JD Edwards EnterpriseOne Applications

Localizations for Poland Implementation Guide

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Preface

Welcome to the JD Edwards EnterpriseOne Applications Localizations for Poland Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne systems for Poland localizations.

JD Edwards EnterpriseOne Products

This implementation guide refers to the following JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Accounts Payable.

- JD Edwards EnterpriseOne Accounts Receivable.

- JD Edwards EnterpriseOne Address Book.

- JD Edwards EnterpriseOne General Accounting.

- JD Edwards EnterpriseOne Inventory Management

- JD Edwards EnterpriseOne Procurement.

- JD Edwards EnterpriseOne Sales Order Management.

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Applications Financial Management Fundamentals 9.1 Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

Documentation Accessibility

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Related Documents

You can access related documents from the JD Edwards EnterpriseOne Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1308615.1, or by using this link:

https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1308615.1

To navigate to this page from the My Oracle Support home page, click the Knowledge tab, and then click the Tools and Training menu, JD Edwards EnterpriseOne, Welcome Center, Release Information Overview.

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Indicates field values.
Italics	Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.
Monospace	Indicates a JD Edwards EnterpriseOne program, other code example, or URL.

1

Introduction to JD Edwards EnterpriseOne Localizations for Poland

This chapter contains the following topics:

- Section 1.1, "JD Edwards EnterpriseOne Localizations for Poland Overview"
- Section 1.2, "JD Edwards EnterpriseOne Localizations for Poland Implementation"
- Section 1.3, "Understanding Translation Considerations for Multilingual Environments"
- Section 1.4, "Understanding Translation Routines"
- Section 1.5, "Setting Up User Display Preferences"

1.1 JD Edwards EnterpriseOne Localizations for Poland Overview

This guide includes information about setting up and using the country-specific software for Poland.

Before you can use county-specific software in the JD Edwards EnterpriseOne system you must enable access to the country-specific forms and processing. The setup to enable country-specific functionality is described in this introduction chapter.

In addition to the setup described in this guide, you must set up the base software for the particular process you implement. For example, you must follow the steps to set up the base software JD Edwards EnterpriseOne Accounts Payable system in addition to performing the setup for any country-specific functionality for the JD Edwards EnterpriseOne Accounts Payable system.

1.2 JD Edwards EnterpriseOne Localizations for Poland Implementation

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne systems, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide*.

1.3 Understanding Translation Considerations for Multilingual Environments

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

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

This table illustrates common software elements that you might want to translate if you use the software in a multinational environment:

Common Software Elements	Translation Considerations
Business unit descriptions	You can translate the descriptions of the business units that you set up for the system.
	The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).
	Print the Business Unit Translation report (R00067) to review the description translations in the base language and one or all of the additional languages that the business uses.
Account descriptions	You can translate the descriptions of the accounts into languages other than the base language.
	After you translate the chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that the business uses.
Automatic accounting instruction (AAI) descriptions	You can translate the descriptions of the AAIs that you set up for the system.
UDC descriptions	You can translate the descriptions of the UDCs that you set up for the system.

Common Software Elements	Translation Considerations
Delinquency notice text	Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the JD Edwards EnterpriseOne Address Book system.)
	The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.

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

1.4 Understanding Translation Routines

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

The system provides these translation routines:

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

- X00500S5 - Spanish (euro).

- X00500U - United Kingdom.

- X00500U1 - United Kingdom (words in boxes).

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

1.5 Setting Up User Display Preferences

This section provides an overview of user display preferences and discusses how to:

- Set processing options for the User Profiles program (P0092).

- Set up user display preferences.

1.5.1 Understanding User Display Preferences

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

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

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

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

> **See Also:**
>
> - *JD Edwards EnterpriseOne Tools System Administration Guide*

1.5.2 Form Used to Set Up User Display Preferences

Form Name	FormID	Navigation	Usage
User Profile Revisions	W0092A	In the Oracle JD Edwards EnterpriseOne banner, select Personalization, then My System Options	Set display preferences.
		On User Default Revisions, select User Profile Revisions.	

1.5.3 Setting Processing Options for User Profile Revisions (P0092)

Processing options enable you to set default values for processing.

1.5.3.1 A/B Validation

Address Book Number

Enter **1** to enable editing on address book number against the Address Book Master table (F0101).

1.5.3.2 PIM Server Setup
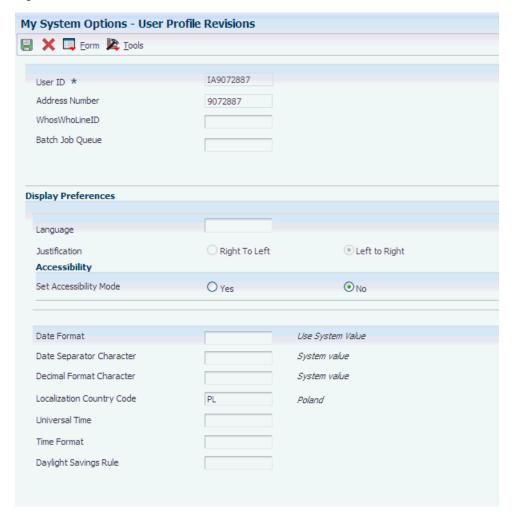
PIM Server

Enter D if you use an IBM Domino Server. Enter X if you use a Microsoft Exchange Server.

1.5.4 Setting Up User Display Preferences

Access the User Profile Revisions form.

Figure 1–1 User Profile Revisions form

Localization Country Code
Enter a UDC (00/LC) that identifies a localization country. It is possible to attach country-specific functionality based on this code by using the country server methodology in the base product.

Language
Enter a UDC (01/LP) that specifies the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in the user preferences. Additionally, you must have the language CD installed.

Date Format
Enter the format of a date as it is stored in the database.

If you leave this field blank, the system displays dates based on the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation. Values are:

Blank: Use the system date format.

DME: Day, month, four-digit year

DMY: Day, month, year (DDMMYY)

EMD: Four-digit year, month, day

MDE: Month, day, four-digit year

MDY: Month, day, year (MMDDYY)

YMD: Year, month, day (YYMMDD)

Date Separator Character
Enter the character to use when separating the month, day, and year of a given date. If you enter an asterisk (*), the system uses a blank for the date separator. If you leave the field blank, the system uses the system value for the date separator.

Decimal Format Character
Enter the number of positions to the right of the decimal that you want to use. If you leave this field blank, the system value is used as the default.

2

Understanding Localizations for Poland

This chapter contains the following topics:

■ Section 2.1, "Poland-Specific Setup and Processes"

2.1 Poland-Specific Setup and Processes

This table lists the country-specific setup and functionality for Poland.

Setup or Process	Description
UDCs (user-defined codes)	Set up base-software UDCs with Poland-specific values, and set up Poland-specific UDCs for: ■ Legal documents See "Setting Up UDCs to Number Legal Documents" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*. ■ Tax processing See Setting Up UDCs for Tax Processing. ■ Accounts payable processing See Setting Up UDCs for Accounts Payable Processing for Poland.
AAIs (automatic accounting instructions)	No country-specific setup for AAIs is required for Poland.
Next numbers	In addition to the standard next numbering schemes, set up next numbers for legal documents in Poland. Set up legal numbering for invoices and correction invoices. See "Setting Up Next Numbers for Legal Documents" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
Customers and suppliers	In addition to the standard setup for customers, in Poland, enter information about the VAT applicability. See Entering Additional Address Book Information for Poland
Companies	In addition to the standard setup for companies, set up legal companies so that you can associate the companies that you use for transaction processing (transactional companies) with companies that you use for legal reporting (legal companies) so that legal reports can contain data for more than one transactional company. See Setting Up Legal Companies for Poland.

Setup or Process	Description
Cash transactions	To work with cash transactions in the JD Edwards EnterpriseOne Accounts Payable, JD Edwards EnterpriseOne Accounts Receivable, and JD Edwards EnterpriseOne General Accounting 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 (P74P9104) to print a record of all cash transactions for a specified period.
	See Understanding Cash Transactions.
	See Printing Reports for Inbound and Outbound Cash Transactions.
	See Generating the Cash Desk Report.

Setup or Process	Description
Invoice processing (setup)	In addition to the standard setup for invoice processing, in Poland:
	■ Set up corresponding versions of the Add Invoice - PO (P7433B11) and Standard Invoice Entry (P03B11) programs.
	■ Set up corresponding versions of Print Invoice/Invoice Correction - PO (P7420565) and Standard Invoice Print (R42565) programs.
	■ Set up legal numbering so that invoices and correction invoices that you print from the JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Sales Order Management systems contain information required for tax reporting. Setting up legal numbering requires that you:
	– Set up legal document types.
	– Associate legal document types with document types.
	– Set up legal documents issue places.
	– Set up next numbers.
	– Set up print template definitions for legal documents.
	– Specify rows for print template line types.
	– Associate legal document types with print templates.
	– Specify programs and versions to print legal documents.
	See "(CZE, HUN, POL, and RUS) Setting Up Legal Numbering for Legal Documents" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
	■ Set up exchange rate table numbers.
	See Setting Up the Exchange Rate Table Number.

Setup or Process	Description
Invoice processing (printing)	In addition to the standard processes for invoice processing, in Poland:
	■ Set processing options for Add Invoice - PO (P7433B11).
	■ Enter additional information for invoices.
	■ Add related invoices.
	■ Set processing options for Print Invoice (R7430030).
	■ Specify whether the system enables or requires that you enter related invoices when you add credit notes or debit notes.
	■ Use the Print Invoices program (R42565) to print invoices for Poland.
	The system calls the Print Invoice - Poland - SOP/AR program (R74P3030) to print an invoice or invoice correction when you use the Print Invoices program to print invoices for Poland.
	The Print Invoice - Poland - SOP/AR program retrieves country information from the Legal Document Type setup (P7400002) and prints the company information by country on the invoice. The report processes only those transactions from SOP and A/R that have company and tax/area combination belonging to the specific country. (Release 9.1 Update)
	■ Use the Reprint Invoice program (P7430031) to reprint selected documents.
	See Working with Invoices for Poland.
Delinquency fee processing	Poland-specific programs and processes exist for delinquency fee processing.
	See "(CZE and POL) Working With Delinquency Fees" in t.he *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
Voucher processing	In addition to the standard process for working with vouchers, in Poland:
	■ Set up voucher types.
	See Setting Up Voucher Types.
	■ Enter additional information for vouchers.
	See Understanding Vouchers for Poland.

Setup or Process	Description

Tax processing	Before you process transactions with taxes for Poland:
	
	■ Set up the required UDCs.
	
	See Setting Up UDCs for Tax Processing.
	
	■ Set up voucher types to identify the transactions to include in the VAT reports.
	
	See Setting Up Voucher Types.
	
	To process taxes for Poland:
	
	■ Enter additional information that is used in the VAT reports.
	
	See Working with Vouchers for Poland.
	
	■ Generate these reports:
	
	   – VAT Purchase Domestic Register (R74P0410).
	
	   – VAT Purchase Import Register (R74P0420).
	
	   – VAT Purchase Register - Paid Vouchers (R74P5010).
	
	   – VAT Sales (R74P03B1).
	
	See Printing VAT Reports for Poland.

Sales order processing	In addition to the base software setup and processes, for Poland:
	
	■ Set up UDCs for legal document types.
	
	See "Setting Up UDCs to Number Legal Documents" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
	
	■ Set processing options for:
	
	   – Invoice Print - PO (P7420565).
	
	     See Setting Processing Options for Invoice Print / Invoice Correction - PO (P7420565).
	
	   – Sales Legal Document Inquiry by Legal Number (P7420002).
	
	     See Setting Processing Options for Sales Legal Document Inquiry by Legal Number (P7420002).
	
	■ Set up corresponding versions of Sales Order Entry (P4210) and Sales Order - PO (P7424210).
	
	■ Search for sales order lines by legal document number or internal document number.
	
	See Inquiring on Sales Orders for Poland.
	
	■ Print legal documents.
	
	See Working with Sales Order Management Processes for Poland.

Setup or Process	Description
Financial reporting	These general ledger reports exist for Poland: ■ AR Trial Balance Report (R74P03B61). ■ AP Trial Balance (R74P0450). ■ GL Trial Balance by Object (R74P9010). ■ GL Trial Balance by Category Code (R74P9015). ■ Transaction Journal (R74P9020). ■ Bank Register (R74P9030). See Using Additional Reports for Poland.

3

Setting Up Localizations for Poland

This chapter contains the following topics:

3.1 Understanding Item Setup for VAT Processing

You must set up items to print the PKWiU (Polish Classification of Goods and Services) code on invoices, set up items that are exempt from VAT, and set up items for EU service descriptions.

3.1.1 Printing the PKWiU Code on Invoices

The PKWiU (Polish Classification of Goods and Services) is a 10-character code that must be printed on each invoice for products that have a VAT rate that is less than the basic rate.

To set up the system to print the PKWiU code on invoices that you print from the JD Edwards EnterpriseOne Sales Order Management system, you set up a cross reference between items and PKWiU codes.

To set up the cross-reference:

1. Set up the Cross Reference Type Code (41/DT) UDC table to include a cross-reference type of **PKWiU.**

2. Use the Item Cross Reference program (P4104) to associate the cross-reference type (PKWiU) and the PKWiU code to the item number.

   See "Setting Up Item Cross-References" in the *JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide*.

   Enter the PKWiU code in the Cross Reference Item Number field. The system does not verify that the number that you enter is a valid PKWiU number.

The system can print only one item cross-reference code for a batch of invoices. If you print invoices with the PKWiU cross-reference, the batch cannot contain invoices with a different cross-reference code. The system saves information about the cross-reference to the Item Cross-Reference table (F7420035).

Exceptions to the requirement to print the PKWiU code on an invoice might occur. If an exception exists, you must include on the invoice a comment explaining why the regulation does not apply. Use the Global Print Message processing option for the Invoice Print program (R42565) to enter an explanation about the exception to print the PKWiU code on the invoice. The system prints the message below the header on the first page of the Polish invoice.

3.1.2 VAT Exempt Transactions

In situations in which items or invoices are not subject to VAT, you can either set up the item as exempt or set up a print message to print an explanation of why the transaction is exempt from VAT.

Use the Sales Taxable field on the Item/Branch Plant Info form of the Item/Branch Plant program (P41026) to specify whether VAT applies to an item. If you enter **N** in this field, the system prints the word *EXEMPT* for the item in the detail section of the VAT reports.

When printing invoices from the JD Edwards EnterpriseOne Accounts Receivable system, you must identify exempt lines in the invoice by using a tax explanation code of E (exempt). When a line has a tax explanation code of E, the system prints the word *EXEMPT* for the line in the VAT reports.

Exempt invoice corrections printed from the JD Edwards EnterpriseOne Sales Order Management and the JD Edwards EnterpriseOne Accounts Receivable systems are also printed to the VAT reports when set up as exempt transactions.

Exempt transactions and zero-rate transactions are shown in different tax groups in the summary section of the VAT reports.

3.1.3 EU Service Transaction Description

You must set up service description category codes for items associated with EU service transactions. The system displays each service transaction in separate lines in the VAT Sales Register, and retrieves the description from the category code associated to the item.

To set up the EU service description, you must:

1. Access the Item Master (P4101) program or Item Branch/Plant (P41026) program, and then search for and select the item.

2. Select Regional Info from the Row menu.

3. Define one or several of the 10 category codes to use for service description and enter the corresponding values.

You must set up a service category code for each EU service item.

When processing the VAT Sales Register, the system first searches for the item category code in the item branch/plant record. If no category code exists for the EU service description in the item branch/plant record, then the system searches for the EU service description in the item record.

3.2 Setting Up Tax Rate Areas

You must specify whether a tax rate area is an EU tax rate area. On the Work With Tax Rate/Areas (P4008) form, select the tax rate are and then the EU-Intracomm. VAT option from the Row menu.

You must also define whether a tax rate area is for goods or services in the Tax Rate Area & Transaction Type (P740018A) program.

The following rules apply when configuring tax rate areas:

- If no intracommunity setup exists for a tax rate area, the system considers the tax rate area as non-intracommunity tax rate area.

- If no goods/services setup exists for a tax rate area, the system considers it as a goods tax rate area.

See "Understanding Intracommunity VAT" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*

See also "Understanding Tax Rate Areas" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*

3.3 Setting Up UDCs for Poland

Setting up Poland-specific UDCs enables you to use country-specific functionality. You also set up some base software UDCs with country-specific values.

This section discusses how to set up UDCs for:

- Tax processing

- Accounts payable processing

3.3.1 Setting Up UDCs for Tax Processing

Set up this UDC table before processing taxes.

3.3.1.1 Customs Tax Categories (74P/IM)

You set up the Customs Tax Categories UDC table 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)

3.3.2 Setting Up UDCs for Accounts Payable Processing for Poland

Set up this UDC before processing accounts payables for Poland.

3.3.2.1 Document Type (00/DT)

In the Document Type (00/DT) UDC table, set up document types for these types of vouchers:

- Purchases.

- Purchases corrections.

- Customs documents.

- Employee expenses.

- Employee expense corrections.

- Vouchers for which VAT is deferred to a different accounting period.

See Setting Up Voucher Types.

3.3.2.2 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

3.4 Entering Additional Address Book Information for Poland

This section provides an overview of addition address book information for Poland and discusses how to enter address book information for Poland

3.4.1 Understanding Additional Address Book Information for Poland

When you set up address book records for customers and suppliers in Poland, you must add information about the VAT (value-added tax) applicability. When you enter address book records for Poland, the system displays the Address Book Localization Data form. The system saves the information that you enter in the Address Book Localization Data form in the Address Book Tag File - COMM - 01 table (F741001T).

3.4.2 Forms Used to Enter Address Book Information for Poland
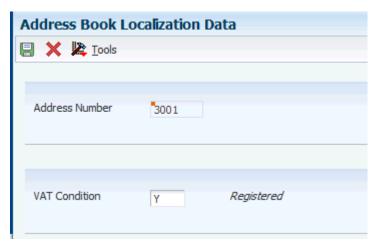
Form Name	FormID	Navigation	Usage
Address Book Revisions	W01012A	Daily Processing (G0110), Address Book Revisions Click Add on the Work With Addresses form.	Set up address book records.

Form Name	FormID	Navigation	Usage
Address Book Localization Data	W7411012A	Click OK on the Address Book Revisions form to add information to a new record. Select a record, and then select Regional Info from the Row menu on the Address Book Revisions form.	Add or revise additional address book information for Poland.

3.4.3 Entering Address Book Information for Poland

Access the Address Book Localization Data form.

Figure 3–1   Address Book Localization Data form

VAT Condition
Enter a value from the VAT Condition (74/VC) UDC table to specify whether the entity in the address book record is subject to VAT.

3.5 Setting Up Corresponding Versions for Poland

Some country-specific functionality requires that you create versions of the same name for a country-specific program and a base software program. For example, to have the system access the processing options for a country-specific voucher program, you might need to set up a version named XYZ for the country-specific voucher program, and a version named XYZ of the Standard Voucher Entry (P0411) program.

Set up corresponding versions for these programs:

Poland Program	Base Software Program
Add Invoice - PO (P7433B11) See Working with Invoices for Poland.	Standard Invoice Entry (P03B11)
Sales Order - PO (P7424210)	Sales Order Entry (P4210)
Print Invoice/Invoice Correction - PO (P7420565)	Standard Invoice Print (R42565)

Poland Program	Base Software Program
PO-Localization Finance Charge Processing (R03B525) (P74P525)	Generate Delinquency Fees (R03B525)

3.6 Setting Up Voucher Types

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

3.6.1 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.

- Purchase corrections.

- Customs documents.

- Employee expenses.

- Employee expense corrections.

- Vouchers for which VAT is deferred to a different accounting period.

  You can change the tax liability date only for vouchers for which the document type is set up as a voucher that allows changes to the tax liability date.

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 corrections, 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.
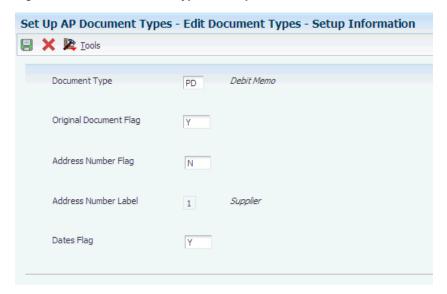
3.6.2 Forms Used to Set Up Document Types for Accounts Payable Transactions

Form Name	FormID	Navigation	Usage
Work With Poland Document Types	W74P4010A	Accounts Payable (G74P04), Set Up AP Document Types	Review and 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.

3.6.3 Setting Up Voucher Types for Poland

Access the Edit Document Types - Setup Information form.

Figure 3–2   Edit Document Types - Setup Information form

Document Type
Enter a document type from the Document Type (00/DT) UDC table.

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 **1** (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.

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.

3.7 Setting Up the Exchange Rate Table Number

This section provides an overview of exchange rate setup and discusses how to enter the exchange rate table number.

3.7.1 Understanding Exchange Rate Table Setup

In Poland, invoices that include a foreign currency must include:

- The exchange rate.

  You set up exchange rates in the Currency Exchange Rate Entry program (P0015A) in the base software.

  See "Setting Up Exchange Rates" in the *JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide*.

■ The exchange rate table number that includes the exchange rate used, as published by the National Bank of Poland (NBP).

The NBP publishes a new, numbered exchange rate table when the official exchange rate changes.

■ The date of the exchange rate table number.

You use the Exchange Table Number program (P74P0001) to enter the exchange rate table number and the date of the exchange rate table. You can enter one exchange rate table number per date. The system stores the data that you enter in the Exchange Table Number table (F74P0001).

When you print invoices from the JD Edwards EnterpriseOne Accounts Receivable or the JD Edwards EnterpriseOne Sales Order Management system, the system prints the exchange rate table number and corresponding date for the table using this hierarchy:

1. If an exchange rate table number exists in the F74P0001 table for the date on which the invoice is entered, the system prints that exchange rate table number and its corresponding date for the table.

   For example, if you enter an invoice on October 20 and the F74P0001 table includes an exchange rate table number for October 20, the system prints the table number entered for October 20, and prints October 20 as the date of the exchange rate table number.

2. If no exchange rate table number exists in the F74P0001 table for the date on which the invoice is entered, the system searches for the most recent prior date for which an exchange rate table number exists and prints that date and corresponding exchange rate table number.

   For example, if you enter an invoice on October 20 and the F74P0001 table does not include an exchange rate table number for October 20, the system searches for the most recent prior date to October 20 for which an exchange rate table number exists. If no exchange rate table number exists for October 19, the system searches for an exchange rate table number for October 18. If no exchange rate table number exists for October 18, the system searches for an exchange rate table number for October 17. The system continues searching prior dates until it finds an exchange rate table number in the F74P0001 table. When the system finds an exchange rate table number (for example October 14), it prints that exchange rate table number and prints the date of the exchange rate table number on the invoice.

3.7.2 Forms Used to Enter the Exchange Rate Table Number

Form Name	FormID	Navigation	Usage
Work With Exchange Table Number	W74P0001A	Set Up Legal Documents (G74PDOC), Exchange Table Number	Access existing exchange rate table numbers and effective dates of the tables.
Exchange Table No Revision	W74P0001D	Click Add on the Work With Exchange Table Number form.	Add new table numbers and effective dates.

3.7.3 Entering the Exchange Rate Table Number

Access the Exchange Table No Revision form.

Effective Date
Enter the effective date for the exchange rate table number as published by the National Bank of Poland.

Exchange Table Number
Enter the exchange rate table number as published by the National Bank of Poland that corresponds to the date that you entered in the Effective Date field.

3.8 Setting Up Legal Companies for Poland

This section provides an overview of legal companies and discusses how to associate transactional companies with a legal company.

3.8.1 Understanding Legal Companies

Legal company and transactional company relationships enable many companies to be unified in one legal company and to produce combined accounts payable reports. You can associate the companies that you use for transaction processing (transactional companies) with companies that you use for legal reporting (legal companies) so that legal reports can contain data for more than one transactional company. At a minimum, a legal company and a transactional company relationship must exist for the default company.

To associate transaction companies with legal companies, you use the Company Localized Data form. The system stores information about the association in the Company Additional Information table (F7400010).

3.8.2 Form Used to Set Up a Legal Company

Form Name	FormID	Navigation	Usage
Company Localized Data	W7400010A	Organization & Account Setup (G09411), Company Names & Numbers	Associate transactional companies with legal companies.
		On the Work With Companies form, select Regional Info from the Row menu.	

3.8.3 Associating Transactional Companies with a Legal Company for Poland

Access the Company Localized Data form.

Company
Enter the transactional company with which to associate a legal company.

Legal Company
Enter the legal company with which to associate a transactional company.

4

Working with Localizations for Poland

This chapter contains the following topics:

4.1 Understanding Cash Transactions

You work with cash transactions in the JD Edwards EnterpriseOne Accounts Payable, JD Edwards EnterpriseOne Accounts Receivable, and JD Edwards EnterpriseOne General Accounting 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.

4.2 Printing Reports for Inbound and Outbound Cash Transactions

This section provides an overview of printing cash desk transaction documents, lists prerequisites, and discusses how to:

- Set processing options for a Cash Desk Transaction (P74P9101).

- Set processing options for the Cash Desk Transaction Document (R74P9102).

- Select transactions to print.

4.2.1 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 select 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 select the record to print and select 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 a report that includes:

- 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 the Batch Versions program (P98305W).

4.2.2 Prerequisites

Before you perform the tasks in this section:

- 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.

  See "(CZE, HUN, POL, and RUS" Setting Up Legal Numbering for Legal Documents" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.

4.2.3 Form Used to Work with Cash Transactions

Form Name	FormID	Navigation	Usage
Work With Cash Desk Transactions	W74P9101A	Cash Desk Transactions (G74PCASH), Cash Desk Transaction Complete the processing options, and then click OK.	Select records to print or reprint.

4.2.4 Setting Processing Options for a Cash Desk Transaction (P74P9101)

Processing options enable you to specify the default processing for programs and reports.

4.2.4.1 General

Version
Specify the version of the Cash Desk Transaction Document program (R74P9102) 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 ledger **AA.**

Category Code
Specify the category code in which cash accounts are defined.

4.2.5 Setting Processing Options for the Cash Desk Transaction Document (R74P9102)

Processing options enable you to specify the default processing for programs and reports.

4.2.5.1 General

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.**

4.2.6 Selecting Transactions to Print

Access the Work With Cash Desk Transactions form.

Select a record, and then select Print Report from the Row menu.

4.3 Generating the Cash Desk Report

This section provides an overview of the Cash Desk Report and discusses how to:

- Run the Cash Desk Report program.
- Set processing options for the Cash Desk Report (R74P9104).

4.3.1 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 Cash Desk Transaction table (F74P9100) and prints debit transactions as cash receipts and credit transactions as cash issues.

In the header area of the report, the system lists:

- The name of the company issuing the report.
- The report name and number.
- The name of the 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.

4.3.2 Running the Cash Desk Report Program (R74P9104)

Select Cash Desk Transactions (G74PCASH), Cash Desk Report.

4.3.3 Setting Processing Options for Cash Desk Report (R74P9104)

Processing options enable you to specify the default processing for programs and reports.

4.3.3.1 Select

Account Number
Enter the account number for which you run the report.

Ledger Type
Enter the ledger type for which you run the report. If you leave this processing option blank, the system uses ledger type **AA.**

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 processing 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.

Company
Enter the company for which you run the report.

Document Type
Enter a value that exists in the Document Type (00/DT) UDC table. The system uses the next numbering scheme associated with the document type that you specify.

4.3.3.2 Localization Options

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.

4.4 Working with Vouchers for Poland

This section provides an overview of vouchers for Poland and discusses how to:

- Set processing options for Voucher Additional Information (P74P411H).

- Enter additional voucher information for Poland.

4.4.1 Understanding Vouchers for Poland

You use the standard voucher entry programs to enter vouchers for Poland. Then, you use the Voucher Additional Information program (P74P411H) to enter additional information about vouchers that the system uses when generating the Purchase Registers for tax reporting. For example, depending on the document type that you set up in the Set Up AP Document Types program (P74P4010), you might enter information about the original document or change an invoice or tax liability date.

You can access the Voucher Additional Information program by one of these methods:

- The system automatically launches the Voucher Additional Information program when you add a voucher or modify an existing, non-posted voucher.

- You can access the Voucher Additional Information program from a menu option. (Accounts Payable (G74P04), Voucher Additional Information).

- You can select an existing voucher in on the Enter Voucher - Payment Information form and then select Regional Info from the Row menu.

The system saves the additional information for Poland in the F0411 Header File - POL (F74P411H) and Poland Header Tag File - POL (F74P412H) tables.

4.4.1.1 Voucher Types

In the Document Type (00/DT) UDC table, set up document types for these types of vouchers:

- Purchases

- Purchases corrections

- Customs documents

- Employee expenses

- Employee expense 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.

- Vouchers for which VAT is deferred to a different accounting period.

    You can change the tax liability date only for vouchers for which the document type is set up as a voucher that allows changes to the date.

4.4.1.2 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.

4.4.1.3 Voucher Match

You use the Voucher Match program (P4314) to match vouchers to purchase orders for Poland. Additionally, you must enter information that 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.

4.4.1.4 Deleting Voucher Information

When you delete a *posted* voucher, the system does not delete the information for the voucher that is stored in the F0411 Header File - POL table (F74P411H) and F0411 Tag File Header-POL table (F74P412H). When you delete a voucher that is *not* posted, the system deletes the records from the F74P411H (if the voucher has additional information) and F74P412H tables.

4.4.1.5 Tax Dates for Vouchers

To declare the VAT that appears on posted and unposted voucher in the appropriate VAT period, you might need to change the tax liability date for the vouchers. Many situations might require you to process vouchers in one period and report the VAT in another period. Changing the tax liability date to the date in the appropriate VAT reporting period assures that the VAT is correctly reported.

You can change the tax liability date only for vouchers for which the document (voucher) type is set up as a voucher that allows changes to this date. To enable changes to the tax liability date for a voucher type:

- Set up voucher types in the Document Type (00/DT) UDC table.

- Use the Set Up AP Document Types program (P74P4010) to specify whether the system enables changes to the tax liability date of vouchers that are assigned a specific voucher type.

    See Setting Up Voucher Types.

- Assign the specific voucher types to vouchers for which you need the ability to change the tax liability date.

4.4.2 Forms Used to Enter Additional Voucher Information in Poland

Form Name	FormID	Navigation	Usage
Work With Voucher Additional Information	W74P411HB	Accounts Payable (G74P04), Voucher Additional Information	Select a voucher to which to add additional information.
		Set the processing option on the Processing Options form, and click OK.	
Entry Voucher Additional Information	W74P411HA	Select a voucher on the Work With Voucher Additional Information form and click Select.	Enter additional information about the voucher.

4.4.3 Setting Processing Options for Voucher Additional Information (P74P411H)

Select Accounts Payable (G74P04), Voucher Additional Information.

Set this processing option to establish a default value for the tax liability date. For voucher types that you set up to enable changes to the tax liability date, the system allows changes to the default value established. For voucher types that are not set up to enable changes to the tax liability date, the system writes the default value to the F74P412H table and does not enable changes to the value.

4.4.3.1 Process

1. Tax Liability Date
Enter **1** to use the invoice date to update sales. Enter **2** to use the service date. Enter **3** or leave this processing option blank to use the GL date.

4.4.4 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 for the alternate address for the payment. For example, when withholding taxes, the related address number might be the address book number for the tax authority.

Invoice Date
Change the date of the invoice, if necessary.

Tax Liability Date
Change the date on which the VAT is to be reported, if necessary.

4.5 Reposting the Account Ledger Tag File

This section provides an overview of the Repost Account Ledger Tag File program and discusses how to:

■ Run the Repost Account Ledger Tag File program.

■ Set processing options for Repost Account Ledger Tag File (R749102).

> **See Also:**
>
> ■ "Reposting the Account Ledger and Recalculating a Fiscal Year" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

4.5.1 Understanding the Repost Account Ledger Tag File Program

If you have never run trial balance reports or if the data in the Account Balance Tag File table (F74902T) becomes corrupted, run the Repost Account Ledger Tag File program to populate the F74902T table. The F74902T table stores information about the debit and credit amounts in the Account Ledger table (F0911).

After you run the Repost Account Ledger Tag File program for the first time, the system updates the values in the F74902T table when it updates the Account Balances table (F0902).

4.5.2 Running the Repost Account Ledger Tag File Program

Select General Ledger (G74P09), Repost Account Ledger Tag File.

4.5.3 Setting Processing Options for Repost Account Ledger Tag File (R749102)

Processing options enable you to specify the default processing for programs and reports.

4.5.3.1 Mode

Process Mode
Specify the processing mode. Values are:

1: Proof mode.

2: Final mode. The system updates the F74902T table.

Check F0902 Balance
Specify whether to validate balances. Values are:

Blank: Suppress validation.

1: Validate that balances appear in the F0902 table before writing balances to the F74902T table.

Check F0911 Missing Entries
Specify whether to validate transactions. Values are:

Blank: Suppress validation.

1: Validate that the F0911 table contains entries.

4.6 Printing VAT Reports for Poland

This section provides an overview of tax processing for Poland, lists a prerequisite, and discusses how to:

- Run the VAT Purchase Domestic Register program.

- Set processing options for VAT Purchase Domestic Register (R74P0410).

- Run the VAT Purchase Import Register report.

- Set processing options for VAT Purchase Import Register (R74P0420).

- Run the VAT Purchase Register - Paid Vouchers report.

- Set processing options for VAT Purchase Register - Paid Vouchers (R74P5010).

- Run the VAT Sales report.

- Set processing options for VAT Sales (R74P03B1).

4.6.1 Understanding Tax Processing for Poland

Periodically you must produce VAT reports that display the transactions to which VAT applies. JD Edwards EnterpriseOne software provides four VAT reports for Poland:

- VAT Purchase Domestic Register (R74P0410)

- VAT Purchase Import Register (R74P0420)

- VAT Purchase Register - Paid Vouchers (R74P5010)

- VAT Sales (R74P03B1)

When you enter vouchers, you use specific document types for vouchers and enter additional information that is used in the VAT reports. You specify the type of information that must be entered for a voucher by using the Set Up AP Document Types (P74P4010) program to associate additional information with the UDC values that represent the vouchers that you pay.

See Setting Up Voucher Types.

To correctly include tax information for imported goods, you must set up the Customs Tax Categories (74P/IM) UDC table 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.

The system determines which posted vouchers to include in each report by the document type, tax rate/area, and item numbers on the vouchers. You set the data selection for each report to indicate the combination for document type, tax rate/area, and item numbers to include. Generally, each voucher is included in only one report.

4.6.1.1 VAT Purchase Domestic Register Report

The VAT Purchase Domestic Register report includes information about standard vouchers, corrective vouchers, and expense vouchers. This report lists by document and tax percentage all of the vouchers generated during a specified period of time. The report includes a column that indicates whether a detail line is for intracommunity or non-intracommunity VAT.

In the Header section, this report includes the:

- Name and address of the company.
- Title.
- VAT purchase register.
- Reporting period (date range).
- Program ID.
- Version ID.
- Page number.
- Date and time of printing.
- User name.
- Ledger type.

For each detail line, this report includes:

- Sequential register number.
- Tax date.
- Invoice number.
- Invoice date.
- Document number.
- Document type.
- Document company.
- Vendor (supplier) Tax ID.
- Vendor number.
- Name and address of the vendor.
- Intracommunity indicator.
- Each VAT rate and VAT amount in a separate line by each invoice number.
- Gross and net amount by each VAT rate.

    You set a processing option to determine whether the system prints the gross amount with or without the VAT amount for intracommunity transactions.

- Gross total amount, net total amount, and VAT total amount by each invoice number.
- Gross total amount, net total amount, and VAT total amount for the page of report.
- Gross total amount, net total amount, and VAT total amount for the report by each VAT rate.

When you run the VAT Purchase Register program, the system:

- Groups all of the detail lines by the VAT rate, and prints only totals for each tax rate.
- Distinguishes between a tax rate of Exempt and a tax rate of 0 percent.
- Retrieves the vendor address number from the Taxes table (F0018) if the document type for the voucher is defined as an employee expense.

- Prints only the intracommunity VAT, only the non-intracommunity VAT, or both types of VAT, depending on the values in the processing options.

4.6.1.2 VAT Purchase Import Register Report

The VAT Purchase Import Register report includes information about standard and corrective vouchers created for imported goods. This report lists, by document and tax percentage, all of the vouchers for imported goods for the reporting period specified.

The supporting document for vouchers that the system includes in the VAT Purchase Import Register report is often a customs document. Because the taxes and fees on the voucher are paid to a duty agency, the vendor information that appears on the report is the information that was entered for the customs document. Information about the vendor from whom the goods were purchased is stored in the F0411 Header File - POL table (F74P411H).

The import register includes the:

- Sequential register number.
- Date of customs duty clearance.
- Vendor's name and address.
- Amount due to vendor.
- Amount of customs duty.
- Packaging tax.
- Amount of excise tax.
- VAT taxable amount.
- VAT amount for tax groups.
- Total liability, net total amount, total duty, total import tax, total excise tax, and total VAT amount for each invoice number.
- Total net amount and VAT total amount for the page of report.
- Total net amount and VAT total amount for the report by each particular VAT rate.

4.6.1.3 VAT Purchase Register - Paid Vouchers Report

The VAT Purchase Register - Paid Vouchers report includes information about all vouchers that were paid in the specified period. The report lists, by document and tax percentage, all of the paid standard vouchers, correction vouchers, and expense vouchers.

4.6.1.4 VAT Sales Report

The VAT Sales report includes information about the standard and correction invoices generated for a selected period of time by legal document and tax percentage. In the case of Intracommunity transactions, the report also splits transactions by service category codes and goods items separately.

In the Header section, this report includes the:

- Program ID.
- Version name.
- Name of the company.
- Reporting period (date range).

- Address of the company.

- Title of the VAT sales register.

- Version title.

- Page number.

- Date and time of printing.

- User name.

- Ledger type.

For each detail line, this report includes the:

- Sequential register number

- Sales date.

- Invoice date.

- Legal company.

- Legal document type.

- Issue place.

- Legal document number.

- Buyer tax ID.

- Buyer's registration number.

- Buyer's name and address.

- Service description in separate lines by each EU service. In the case of invoices entered from Accounts Receivable, the system retrieves the service description from the Remarks field. In the case of invoices entered from Sales Order, the system retrieves the information from the service description category code.

- VAT amount and VAT rate, including 0% and exempt transaction.

- Gross and net amounts by each EU service.

- Each particular VAT rate and VAT amount in the separate line by each invoice number.

- Gross and net amounts by each particular VAT rate.

- Gross total amount, net total amount, and VAT total amount by each invoice number.

- Gross total amount, net total amount, and VAT total amount for the page of report.

- Gross total amount, net total amount, and VAT total amount for the report by each particular VAT rate.

In addition to the information specified for the sales purchase register, the correction registers also include a reference to the original invoice. Document type selection and tax rate/area control which entries are included on this report.

When you run the VAT Purchase Register program, the system:

- Summarizes all pay items for each document by VAT rate.

  The system prints as many detail lines as needed to reflect the different VAT rates that were entered for a particular document. For example, if a document contains three VAT rates, the system prints three detail lines for the document. If all detail lines on a document have the same VAT rate, the system prints one detail line.

- Groups all lines of document by VAT rate.

  Totals only are printed for each tax rate.

- Distinguishes a tax rate of Exempt from a tax rate of 0 percent.

- Prints on one page all detail lines for a document type and document number.

- Prints only the intracommunity VAT, only the non-intracommunity VAT, or both types of VAT, depending on the values in the processing options.

4.6.2 Prerequisite

Verify that UDC 74P/IM is set up.

Verify that the EU service codes for items are set up.

4.6.3 Running the VAT Purchase Domestic Register Report

Select Accounts Payable (G74P04), VAT Purchase Domestic Register.

4.6.4 Setting Processing Options for VAT Purchase Domestic Register Report (R74P0410)

Processing options enable you to specify the default processing for programs and reports.

4.6.4.1 Select

Date From
Specify the first date of a range of dates that the system uses for selecting records to process. The system considers the date type defined in the Based on Date processing option (see Process).

Date To
Specify the last date of a range of dates that the system uses for selecting records to process. The system considers the date type defined in the Based on Date processing option (see Process).

Company Number
Specify the company for which you generate the report.

4.6.4.2 Process

Rows per Page
Specify the number of lines that the system prints on each page of the report. If you leave this processing option blank, the system prints 30 lines per page.

Based on Date
Specify the date that the system uses when selecting records to process. Values are:

Blank or **3:** GL date.

1: Invoice date of the records.

2: Service or tax date.

4: Tax liability date.

Report By Country
Country for Company Information
Enter a value from UDC table 00/EC to specify the country for which you want to run the report. The system retrieves company information with address number defined in the Company Address Number for Tax Reports program (P00101) for the country that you specify in this processing option. If you leave this field blank, the system retrieves the company information from address book related to company in the Companies program (P0010) and the system does not enable the country processing. (Release 9.1 Update)

Tax Rate/Area Processing
 Specify whether to process tax rate/areas for the country specified in the Report By Country processing option. Values are:

Blank: Prevent tax rate/areas additional filtering.

1: To enable an additional filter excluding the tax rate/areas that were not identified for that country in the Alternate Tax Rate/Area by Country program (P40082). (Release 9.1 Update)

4.6.4.3 Print

Vendor's Mailing Address
Enter **1** to print the vendor's mailing address on the report.

Leave this processing option blank to suppress printing of the vendor's address.

Intra-community Transaction
Enter **1** to print only intracommunity VAT transactions.

Enter **2** to print only non-intracommunity VAT transactions.

Leave this processing option blank to print both intracommunity and non-intracommunity VAT transactions.

Gross Amount for Intra-community Transaction
Enter **1** to print the intracommunity VAT amount. Leave this processing option blank to suppress printing of the intracommunity VAT amount.

4.6.5 Running the VAT Purchase Import Register Report

Select Accounts Payable (G74P04), VAT Purchase Import Register.

4.6.6 Setting Processing Options for VAT Purchase Import Register (R74P0420)

Processing options enable you to specify default processing values.

4.6.6.1 Select

Fiscal Year
Specify the last two digits of the fiscal year for which you produce the report. For example, for the year 2010, enter 10.

Fiscal Period and Company Number
Specify the accounting period or the company for which you produce the report.

4.6.6.2 Process

Rows per Page
Specify the number of lines that the system prints on each page of the report. If you leave this processing option blank, the system prints 30 lines per page.

Date Type
Specify the date that the system uses when processing the report. Values are:

Blank or **3:** GL date.

1: Invoice date of the records.

2: Service or tax date.

4: Tax liability date.

Report By Country
Country for Company Information
Enter a value from UDC table 00/EC to specify the country for which you want to run the report. The system retrieves the address book details for the company set up for the specified country. If you leave this field blank, the system retrieves the address book information for the company specified in the transactions from the Address Book table. (Release 9.1 Update)

Tax Rate/Area Processing
Specify whether to process transactions based on the country specified in the Country By Company information:

Blank: Prevent tax rate/areas additional filtering.

1: To enable an additional filter excluding the tax rate/areas that were not identified for that country in the Alternate Tax Rate/Area by Country program (P40082). (Release 9.1 Update)

4.6.6.3 Print

Vendor' Mailing Address
Enter **1** to print the vendor's mailing address on the report. Leave this processing option blank to suppress printing of the vendor's address.

4.6.7 Running the VAT Purchase Register - Paid Vouchers Report

Select Accounts Payable (G74P04), VAT Purchase Register - Paid Vouchers.

4.6.8 Setting Processing Options for VAT Purchase Register - Paid Vouchers (R74P5010)

Processing options enable you to specify the default processing for programs and reports.

4.6.8.1 Select

Start Date and End Date
Specify the first date of a range of GL dates, or the last date of a range of GL dates that the system uses for selecting records to process.

Tax date from and Tax date To
Specify the first date of a range of tax service dates, or the last date of a range of tax service dates that the system uses for selecting records to process.

4.6.8.2 Process

Rows per Page
Specify the number of lines that the system prints on each page of the report. If you leave this processing option blank, the system prints 30 lines per page.

Date Type
Specify the date that the system uses when processing the report. Values are:

Blank or **1:** Service tax date.

2: Tax liability date.

Report By Country
Country for Tax/Rate Area Processing
Enter a value from UDC table 00/EC to specify the country for which you want to run the report. The system applies an additional filter excluding the tax rate/areas which were not identified for that country in the Alternate Tax Rate/Area by Country program (P40082).

Leave this field blank to prevent tax rate/areas additional filtering. (Release 9.1 Update)

4.6.8.3 Print

Vendor's Mailing Address
Enter **1** to print the vendor's mailing address on the report. Leave this processing option blank to suppress printing of the vendor's address.

Validate Payment Terms
Enter **1** to validate payment terms. Leave this processing option blank to process without validation.

4.6.9 Running the VAT Sales Report

Select Accounts Receivable (G74P03B), VAT Sales.

4.6.10 Setting Processing Options for VAT Sales (R74P03B1)

Processing options enable you to specify the default processing for programs and reports.

4.6.10.1 Select

Date From
Specify the first date of a range of dates that the system uses for selecting records to process. The system considers the date type defined in the Date Type processing option (see Process).

Date To
Specify the last date of a range of dates that the system uses for selecting records to process. The system considers the date type defined in the Date Type processing option (see Process).

Legal Company
Specify the legal company for which you produce the report.

4.6.10.2 Process

Rows per Page
Specify the number of lines that the system prints on each page of the report. If you leave this processing option blank, the system prints 30 lines per page.

Process Future Period VAT
Enter **1** to process records for which VAT is due in a future period. Enter **2** to process records for corrective invoices only. Leave this processing option blank to suppress processing of future period VAT.

Date Type
Specify the source of the dates that the system uses to select records to process. Values are:

Blank or **3:**G/L date

1: Invoice date

2: Service/tax date

4: Tax liability date

Mode
Enter **1** to process in final mode. Leave this processing option blank to process in proof mode.

Category Code for Service Description
Enter the category code number to display the service description in the report. If you leave this field blank, the system uses category code 1 as the default value.

See EU Service Transaction Description.

Report By Country
Country for Company Information
Enter a value from UDC table 00/EC to specify the country for which you want to run the report. The system retrieves company information with address number defined in the Company Address Number for Tax Reports program (P00101) for the country that you specify in this processing option. If you leave this field blank, the system retrieves the company information from address book related to company in the Companies program (P0010) and the system does not enable the country processing. (Release 9.1 Update)

Tax Rate/Area Processing
 Specify whether to process tax rate/areas for the country specified in the Country for Company Information processing option. Values are:

Blank: Prevent tax rate/areas additional filtering.

1: To enable an additional filter excluding the tax rate/areas that were not identified for that country in the Alternate Tax Rate/Area by Country program (P40082). (Release 9.1 Update)

4.6.10.3 Print

Vendor Mailing Address
Enter **1** to print the vendor's mailing address on the report. Leave this processing option blank to suppress printing of the vendor's address.

Intra-community Transactions
Enter **1** to print only intracommunity transactions. When you enter **1,** the system calls the VAT Purchase Domestic Register program to print the intracommunity transactions.

Enter **2** to print only non-intracommunity transactions.

Leave this processing option blank to print both intracommunity and non-intracommunity transactions.

Print Intra-community lines
If the value in the Intra-community Transactions processing option is blank or **1,** enter the version name of the VAT Purchase domestic Register program (R74P0410) to run. If you leave this processing option blank, the system uses version ZJDE0001.

4.7 Printing the Self-Invoice for Poland

This section provides an overview of the self-invoice and discusses how to run the Self Invoice program (R74P0440).

4.7.1 Understanding the Self-Invoice for Poland

Run the Self Invoice program to generate a report that shows the exempted VAT for intracommunity VAT transactions. Run this program for each voucher that includes exempted intracommunity VAT amounts; you cannot consolidate multiple vouchers on a single self-invoice.

> **Note:** You can make changes to a self-invoice that you printed previously, and then reprint the invoice. However, you cannot reprint the original invoice after you have made changes to a self-invoice.

The self-invoice includes:

- Invoice number.

  This number does not need to match the voucher number of the invoice for which you generate the self-invoice.

- Sales and invoice dates.

- Supplier information, including the name, address, and tax ID.

- Currency and exchange rate of the transaction.

- Net amount in domestic and foreign currency.

- VAT rate and amount.

- Invoice title.

- Document number, type, and company.

- Print date.

4.7.2 Running the Self-Invoice Program

Select Accounts Payable (G74P04), Self Invoice.

4.8 Using Additional Reports for Poland

In addition to the reports specified as part of a process in other sections of this implementation guide, these reports exist for Poland.

Additional reports for value-added taxes exist.

See Printing VAT Reports for Poland.

Report ID and Report Name	Description	Navigation
R74P03B61 AR Trial Balance Report	Lists all accounts receivable transactions by currency, company, account, and supplier.	General Ledger (G74P09), AR Trial Balance
R74P0450 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.
R74P9010 GL Trial Balance by Object	Lists information about transaction posted to the general ledger.	General Ledger (G74P09), GL Trial Balance by Obj
R74P9015 GL Trial Balance by Category Code	Prints the same information as the General Ledger by Object report, but it presents information by category code instead of object account. For example, the General Ledger by Category Code report has three level breaks (one for each category code) instead of one level break like the General Ledger by Object report. The system prints the information for account category codes 21, 22, and 23, as applicable.	General Accounting (G74P09), GL Trial Balance by Category Code
R74P9020 Transaction Journal	Lists all journal entries and assigns a register number to them by company and fiscal year.	General Ledger (G74P09), GL Transaction Journal
R74P9030 Bank Register	Lists bank transactions.	General Ledger (G74P09), Bank Register

4.8.1 R74P03B61 - AR Trial Balance Report

The AR Trial Balance report (R74P03B61) lists all accounts receivable transactions by currency, company, account, and supplier. 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 AR Trial Balance report, the system writes data from the F03B11 and F03B14 tables to the F74P03BW table, and then prints the formatted data on the report.

4.8.1.1 Summary Mode

When you run the report in summary mode, the system prints this information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

The system prints this 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).

4.8.1.2 Detail Mode

When you run the report in detail mode, the system prints this information in the report header:

- Reporting period
- Company number
- Company description
- Currency code

For each detail line, the system prints this 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 supplier'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.

> **Note:** Before you run this report, post accounts receivable transactions.

4.8.2 Processing Options for AR Trial Balance (R74P03B61)

Processing options enable you to specify the default processing for programs and reports.

4.8.2.1 Select

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 Period 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.

4.8.2.2 Process

Report Appearance
Enter **1** to print all detail lines for the accounts. Leave this processing option blank to print account totals.

Currency Type (Release 9.1 Update)
Specify the report currency type, whether transaction currency or domestic currency. Enter **1** to print all transactions (domestic or foreign) in domestic currency. Leave this processing option blank to print transactions by transaction currency (base currency for domestic transactions, and foreign currency for foreign transactions).

4.8.2.3 Print

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.

4.8.3 R74P0450 - 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.

4.8.3.1 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).

4.8.3.2 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.

4.8.4 Processing Options for AP Trial Balance (R74P0450)

Processing options enable you to specify the default processing for programs and reports.

4.8.4.1 Select

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.

4.8.4.2 Process

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.

4.8.4.3 Print

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.

4.8.5 R74P9010 - Trial Balance by Object

The GL Trial Balance by Object report (R74P9010) lists information about transaction posted to the general ledger. This report reads the F0901 table, the F0911 table, and the F0006 table, and prints the transactions for the specified reporting period by object account.

The GL Trial Balance by Object report contains:

- Account transactions (detail).

- Account balances (summary).

- Account numbers and names.

- Columns for open balances, period and year-to-date turnover, and period closing balance.

- Totals for each open balance, period and year-to-date turnover, and period closing balance.

4.8.6 Processing Options for GL Trial Balance by Obj (R74P9010)

Processing options enable you to specify the default processing for reports.

4.8.6.1 Select

1. From Period

Specify how the system determines the balances included in the report.

Enter **0** or leave this option blank to use the first period of the current fiscal year as the beginning period for balances. The system prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

Enter **1** to use the current period as the beginning period. The system prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2. From Date

Specify the beginning date in a range of dates that the system uses to select records to process. If you leave this processing option blank, the system uses the date of the period specified in the From Period processing option.

3. Thru Fiscal Year

Specify the ending fiscal year in a range of years. The system uses the range to select records for the report. Enter the last two digits of the fiscal year, for example, enter 07 for the year 2007.

If you enter **0** for the From Period processing option, the year that you enter for this processing option must be the same as the year specified for the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). If the year you specify is not the same, the report does not include a line item for balance forward amounts.

4. Period Number
Specify the period number that the system uses to select records to process.

5. Thru Date
Specify the end date in a range of dates that the system uses to select records to process. If you leave this processing option blank, the system uses the date of the period specified in the From Period processing option.

6. Subledger
Specify the subledger for which the system processes records. Enter a specific subledger, or enter * to processes records for all subledgers. Leave this processing option blank to process records that do not have subledgers.

7. Subledger Type
Specify the subledger type that the system uses when selecting records to process. The value that you enter must exist in UDC table 00/ST. You must complete this processing option if you entered a specific subledger in the Subledger processing option.

8. Ledger Type
Specify the ledger type that the system uses to select records to process. The value that you enter must exist in UDC table 09/LT. If you leave this processing option blank, the system selects records with a ledger type of AA.

4.8.6.2 Print

1. Account Number 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.

2. Accounts with Zero Balances
Leave this processing option blank to print information for all accounts. Enter **1** to omit accounts with a zero balance.

4.8.6.3 Currency

1. Currency Code
Specify the currency code of the records that the system selects for processing. Enter a specific currency codes to select only records with the specified currency code. Leave this processing option blank to select records for all currency codes.

2. Currency Code From
Specify an *as if* currency code. The currency code must exist in the F0013 table. The system prints amounts on the report in the currency you specify, instead of the currency in which the records are stored.

Leave this processing option blank to print amounts in the currency in which they are stored.

3. As-of Date
Specify the date that the system uses when processing records in an as-if currency. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

4.8.6.4 Localization

1. Report Title
Enter a title that the system prints on the report. You can enter as many as 60 characters. If you leave this processing option blank, the system does not print a title.

2. Report Title Continuation
Enter additional text for the title of the report. You can enter as many as 60 characters.

3. Company Number
Specify a company number to print the company name and number on the report.

4. Accounts Detail
Leave this processing option blank to print all detail lines for the account. Enter 1 to print a summary with a total for the account.

4.8.7 Processing Options for GL Trial Balance by Category Code (R74P9015)

The processing options for the GL Trial Balance by Category Code report are the same as those for GL Trial Balance by Object Report, with one additional processing option.

See Processing Options for GL Trial Balance by Category Code (R74P9015).

4.8.7.1 Localization

5. Category Code for Trial Balance
Specify the category code that the system uses to select records to process. Values are 21, 22, or 23.

4.8.8 R74P9020 - Transaction Journal

The Transaction Journal lists all journal entries and assigns a register number to them by company and fiscal year. It consolidates all of the information for a company. The report includes:

- Report name.
- Company name.
- Code and name of the transaction ledger.
- Name of the program producing the report.
- Reporting period.
- Date and time report was printed.
- User who printed the report.

4.8.9 Processing Options for Transaction Journal (R74P9020)

Processing options enable you to specify the default processing for reports.

4.8.9.1 Default

Processing Mode
Leave this processing option blank to run the report in proof mode. Enter 1 to run the report in final mode without titles and headers. Enter 2 to run the report in final mode and print titles and headers.

Registration Number
Enter 1 to have the system assign a registration number to each individual line entry. Leave this processing option blank to have the system assign a registration number to each document.

Adjustment Registration Date
Specify the adjustment registration date. If you leave this processing option blank, the system assigns the GL date of the adjustment.

Next Available Registration Number
Specify how the system assigns the next available registration number for adjustments entered in the prior year. Enter **1** to use the next available registration number from the fiscal year of the general ledger adjustment date, which is the next available registration number from the previous year.

> **Note:** You should not use this processing option. Instead, leave this processing option blank to use the next available registration number from the current year.

4.8.9.2 Select

From Date
Specify the first date of a range of dates that the system uses to select records for the report.

Thru Date
Specify the end date for a range of dates that the system uses to select records for the report.

Company Number
Specify the company for which the system retrieves general ledger records. If you leave this processing option blank, the system uses company 00000.

4.8.9.3 Print

Account Number
Specify whether the system includes account numbers from an alternate chart of accounts on the report. Values are:

Blank: Use account numbers from the standard chart of accounts and prints them in the BU.OBJ.SUB format.

21: Use account numbers from the chart of accounts set up in category code 21.

22: Use account numbers from the chart of accounts set up in category code 22.

23: Use account numbers from the chart of accounts set up in category code 23.

4.8.9.4 Currency

Currency Code
Specify a currency code for *as if* processing. Enter a valid currency code from the F0013 table. The system processes all records in the currency you specify instead of in the currency in which the records are stored.

If you leave this processing option blank, the system uses the currency code in which the records are stored.

As-of Date
Specify the date that the system uses to retrieve the exchange rate for *as if* processing. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

4.8.9.5 Localization

Report Title
Enter the title that you want the system to print on the report. The maximum number of characters you can enter is 60. If you need additional characters, complete the Report Title (continuation) processing option.

Report Title (continuation)
Enter additional text for the report title. You can enter as many as 60 characters.

Ledger Type
Specify a ledger type that the system uses to select records. Enter a valid code from UDC table 09/LT. If you leave this processing option blank, the system uses the AA ledger type.

4.8.10 Processing Options for Bank Register (R74P9030)

Processing options enable you to specify the default processing for reports.

4.8.10.1 Select

1. From Period
Specify the balances that the system includes in the report.

 0: Use the first period of the current fiscal year as the beginning period. This is the default value. The report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1: Use the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit and loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2:Use the first period of the first fiscal year (when General Accounting processing began) as the beginning period. If you enter **2**, the report prints transaction information from the date when General Accounting processing began through the current period.

2. From Date

Specify a beginning date in a range of dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

3. Thru Fiscal Year

Specify the ending fiscal year in a range of years that the system uses to select records for this report. Enter the last two digits of the fiscal year. For example, enter 07 for the year 2007.

If you enter **0** (for year-to-date balances) for the From Period processing option and you enter a year for this processing option, the year must be the same as the year specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item for balance forward amounts.

4. Period Number

Specify a period number for the system to use to select records for this report.

5. Thru Date

Specify an ending date in a range of dates for the system to use to select records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

6. Subledger and 7. Subledger Type

Specify the subledger for which the system processes records. Enter a specific subledger or enter * to process records for all subledgers, including blank subledgers. Leave this processing option blank to process records that do not have subledgers.

Specify a subledger type from UDC table 00/ST. If you specify a value in the Subledger processing option, you must enter a subledger type for this processing option.

8. Ledger Type

Specify a ledger type from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

9. Document Type

Complete this processing option in conjunction with the Ledger Type processing option to specify a document type from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

If you do not specify a ledger type for the Ledger Type processing option, the system ignores the value in this processing option.

4.8.10.2 Print

1. Account Number Format

Specify the format in which the system prints the account number. Values are:

1: Print the account number in business unit.object.subsidiary format.

2: Print the short account ID.

3: Print the third (unstructured) account number.

2. Accounts with zero balance

Leave this processing option blank to print information for all accounts. Enter **1** to suppress printing for accounts with a zero balance.

3. Posted Transactions

Leave this processing option blank to print posted transactions only. Enter **1** to print both posted and unposted transactions.

4.8.10.3 Currency

1. Currency Code

Specify the currency code of the records that the system selects for processing. Enter a specific currency codes to select only records with the specified currency code. Leave this processing option blank to select records for all currency codes.

2. Currency Code From

Specify an *as if* currency code. The system prints amounts on the report in the currency you specify, instead of the currency in which the records are stored. Leave this processing option blank to print amounts in the currency in which they are stored.

3. As-of date

Specify the date that the system uses when processing records in an *as if* currency. If you leave this processing option blank, the system uses the date in the Thru Date processing option.

4.8.10.4 Localization Options

1. Report Title

Enter a title that the system prints on the report. You can enter as many as 60 characters. If you leave this processing option blank, the system does not print a title.

2. Report Title (continuation)

Enter additional text for the title of the report. You can enter as many as 60 characters.

3. Bank Register Number

Specify the bank register number that the system prints in the header area of the report. If you leave this processing option blank, the system does not print a register number.

5

Working With Sales Order and Invoice Processing for Poland

This chapter contains the following topics:

5.1 Working with Invoices for Poland

This section provides an overview of invoice processing and discusses how to:

- Run the Add Invoice - PO program (P7433B11).

- Set processing options for Add Invoice - PO (P7433B11).

- Enter additional information for invoices.

- Add related invoices.

- Set processing options for Print Invoice (R7430030).

- Reprint invoices.

5.1.1 Understanding Invoice Processing

In addition to using the standard JD Edwards EnterpriseOne functionality to work with invoices, you can use country-specific software to:

- Add additional information for invoices.

- Specify whether the system enables or requires that you enter related invoices when you add credit notes or debit notes.

- Work with cash transactions.

- Reprint invoices.

5.1.1.1 Additional Information for Invoices

The system launches the Invoice Related Information program (P74P3B02) when you select Regional Info from the Row menu on the Standard Invoice Entry form. You use this program to enter the shipment date and approval date for invoices.

The system launches the Invoice Related to CN/DN (P7430015) program from the Invoice Related Information form in the Invoice Related Information program. You use the Invoice Related to CN/DN program to enter one or multiple legal documents

related to a debit note or credit note. The processing options that you specify in the Invoice Entry - PO program (P74P33B1) from the Accounts Receivable menu (G74P03B) determine if the system requires or enables you to enter related invoices, and the parameters for entering the related invoices.

5.1.1.2 Additional Processing Options for Standard Invoice Entry (P03B11)

You use the Invoice Entry - PO program (P74P33B1) to set additional processing options that the system uses to enable or disable an option to enter related invoices to credit notes or debit notes.

You must set up corresponding versions for the Standard Invoice Entry program and the Invoice Entry - PO program.

5.1.1.3 Reprint Invoices

Use the Reprint Invoice program (P7430031) to reprint selected documents. When you reprint a document, the system prints the same legal number as used on the original legal document. When you select to reprint, the system verifies whether the record is included in the F7430030 table. If the record is not in the F7430030 table, the system adds the record to the table as well as to the F7430032 table.

See Reprinting Invoices.

5.1.1.4 Correction Invoices for Poland

To enter a credit order (invoice correction) for Poland, use the standard credit memo process. For Polish transactions, the system reads the values in the processing options for the Sales Order – PO (P7424210) program and:

- Automatically generates the relationships between the credit order being generated and the selected invoices if the processing options are set to allow the input of multiple related invoices.

- Automatically generates the relationship between the credit order being generated and the invoice if the processing options are set to allow the input of only one selected invoice and the user selects only one invoice.

- Verifies that all of the invoices are for the same customer if the processing options are set to disallow multiple customers (address numbers).

- Disallows the generation of related invoices if the processing options are set to disallow the relationships.

In addition to writing records to the Sales Order Header File (F4201) and Sales Order Detail File (F4211) tables, the system writes information about the relationship between the order and the invoices to the Invoices Related to Sales Order table (F7420015). Use the Invoices Related to Sales Order form in the Invoice Related to CN/DN Sales program (P7420015) to make changes to the relationships.

5.1.1.5 Printing the PKWiU Number on Invoices

You can print the PKWiU number on invoices printed from the JD Edwards EnterpriseOne Sales Order Management system using the Print Invoices program (R42565). The system calls the Print Invoice - Poland - SOP/AR program (R74P3030) to print the PKWiU code on the line below the item description.

The system does not print the PKWiU number on invoices printed from the JD Edwards EnterpriseOne Accounts Receivable system.

5.1.2 Forms Used to Work with Invoices

Form Name	FormID	Navigation	Usage
Work With Customer Ledger Inquiry	W03B2002A	Customer Invoice Entry (G03B11), Standard Invoice Entry	Select or review invoices.
Standard Invoice Entry	W03B11A	On the Work With Customer Ledger Inquiry form, click Add.	Enter invoices.
Invoice Related Information	W7430011A	After completing the Company and Address Number fields on the Standard Invoice Entry form, select Regional Info from the Form menu.	Enter additional information for invoices.
Invoices Related to DN/CN	W7430015A	On the Invoice Related Information form, select Invoice Related on the Form menu.	Enter one or more legal documents related to a credit or debit memo.
Change Invoice Related Information	W7430001A	On the Work With Customer Ledger Inquiry form, select a record and then select Regional Info from the Form menu.	Enter or modify the approval date of the information related to an invoice.
Work With Legal Documents Reprint	W74R30031A	On the Work With Customer Ledger Inquiry form, select a record and click Select, then select Reprint from the Row menu.	Select a document to reprint, and print the document.
Invoices Related to Sales Order	W7420015A	On the Customer Service Inquiry form, select a row and then click Select. Select Regional Info from the Form menu on the Sales Order Detail Revisions form.	Modify the information about a correction invoice that is related to a sales order.

5.1.3 Running the Invoice Entry - PO Program (P74P33B1)

Select Account Receivable menu (G74P03B), Invoice Entry - PO program (P74P33B1).

When you launch this program, you add or select a version. When you select a version, the system displays the processing options.

5.1.4 Setting Processing Options for Invoice Entry - PO Program (P74P33B1)

These processing options are used by the Standard Invoice Entry program (P03B11) to enable or disable an option to enter related invoices to credit notes or debit notes.

5.1.4.1 General

1. Shipment Mandatory Date
Enter **1** to require entry of the shipping date. Leave this option blank or enter **0** to allow, but not require, the entry of the shipping date.

2. Tax Liability Date
Enter **1** to use invoice date for tax liability or enter 2 to use G/L date. Leave this field blank to use service date.

5.1.4.2 Legal Number

1. Issue Place
Specify the issue place for the legal document number.

5.1.4.3 Related Invoices

1. Related Invoices
Enter **1** to allow the entry of related invoices for a debit or credit note. Leave this processing option blank to not allow entry of related invoices.

2. Multiple Related Invoices
Enter **1** to allow the entry of multiple related invoices for a credit or debit note. Leave this processing option blank to allow the entry of only one related invoice.

Complete this processing option if you entered **1** in the Related Invoices processing option.

3. Require Entry of Related Invoices
Enter **1** to require the entry of a related invoice. If no related invoice is entered, the system displays an error message and does not allows the user to continue until a related invoice is entered.

Leave this processing option blank to have the system display a warning message when no related invoice is entered. The warning message allows the user to continue without entering a related invoice.

4. Allow Different Address Number
Enter **1** to allow the entry of a related invoice with a different address book number from the credit or debit note. Leave this processing option blank to have the system display an error message if the user enters a related invoice with a different address book number.

5. Allow Different Issue Place
Enter **1** to allow the entry of a related invoice with a different issue place from the credit or debit note. Leave this processing option blank to have the system display an error message if the user enters a related invoice with a different issue place.

5.1.5 Entering Additional Information for Invoices

Access the Invoice Related Information form. On the Standard Invoice Entry form (P03B11), select Regional Info from the Form menu.

Actual Ship Date
Enter the date on which the shipment to the customer is confirmed. The system updates the Sales Order Detail (F4211) table with this date.

Approval Date
Enter the date on which the invoice was approved.

Tax Liability Date
Enter the date when you incurred Tax liability.

5.1.6 Adding Related Invoices

Access the Invoices Related to DN/CN form.

Legal Company
Enter the legal company to which you add related invoices. The value that you enter must exist in the F7400010 table.

Legal Document Type
Enter the legal document type of related invoices. The value that you enter must exist in the F7400002 table.

Issue Place
Enter the place of issue of the legal document to which you add related invoices. The value that you enter must exist in the F7400004 table.

Legal Number
Enter the legal number assigned to the invoice.

Address Number
Enter the address number of the company to which you add related invoices.

5.1.7 Setting Processing Options for Print Invoice (R7430030)

Use these processing options to specify additional parameters for tax invoices that you print from the JD Edwards EnterpriseOne Accounts Receivable system.

5.1.7.1 General

1. Print Mode
Enter **1** to process records in final mode. Leave this processing option blank to process records in proof mode.

2. Print Currency
Enter **D** to print the invoice in domestic currency. If the invoice was entered in a foreign currency, enter **F** to print the invoice in the foreign currency.

3. Launch UBE Automatically (launch universal batch engine automatically)
Leave this processing option blank to automatically launch the Print Invoice - PO program (R7430030). Enter **1** to suppress the automatic launch of this program.

4. Print Line Attachment
Enter **1** to print the attachment that you specified when you entered the invoice. Leave this processing option blank to suppress printing of the attachment.

5. Contact Information Address Number
Enter the contact information address number or leave this processing option blank to use legal document type option instead.

5.1.8 Reprinting Invoices

Access the Work With Legal Documents Reprint form.

On the Work With Customer Ledger Inquiry form, select a record and click Select, then select Reprint from the Row menu.

5.2 Working with Sales Order Management Processes for Poland

This section provides overviews of sales order processes for Poland and the print process for legal documents, lists prerequisites, and discusses how to:

- Set processing options for Invoice Print - PO (P7420565).

- Set processing options for Sales Order - PO (P7424210).

5.2.1 Understanding Sales Order Processes for Poland

This section provides an overview of sales order processes.

5.2.1.1 Sales Order Processes

You use standard JD Edwards EnterpriseOne Sales Order Management to work with sales orders. You use country-specific programs to print legal documents. To work with sales orders for Poland, complete these tasks:

Process	Description
Set processing options for the Sales Order - PO program (P7424210).	You set these processing options to specify additional parameters for the Sales Order Entry program (P4210). You must set up corresponding versions for P7424210 and P4210.
Enter sales orders.	You use the Sales Order Entry program (P4210) to enter sales orders.
Set processing options for the Print Invoice/Invoice Correction - PO program (P7420565).	You set these processing options to specify additional parameters for the Standard Invoice Print program (R42565). You must set up corresponding versions for P7420565 and R42565. The system uses the additional parameters to print invoices and correction invoices.
Set processing options for the Print Invoice - PO program (P74P565).	You set these processing options to specify additional parameters for the Standard Invoice Print program (R42565). You must set up corresponding versions for Print Invoice - PO program (P74P565) and Print Invoices program (R42565).
Search for sales order lines associated with a legal document number.	You use the Sales Legal Doc. Inquiry by Int. Doc (Sales Legal Document Inquiry by Internal Document) program (P7420001) to locate information about sales orders using the document type.
Search for invoices and shipment notes by sales order.	You use the Sales Legal Doc. Inquiry by Legal Number program (P7420002) to locate information about sales orders by using the legal document number.
Enter invoices related to credit or debit notes.	You use the Invoice Related to CN/DN Sales Order - COMM - 42 program (P7420015) to enter one or more legal documents that are related to a sales order. The system automatically calls the Invoice Related to CN/DN Sales Order - COMM - 42 program when you add credit or debit notes from the P4210 program.

Process	Description
Update sales.	When you run the Sales Update program for Polish transactions, the system populates certain fields in the F03B11 table with values from the F7430010 table. When it populates the F03B11 table, the system:
	■ Right justifies the value in the Issue Place field in the F7430010 table.
	■ Converts the legal number in the F7430010 table to a string and pads the values with zeros to the left of the value.
	■ Concatenates the values in the Issue Place and Legal Number fields and writes the value to the Reference field (VR01) in the F03B11 table.
	■ Copies the Invoice Date from the F7430010 table to the Invoice Date - Julian field in the F03B11 table.

5.2.2 Understanding the Print Process for Legal Documents

When you print legal documents, the system uses the legal numbering setup to determine the print format, attachments, and legal number to print legal documents.

The system looks at the customer billing instructions to determine how many copies of the report to print and whether the customer enables consolidated invoices. The system also looks at the address book data for information to use for the footer section of the report.

You use the P7420565 program to set up versions for each of the legal documents that you print. You must also set up a corresponding version for each legal document type in the Print Invoices program (R42565). When you run the Print Invoices program, the system uses the document type that you specified in the processing options for the P7420565 program to determine which legal document to print.

For Poland, the system prints invoices and invoice corrections.

Use the Reprint Invoices program (P7430031) to reprint selected documents.

> **Note:** The program for printing legal documents (P7420565) appears on the Sales Order menus under these names:
>
> Print Invoice / Invoice Correction - PO.

5.2.2.1 Setup Notes

When you run the P7420565 program in proof mode, you should set the processing options so that the system does not update accounts receivable tables and does not update the sales order status. In final mode, set the processing options so that the system updates accounts receivable tables and statuses.

When you set up legal documents, assign IN (invoice) as the document type group for invoices, specify that the system calculates and discriminates taxes, and specify that the system breaks on payment terms.

When you run the P7420565 program from the menu, you can choose an existing version from the Batch Versions form. If you select an existing version, the system displays a message after you click Select on Batch Versions and closes the program. If you select version ZJDE0001, you copy the version, name it, and set processing options that are saved for the new version.

5.2.3 Prerequisites

Before you complete the tasks in this section:

- Verify that the localization country code in the User Display Preferences is set to the appropriate localization code.

- Verify that a version with the same name exists for program P7420565 and the Print Invoices (R42565) program for each legal document type.

5.2.4 Setting Processing Options for Invoice Print / Invoice Correction - PO (P7420565)

Use these processing options to specify default values for Poland that the system uses when you run the Print Invoices (R42565) program to print legal documents. The system uses the Print Invoice / Invoice Correction - PO program for Poland.

5.2.4.1 General

1. Document Issue Place

Specify the legal document issue place. The value that you enter must exist in the F7400004 table.

2. Internal Document Type for Invoices

Specify the document type that you use for the business purposes to identify invoices. The value that you enter must exist in the Document Type (00/DT) UDC table and should be the document type that you specified for invoices in the Legal Doc. Types Relationship program (R74R0003).

The document type that you specify must be different from the document type that you specify for the invoice document type in the Print Invoices program (R42565).

3. Internal Document Type for Shipment Notes

This processing option is not used for Poland.

4. Mode

Enter **1** to print in final mode. Leave this processing option blank to print in proof mode.

5. Summarize Sales Order Lines by Item

Enter **1** to summarize sales order lines by item. Leave this processing option blank to have the system print all sales order lines.

6. Automatic Printing

Leave this processing option blank to call the R74P3030 program and automatically print the legal document. Generally, you leave this option blank. Enter **1** to suppress printing.

7. Contact Information Address Number

Enter the contact information address number or leave this processing option blank to use legal document type option instead.

5.2.4.2 Shipment Notes

1. Weight Unit of Measure

This processing option is not used for Poland.

2. Volume Unit of Measure

This processing option is not used in Poland.

5.2.4.3 Error Processing

1. Last Status Code for Invoices
Specify the last status code that invoices should have attained. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the invoice has not attained the status code that you specify, the system displays an error message.

If you leave this processing option blank, the system uses **931** as the last status code.

2. Next Status Code for Invoices
Specify the next status code to which invoices will be moved. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the invoice does not move to the status code that you specify, the system displays an error message.

If you leave this processing option blank, the system uses **831** as the last status code.

3. Last Status Code for Shipment Notes
Specify the last status code that shipment notes should have attained. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the shipment note does not attained the status code that you specify, the system displays an error message.

If you leave this processing option blank, the system uses **932** as the last status code.

4. Next Status Code for Shipment Notes
Specify the next status code to which shipment notes will be moved. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the shipment note does not move to the status code that you specify, the system displays an error message.

If you leave this processing option blank, the system uses **832** as the last status code.

5.2.5 Setting Processing Options for Sales Order - PO (P7424210)

You use the standard Sales Order Entry (P4210) program to generate sales orders. Before you generate sales orders, you set the processing options for the Sales Order - PO (P7424210) program. This program exists solely to contain processing options. The system uses the processing options you set for the Sales Order - PO program as additional parameters for the Sales Order Entry program.

You must set up corresponding versions of the Sales Order - PO program and the Sales Order Entry program.

5.2.5.1 Related Invoices

1. Related Invoices
Specify whether the system enables the entry of related invoices for a debit or credit note. Values are:

Blank: Disallow the entry of related invoices.

1: Enable the entry of related invoices for a debit or credit note.

2. Multiple Related Invoices
Specify whether the system enables the entry of multiple related invoices for a credit or debit note. Complete this processing option if you entered **1** in the Related Invoices processing option. Values are:

Blank: Enable the entry of only one related invoice.

1: Enable the entry of multiple related invoices for a credit or debit note.

3. Require Entry of Related Invoices

Specify whether the system displays an error or warning message when no related invoice is entered. Values are:

Blank: Display a warning message when no related invoice is entered. The warning message enables the user to continue without entering a related invoice.

1: Display an error message and do not allow the user to continue until a related invoice is entered.

4. Allow Different Address Number

Specify whether the system allows the entry of a related invoice that has a different address book number from the credit or debit note. Values are:

Blank: Display an error message if the user enters a related invoice with a different address book number.

1: Allow the entry of a related invoice that has a different address book number from the credit or debit note.

5.2.6 Setting Processing Options for Print Invoice - PO (P74P565)

Access the Print Invoice - PO program from the Sales Order menu (G74P42). This program exists solely to contain processing options. The system uses the processing options you set for the Print Invoice - PO program as additional parameters for the Print Invoices (R4265) program to print legal documents.

You must set up corresponding versions of the Print Invoice - PO program and the Print Invoices program.

Use these processing options to specify default values for Poland that the system uses when you run the Print Invoices program.

5.2.6.1 General

1. Delivery vs Invoice Date

Specify the maximum number of days allowed between the invoice date and the delivery date.

The system prints the invoice only when the difference between the dates is equal to or less than the number specified. If the number of days between the invoice and delivery dates exceeds the specified value, then the system updates the sales order status to Error, and send and error message to the Work Center.

5.3 Inquiring on Sales Orders for Poland

This section discusses how to:

- Search for sales orders by legal number.

- Set processing options for Sales Legal Document Inquiry by Legal Number (P7420002).

5.3.1 Forms Used to Inquire on Sales Orders

Form Name	FormID	Navigation	Usage
Sales Legal Document Inquiry by Internal Document	W7420001A	On the Customer Service Inquiry form, enter a sales order and order type and click Find to display legal documents related to the sales order. Select an existing sales order line that generated a legal document and then select Regional Info from the Form menu.	Search for sales order lines associated with a legal document number.
Sales Legal Document Inquiry by Legal Number	W7420002A	On Work With Sales Ledger Inquiry, select an existing sales order line that generated a legal document and then select Regional Info from the Form menu.	Search for invoices and shipment notes by sales order or by legal number for each legal document.

5.3.2 Searching for Sales Orders by Legal Number

Access the Sales Legal Document Inquiry by Legal Number form.

Issue Place

Enter the place of issue of the legal document for which you want to locate sales orders. The value that you enter must exist in the F7400004 table.

5.3.3 Setting Processing Options for Sales Legal Document Inquiry by Legal Number (P7420002)

Processing options enable you to specify the default processing for programs and reports.

5.3.3.1 General

These processing options specify default values that the program uses when displaying information in the forms for the program.

1. Legal Document Group Column 1

Specify a legal document type that the system uses to select records to display in column 1 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

2. Legal Document Group Column 2

Specify a legal document type that the system uses to select records to display in column 2 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

3. Legal Document Group Column 3

Specify a legal document type that the system uses to select records to display in column 3 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

5.3.3.2 Versions

These processing options specify the versions that the system uses when it displays forms after you use a Form or Row exit on the Sales Legal Document Inquiry by Legal Number form.

Sales Order Header Revision
Specify the version of the Sales Order Entry (P4210) program that the system uses when displaying the Sales Order Header (W4210G) form. If you do not complete this processing option, the system uses version ZJDE0001.

Sales Order Detail Revision
Specify the version of the Sales Order Entry (P4210) program that the system uses when displaying the Sales Order Detail Revisions (W4210A) form. If you do not complete this processing option, the system uses version ZJDE0001.

Sales Order Dates
Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Dates (W42045G) form. If you do not complete this processing option, the system uses version ZJDE0001.

Sales Order Address Number
Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Address Numbers (W42045F) form. If you do not complete this processing option, the system uses version ZJDE0001.

Customer Service Inquiry
Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Customer Service Inquiry (W4210E) form. If you do not complete this processing option, the system uses version ZJDE0001.

CS Inquire
Specify the version of the Sales Order Entry (P4210) program that the system uses. If you do not complete this processing option, the system uses version ZJDE0001.

Glossary

2nd Item Number, 3rd Item Number, and Item Number

Enter a number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternative item numbers. The three types of item numbers are:

Item Number (short). An 8-digit, computer-assigned item number.

2nd Item Number. A 25-digit, user defined, alphanumeric item number.

3rd Item Number. A 25-digit, user defined, alphanumeric item number.

In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. You can define numerous cross-references to alternative part numbers. For example, you can define substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.

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

Fixed Asset Number

Enter an 8-digit number that uniquely identifies an asset.

G/L Date (general ledger date)

Enter a date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. 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, as well as to perform date validations.

Main Fixed Asset Number

Enter an identification code for an asset in one of these formats:

Asset number (a computer-assigned, 8-digit, numeric control number)

Unit number (a 12-character alphanumeric field)

Serial number (a 25-character alphanumeric field)

Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for the system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form.

Object Account

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subledger

Enter a code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Subledger Type

Enter a user-defined code (00/ST) that is used with the **Subledger** field to identify the subledger type and how the system performs subledger editing. On the User-Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

A: Alphanumeric field, do not edit.

N:Numeric field, right justify and zero fill.

C: Alphanumeric field, right justify and blank fill.

Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

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