 for invoices, 02 for debit notes, and 03 for credit notes.

Running the VAT Withholding Calculation (R76V04570) Program

Select Venezuelan Localizations (G76V), VAT Withholding Calculation.

Setting Processing Options for VAT Withholding Calculation (R76V04570)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

VAT

Although processing options are set up during implementation, you can change processing options each time you run a program.

Withholding Document Date Enter *1* to calculate VAT as of the document date. If you leave this option blank and complete the Payment Date processing option, the system uses the date that you enter in the Payment Date processing option. If you leave this option and the Payment Date option blank, the system uses the current date.

Payment Date Enter the date on which the system calculates VAT. If you complete both this option and the Withholding Document Date option, the system uses the document date. If you leave this option blank and the Withholding Document Date processing option blank, the system uses the current date.

Document Type Enter the document type that the system assigns to the VAT withholding voucher.

Account ID for Withholding Enter the short account ID.

Payment Status for Release Enter the payment status that the system uses the select records to process.

Payment Status for VAT Enter the payment status that identifies payments for which VAT applies.

Payment Status for Withholding Document Enter the payment status that the system assigns to the vouchers created. If you leave this option blank, the system assigns a payment status of *A* (approved).

P0400047 Version Enter the version of the Voucher Entry MBF Processing Options program (P0400047) that the system uses when you run the Calculate of Retentions IVA program. If you leave this option blank, the system uses version ZJDE0001.

P0900049 Version Enter the version of the Journal Entry MBF Processing Options program (P04000479) that the system uses when you run the Calculate of Retentions IVA program. If you leave this option blank, the system uses version ZJDE0001.

Running the VAT Withholding Certificate (R76VLO03) Program

Select Venezuelan Localizations (G76V), VAT Withholding Certificate (R76VLO03).

Setting Processing Options for VAT Withholding Certificate (R76VLO03)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Configuration

Although processing options are set up during implementation, you can change processing options each time you run a program.

1. Date From	Enter the first date in a range of dates that the system uses to select records to process.
2. Date To	Enter the last date in a range of dates that the system uses to select records to process.
3. Separating Character	Enter the special character that separates the invoice number from the control number in the Invoice Number field of the Additional Information - Venezuela form.
4. Company	Enter the company for which the report is run.
5. Document Type	Enter the document type that the system uses to select records to process.
6. Address Number of Withholding Agent	Enter the address book number of the company that is withholding the VAT.

Running the Text File Generation - VAT Withholding (R76VLO01) Program

Select Venezuelan Localizations (G76V), Text File Generation - Vat Withholding (R76VLO01),

Setting Processing Options for Text File Generation - VAT Withholding (R76VLO01)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Configuration

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Date From	Enter the first date in a range of dates that the system uses to select records to process.
2. Date To	Enter the last date in a range of dates that the system uses to select records to process.
3. RIF Contributor	Enter the tax ID number of the RIF contributor. Enter the number without spaces or special characters.

4. Separating Character Enter the special character that separates the invoice number from the control number in the Invoice Number field of the Additional Information - Venezuela form.

5. Historical of Sales Enter *1* to save records in the sales history record.

6. Company Enter the company for which the report is run.

7. Path Enter the location to which the system writes the flat file. You must have write permissions for the location you enter.

Document Type of Form C Enter the document type from UDC 00/DT that identifies records for which an import form (Form C) exist.

Configuration 2

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Code of Reason for the Retained VAT (Sales) Enter a code from UDC 03B/RC that identifies the retained VAT for sales.

Code of Importation VAT 1 Enter a tax rate/area for the tax.

Include Sales Enter *1* to save records in the sales history record.

CHAPTER 29

Creating As Of Reports

This chapter provides an overview of as of processing and discusses how to:

- Generate the Date File.
- Run the "As-Of" Open A/P Summary report.
- Run the "As-Of" A/P Detail with Remarks report.
- Run the "As-Of" Open A/P Details with Aging report.

Understanding As Of Processing

As of processing enables you to run Accounts Payable summary and detail reports as of a certain date rather than at runtime, supporting the G/L account balances that are reported at period end. Because period-end data entry typically occurs for several days into the next period, and next-period data entry can begin before period-end, a significant difference exists between as of data and real-time data.

Prior to printing and reviewing these reports, you must run the Date File Generation report (R04901A) to generate a complete picture of the F0411 table as of a specific date. After you generate the file as of a specific period of time, you can compare the Accounts Payable transaction open balance with the balance of the AP Trade Account for the same period of time. These two balances should match if all of the transactions are posted to the general ledger and the trade account has been updated properly.

Auditors find these reports especially useful because they can run them for any period of time, as long as the date file has been generated.

You can also use as of reports to help resolve problems that you might encounter with your data.

Generating the Date File

This section provides an overview of the Date File Generation report and discusses how to:

- Run the Date File Generation report.
- Set processing options for the Date File Generation report.

Understanding the Date File Generation Report

To run as of reports, you must first generate a date table. The system uses the date that you specify in the first processing option and compares it with the GL date of all the AP transactions. The open amount of the voucher is calculated based on the voucher's gross amount, adjustments, and payment transactions within the GL date time frame. The Date File Generation report updates three worktables if you set up your processing options appropriately:

- F0411A table, based on the F0411 table.
- F0413A table, based on the F0413 table.
- F0414A table, based on the F0414 table.

To produce custom reports that include payment information as of a specific date, you can use the F0413A and F0414 tables.

If you are updating only open items, the system uses the date that you enter in the Date processing option and compares it with the GL date of the records like this:

- If the GL date of the voucher is after the date that is entered, the F0411A table is not updated.
- If the GL date of the voucher is equal to or prior to the date that is entered, the voucher is included in the table, but adjustment (including voiding vouchers) and payment records must be considered to determine the open amount of the voucher.
- If the GL date of the adjustment or payment record is after the date that is entered, the records are not considered in the calculation of the open amount.

  The open amount of the voucher is equal to the gross amount.
- If the GL date of the adjustment or payment record is equal or prior to the date that is entered, the amount of the payment or adjustment is subtracted from the gross amount of the voucher and updated so that it becomes the open amount.

When you update only open items, records are written to the F0411A table alone. The system automatically sets the pay status to A (approved) if an open amount exists in your F0411 table.

If you are including both open and paid items in the worktables, the date comparison indicated previously continues, but payment records with a GL date equal or prior to the date that is entered are also updated to the F0413A and F0414A tables. If no open amounts exist in your F0411 table, the system will automatically set the pay status to P (paid).

You need to include paid items in the worktables only when:

- You want to include paid information on the report that you are running.
- You want to include vouchers that have been prepaid on the report.

Vouchers are considered prepaid any time the GL date of the payment precedes the GL date of the voucher. The processing time for generating the worktables for both open and paid items can take significantly longer than the time that it takes to generate a table for just open items.

Note. To ensure adequate processing time, run the Date File Generation report after business hours.

Running the Date File Generation Report

Select Period End Processing (G0421), Date File Generation.

Setting Processing Options for Date File Generation (R04901A)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. 'As Of' Date

Specify the as of date. If you leave this processing option blank, the system uses the current date.

2. Update Option

Specify which records the system includes in the following tables:

- F0411A
- F0413A
- F0414A

Values are:

Blank: Include only open items in the F0411A table.

1: Include both open and paid items in the F0411A table and also include the associated payment records of the paid items in the F0413A table and the F0414A table.

Note. If you include paid items, processing time increases.

3. Prepayment Remark

Specify how the system completes the remark field for prepayments when you include prepayments in the F0411A) table. Prepayments are vouchers that have a GL date that is after the as of date, but that were paid by the as of date. Values are:

Blank: Write prepayments with the original remark of the item.

1: Override the remark of the prepayment with the payment type and payment number.

Running the "As-Of" Open A/P Summary Report

This section provides an overview of the "As-Of" Open A/P Summary report, lists a prerequisite, and discusses how to:

- Generate the "As-Of" Open A/P Summary report.
- Set processing options for the "As-Of" Open A/P Summary report.

Understanding the "As-Of" Open A/P Summary Report

This report provides summary information for each supplier and aging information as of a specific date.

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the “As-Of" Open A/P Summary Report

Select Period End Processing (G0421), Open A/P Summary report, "As-Of"- Open A/P Summary Report.

Setting Processing Options for “As-Of" Open A/P Summary Report (R04413C)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Aging Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Aging Specifications

Specify the method that the system uses to retrieve aging specifications from the F0009 table instead of the aging processing options. Values are:

Blank: The system ages transactions based on the information that is set up in the processing options.

1: The system ages on the due date using the aging days in the constants.

2. Date Type

Specify which voucher date the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares the date specified with the aging date to determine the aging period in which to place each transaction.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, this processing is ignored and the system uses the due date on the voucher. Values are:

Blank or *D:* Due date

G: GL date

I: Invoice date

3. Aging Method

Specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores values in this processing option. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

4. Aging Days

Aging Category 1

Use this processing option in conjunction with the other four aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 2

Use this processing option in conjunction with the other four aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 3

Use this processing option in conjunction with the other four aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 4

Use this processing option in conjunction with the other four aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 5

Use this processing option in conjunction with the other four aging category processing options to specify the aging intervals. For example, if the values specified in the aging category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1–30, 31–60, 61–90, and Over 90.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you left the Aging Method processing option blank to use aging days.

5. Age Credits

Use this processing option to specify how the system ages credits. Values are:

Blank: Apply credits to the Current aging column.

1: Apply credits to the appropriate aging column.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Hold Payment Use this processing option to specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the F0401 table. Values are:

Blank: Print all suppliers.

1: Exclude suppliers that are on payment hold.

Running the "As-Of" A/P Detail with Remarks Report

This section provides an overview of the "As-Of" A/P Detail with Remarks Report, lists a prerequisite, and discusses how to:

- Generate the "As-Of" A/P Detail with Remarks report.
- Set processing options for the "As-Of" A/P Detail with Remarks report.

Understanding the "As-Of" A/P Detail with Remarks Report

To review information in your AP ledger as of a specific date, run the "As-Of" A/P Detail with Remarks report.

This report is an excellent problem-solving tool. For example, you can use this report to compare the AP period end balance with the AP trade account balance in the general ledger.

This report includes information as of the date that you specify in the report processing options and the date that you specify when you generate your date table.

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the "As-Of" A/P Detail with Remarks Report

Select Period End Processing (G0421), Open A/P Detail Report, "As-Of" A/P Detail with Remarks.

Setting Processing Options for the "As-Of" A/P Detail with Remarks Report (R04423C)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Hold Payment

Specify whether to exclude suppliers on payment hold. The supplier's hold status is specified in the Hold Payment Code field of the F0401 table. Values are:

Blank: Print all suppliers.

1: Exclude suppliers on payment hold.

2. Recurring Voucher Information

Specify whether to print recurring voucher information. Values are:

Blank: Do not print recurring voucher information.

1: Print recurring voucher information.

3. Remaining Payments

Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (***) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information

Specify whether to print payment information on the report. Values are:

Blank: Do not print payment information.

1: Print payment information.

5. Include Payment Amounts

Specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Values are:

Blank: Do not include payments in the column totals for the original amount.

1: Include payments in the column totals for the original amount.

Running the "As-Of" Open A/P Details with Aging Report

This section provides an overview of the "As-Of" Open A/P Details with Aging Report, lists a report, and discusses how to:

- Generate the "As-Of" Open A/P Details with Aging report.
- Set processing options for the "As-Of" Open A/P Details with Aging report.

Understanding the "As-Of" Open A/P Details with Aging Report

To review information in your AP ledger as of a specific date, run the "As-Of" A /P Detail with Aging report.

This report is an excellent problem-solving tool. For example, you can use this report to compare the AP period end balance with the AP trade account balance in the general ledger.

This report includes information as of the date you specify in the report processing options and the date you specify when you generate your date table.

Prerequisite

Ensure that you have generated a date table with the correct as of date, using the Date File Generation report.

Generating the "As-Of" Open A/P Details with Aging Report

Select Period End Processing (G0421), Open A/P Detail Report, "As-Of" Open A/P Details with Aging.

Setting Processing Options for the "As-Of" Open A/P Details with Aging Report (R04423D)

Processing options enable you to specify the default processing for programs and reports.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Aging Tab

These processing options specify the aging criteria to be used on the report.

If you do not change any of the default settings on this tab, the system retrieves aging specifications from AP constants. If you change the default 1 to a blank in the first processing option, the system retrieves aging specifications from the values that you enter on this tab.

1. Aging Specifications

Specify the method by which the system retrieves aging specifications from the F0009 table instead of the aging processing options. Values are:

Blank: The system ages transactions based on the information set up in the processing options.

1: The system ages on the due date using the aging days in the Accounts Payable constants.

2. Date Type

Specify which date on the voucher the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares this date with the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:* Use the due date to age vouchers.

G: Use the GL date to age vouchers.

I: Use the invoice date to age vouchers.

3. Aging Method

Specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

4. Aging Days

Aging Category 1

Use this processing option in conjunction with the other three aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1–30, 31–60, and Over 60.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 2

Use this processing option in conjunction with the other three aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1–30, 31–60, and Over 60.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 3

Use this processing option in conjunction with the other three aging category processing options to specify the aging intervals. For example, if the values specified in the aging category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1–30, 31–60, and Over 60.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

Aging Category 4

Use this processing option in conjunction with the other three aging category processing options to specify the aging intervals. For example, if the values that are specified in the aging category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1–30, 31–60, and Over 60.

This processing option applies only if you leave the Aging Specifications processing option blank to use the aging processing options, and you leave the Aging Method processing option blank to use aging days.

5. Age Credits

Specify how the system ages credits. Values are:

Blank: Apply credits to the Current aging column.

1: Age credits.

Print Options Tab

These processing options specify print options on reports.

1. Hold Payment

Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field of the F0401 table. Values ares:

Blank: Print all suppliers.

1: Exclude suppliers that are on payment hold.

2. Recurring Voucher Information

Specify whether to print recurring voucher information. Values are:

Blank: Do not print recurring voucher information.

1: Print recurring voucher information.

3. Remaining Payments

Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system prints three asterisks (***) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information

Specify whether to print payment information on the report. Values are:

Blank: Do not print payment information.

1: Print payment information.

5. Include Payment Amounts

Specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Values are:

Blank: Do not include payments in the column totals for the original amount.

1: Include payments in the column totals for the original amount.

CHAPTER 30

Verifying Data Integrity

This chapter provides an overview of Accounts Payable integrity reports discusses how to:

- Run the A/P to G/L by Batch integrity report.
- Run the A/P Payments to G/L by Batch integrity report.
- Run the A/P to G/L by Offset Account integrity report.
- Correct Out-Of-Balance Conditions.

Understanding Accounts Payable Integrity Reports

Integrity reports identify problems and inconsistencies with your data so that you can resolve them and ensure that your PeopleSoft EnterpriseOne systems remain in balance. Use these reports to verify that your accounts payable data matches your GL data and that your accounts payable transactions have the correct pay status.

You can run integrity reports only as of the current day. Integrity reports do not have as of capabilities. That is, you cannot run them as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time.

Follow these guidelines when running integrity reports:

- Submit one integrity report at a time.
- Run integrity reports when other users are not accessing the system to ensure accuracy.
- Run integrity reports weekly so that you do not risk compromising your accounting data.
- Run integrity reports as needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly.

The accounts payable integrity reports include posted transactions only.

Running the A/P to G/L by Batch Integrity Report

This section provides an overview of the A/P to G/L by Batch Integrity Report and discusses how to generate the report.

Understanding the A/P to G/L by Batch Integrity Report

The A/P to G/L by Batch Integrity Report verifies that the gross amount of each batch in the F0411 table is in balance with the amounts in the corresponding batch in the F0911 table. It also checks for an invalid pay status on every pay item.

This report does not include batches of payments that are entered without voucher match (batch type W). To test the integrity of this type of batch, run the A/P Payments to G/L by Batch report.

This report performs two types of integrity tests:

- Balance test
- Pay status test

Balance Test

The balance test performs the following comparisons for each batch:

- Compares the gross amount in the F0411 table with the gross amount in the F0911 table.
- Compares the automatic offset amount with the AP control amount.
- Compares both of the preceding AP and GL amounts.

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain or loss transactions to the gross voucher amounts. It also does not add the discount that is taken or subtract the discount that is lost from the gross amount for the associated payment transaction.

The system adds the value-added tax (VAT) to the voucher taxable amount and subtracts the amount of Use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

Pay Status Test

The pay status test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status should be paid. If a voucher has an open amount, the pay status should be held or approved. If any discrepancies exist, the voucher transactions print on the integrity report.

Generating the A/P to G/L by Batch Report

Select Period End Processing (G0421), A/P Orig Doc to G/L by Batch.

Running the A/P Payments to G/L by Batch Integrity Report

This section provides an overview of the A/P Payments to G/L by Batch integrity report and discusses how to generate the report.

Understanding the A/P Payments to G/L by Batch Integrity Report

The A/P Payments to G/L by Batch report verifies that each batch of F0414 payments is in balance with the corresponding batch of F0911 amounts.

This test performs the following comparisons for each batch:

- Compares the gross amount in the F0414 table with the gross amount in the F0911 table.
- Compares the automatic offset amount with the AP control amount.
- Compares both of the preceding AP and G/L amounts.

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because no offset accounts exist in the general ledger.

Because manual payments that are made without a matching voucher (type W) contain both voucher and payment information, the system identifies integrity problems for this batch type differently than for other batch types:

- Gross Amount column.

  When a difference exists between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.

- Distribution Amount column.

  When a difference exists between the distribution amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.

- Automatic Offsets column.

  When a difference exists between the automatic offset amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.

Generating the A/P Payments to G/L by Batch Report

Select Period End Processing (G0421), A/P Payments to G/L by Batch.

Running the A/P to G/L by Offset Account Integrity Report

This section provides an overview of the A/P to G/L by Offset Account integrity report and discusses how to generate the report.

Understanding the A/P to G/L by Offset Account Integrity Report

The A/P to G/L by Offset Account integrity report compares the posted open amounts from the F0411 table with the balance in the offsetting AP control (trade) accounts in the F0902 table. The open amounts in the F0411 table do not include taxes or discounts.

This comparison:

- Summarizes the Accounts Payable Ledger open amounts for each GL account. (The GL offset code in the voucher points to the AP control offset account, which is item PC in AAIs.)
- Compares the GL account amount with the corresponding AP control account.

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the GL offset account number appear on the integrity report. AAIs control which accounts appear on the report.

- Prints the sum of any GL offset code that cannot be associated with an account in the (F0902) table.

  This usually occurs if an AAI is missing, if it's been changed, or if it points to an invalid account.

The G/L Annual Close process for the prior year must be run for the A/P to G/L Integrity by Offset Account report to be accurate. The report adds the balance forward from the prior year to any activity for the current year. The G/L Annual Close provides the prior year balance forward amount.

Generating the A/P to G/L by Offset Account Integrity Report

Select Period End Processing (G0421), A/P to G/L by Offset Account.

Correcting Out-Of-Balance Conditions

After running an integrity report, you must correct any errors that the system detects.

Report Amounts Do Not Net to Zero

This error occurs with the A/P to G/L Integrity Report by Batch and A/P To G/L Integrity By Offset Account reports. It is usually caused by unposted AP batches. The system updates the AP ledger tables, whereas the post program updates the F0902 table.

To correct this error, post all AP batches.

The following example illustrates why the integrity report shows amounts that are out of balance unless the transactions are posted:

This is what happens when you enter and post voucher #1234:

- Document Type = PV (voucher).
- Gross Amount = 1,000 (F0411).
- Open Amount = 1,000 (F0411).
- Posted Code = D (F0411).
- Amount = 1,000 (F0902).

The open amount in the F0411 table and the amount in the F0902 table are in balance.

This is what happens when you void voucher #1234:

- Document Type = PV (voucher).
- Gross Amount = Blank (zero) (F0411).
- Open Amount = Blank (zero) (F0411).
- Posted Code = D (F0411).
- Amount = 1,000 (F0902).

Because the open amount is now zero, and the F0902 amount is 1,000, the integrity report shows the amounts as out of balance.

This is what happens when you post the voided transaction:

- Matching Document Type = PE (change the voucher amount).
- Gross Amount = -1,000 (F0411).
- Open Amount = Blank (zero) (F0411).
- Posted Code = D (F0411).
- Amount = Blank (zero) (F0902).

The –1,000 in the F0411 table is applied to the amount in the F0902 table. The open amount in the F0411 table and the amount in the F0902 table are now in balance (both are at zero).

Batch Was Posted Out of Balance Without Automatic Offset Entries

This error occurs only with the A/P To G/L Integrity By Offset Account report. It can occur when a power failure occurs during posting or when more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

Invalid Journal Entry Was Posted to an AP Account

This error occurs with the A/P To G/L Integrity Report By Batch and A/P To G/L Integrity By Offset Account reports. Typically, the AP control offset account (posting edit code = M) includes only machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem.

To correct this, locate the journal entry, correct or void the entry, and post it.

Data Records Are Damaged

This error can occur with any AP integrity report for a variety of reasons, including hardware failure.

To correct this problem:

- If the damaged records are in the Accounts Payable Ledger table, you might need to use a utility program to remove them from the table.

  For more information, contact your system administrator.
- If the records are in the Account Balances table, you might need to repost the Account Ledger.

G/L Offset Code Was Changed

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the GL offset code to which your vouchers are assigned and the system cannot find a match for the Accounts Payable Ledger records that contain the old offset code.

The report prints the old PC*yyyy* (where *yyyy* equals the GL offset code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the GL account balance, because the system cannot find a match.

You can correct this error in one of two ways:

- Change the AP amounts with the old offset codes to include the new offset code.
- Set up the old offset code and retain it until you have paid all open vouchers that have the old code.

AP Control Account Was Changed

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the AAIs for the AP control account to which the voucher GL offset code is attached. The system cannot find a match in the Account Balances table because the association between the GL offset code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old AP control account balance amount.

To correct this problem, locate the old AP control offset account total and manually add it to balance this account.

The F0411 Table and F0414 Table are Out of Balance

This error occurs only for batches with a batch type of W (without match) on the A/P Payments To G/L By Batch report. It occurs for one of the following reasons:

- A void to a transaction that does not void related transactions.
- A power failure or other problem during the post process.
- Data records are damaged.

To correct this problem, determine which amount is incorrect by printing the Manual Payment Journal report and general journal reports.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your system administrator.

General Ledger Transactions Are Out of Balance

This error can occur on the A/P Orig Doc to G/L by Batch report and A/P Payments to G/L by Batch report (batch type W only). The error can be related to either distribution amounts or automatic offset amounts, and can be caused by any of the following:

- Unposted AP batches.

  To correct this problem, post all AP batches.

- Journal entries that have been voided incorrectly.

  This happens when you use the wrong program to void entries. For example, you use Journal Entry (P0911) rather than Void Payment Entry (P0413M). To correct this problem, you might need to use a data file utility to reset the records to their original state. Then, use the correct program to void the transaction. For more information, contact your system administrator.

- A power failure or other problem during the post process (distribution amounts only).

  To correct this problem, repost the batch.

- A batch posted out of balance without automatic offset entries.
- An invalid journal entry posted to an AP account.
- Damaged data records.
- A changed AP control account.
- An exit out-of-balance when you enter the voucher expense distribution.

CHAPTER 31

Purging Accounts Payable Records

This chapter provides an overview of how to purge closed records from your Accounts Payable system, lists prerequisites, and discusses how to run the Purge Closed A/P Records program.

Understanding How to Purge Records from Your Accounts Payable System

To conserve system disk space, purge your paid Accounts Payable records periodically. When you purge Accounts Payable records, you run a batch program that:

- Removes paid transactions from the F0411, F0413, and F0414 tables when the following conditions exist:
  - The GL date of the transaction is on or before the as of date that is set in the G/L Purge Date processing option.
  - The open amount is zero.
- Removes Accounts Payable payment summary information from the Accounts Payable Matching Document table if the payment date of a record is on or before the payment date that is set in a processing option.
- Removes all drafts that have not yet been paid.

  The system removes all drafts because the draft document type P1 does not have a GL date or an open amount. To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.
- Copies purged records to the following tables:
  - F0411P
  - F0413P
  - F0414P

  For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

Important! Do not purge Accounts Payable ledger information that might be needed by other systems, such as the Procurement system.

System Administrator Responsibilities

The system administrator is responsible for several tasks that are related to purging Accounts Payable records:

- After you purge Accounts Payable records, contact your system administrator to reorganize the files.

This records the remaining records, maximizes system disk space, speeds system processing, and rebuilds the table indices.

- When you purge Accounts Payable records, the system does not purge the associated journal entries.

  Contact your system administrator to develop a plan to purge the F0911 table.

- To remove the tables of purged records from your system, contact your database administrator.

(ARG) Considerations for Purging Vouchers

When you run the Purge Closed A/P Records program (R04800), the data from the F76A411H table is moved to the F76A411R table.

Prerequisites

Before you complete the tasks in this section:

- Back up the F0411, F0413, and F0414 tables.
- Update YTD voucher amounts.

  See Chapter 12, "Entering Supplier Information," Verifying YTD Voucher Amounts, page 268.

Purging Closed AP Records

This section discusses how: to

- Run the Purge Closed A/P Records program.
- Set Data Selection and Sequence for Purge Closed A/P Records.
- Setting processing options for Purge Closed A/P Records (R04800).

Running the Purge Closed A/P Records Program

Select A/P Advanced & Technical Operations (G0431), Purge Closed A/P Records.

Setting Data Selection and Sequence for Purge Closed A/P Records

You should follow specific guidelines for data selection and data sequence for the Purge Closed A/P Records program.

Data Selection

To prevent the system from purging recurring vouchers, set the Number of Payments equal to *ZERO*.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

Data Sequencing

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document company
2. Document number
3. Document type

Setting Processing Options for Purge Closed A/P Records (R04800)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. G/L Purge Date Specify a GL date for the system to use when determining which records to purge from the F0411, F0413, and F0414 tables.

APPENDIX A

Mapping Voucher Transactions to Batch Input Tables

This appendix discusses mapping fields in the following batch processing tables:

- Voucher Transactions - Batch Upload table (F0411Z1).
- Journal Entry Transactions - Batch File table (F0911Z1).
- (ARG) F0411Z1 Tag Table - ARG - 04 table (F76A30).

Mapping Fields in the Voucher Transactions - Batch Upload Table (F0411Z1)

This section contains lists of fields in the F0411Z1 table that are either required, optional, or ignored. This section also contains lists of additional required fields for processing discounts and payments.

Required Fields

The following fields in the F0411Z1 table are required:

Field Name	Alias	Type	Length	Definition
EDI - User ID	VLEDUS	Alpha	10	Enter the user ID of the person who runs the Voucher Batch process or the person who receives the messages in the work center. This field, in conjunction with the transaction number (VLEDTN), the batch number (VLEDBT), and the line number (VLEDLN), uniquely identifies a specific voucher.

Field Name	Alias	Type	Length	Definition
EDI - Transaction Number	VLEDTN	Alpha	22	Enter the document number of the source system so that the transaction can be cross-referenced. This field, in conjunction with the line number (VLEDLN), identifies each transaction. Each new transaction number indicates a new voucher. You cannot have more than one transaction with the same number in a batch unless the line number is different. If the number assigned already exists in the Accounts Payable Ledger table (F0411), the system returns an error message.
EDI - Line Number	VLEDLN	Number	7	Enter the pay item number only if a transaction has multiple pay items. If a transaction has only one pay item, you can leave this field blank. This field is used in conjunction with the transaction number (VLEDTN) to identify each pay item of the voucher. If a transaction has only one pay item, you can leave this field blank.
EDI - Successfully Processed	VLEDSP	Alpha	1	Leave this field blank. The system completes this field to indicate whether the transaction was successfully processed using the batch processor. Blank or 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to *1*..
EDI - Transaction Action	VLEDTC	Alpha	1	Enter A in this field. No other values are valid.
EDI - Transaction Type	VLEDTR	Alpha	1	Enter *V* (for vouchers) in this field. This field is a code that identifies a particular kind of transaction.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	VLEDBT	Alpha	15	Enter a number to group transactions for processing. This value, in conjunction with the transaction number (VLEDTN), the user ID (VLEDUS), and the line number (VLEDLN), uniquely identifies a transaction within a specific batch. This field also serves as a level break and causes the assignment of a new PeopleSoft EnterpriseOne batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time.
Address Number	VLAN8	Number	8	Enter the address book number of the supplier that is associated with the voucher transaction. The number that you enter must exist in the Address Book Master table (F0101).
G/L Date	VLDGJ	Date	6	Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (*mmddyy*), while others might require a Julian date format. The Julian date format is *cyyddd* (where *c* = century). Enter *0* (zero) for transactions in the 20th century and enter *1* for transactions in the 21st century. For example, the date June 1, 1999 corresponds to the Julian date 099152, and the date June 1, 2000 corresponds to the Julian date 100153 (because the year 2000 has a leap day, February, 29, 2000). Alternatively, you can leave this field blank and complete the fields VLDGM (mm), VLDGD (dd), VLDGY (yy), and VLDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDG#). For example, enter 19 for 1999, or enter 20 for 2005.
Company	VLCO	Alpha	5	Enter the number of the company to which the voucher belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.

Field Name	Alias	Type	Length	Definition
G/L Offset	VLGLC	Alpha	4	The value of this field, in conjunction with the company number (VLCO), determines the AP trade (offset) account to which the transaction is posted. The account established in the AAI item PC*yyyy*(where*yyyy* is the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default). You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Gross Amount	VLAG	Number	15	Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not. If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VLACR) instead. If you process transactions using Currency Mode 3, you must complete both the Gross Amount and Currency Amount fields.
G/L Bank Account	VLGLBA	Number	8	Enter the bank account from which the voucher should be paid. Enter the account number in BU/Obj/Sub format. If you leave this field blank, the system uses the account set up in the AAI item PB for the company specified. If the AAI item for the company is not found, the AAI for company 00000 is used. Alternatively, enter the account ID (GMAID) of the bank account from which the voucher should be paid. The account ID is located in the Account Master table (F0901).
Business Unit	VLMCU	Alpha	12	Enter the business unit to which the voucher belongs. The value that you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value in the Security Business Unit field (MCU) in the supplier's address book record.

Additional Required Fields for Processing Discounts

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are required for processing voucher discounts in addition to those fields listed in the previous two tables.

Field Name	Alias	Type	Length	Definition
Payment Terms Code	VLPTC	Alpha	3	Enter a payment terms code or leave this field blank. The value that you enter in this field is validated against an entry in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VLADSC), Discount Due Date (VLDDNJ), and Net Due Date (VLDDJ) fields in the Supplier Master table (F0401) are updated accordingly. If you leave this field blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the discount and the discount due date.
Discount Available	VLADSC	Number	15	Leave this field blank if you completed the Payment Terms Code field (VLPTC). The system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to calculate the discount amount and the discount due date. If you did not enter a payment term code, enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a discount due date (VLDDNJ). You cannot enter the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system will read this as a 5-cent discount.

Field Name	Alias	Type	Length	Definition
Net Due Date	VLDDJ	Date	6	Leave this field blank if you completed the Payment Terms Code field (VLPTC). This field identifies the due date of the voucher regardless of whether a discount is available. The system automatically calculates the net due date when the voucher is processed. If you leave the Payment Terms Code field blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the net due date (VLDDJ). If you do not use a payment term, enter the net due date in a format that your database accepts. See the data item for G/L Date (VLDGJ) for more information. Alternatively, leave this field blank and complete the VLDDM (mm), VLDDD (dd), VLDDY (yy), and VLDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDD#). For example, enter 19 for 1999 and 20 or 2005.
Discount Due Date	VLDDNJ	Date	6	Leave this field blank if you completed the Payment Terms Code field (VLPTC). This field identifies the date through which a discount can be taken when the payment is issued. When vouchers are processed, this field is automatically populated based on the definition of the payment term. If you leave the Payment Terms Code field (VLPTC) blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table to determine the Discount Available (VLADSC), Discount Due Date (VLDDNJ) and Net Due Date (VLDDJ) fields. If you do not use a payment term, but you use the discount available, enter a date in the format that your database accepts. See the data item for G/L Date (VLDGJ) in the first table for more information. Alternatively, leave this field blank and complete the VLDDNM (mm), VLDDND (dd), VLDDNY (yy), and VLDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDDN#). For example, enter 19 for 1999 and 20 for 2005.

Field Name	Alias	Type	Length	Definition
Batch File Discount Handling Flag	VLEDDH	Alpha	1	Enter *1* in this field to process vouchers with discounts.
Discount Taken	VLADSA	Number	15	Leave this field blank. This field is updated in the Supplier Master table (F0401) when the payment is issued and the discount taken.

Additional Required Fields for Processing Payments

The following field is required for processing payments in the Voucher Transactions - Batch Upload table (F0411Z1).

You can process paid vouchers for the upload process if these vouchers meet two payment conditions. First, only one payment is allowed per voucher. Second, the payment amount must be for the total voucher amount.

Payment information is updated to the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

Field Name	Alias	Type	Length	Definition
Matching Document Number	VLDOCM	Number	8	To process a paid voucher, enter the number of the payment that paid the voucher in full

Optional Fields for Processing Batch Vouchers

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are optional for batch voucher processing and are used with the first two tables. You can use the fields to provide additional information about vouchers.

It is recommended that you leave specific fields blank so that the system will populate them.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VLEDDL	Number	5	The number of detail lines included in a specific transaction. This field is for user verification only.

Field Name	Alias	Type	Length	Definition
Document Number	VLDOC	Number	8	A number that identifies the transaction in the Accounts Payable Ledger table (F0411). If you leave this field blank, the system uses next numbers for System 04 to generate a document number. If you enter a value in this field, the value cannot exist in the Account Payable Ledger table, or the transaction is considered a duplicate and is not processed. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1). Leave this field blank.
Document Type	VLDCT	Alpha	2	A code that specifies the type of transaction. If you leave this field blank, the value is determined by the processing options of the Voucher Entry MBF Processing Options program (P0400047). If you enter a value in this field, the value must exist in both UDC 00/DT (Document Type - All Documents) and 00/DV (Document Type - Vouchers Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1). Leave this field blank.
Document Company	VLKCO	Alpha	5	A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value that you entered in the Company field (VLCO). If you enter a value in this field, the value must exist in the Company Constants table (F0010). Any value that you enter in this field must also be entered into the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1). Leave this field blank.

Field Name	Alias	Type	Length	Definition
Document Pay Item	VLSFX	Alpha	3	A code that indicates the pay item number of the voucher. If you leave this field blank, the system assigns the pay item beginning with 001. Use the Line Number field (VLEDLN) to designate transactions that have multiple pay items. If the transaction number (VLEDLN) and the line number (VLEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field is used.
Pay Item Extension Number	VLSFXE	Number	2	A number that is updated by other systems that process records and store them in the Accounts Payable Ledger table (F0411). Leave this field blank
Adjusting Document Type	VLDCTA	Alpha	2	A code that is updated when processed vouchers are either changed or voided. Leave this field blank.
Payee Address Number	VLPYE	Number	8	A number that is used when a payee other than the supplier will be paid. The value that you enter into this field must exist in the Address Book Master table (F0101).
Approver Address Number	VLSNTO	Number	8	A number that identifies the address book number of the person who is authorized to approve a voucher for payment. It is used in conjunction with payee approval, and the Payee Approval field must have a value.
Invoice Date	VLDIVJ	Date	6	Enter the invoice date in the format that your database accepts. If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VLDGJ) in the first table for examples. You can also leave this field blank and complete fields VLDIVM (mm), VLDIVD (dd), VLDIVY (yy), and VLDIV# (cc) in the month/date/year/century format. Enter the prefix of the year in the Century field (VLDIV#). For example, enter 19 for 1999 and 20 for 2005.
Fiscal Year	VLFY	Number	2	A number that the system uses to identify the fiscal year of the voucher. The system populates this field based on the G/L date and the company. Leave this field blank.

Field Name	Alias	Type	Length	Definition
Century	VLCTRY	Number	2	A number that the system uses to identify the century of the voucher. The system populates this field based on the G/L date and the company. Leave this field blank.
Period Number	VLPN	Number	2	A number that the system uses to identify the fiscal period of the voucher. The system populates this field based on the G/L date and the company. Leave this field blank.
Batch Number	VLICU	Number	8	A number used to group vouchers that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number. Leave this field blank.
Batch Type	VLICUT	Alpha	2	A code that designates the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter V (Voucher). If you leave this field blank, the system populates the field with V when processing the vouchers.
Batch Date	VLDICJ	Date	6	A date that identifies the date that the batch was processed. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VLDGJ) in the first table for more information. Alternatively, you can leave this field blank and complete the fields VLDICM (mm), VLDICD (dd), VLDICY (yy), and VLDIC# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VLDIC#). For example, enter 19 for 1999, or enter 20 for 2005.
Balanced - Journal Entries	VLBALJ	Alpha	1	A code that indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the voucher. Leave this field blank.

Field Name	Alias	Type	Length	Definition
Pay Status Code	VLPST	Alpha	1	A code that indicates whether the voucher is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Pay Status). If you leave this field blank, the system populates the field according to the value for the processing option for the Voucher Entry MBF Processing Options program (P0400047). If you did not assign a value for the processing option, the default value of the data dictionary item PST will be used.
Amount Open	VLAAP	Number	15	A number that identifies the open amount of the voucher. The system automatically updates the Amount Open field (VLAPP) with the value in the Gross Amount field (VLAG). Processing partially paid vouchers is not supported by this application. If you enter a value in this field, you receive an error message, and the transaction is not processed. Leave this field blank.
G/L Posted Code	VLPOST	Alpha	1	A code that identifies the posted status of the voucher. The General Ledger Post program (R09801) updates this field. If you previously processed historical data as a journal entry, you should create an associated Journal Entry Transactions - Batch File table (F0911Z1) transaction and use the AP trade account as the G/L distribution account. Then, when the transaction is posted, accounting will not be affected. If you process posted voucher transactions out of balance (that is, without corresponding Journal Entry Transactions - Batch File table information), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies on the AP batch integrity reports. Leave this field blank.
Object Account	VLOBJ	Alpha	6	The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table.
Subsidiary	VLSUB	Alpha	8	
Subledger Type	VLSBLT	Alpha	1	

Field Name	Alias	Type	Length	Definition
Subledger	VLSBL	Alpha	8	
Void Flag	VLVOD	Alpha	1	A code that identifies whether a voucher has been voided. The system populates this field when you void a voucher. Leave this field blank.
Document Company (Original Order)	VLODOC	Alpha	8	The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).
Document Type - Original	VLODCT	Alpha	2	
Document - Original	VLOKCO	Alpha	5	
Document Pay Item - Original	VLOSFX	Alpha	3	
Payment Handling Code	VLCRC	Alpha	3	A code that is used to segregate vouchers for payment processing or to provide additional information. You must enter a value that exists in UDC 00/HC (Special Handling Code).
Supplier Invoice Number	VLVINV	Alpha	25	A number used to identify a supplier's invoice. Any value that you enter in this field passes to the corresponding Accounts Payable Ledger table (F0411) record. This field is not validated.
Document Company (Purchase Order)	VLPKCO	Alpha	5	The system does not validate these fields. The system passes any value that you enter for the voucher into the F0411 table
Purchase Order	VLPO	Alpha	8	
Document Type - Purchase Order	VLPDCT	Alpha	2	
Line Number	VLLNID	Number	6	
Order Suffix	VLSFXO	Alpha	3	
Reference	VLVR01	Alpha	25	
Unit	VLUNIT	Alpha	8	

Field Name	Alias	Type	Length	Definition
Business Unit 2	VLMCU2	Alpha	12	
Name - Remark	VLRMK	Alpha	30	A code used to provide an explanation for a voucher. Depending on how your processing options are set, this field might be printed on the payment.
Frequency - Recurring	VLRF	Alpha	2	A code that is used to indicate the frequency of a recurring voucher. Complete this field only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the Document Type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).
Recurring Frequency # of Payments	VLDRF	Number	3	A number that is used to indicate how many times a recurring voucher will be recycled. Complete this field only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the document type RR. The value that you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency). If you enter 1, a new voucher will not be generated.
Units	VLU	Number	15	The system does not validate this field. The system passes any value that you enter for the voucher into the F0411 table
Unit of Measure	VLUM	Alpha	2	A code used to describe the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure).
Payment Instrument	VLRYIN	Alpha	1	A code used to indicate the type of payment with which to pay the voucher. Any value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Supplier Master table (F0401) when the voucher is processed.
Category Code - Address Book 7	VLAC07	Alpha	3	A code used to indicate the type of 1099 for which the voucher is eligible. This field is used to process 1099s. Any values entered should match the corresponding values on the 1099 form. Any values entered in this field must exist in UDC 01/07.

Field Name	Alias	Type	Length	Definition
Flag for 1099	VLTNN	Alpha	1	A code used to indicate that the voucher is eligible for 1099 processing. This code is not used in PeopleSoft EnterpriseOne software.
Item Number - Short	VLITM	Number	8	A number used to identify the inventory item. Any value that you enter in this field is passed. The system does not validate values in this field.
Transaction Originator	VLTORG	Alpha	10	The system updates these fields when the transaction is processed. Leave these fields blank.
User ID	VLUSER	Alpha	10	
Program ID	VLPID	Alpha	10	
Date Updated	VLUPMJ	Date	6	
Time Last Updated	VLUPMT	Number	6	
Work Station ID	VLJOBN	Alpha	10	

Ignored Fields

These fields in the Voucher Transactions - Batch Upload table (F0411Z1) are ignored by the system.

Field Name	Alias	Type	Length
Type Record	VLEDTY	Alpha	1
Record Sequence	VLEDSQ	Number	2
EDI - Document Type	VLEDCT	Alpha	2
EDI - Transaction Set Format	VLEDTS	Alpha	6
EDI - Translation Format	VLEDFT	Alpha	10
EDI - Transmission Date	VLEDDT	Date	6
EDI - Send/Receive Indicator	VLEDER	Alpha	1
Batch File Create G/L Record	VLEDGL	Alpha	1
User Address Number	VLEDAN	Number	8
Account ID	VLAID2	Alpha	8
Bank Transit Short ID	VLBAID	Number	8

Field Name	Alias	Type	Length
Sequence Number - Operations	VLOPSQ	Number	5
Control/Statement Field	VLCTL	Alpha	13
Closed Item - As Of Processing	VLFNLP	Alpha	1
Tax Rate/ Area 3 - Withholding	VLTXA3	Alpha	10
Tax Expl Code 3 -Withholding	VLEXR3	Alpha	2
A/R - A/P Miscellaneous Code 1	VLRP1	Alpha	1
A/R - A/P Miscellaneous Code 2	VLRP2	Alpha	1
A/R - A/P Cash Rcpts/Inv Reg Code	VLRP3	Alpha	1
Historical Currency Conversion Rate	VLHCRR	Number	15
Historical Date - Julian	VLHDGJ	Date	6
Historical Date - MO	VLHDGM	Number	2
Historical Date - DA	VLHDGD	Number	2
Historical Date - YR	VLHDGY	Number	2
Historical Date - CTRY	VLHDG#	Number	2

Fields Reserved for Users

The following fields in the Voucher Transactions - Batch Upload table (F0411Z1) are reserved for users. These fields are not updated by any PeopleSoft EnterpriseOne program or displayed on any form in the Accounts Payable system.

Field Name	Alias	Type	Length	Definition
User Reserved Code	VLURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VLURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for G/L Date (VLDGJ) in the first table for more information.

Field Name	Alias	Type	Length	Definition
User Reserved Amount	VLURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VLURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VLURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

Mapping Fields in the Journal Entry Transactions - Batch File Table (F0911Z1)

This section contains a list of the required fields in the Journal Entry Transactions - Batch File table (F0911Z1) that are required for processing batch vouchers, and a list of the required fields for using the Advanced Cost Accounting System.

Required Fields

This table identifies only the required fields that you must complete. The system populates the remaining required fields based on information in the Voucher Transactions - Batch Upload table (F0411Z1) for the transaction.

The values that you enter in these fields must exactly match the values that you entered in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1).

Field Name	Alias	Type	Length
EDI - User ID	VNEDUS	Alpha	10
EDI - Transaction Number	VNEDTN	Alpha	22
EDI - Successfully Processed	VNEDSP	Alpha	1
EDI - Transaction Action	VNEDTC	Alpha	1
EDI - Transaction Type	VNEDTR	Alpha	1
EDI - Batch Number	VNEDBT	Alpha	15
EDI - Line Number	VNEDLN	Number	7
Document Company	VNKCO	Alpha	5
Document Type	VNDCT	Alpha	2
Document Number	VNDOC	Number	8
Batch Number	VNICU	Number	8

Field Name	Alias	Type	Length
Batch Type	VNICUT	Alpha	1
G/L Date	VNDGJ	Date	6
Account Number	VNANI	Number	29
Account Mode	VNAM	Number	1
Ledger Type	VNLT	Alpha	2
Amount	VNAA	Number	15

Required Fields for the Advanced Cost Accounting System

If you are using the Advanced Cost Accounting system (System 16), you must complete additional fields in the Journal Entry Transactions - Batch File table (F0911Z1). If you are not using the Advanced Cost Accounting system, you do not need to complete any fields in the Journal Entry Transactions - Batch File table.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Batch Number	VNEDBT	Alpha	15	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Line Number	VNEDLN	Number	7	The values that you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch Upload table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).

Field Name	Alias	Type	Length	Definition
Cost Object Type 1-4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1-4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4).
Posting Code 1-10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Mapping Fields for Journal Entry Batch Processing"

(ARG) Mapping Fields in the F0411Z1 Tag Table - ARG - 04 Table (F76A30)

This section contains a list of the fields in the F0411Z1 Tag Table - ARG - 04 table (F76A30) and the values to enter.

Field	Description	Value to Enter
V8EDUS	User ID	Item VLEDUS from table F0411Z1
V8EDBT	Batch	Item VLEDBT from table F0411Z1
V8EDTN	Transaction Number	Item VLEDTN from table F0411Z1
V8AINC	Voucher included in Sales VAT subledger	1 if already reported on Sales VAT
V8AADJ	Customs Date	Julian format; complete if voucher is an import voucher

Field	Description	Value to Enter
V8AADN	Dispatch Number	Aligned to the left; complete if voucher is an import voucher
V8ADGI	AFIP Document Type	Per DGI table
V8APFC	Voucher Pages	Mandatory; must report at least 1
V8ARED	Withholding Adjustment	1 if it corresponds to a tax withholding adjustment
V8A001	GI Agreement Code	Valid value from UDC 76/01
V8A002	VAT Withholding Concept	Valid value from UDC 76/02
V8A003	Profit Withholding Condition	Valid value from UDC 76/03
V8A004	Profit Withholding Concept	Valid value from UDC 76/04
V8A005	GI Concept Source	Valid value from UDC 76/05
V8A006	GI Concept Destination	Valid value from UDC 76/06
V8A007	Contract Withholding Concept	Valid value from UDC 76/07
V8A008	Customs Code	Valid value from UDC 76/08
V8A009	GI Source - State	Valid value from UDC 76/09
V8A010	GI Destination - State	Valid value from UDC 76/10
V8A011	Eventual Withholding Concept	Valid value from UDC 76/11
V8A012	Future use	Leave this field blank.
V8A013	Future use	Leave this field blank.
V8A014	Future use	Leave this field blank.
V8A015	Future use	Leave this field blank.
V8URAB	Future use	Leave this field blank.
V8URAT	Future use	Leave this field blank.
V8URDT	Date	15 days after invoice is received (used only as limit criteria for speed release); optional
V8URC1	RG 100 Box	1 if it corresponds to RG 100
V8URRF	Future use	Leave this field blank.

Field	Description	Value to Enter
V8AGRP	Invoice Letter	A, B, or C
V8AOP	Payment order number	Report only if paid vouchers are being processed in batch.

APPENDIX B

Business Data Tables Needed for Processing Store-and-Forward Vouchers

This appendix lists the business data tables that you must download before you can process store-and-forward vouchers.

Business Data Tables Needed for Processing Store-and-Forward Vouchers

The following business data tables must reside on the local machine that is used for store-and-forward voucher processing. To copy these tables to the local machine, you must copy each table separately. Each table is associated with one version. All versions might not be present for all tables. You can create new versions for these tables using the A/P Batch Voucher Entry program (P0411Z1).

Table	Description
F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Business Unit Master
F0008	Date Fiscal Patterns
F0009	General Constants
F0010	Company Constants
F0012	Automatic Accounting Instructions Master
F0013	Currency Codes
F0014	Payment Terms
F0022	Tax Rules
F0041Z1	Transaction Control File
F0101	Address Book Master
F0111	Address Book - Who's Who

Table	Description
F0116	Address by Date
F0401	Supplier Master
F0411Z1	Voucher Transactions - Batch Upload
F0901	Account Master
F0907	Chart of Accounts Format
F0911Z1	Journal Entry Transactions - Batch File
F1609	Cost Management Constants
F4008	Tax Areas
F4801	Work Order Master File

See Also

EnterpriseOne Tools 8.94 PeopleBook: Configurable Network Computing Implementation

APPENDIX C

Delivered Workflow for PeopleSoft EnterpriseOne Accounts Payable

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Accounts Payable.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne Accounts Payable

This section discusses the PeopleSoft EnterpriseOne Accounts Payable workflow.

Voucher Batch Approval

This section discusses the Voucher Batch Approval workflow.

Description

Workflow Description	The system sends a workflow message to a specified batch approver when a secured user creates a voucher batch. The batch remains at a status of P (pending) and the user cannot post the batch until the approver changes the batch status to A (approved).
Workflow Trigger	A secured user creates a voucher batch.
Workflow Action	The approver for the secured user receives a message in the Work Center to approve the batch. When the approver selects the message in the Work Center, the system displays the Work With Batches form. The approver reviews the batch and then selects Batch Approval from the Row menu to approve the batch.

Workflow Objects

System	04
Workflow Object Name	JDEVBCHAPR
Object ID	W041016A, W041016A, W041017A, W0411A, W0411K, W0411SVA
Event Description / Function Name	Post Button Clicked
Sequence / Line Numbers	49, 28, 31, 26, 85, 31

APPENDIX D

PeopleSoft EnterpriseOne Accounts Payable Reports

This appendix provides an overview of accounts payable reports and enables you to:

- View summary tables of all reports.
- View details for selected reports.

PeopleSoft EnterpriseOne Accounts Payable Reports: A to Z

The following table lists the accounts payable reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R007031 Address Book Exception Report	Use this report to view any suppliers in the Address Book that do not have corresponding bank account information (such as bank transit and account numbers) in the Bank Transit Master table (F0030). The system reviews suppliers only if their payment instrument is T or B. This program does not update any information. If any records appear on the exception report, you must perform one of these actions: • Enter the missing bank account information using the Bank Account Cross-Reference program (P0030A). • Change the payment instrument for the supplier to one that does not require bank account information.	Automatic Payment Setup (G04411), Address Book Exception
R04305 Voucher Journal Report	Use this report to review voucher journal information in a printed format, instead of viewing the information online.	Supplier and Voucher Entry (G0411), Voucher Journal Report

Report ID and Report Name	Description	Navigation
R04311 Manual Payment Journal Report	Use this report to review manual payment journal information in a printed format, instead of viewing the information online.	Manual Payment Processing (G0412), Manual Payment Journal Report
R04413 A/P Summary	Use this report to review summary information about open voucher balances and aging.	Accounts Payable Reports (G0414), Open A/P Summary Report, A/P Summary Report
R04413C "As-Of" Open A/P Summary Report	Use this report to review summary information about open voucher balances as of a specific date.	Period End Processing (G0421), Open A/P Summary Report, "As-Of"-Open A/P Summary Report
R04423A A/P Detail by Supplier with Remarks and Net Amounts	Use this report to review detailed voucher information. This report lists each voucher for a supplier, and includes net amounts, due dates, and remarks.	Accounts Payable Reports (G0414), Open A/P Detail Report, A/P Detail with Remarks
R04423B Open A/P Details w/Aging	Use this report to review detailed voucher information, along with aging information.	Accounts Payable Reports (G0414), Open A/P Detail Report, A/P Detail with Aging
R04423C "As-Of" A/P Detail by Supplier with Remarks and Net Amounts	Use this report to review detailed AP ledger information as of a specific date.	Period End Processing (G0421), Open A/P Detail Report, "As-Of" A/P Detail by Supplier with Remarks and Net Amounts
R04423D "As-Of" Open A/P Details with Aging	Use this report to review detailed AP ledger information as of a specific date, with aging.	Period End Processing (G0421), Open A/P Detail Report, "As-Of" Open A/P Details with Aging
R04424 Payment Details	Use this report to determine which vouchers have been paid.	Accounts Payable Reports (G0414), Payment Details
R04428A A/P Detail by Approver with Remarks	Use this report to view due dates, expense suspense accounts, and open amounts for suppliers. This report lists suppliers by approver number.	Other Voucher Entry Methods (G04111), Voucher Detail Report, A/P Detail by Approver with Remarks
R04428B A/P Detail by Approver with Aging	Use this report to view due dates, expense suspense accounts, open amounts, and aging information for suppliers. This report lists suppliers by approver number.	Other Voucher Entry Methods (G04111), Voucher Detail Report, A/P Detail by Approver with Aging
R04431 Cash Requirements Report	Use this report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use this report to review upcoming cash requirements.	Automatic Payment Processing (G0413), Cash Requirements Report, Cash Requirements Report

Report ID and Report Name	Description	Navigation
R04578 Payment Analysis Report	Use this report to review all payments currently in a payment group. Using the processing options for this report, you can also view the pay items for each payment.	Automatic Payment Processing (G0413), Payment Analysis Report
R04601 Suspected Duplicate Payments	Use this report to identify duplicate payments.	Accounts Payable Reports (G0414), Suspected Duplicate Payments
R04602 Supplier Analysis	Use this report to review a supplier's transaction history.	Accounts Payable Reports (G0414), Supplier Analysis
R09313 Payment Register	Use this report to print an additional copy of a payment register.	Accounts Payable Reports (G0414), Payment Register
R09450 Supplier/Customer Totals by G/L Account	Use this report to review G/L account detail information and totals by supplier from the Account Ledger table (F0911).	Accounts Payable Reports (G0414), Supplier/Customer Totals by G/L Acct
R7404430 (ITA) Proposal of Payment Report	Use this report to review information about withholding tax amounts and Italian bank identification codes and descriptions. You can also verify payment information before you write the actual payments for your suppliers.	Italian Tax Processing (G002131), Print W/T Payment Proposal.
R74P0450 (POL) AP Trial Balance	This report lists all accounts payable transactions by currency, company, account, and supplier or customer. You use this report to verify data in offset and vendor accounts. You can print the report in summary or detail mode.	General Ledger (G74P09), A/P Trail Balance.
R74R5003 (RUS) Petty Cash Issue	Print the Petty Cash Issue report for each transaction that decreases petty cash.	Cash Transactions (G74RCASH), Cash Issue Note Print
R74U0138 (GBR) Supplier Analysis Report	Use this report to review a detailed list of your CIS subcontractors, including information about their CIS subcontractor documents. The report includes warning messages for missing, expired, or invalid documents.	Accounts Payable Reports (G74U0138), Supplier Analysis Report
R75402 (JPN) A/P Draft Payable List	Use this report to list all of the outstanding draft payables, including the bank name and value date.	Japanese Localization (G75J), A/P Draft Payable List
R76C0001, version ZJDE0001 (COL) Rent Withholding by Account	Use this report to view rent withholding by account.	Localizaciones Colombianas (G76C), Rent Withholding by Account

Report ID and Report Name	Description	Navigation
R76C0001, version ZJDE0002 (COL) Rent Withholding by G/L Offset	Use this report to view rent withholding by GL offset.	Localizaciones Colombianas (G76C), Rent Withholding by G/L Offset
R76C0001, version ZJDE0003 (COL) Rent Withholding by Tax Area	Use this report to view rent withholding by tax area.	Localizaciones Colombianas (G76C), Rent Withholding by Tax Area
R76C0002, version ZJDE0001) (COL) Withholdings Report Detailed by Document	Use this report to view withholding transactions by document.	Localizaciones Colombianas (G76C), Withholdings Report Detailed by Document
R76C0002, version ZJDE0002) (COL) Withholdings Report Summarized - 3rd Party	Use this report to view withholding transactions for which payment was made to a third party.	Localizaciones Colombianas (G76C), Withholdings Report Summarized - 3rd Party
R76C0003, version ZJDE0001 (COL) VAT Withholding by Account	Use this report to view VAT withholding by account.	Localizaciones Colombianas (G76C), VAT Withholding by Account
R76C0003, version ZJDE0002 (COL) VAT Withholding by G/L Offset	Use this report to view VAT withholding by GL offset.	Localizaciones Colombianas (G76C), VAT Withholding by G/L Offset
R76C0003, version ZJDE0003 (COL) VAT Withholding by Tax Area	Use this report to view VAT withholding by tax area.	Localizaciones Colombianas (G76C), VAT Withholding by Tax Area
R76C0004 (COL) Timbre Withholding Certificate	Use this report to print the withholding certificate.	Localizaciones Colombianas (G76C), Timbre Withholding Certificate
R76H4020 (CHL) Rents Withholding Ledger	Use this report to review the posted transactions for which income tax withholding applies for a specified period. The report is sorted by voucher date, internal document type, and number.	Accounts Payable (G76H04), Rents Withholding Ledger
R76H4030 (CHL) Rents Withholding Certificate	Use this report to obtain the annual fees withholding certificate by supplier and legal company for the specified year. This report includes the fees paid for each month.	Accounts Payable (G76H04), Rents Withholding Certificate
R76P4040 (PER) IGV Withholding Ledger	Use the general sales tax withholding ledger report (*Impuesto General a la Venta*)[IGV}) to generate a report of the transactions for which IGV tax was withheld.	Accounts Payable (G76P04), IGV Withholding Ledger

Report ID and Report Name	Description	Navigation
R76P4050 (PER) Profit Withholding Certificate	Run the Profit Withholding Certificate program to generate the certificates that show the professional fees and withholding amounts withheld from suppliers.	Accounts Payable (G76P04), Profit Withholding Certificate
R76P4510 (PER) IGV PDT	Use the general sales tax electronic media (IGV) (*Programa de Declaración Telematica* [PDT]) program to generate a flat file for IGV withholding.	Accounts Payable (G76P04), IGV PDT
R76P4600 (PER) IGV Withholding Report	Use this report to view information related to SPOT vouchers. The report includes the bank deposit number and deposit date for the original vouchers from which the SPOT vouchers are generated.	Accounts Payable (G76P04), IGV Withholding Report
R76VCRVP (VEN) AR-CV Withholding Certificate	You run the AR-CV Withholding Certificate program to generate a report that lists the suppliers for which withholdings are calculated. The report also lists the amounts of the withholding and the percentage.	Venezuelan Localizations (G76V), AR-CV Withholding Certificate
R76VDJRM (VEN) IM Withholding Affidavit	You run the IM Withholding Affidavit program to print a report that list the withholdings for municipal taxes. The reports group the amounts withheld by withholding type.	Venezuelan Localizations (G76V), IM Withholding Affidavit
R76VDJRN (VEN) ISLR Withholding Affidavit	You run the ISLR Withholding Affidavit program to print a report that lists the withholdings for income taxes for a specified period.	Venezuelan Localizations (G76V), ISLR Withholding Affidavit
R76VIR01B (VEN) Withholding Integrity - Erases Historical	You run the Withholding Integrity - Erases Historical (R76VIR01B) program to maintain data consistency between the F0411 table and the F76V4581 table.	Venezuelan Localizations (G76V), Withholding Integrity - Erases Historical
R76VIR02C (VEN) Withholding Integrity - Create Historical	You run the Withholding Integrity - Create Historical (R76VIR02C) program to maintain data consistency between the F0411 table and the F76V4581 table.	Venezuelan Localizations (G76V), Withholding Integrity - Create Historical
R76VPART (VEN) Annual Withholding Affidavit - Diskette	You run the Annual Withholding Affidavit - Diskette program to generate a flat file that includes the withholdings for a specified period.	Venezuelan Localizations (G76V), Annual Withholding Affidavit - Diskette

Integrity Reports

The following table lists the integrity reports, sorted alphanumerically by report ID.

R047001A A/P to G/L by Offset Account	Use this report to compare posted open Accounts Payable Ledger table (F0411) amounts with the balance in the offsetting AP trade accounts in the Account Balances table (F0902).	Period End Processing (G0421), A/P to G/L by Offset Account
R04701 A/P to G/L Integrity Report By Batch	Use this report to verify that the gross amount of each batch in the Accounts Payable Ledger table (F0411) is in balance with the amounts in the corresponding bath in the Account Ledger table (F0911). This report also checks each pay item for an invalid pay status.	Period End Processing (G0421), A/P Orig Doc to G/L by Batch
R04702A A/P Payments to G/L by Batch	Use this report to verify that each batch of Accounts Payable Matching Document Detail (F0414) payment amounts is in balance with the corresponding batch of Account Ledger table (F0911) amounts.	Period End Processing (G0421), A/P Payments to G/L by Batch

PeopleSoft EnterpriseOne Accounts Payable Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R04305 - Voucher Journal Report

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

The tax amounts that appear on the Voucher Journal Report are calculated based on the tax explanation code and tax rate/area for a pay item.

This report lists transactions from the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. To see value added tax (VAT) amounts from the tax worktable (F0018), you must set the processing option for Tax Processing. VAT amounts appear on the report only if the voucher has been posted.

The processing time for this batch process is related to the number of records in your system.

The following table describes the abbreviated columns headings used in this report.

Abbreviated Column Heading	Description
Ty	Document Type
PC	Posted Code
LT	Ledger Type
PS	Payment Status
PI	Payment Instrument

Processing Options for Voucher Journal Report (R04305)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Options Tab

Though processing options are specified at implementation, you can change the values before running the program.

Account Number Format Specify the account number, and or the account number format to print:

Blank: Number entered during input

1: Account Number

2: Short Account ID

3: Unstructured Account

VAT Receivable Amounts Enter *1* to use the Tax Workfile (F0018) to print the VAT Receivable amounts (for posted amounts). If left blank, only the tax amounts from the F0411 table are printed.

R04311 - Manual Payment Journal Report

An alternative to reviewing payments online is printing the Manual Payment Journal Report (R04311). Use this report for proofing and balancing purposes. If you have a problem balancing the general ledger, the report can be a more workable format for detailed review.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

The processing time for this batch report is related to the amount of history retained in the Accounts Payable Ledger (F0411), Accounts Payable - Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.

Data Selection for Manual Payment Journal Report

The DEMO versions of this program print the entire Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

Processing Options for Manual Payment Journal (R04311)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

Though processing options are specified at implementation, you can change the values before running the program.

1. Account Number Format Specify which account number to print on the Manual Payment Journal report.

Blank: Displays the number entered during input.

1: Displays the account number.

2: Displays the short account ID.

3: Displays the free form number.

R04413 - A/P Summary Report

Use the A/P Summary Report to review summary information about open balances and aging information. This report prints total open amounts for each supplier.

Using the Aging Specifications processing option for this program, you can control the type of date from which you want to age your vouchers and the aging categories that you want to appear on the report.

If you leave the Aging Specifications processing option blank, the system uses the information that you specify in the remaining Aging processing options, and overrides the aging information in the Accounts Payable constants. You can designate aging by due date, invoice date, or G/L date, and by one of the following aging methods:

- Aging days

- Fiscal periods
- Calendar

If you enter *1* in the Aging Specifications processing option, the system uses the aging information specified in the Accounts Payable Constants, where you designate the number of days in each time interval for the columns on your aging reports. For example, you can designate 30, 60, 90, and 120 days and more.

This report uses information from these tables:

- Address Book Master (F0101)
- Accounts Payable Ledger table (F0411)

Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Sequence for A/P Summary Report (R04413)

The report totals are dependent on this sequence:

1. Company
2. Address Number

Do not change the data sequence for this report.

Processing Options for A/P Summary Report (R04413)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Aging Tab

If you do not change any of the default settings on this tab, the system retrieves aging specifications from AP constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

1. Aging Specifications Enter *1* to retrieve aging specifications from the General Constants table (F0009). Leave this processing option blank to retrieve aging information from the processing options for this program:

2. Aging Date Specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If left blank, the system compare the current date to the date on the voucher to determine the aging category.

3. Date Type Specify which date on the voucher the system is to use to age open balances if the aging specifications processing option is set to use the aging processing

options. The system will compare this date to the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:*: Use the due date to age vouchers.

G:: Use the G/L date to age vouchers.

I:: Use the invoice date to age vouchers.

4. Aging Method

Specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

The system ignores these values if the Aging Specifications processing option is set to retrieve aging specifications from the Accounts Payable Constants. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

Aging Category 1

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 2

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 3

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 4

Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 5 Use this processing option in conjunction with the other Aging Category processing options to specify the aging intervals. For example, if the aging days specified in the Aging Category processing options are 30-, 0, 30, 60, and 90, then the five aging columns of the report will be Current, 1-30, 31-60, 61-90, and Over 90.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

6. Age Credits Enter *1* to apply credits to the appropriate aging column. Leave this option blank to apply credits to the Current aging column.

Print Tab

Though default values for processing options are specified at implementation, you can change the values before running the program.

1. Hold Payment Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the Supplier Master table (F0401). Values are:

Blank: Print all suppliers.

1: Exclude suppliers that are on payment hold.

R04423A - A/P Detail by Supplier with Remarks and Net Amounts

Use this report to view detailed voucher information for one or more suppliers. This report shows each voucher pay item, net amounts, due dates, and remarks with the open amount information and aging. Print any of these versions:

- Open A/P Detail with Net Amounts & Remarks.
- Open A/P Detail with Remarks.
- Open A/P Detail with Recurring Frequency.
- Supplier Payment Information.

This report uses information from these tables:

- Address Book Master (F0101)
- Accounts Payable Ledger (F0411)

Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Selection for A/P Detail by Supplier with Remarks and Net Amounts

The Open A/P Detail by Supplier with Remarks and Net Amounts report requires the following data selection:

- Open amount not equal to zero.
- Pay item extension number equal to zero.

Do not remove either of the required data selection for this report. Doing so could cause unpredictable results.

Data Sequence for A/P Detail by Supplier with Remarks and Net Amounts

The report totals for the A/P Detail by Supplier with Remarks and Net Amounts are dependent on the following data sequence:

1. Company
2. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for A/P Detail by Supplier with Remarks and Net Amounts R04423A

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Options Tab

These processing options specify print options on reports.

1. Hold Payment

Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field (HDPY) of the Supplier Master table (F0401). Values are:

Blank: Print all suppliers.

1: Exclude suppliers on payment hold.

2. Recurring Voucher Information

Specify whether to print recurring voucher information. Values are:

Blank: Print the recurring frequency and the number of remaining payments for each recurring voucher.

1: Do not print recurring voucher information.

3. Remaining Payments

Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system will print three asterisks (***) beside the number of remaining payments for the voucher if the number is less than or equal to the number specified.

4. Payment Information

Specify whether the system prints payment information on the report. Values are:

Blank: Do not print payment information.

1: Print payment information.

5. Include Payment Amounts

Specify whether payment amounts will be included in the column totals for the original amount if the payment information processing option is set to print payment information. Values are:

Blank: Do not include payments in the column totals for the original amount.

1: Include payments in the column totals for the original amount.

R04423B - A/P Detail with Aging

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates with the open amount information. Print one of these versions:

- Open A/P Details with Aging.
- Retainages Payable with Aging.
- Open A/P Details Recurring Frequency with Aging.

This report uses information from these tables:

- Address Book Master (F0101)
- Accounts Payable Ledger (F0411)

Processing time for this report depends on the number of transactions retained in the F0101 and F0411 tables. It is recommended that you run this report during off-peak hours.

Data Selection for A/P Detail with Aging

The Open A/P Detail with Aging report requires the following data selection:

- Open amount not equal to zero.
- Pay item extension number equal to zero.

Data Sequence for A/P Detail with Aging

The report totals for the A/P Detail with Aging are dependent on the following data sequence:

1. Company
2. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for A/P Detail with Aging (R04423B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Aging Tab

These processing options specify aging criteria that will be used for this report. If you do not change any of the default settings on this tab, the system retrieves aging specifications from AP constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

1. Aging Specifications Enter *1* to retrieve aging specifications from the General Constants table (F0009). Leave this option blank to age transactions based on the information set up in the processing options.

2. Aging Date Specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this option blank, the system compares the current date to the date on the voucher to determine the aging category.

3. Date Type Specify which date on the voucher the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:* Use the due date to age vouchers.

G: Use the G/L date to age vouchers.

I: Use the invoice date to age vouchers.

4. Aging Method Specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

5. Aging Days Aging Category 1

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 2

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 3

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

Aging Category 4

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options, and you have left the Aging Method processing option blank to use aging days.

6. Age Credits Enter *1* to apply credits to the appropriate aging column. Leave this option blank to apply credits to the Current aging column.

Print Options Tab

These processing options specify print options for this report.

1. Hold Payment Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the Supplier Master table (F0401). Values are:

Blank: Print all suppliers.

1: Exclude suppliers on payment hold.

2. Recurring Voucher Information Specify whether to print recurring voucher information. Values are:

Blank: Do not print recurring voucher information.

1: Print recurring voucher information.

3. Remaining Payments Specify the number of remaining payments to highlight on the report if the recurring voucher information processing option is set to print recurring information. The system will print three asterisks (***) beside the number of remaining payments for the voucher if it is less than or equal to the number specified.

4. Payment Information Specify whether to print payment information on the report. Values are:

Blank: Do not print payment information.

1: Print payment information.

5. Include Payment Amounts Use this processing option to specify whether payment amounts are included in the column totals for the original amount if the payment information processing option is set to print payment information. Values are:

Blank: Do not include payments in the column totals for the original amount.

1: Include payments in the column totals for the original amount.

R04424 - Payment Details

The Payment Details report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

When you print the Payment Details report, the system uses payment header and voucher detail information from the following tables:

- Address Book Master (F0101).
- Accounts Payable - Matching Document (F0413).
- Accounts Payable Matching Document Detail (F0414).

Data Sequence for Payment Details

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

Do not change the data sequence for this report. Doing so could cause unpredictable results

Processing Options for Payment Details (R04424)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Print Formats

Use these processing options to specify default values.

Print Amount Information Enter *1* to print the report with foreign and domestic amounts of the payment. If left blank, only the payment amount will display.

Print Page Information Enter *1* to begin a new page with each payment number. If left blank, a new page will begin with each payee.

R04428A - A/P Detail by Approver with Remarks

Use this report to view voucher detail information by approver number. This report shows due dates and expense suspense accounts along with the open amount.

This report is similar to the Open A/P Details with Aging Report.

Processing Options for A/P Detail by Approver with Remarks (R04428A)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Hold Payment

Use this processing option to specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the Supplier Master table (F0401). Values are:

Blank: Print all suppliers.

1: Exclude suppliers that are on payment hold.

R04428B - A/P Detail by Approver with Aging

This report prints by approver number and shows due dates and expense suspense accounts along with the open amount. This report is similar to the A/P Detail by Approver with Remarks, but enables you to view aging information.

Processing Options for A/P Detail by Approver with Aging (R04428B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Aging Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Aging Specifications

Use this processing option to retrieve aging specifications from the General Constants table (F0009) instead of the aging processing options. Values are:

Blank: The system ages transactions based on the information set up in the processing options.

1: The system ages transactions based on the due date using the aging days in the accounts payable constants.

2. Aging Date

Use this processing option to specify the date that the system uses to age open balances. The system compares the date in the processing option to the date on the voucher to determine the aging category in which to place each transaction. If you leave this option blank, the system compares the current date to the date on the voucher to determine the aging category.

3. Date Type

Use this processing option to specify which date on the voucher the system uses to age open balances if the aging specifications processing option is set to use the aging processing options. The system compares this date to the aging date to determine the aging period in which to place each transaction. Values are:

Blank or *D:* Use the due date to age vouchers.

G: Use the G/L date to age vouchers.

I: Use the invoice date to age vouchers.

4. Aging Method

Use this processing option to specify which aging periods the system uses if the aging specifications processing option is set to use the aging processing options.

If the aging specifications processing option is set to retrieve aging specifications from the accounts payable constants, the system ignores the values in this processing option. Values are:

Blank or *1:* Aging days

2: Fiscal periods

3: Calendar months

5. Aging Days

Aging Category 1

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

Aging Category 2

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

Aging Category 3

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

Aging Category 4

Use this processing option in conjunction with the other three Aging Category processing options to specify the aging intervals. For example, if the values specified in the Aging Category processing options are 30-, 0, 30, and 60, then the four aging columns of the report will be Current, 1-30, 31-60, and Over 60.

This processing option applies only if you have left the Aging Specifications processing option blank to use the aging processing options and you have left the Aging Method processing option blank to use aging days.

6. Age Credits Enter *1* to apply credits to the appropriate aging column. Leave this option blank to apply credits to the Current aging column.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Hold Payment Specify whether to exclude suppliers for which a payment hold is in effect. The hold status of the supplier is specified in the Hold Payment Code field in the Supplier Master table (F0401). Values are:

Blank: Print all suppliers.

1: Exclude suppliers that are on payment hold.

R04578 - 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 AP ledger. It shows all payments in all payment groups.

Processing Options for Payment Analysis Report (R04578)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Detail Voucher Information

Specify whether you want the system to print voucher detail information on the report. Values are:

Blank: Do not print voucher detail information. The system prints only payment detail information.

1: Print voucher detail information.

2. Business Unit

Specify whether the business unit appears on the report. This processing option applies only when you process payment groups by business unit. Values are:

Blank: The business unit does not appear on the report.

1: The business unit appears on the report.

R04601 - Suspected Duplicate Payments

Prior to payment processing, you might want to identify any duplicate vouchers. To avoid duplicate vouchers, set the AP constants so that you get either an error message or a warning of a possible duplicate when you enter a voucher.

If the AP constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the Accounts Payable Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number.
- Duplicate amount within an invoice.

This report does not adjust the status of any vouchers listed.

Data Sequence for Suspected Duplicate Payments

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Suspected Duplicate Payments (R04601)

This report does not have processing options.

R04602 - Supplier Analysis

Use this report to review a supplier's transaction activity. This report lists suppliers according to their year-to-date vouchered amount (gross amount less taxes), with the supplier with the highest amount vouchered appearing first. It also shows, the amount vouchered the previous year, and the value in the Hold Payment field of the Supplier Master record.

For the Vouchered Year to Date column to list only the current year's activity, you must run the Update YTD Voucher Amounts program (R04820A) as part of your annual close procedures. Suppliers with a year-to-date balance of zero do not appear on this report. Information on this report is from the Supplier Master table (F0401).

See Chapter 12, "Entering Supplier Information," Verifying YTD Voucher Amounts, page 268.

Data Sequence for Supplier Analysis

The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date.
2. Address Number.

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Supplier Analysis (R04602)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Currency

Currency Enter the currency in which the system prints the report. If you leave this option blank, the system prints the report in U.S. dollars (USD). The system uses this option only when multicurrency is on.

R09313 - Payment Register

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summary instead of detail. This register also lists multi-stub payments and payments that were voided due to a reset.

Data Sequence for Payment Register

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number
5. Document Company
6. Address Number

Do not change the data sequence for this report. Doing so could cause unpredictable results.

Processing Options for Payment Register (R09313)

This report does not have processing options.

R09450 - Supplier/Customer Totals by G/L Account

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier/Customer Totals by Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

Processing Options for Supplier/Customer Totals by G/L Account (R09450)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display Tab

Though default values for processing options are specified at implementation, you can change the values before you run the program.

Account Number Enter the type of Account Number to print on the report. Values are:

Blank: Number entered during input.

1: Structured Account.

2: Short Account ID.

3: Third Account Number.

Supplier/Customer Address Enter *1* to print the address. If you leave this option blank, the system does not print the supplier or customer address.

R74P0450 - (POL) AP Trial Balance

The AP Trial Balance report lists all accounts payable transactions by currency, company, account, and supplier or customer. You use this report to verify data in offset and vendor accounts. You can print the report in summary or detail mode.

When you run the AP Trial Balance report, the system writes data from the F0411 table and the F0414 table to the F74P04W table and then prints the formatted data on the report.

You must post your transactions before running the AP Trial Balance report.

Summary Mode

When you run the report in summary mode, the system prints the following information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

The system prints the following information in the report detail section:

- Vendor's address book number.
- Vendor name.
- Opening balance for the report period (debit or credit).
- Opening balance for the year (debit or credit).
- Account turnover.
- Year to date debit or credit.
- Cumulative balance (debit or credit).

Detail Mode

When you run the report in detail mode, the system prints the following information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

For each detail line, the system prints the following information in the report detail section:

- Document type
- Document number
- Document date
- Transaction amount
- Transaction description

Additionally, the detailed report lists a subheading that precedes the list of transactions for an account. The subheading shows the vendor's address book number and name. The report also has a summary line for each account that lists the year opening balance, the net change in the account for the month, the year to date balance and the accumulated balance.

Setting Processing Options for AP Trial Balance (R74P0450)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Fiscal Year Specify the fiscal year for which the system selects records to process.

Fiscal Period From Specify the first period in a range of periods that the system uses to select records to process.

Fiscal Date Thru Specify the end period in a range of periods that the system uses to select records to process.

Company Number Specify the company number for which the system selects records to process.

Date From Specify the first date in a range of dates that the system uses to select records to process. The system uses this processing option if you leave the Fiscal Period From and the Fiscal Period Thru processing options blank.

Date Thru Specify the last date in a range of dates that the system uses to select records to process. The system uses this processing option if you leave the Fiscal Period From and the Fiscal Period Thru processing options blank.

Process Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Report Appearance Leave this processing option blank to print account totals. Enter *1* to print all detail lines for the accounts.

Rebuild Work Table Leave this processing option blank to append new records to the table. Enter *1* to clear the table before writing new records to the table.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Account Print Format Specify the format in which the system prints account numbers on the report. Values are:

1: Account number

2: Short Account ID

3: Unstructured account

Account Suppress Mode Enter *1* to suppress printing accounts which have no transactions since the beginning of the current year. Enter *2* to suppress printing accounts which have no transactions in the current period. Leave this processing option blank to print information for all accounts.

R74R5003 - (RUS) Petty Cash Issue

You print the Petty Cash Issue document for each transaction that decreases petty cash. The Petty Cash Issue documents are printed with sequential numbering, starting from 1, within each financial year for each cash account.

Before you print a cash receipt note, you use the Petty Cash Transactions program (P74R0101) to add petty cash information to the records that the system uses for the Petty Cash Issue report, the Petty Cash Receipts report and the Cash Desk Transaction report.

Setting Processing Options for Petty Cash Issue (R74R5003)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Printing Tab

Though default values for processing options are specified at implementation, you can change the values before you run the program.

1. Business Unit Enter *Y* to print the business unit associated with the user's ID on the document. Enter *N* to print the business unit of the Payee on the document.

2. Suppress Printing Leave this option blank or enter *N* to print the document number, batch number, and batch type on the document. Enter *Y* to suppress printing.

3. Reference to Original Document Enter *Y* to print the original document number on the attachments line. Leave this option blank or enter *N* to suppress the printing of the document number.

4. CEO Address Number Specify the address book number of the CEO. The system uses this number to determine the mailing name in the F74R101T table. The system prints the mailing name on the Petty Cash Issue document.

5. CEO Position Enter the title that prints with the name that is associated with the code that you entered in the CEO Address Number processing option.

6. Chief Accountant Address Number Specify the address book number of the chief accountant. The system uses this number to determine the mailing name in the F74R101T table. The system prints the mailing name on the Petty Cash Issue document.

Settings Tab

Though default values for processing options are set at implementation, you can change the values before you run the program.

1. Currency Enter *Y* to print the document in the domestic currency. Leave the processing option blank or enter *N* to print the document using the original currency.

2. Format of Accounts Specify the format in which the system prints the account number. The value that you enter must exist in the Account Type (74R/AT) UDC table.

3. Language Specify the language in which the system prints the document. The value that you enter must exist in the Language (00/LP) UDC table.

4. Mode Enter *Y* to print in final mode. When you print in final mode, the system assigns the legal number to the document and updates the F74R0100 table. Leave this option blank or enter *N* to print in proof mode.

R76C0001 - (COL) Rent Withholding by Account (version ZJDE0001)

Use this report to view rent withholding by account.

R76C0001 - (COL) Rent Withholding by G/L Offset (version ZJDE0002)

Use this report to view rent withholding by GL offset.

R76C0001 - (COL) Rent Withholding by Tax Area (version ZJDE0003)

Use this report to view rent withholding by tax area.

Processing Options for R76C0001

These processing options apply to:

- Version ZJDE0001 (Rent Withholding by Account) of R76C0001.
- Version ZJDE0002 (Rent Withholding by G/L Offset) of R76C0001.
- Version ZJDE0003 (Rent Withholding by Tax Area) of R76C0001.
- Version ZJDE0001 (VAT Withholding by Account) of R76C0003.
- Version ZJDE00002 (VAT Withholding by G/L Offset) of R76C0003.
- Version ZJDE0003 (VAT Withholding by Tax Area) of R76C0003.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Period Enter the period for which you run the report. You must enter a range of dates in the data selection.

Issue Date Enter the issue date to be printed on the certificate. If you leave this option blank, the system uses the system date.

City Enter the city where the deposit for the withholding was made.

Print City Enter *1* to print on the certificate the city in which the withholding occurred.

Level and Company

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Level Enter the level break that is specified in the data sequence. Enter *1* to break on account. Enter *2* to break on tax area. Enter *3* to break on GL offset. If you do not complete this option, the system breaks the report on the account.

Company Enter the company that the system uses when generating or regenerating records. If you leave this option blank, the system processes records for all companies.

Responsible

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Name Enter the name of the person who is responsible for the information shown in the certificate.

Additional Information Enter additional information that appears on the certificate.

Display

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Print Percentage Enter *1* to print on the certificate the percentage of the withholding.

Reverse Sign Enter *1* to reverse the sign for the fiscal rate and the total tax amount.

Third Party

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Name Specify the name of the third-party that the system prints on the certificate. Enter *1* to print the value from the Alpha Name field (ALPH). Enter *2* to print the value form the Address field (ADD1. Enter *3* to print the value from the

Notes field (DS01). If you leave this option blank, the system print the value from the Alpha Name field.

Reprocess

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Regenerate Enter *1* to delete all data in the F76CT2 table.

Date From Enter the first day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Date To Enter the last day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Address Number Enter the address number that the system uses to select records to delete from the F76CT2 table.

Title

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Title Enter the title to print on the certificate.

Certificate

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

IVA Withholding Enter *1* to generate a certificate of IVA withholding (Print IVA Amount). Enter a different character to generate other certificates.

Consolidate Enter 1 to print one certificate for all companies.

IVA Withheld

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Tolerance Level Enter *1* to specify a percentage as a tolerance level in order to approach the percentage of the IVA withheld to a 50% or 100%.

Percentage Enter the value to use as tolerance level for the print of the IVA withheld.

Note. Enter the percentages in integers. If 3%, enter 3.

R76C0002 - (COL) Withholdings Report Detailed by Document (version ZJDE0001)

Use this report to view withholding transactions by document.

R76C0002 - (COL) Withholdings Report Summarized - 3rd Party (version ZJDE0002)

Use this report to view withholding transactions for which payment was made to a third-party.

Processing Options for R76C0002

These processing options apply to version ZJDE0001 (Withholdings Report Detailed by Document) and version ZJDE0002 (Withholdings Report Summarized - 3rd Party).

Date

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Date From Enter the first day of the range of dates that the system uses to select records to process.

Date Thru Enter the last day of the range of dates that the system uses to select records to process.

Display

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Tax Area Description Enter *1* to print the tax area description at the top of the page. Enter *2* to print the account description.

Note. This parameter must be equal to the sequence order.

Reverse Sign Enter *1* to reverse the sign in A/R transactions.

Display and Company

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Skip Lines Enter *1* to skip to lines when either the document number or G/L date is not sequential.

Company to Generate or Regenerate Enter the company that the system uses when generating or regenerating records. If you leave this option blank, the system processes records for all companies.

Total

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Totals by Document Enter *1* to print totals by document. A different value will print totals by third-party.

Print

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

A/P Tax Report Enter *1* to print an A/P Tax Report. A different value prints the A/R Tax Report.

Note. The batch type in the data selection of an AP tax report must be different from the batch type in the data selection of an A/R tax report.

Reprocess

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Regenerate Enter *1* to delete all data in the F76CT2 table.

Date From Enter the first day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Date To Enter the last day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Address Number Enter the address number that the system uses to select records to delete from the F76CT2 table.

Title

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Line Two Enter the text that the system prints as line two of the report title. This processing option is optional.

Line Three Enter the text that the system prints as line three of the report title. This processing option is optional.

R76C0003 - (COL) VAT Withholding by Account (version ZJDE00001)

Use this report to view VAT withholding by account.

R76C0003 - (COL) VAT Withholding by G/L Offset (version ZJDE00002)

Use this report to view VAT Withholding by G/L Offset.

R76C0003 - (COL) VAT Withholding by Tax Area (version ZJDE00003)

Use this report to view VAT withholding by tax area.

Processing Options for R76C0003

See Appendix D, "PeopleSoft EnterpriseOne Accounts Payable Reports," Processing Options for R76C0001, page 690.

Processing Options for Timbre Withholding Certificate (R76C0004)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Period Enter the period for which you run the report. You must enter a range of dates in the data selection.

Issue Date Enter the issue date to be printed on the certificate. If you leave this option blank, the system uses the system date.

City Enter the city where the deposit for the withholding was made.

Print City Enter *1* to print on the certificate the city in which the withholding occurred.

Level and Company

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Level Enter the level break that is specified in the data sequence. Enter *1* to break on account. Enter *2* to break on tax area. Enter *3* to break on GL offset. If you do not complete this option, the system breaks the report on the account.

Company Enter the company that the system uses when generating or regenerating records. If you leave this option blank, the system processes records for all companies.

Responsible

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Name Enter the name of the person who is responsible for the information shown in the certificate.

Additional Information Enter additional information that appears on the certificate.

Display

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Print Percentage Enter *1* to print on the certificate the percentage of the withholding.

Reverse Sign Enter *1* to reverse the sign for the fiscal rate and the total tax amount.

Third Party

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Name Specify the name of the third-party that the system prints on the certificate. Enter *1* to print the value from the Alpha Name field (ALPH). Enter *2* to print the value form the Address field (ADD1. Enter *3* to print the value from the Notes field (DS01). If you leave this option blank, the system print the value from the Alpha Name field.

Reprocess

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Regenerate Enter *1* to delete all data in the F76CT2 table.

Date From Enter the first day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Date To Enter the last day of the range of dates that the system uses to select records from the F76CT2 table to delete.

Address Number Enter the address number that the system uses to select records to delete from the F76CT2 table.

Title

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Title Enter the title to print on the certificate.

Certificate

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

IVA Withholding Enter *1* to generate a certificate of IVA withholding (Print IVA Amount). Enter a different character to generate other certificates.

Consolidate Enter 1 to print one certificate for all companies.

VAT Withheld

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Tolerance Level Enter *1* to specify a percentage as a tolerance level in order to approach the percentage of the VAT withheld to a 50% or 100%.

Percentage Enter the value to use as tolerance level for the print of the VAT withheld.

Note. Enter the percentages in integers. If 3%, enter 3.

R76H4020 - (CHL) Rents Withholding Ledger

Use this report to review the posted transactions for which income tax withholding applies for a specified period. The report is sorted by voucher date, internal document type, and number.

Processing Options for Rents Withholding Ledger (R76H4020)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Mode Enter *1* to print in final mode and update tables. Leave this processing option blank to print in proof mode.

Legal Company Enter the legal company for which you run the report.

Reprint Documents Enter *1* to reprint document which have been printed. Enter *2* to include in the report transactions which have not been printed, and transaction which have been printed. Leave this processing option blank to print the transaction which have not been printed.

Dates Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Date From Enter the first date of a range of dates that the system uses to select records to process.

Date Thru Enter the last date of a range dates that the system uses to select records to process.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Document Type Enter a document type which exists in the Document Type (00/DT) UDC table that the system uses to determine the next legal number used for the folio. If you leave this processing option blank, the system does not assign a folio number.

Report Title Enter *1* in the first field to suppress printing of a report title. Leave the first field blank to print the report title that you enter in the second and third fields. You can enter up to 40 characters each in the second and third fields.

Legal Company Printed in Header Leave this processing option blank to print information about the legal company in the report header. Enter *1* to suppress printing of the legal company information.

R76H4030 – (CHL) Rents Withholding Certificate

Use this report to obtain the annual fees withholding certificate by supplier and legal company for the specified year. This report includes the fees paid for each month

Processing Options for Rents Withholding Certificate (R76H4030)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Proof or Final Mode Enter *1* to print in final mode and update tables. Leave this processing option blank to print in proof mode.

Legal Company Enter the legal company for which you run the report.

Adjustment Code Enter a value from the Adjustment Code (76A/CA) UDC table to specify the inflation index code that the system uses to select records to process.

Document Type Enter a value from the Document Types (00/DT) UDC table to specify the document type that the system uses to select records to process.

Year - Calendar Year Enter a one or two-digit number for the calendar year for which you run the report.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

City Enter the city from which the certificate is issued. If you leave this processing option blank, the system uses the city of the company as specified in the address book record for the company.

Issue Date Enter the issue date of the certificate. If you leave this processing option blank, the system uses the system dates.

Report Title Leave this processing option blank to print the report title that you enter in the Report Title Line 1 and the Report Title Line 2 processing options. Enter *1* to suppress printing of a report title.

Report Title Line 1 Enter up to 40 characters that the system prints as the report title.

Report Title Line 2 Enter up to 40 characters that the system prints as additional text for the report title.

Print Company Header Information Leave this processing option blank to print information about the legal company in the report header. Enter *1* to suppress printing of the legal company information.

Print Footer Information Leave this processing option blank to print the footer message. Enter *1* to suppress printing of the footer message.

Concept Description Enter a description for the rent withholding concept.

R76P4040 - (PER) IGV Withholding Ledger

The IGV Withholding Ledger report lists transactions for which IGV tax was withheld. For the Payments section of the report, the system selects the payments affected by IGV tax within the range of dates defined in the processing options. For the Purchasing section, the total amount corresponds to the total amount of the paid invoices. The Adjustment section of the report includes information relating to currency exchange difference. The Withholding section includes the total amount for the income tax withheld.

Processing Options for IGV Withholding Ledger (R76P4040)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Processing

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Proof or Final Mode Enter *1* to print in final mode and update tables. Leave this processing option blank to print in proof mode.

Legal Company Enter the legal company for which you run the report.

Reprint Enter *1* to reprint previously printed vouchers. Leave this option blank to suppress printing of previously printed vouchers.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Document Type Enter a value from the Document Types (00/DT) UDC table to specify the document type that the system uses to select records to process.

Title Leave this processing option blank to print the report title that you enter in the Report Title Line 1 and the Report Title Line 2 processing options. Enter 1 to suppress printing of a report title

Title First Line Enter up to 40 characters that the system prints as the report title.

Title Second Line Enter up to 40 characters that the system prints as a second line of the report title.

Print Company Header Information Leave this processing option blank to print information about the legal company in the report header. Enter *1* to suppress printing of the legal company information.

Dates

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Date From Enter the first date of a range of dates that the system uses to select records to process.

Date Thru Enter the last date of a range of dates that the system uses to select records to process.

R76P4050 - (PER) Profit Withholding Certificate

Run the Profit Withholding Certificate program to generate the certificates that show the professional fees and withholding amounts withheld from suppliers.

Processing Options for Profit Withholding Certificate (R76P4050)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Legal Company Leave this processing option blank to print information about the legal company in the report header. Enter *1* to suppress printing of the legal company information.

Dates

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Fiscal Year Enter a one or two-digit number for the calendar year for which you run the report.

Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Report Title Leave this processing blank to print the text that you enter in the Title processing options. Enter *1* to suppress printing of the report title.

Title Enter the text that the system prints as the report title. You can enter up to 40 characters.

Title (continued) Enter additional text that the system appends to the text that you enter in the Title processing option. You can enter up to 40 characters.

Print Legal Company Information Leave this processing option blank to print information about the legal company in the report header. Enter *1* to suppress printing of the legal company information.

R76P4510 - (PER) IGV PDT

Use the general sales tax electronic media (IGV) (Programa de Declaración Telematica [PDT]) program to generate a flat file for IGV withholding.

Processing Options for IGV PDT (R76P4510)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

General Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Legal Company Enter the legal company for which you run the report.

Century Enter the first two digits of the calendar century associated with the year.

Fiscal Year Enter a one or two-digit number for the calendar year for which you run the report.

Period Number Enter the number of the accounting period for which you run the report.

Mother's Name Type Code Enter a value from the Type Code (01/W0) UDC table that identifies the supplier's mother's name. You complete this option only when the supplier is an individual.

Father's Name Type Code Enter a value from the Type Code (01/W0) UDC table that identifies the supplier's father's name. You complete this option only when the supplier is an individual.

Proof or Final Mode Enter *1* to print in final mode and update tables. Leave this processing option blank to print in proof mode.

File Generation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Path Enter the location to which the system saves the flat file generated by the program.

File Name Enter the name for the flat file.

(PER) Processing Options for IGV Withholding Report (R76P4600)

Processing options for reports enable you to specify the information that appears on the reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Print Tab

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Reprint Enter *Y* to generate a certificate with a new legal number. Leave this option blank to use the same legal number when you reprint.

R76VCRVP - (VEN) AR-CV Withholding Certificate

Use this program to print the AR-CV report. This report lists the suppliers for which you withheld taxes.

(VEN Setting Processing Options for AR-CV Withholding Certificate (R76VCRVP)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

AR-CV Withholding

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Date From Enter the first date in a range of dates that the system uses to select records to process.

Date To Enter the last date in a range of dates that the system uses to select records to process.

Company Enter the company number of the company for which you generate the report.

Document Type Enter the document type that the system uses to select records to process.

(VEN) Setting Processing Options for ISLR Withholding Affidavit (R76VDJRN)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

ISLR Declaration

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Summarize by Supplier Enter *1* to summarize the report by supplier. Leave this option blank to print in detail.

Date From Enter the first date in a range of dates that the system uses to select records to process.

Date To Enter the last date in a range of dates that the system uses to select records to process.

(VEN) Setting Processing Options for IM Withholding Affidavit (R76VDJRM)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

IM Withholding Affidavit

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Summarize by Supplier Enter *1* to summarize the report by supplier. Leave this option blank to print in detail.

Date From Enter the first date in a range of dates that the system uses to select records to process.

Date To Enter the last date in a range of dates that the system uses to select records to process.

R76VIR01B - (VEN) Withholding Integrity - Erases Historical and R76VIR02C - (VEN) Withholding Integrity - Create Historical

You run the Withholding Integrity - Create Historical (R76VIR02C) program and the Withholding Integrity - Erases Historical (R76VIR01B) programs to maintain data consistency between the F0411 table and the F76V4581 table.

When you run Withholding Integrity - Erase Historical program, the system deletes records from the F76V4581 table when no record exists in the F0411 table for a transaction which includes:

- A document type of PV (paid voucher).
- A document type of PW (paid national withholding).

The Withholding Integrity- Erase Historical program produces a report that lists the records deleted from the F76V4581 table.

You run the Withholding Integrity - Create Historical program to update table F76V4581 with data about the municipal taxes withheld.

(VEN) Setting Processing Options for Withholding Integrity - Erase Historical (R76VIR01B)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Delete

Although processing options are set up during implementation, you can change processing options each time you run a program.

Delete Enter *Y* to delete historical records.

(VEN) Setting Processing Options for Withholding Integrity - Create Historical (R76VIR02C)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Document

Although processing options are set up during implementation, you can change processing options each time you run a program.

I.S.R.L. Document Type Enter the document type from UDC 00/DT that identifies ISRL records.

I.M Document Type Enter the document type from UDC 00/DT that identifies records with municipal taxes.

Company Enter the company for which you process records.

(VEN) Setting Processing Options for Annual Withholding Affidavit- Diskette (R76VPART)

Processing options enable you to specify the default processing for programs and reports.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Withholding

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Document Type of Withholding (Country) Enter the document type from UDC 00/DT that identifies vouchers for national withholding.

Document Type of Withholding (City) Enter the document type from UDC 00/DT that identifies vouchers for municipal withholding.

Company

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Withholding Agent Name Enter the name of the company who processed the withholding.

Address Number Enter the address book number of the person in charge of processing withholding.

Fiscal Year

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Fiscal Year Enter the fiscal year for which you process records.

File Generation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Path Enter the location to which the system writes the flat file. You must have write permissions for the location you enter.

Glossary of PeopleSoft Terms

activity A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.

activity rule The criteria by which an object progresses from one given point to the next in a flow.

add mode A condition of a form that enables users to input data.

Advanced Planning Agent (APAg) A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.

application server A server in a local area network that contains applications shared by network clients.

as if processing A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

alternate currency A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.

In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.

as of processing A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

back-to-back process A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.

batch processing A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.

In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.

batch server A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.

batch-of-one immediate A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.

business function A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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 See named event rule (NER).

business view A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.

central objects merge A process that blends a customer's modifications to the objects in a current release with objects in a new release.

central server A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.

charts Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.

connector Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.

contra/clearing account A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.

Control Table Workbench An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.

control tables merge A process that blends a customer's modifications to the control tables with the data that accompanies a new release.

cost assignment The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.

cost component In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).

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.

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

database server A server in a local area network that maintains a database and performs searches for client computers.

Data Source Workbench An application that, during the Installation Workbench process, copies all 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.

date pattern A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

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 information Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

direct connect A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward.

Do Not Translate (DNT) A type of data source that must exist on the iSeries because of BLOB restrictions.

dual pricing The process of providing prices for goods and services in two currencies.

edit code A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.

edit mode A condition of a form that enables users to change data.

edit rule A method used for formatting and validating user entries against a predefined rule or set of rules.

Electronic Data Interchange (EDI) An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.

embedded event rule An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.

Employee Work Center A central location for sending and receiving all PeopleSoft 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.

enterprise server A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.

EnterpriseOne object A reusable 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.

EnterpriseOne process A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.

Environment Workbench An application that, during the Installation Workbench process, 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.

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.

event rule A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.

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. A facility is sometimes referred to as a *business unit* .

fast path A command prompt that enables the user to move quickly among menus and applications by using specific commands.

file server A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.

final mode The report processing mode of a processing mode of a program that updates or creates data records.

FTP server A server that responds to requests for files via file transfer protocol.

header information 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.

interface table See Z tables.

integration server A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.

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

interoperability model A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.

in-your-face-error In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

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.

jargon An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.

JDBNET A database driver that enables heterogeneous servers to access each other's data.

JDEBASE Database Middleware A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.

JDECallObject An API used by business functions to invoke other business functions.

jde.ini A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.

JDEIPC Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.

JDENET PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.

Location Workbench An application that, during the Installation Workbench process, 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.

logic server A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.

MailMerge Workbench An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.

master business function (MBF) An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.

master table See published table.

matching document A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

media storage object Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.

message center A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.

messaging adapter An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.

messaging server A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.

named event rule (NER) Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.

nota fiscal In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

nota fiscal factura In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

Object Configuration Manager (OCM) In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.

Object Librarian A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.

Object Librarian merge A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.

Open Data Access (ODA) An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.

Output Stream Access (OSA) An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

package 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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.

package build A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.

Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”

package location The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.

Package Workbench An application that, during the Installation Workbench process, 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.

PeopleSoft Database See JDEBASE Database Middleware.

planning family A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

preference profile The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

print server The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.

pristine environment A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.

production environment A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.

production-grade file server A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

program temporary fix (PTF) A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.

project In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.

promotion path The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):

11>21>26>28>38>01

In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.

proxy server A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.

published table Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

publisher The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

pull replication One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.

QBE An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.

real-time event A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.

refresh A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.

replication server A server that is responsible for replicating central objects to client machines.

quote order In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpiseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

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

three-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

transaction processing (TP) 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 may include programs that validate data and format terminal screens.

transaction set An electronic business transaction (electronic data interchange standard document) made up of segments.

trigger One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.

triggering event A specific workflow event that requires special action or has defined consequences or resulting actions.

two-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

User Overrides merge Adds new user override records into a customer's user override table.

variance In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.

Version 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.

visual assist Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.

vocabulary override An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.

wchar_t An internal type of a wide character. It is used for writing portable programs for international markets.

web application server A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.

web server A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.

Windows terminal server A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

workflow The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.

XAPI events A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.

XML CallObject An interoperability capability that enables you to call business functions.

XML Dispatch An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.

XML List An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.

XML Service An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.

XML Transaction An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.

XML Transaction Service (XTS) Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.

Z event A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.

Z table A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.

Z transaction Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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