JD Edwards World

Accounts Payable Guide

Release A9.3

E21488-07

August 2013

ORACLE

JD Edwards World Accounts Payable Guide, Release A9.3

E21488-07

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Preface

Welcome to the JD Edwards World Accounts Payable Guide.

Audience

This guide is intended for implementers and end users of JD Edwards World Accounts Payable.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Overview to Accounts Payable

This chapter contains these topics:

- Section 1.1, "Overview"
- Section 1.2, "System Integration"
- Section 1.3, "Accounts Payable Features"
- Section 1.4, "Account Numbering Concepts"
- Section 1.5, "Menu Overview"
- Section 1.6, "Training Environment Case Study"

1.1 Overview

The JD Edwards World Accounts Payable system accommodates the need for accurate and timely payables that follow your standard procedures as well as those times when proactive cash management calls for overriding the rules. You have the flexibility you need for effective cash management because you, not the system, manage your workflow. At each stage in the workflow, you designate the next step and the system calculates taxes, discounts, and currency conversions according to your specifications.

With the Accounts Payable system, you can streamline the day-to-day functions of your entire accounts payable department and improve communication and reporting among your personnel.

For organizations that have offices around the world, JD Edwards World software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

1.2 System Integration

The Accounts Payable system works with other JD Edwards World systems to ensure that all payables transactions and information are fully integrated into accounts payable.

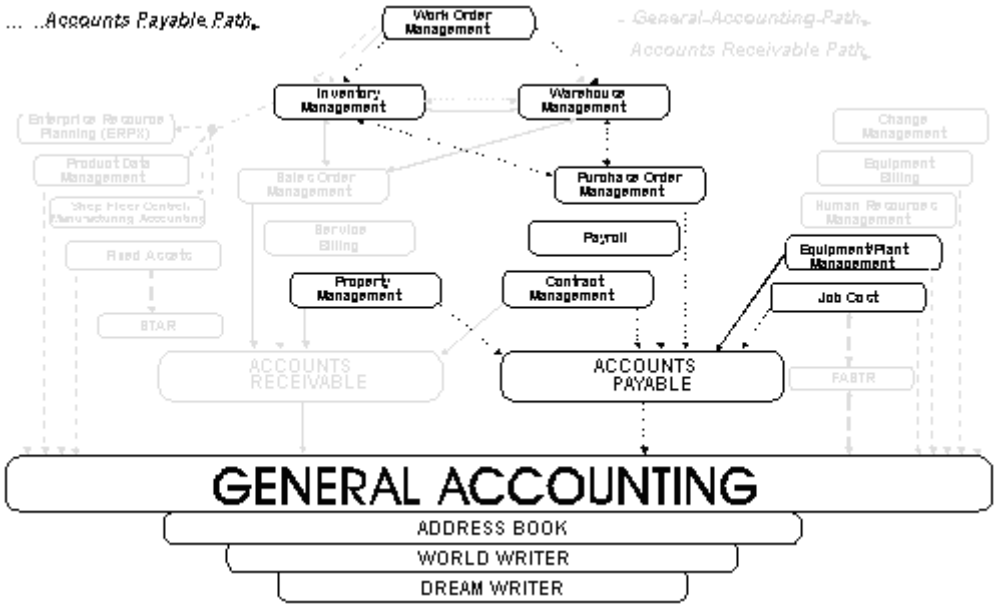
The following systems integrate with the Accounts Payable system, as described.

- Purchase Order Management – Vouchers are created when you match a purchase receipt to the supplier invoice.
- Payroll - Vouchers are created for tax liabilities, and deduction and benefit liabilities during the payroll cycle.
- Contract Management - Vouchers are created when you use the progress payment cycle.

- Equipment/Plant Maintenance - When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.
- Job Cost - Vouchers are created when payments are made against a contract for a job.
- Property Management - Vouchers are created by the lessee's programs for recurring billings and sales overages. Vouchers are also created for tenants by the security deposit refund program.

The following graphic shows the JD Edwards World systems that integrate with the Accounts Payable system.

Figure 1–1 Systems That Integrate with Accounts Payable



1.3 Accounts Payable Features

The Accounts Payable system provides many features that are user defined. These features allow you to adapt the system to your unique business environment and effectively manage your accounts payable.

The features of the Accounts Payable system include:

- Supplier management
- Workflow management
- Multi-national functionality

1.3.1 Supplier Management

With efficient supplier management, you can improve your supplier relationships and leverage your organization's purchasing power for better terms and conditions. As part of managing your supplier information, you determine:

- Whether a supplier sends invoices in a foreign currency (which the system converts to your domestic currency)

- How the supplier prefers to be paid (such as check, draft, and electronic funds transfer)
- Whether to send payments directly to the supplier, to a parent organization, or to another address
- Which payment terms and tax codes are used by the supplier

On a supplier-by-supplier basis, you can review information such as balances forward and open items versus payments using the online inquiries.

1.3.2 Workflow Management

With true workflow management, the system provides features that allow you to implement your current objectives and make adjustments when those objectives change. The features of workflow management include:

- Multiple voucher entry methods
- Duplicate voucher notification
- Flexible tax structures
- Payment processing
- Reporting

1.3.2.1 Multiple Voucher Entry Methods

When a supplier sends you an invoice, you enter the invoice as a voucher in the Accounts Payable system. You can enter vouchers using the method that is most efficient for you. Choose from any of the following methods:

- Standard
- Speed
- Recurring
- Prepayment
- Multiple company, single supplier
- Multiple voucher, single supplier
- Multiple voucher, multiple supplier
- Voucher logging

You can make the entry process even more efficient by using model journal entries for vouchers that use the same accounting distributions.

1.3.2.2 Duplicate Invoice Notification

With duplicate invoice notification, you are notified of any invoices with the same invoice number. This reduces confusion and allows you to control or prevent duplicate payments.

1.3.2.3 Flexible Tax Structures

Different countries have different tax requirements for their suppliers. JD Edwards World supports tax structures such as GST (goods and services tax), PST (provincial sales tax), VAT (value-added tax), tax on tax, and tax-only vouchers. In addition, U.S. clients can perform tax calculations for payables using the Vertex tax calculator for sales and exempt taxes.

1.3.2.4 Payment Processing

Whether you pay vouchers automatically or manually, the result is controlled, efficient, and accurate. You can prioritize your vouchers and have the system handle the payments. Or, you can select vouchers for manual, split, or partial payments based on your cash requirements. On a supplier-by-supplier basis, you can review information such as open items and payments.

An alternative to the conventional method of producing payments is drafts. Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and procedures for draft processing differ from those for regular payment processing.

1.3.2.5 Reporting

Successful payables management requires timely and accurate information about cash flow, aging information, discount opportunities, and so on.

With the timesaving, paperless design of the Account Payable system, you can immediately review, analyze and manage up-to-the minute supplier information, payment history, vouchers, and other information online. Alternatively, you can print the same information in a report.

1.3.3 Multi-National Functionality

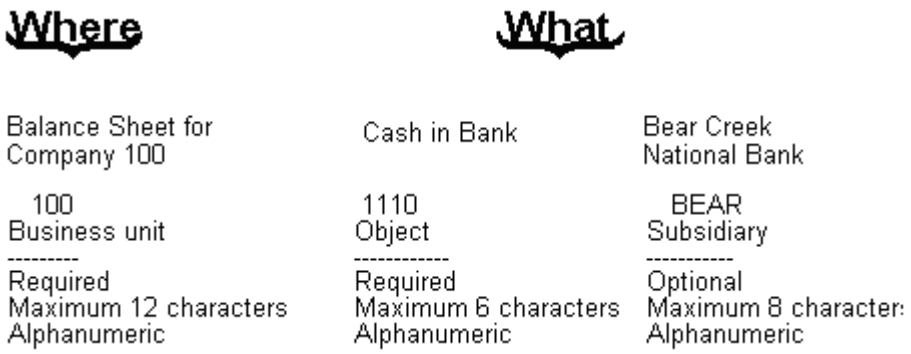
Multi-national functionality allows you to build a global supplier network to optimize price, terms, and availability of goods. The multi-national functionality in the Accounts Payable system includes:

- Currency processing - Pay vouchers in either the domestic or foreign currency, using any currency in the world - from the Australian dollar to the euro. You can also forecast payments for your payables by currency.
- Multiple languages - Communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

1.4 Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers.

Figure 1–2 The "Where" and the "What" Included in Account Numbers



The account number includes both the Where and What. You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

See Also:

- Creating a Flexible Format (P0907) in the *JD Edwards World General Accounting II Guide* for information about how to set up the different account numbering methods

1.4.1 Business Unit - The "Where"

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business, where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. The following applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

1.4.2 Object Subsidiary - The "What"

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the "what":

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

1.4.3 Primary Tables and Descriptions

The Accounts Payable system uses the following primary tables:

Table	Description
Address Book Master (F0101)	Stores the following: ■ Supplier names ■ Supplier effective date ■ Category code information
Supplier Master (F0401)	Stores the following voucher information for suppliers: ■ Vouchered amounts year-to-date and period-to-date ■ Payment terms ■ G/L class ■ Payment instrument ■ Tax information

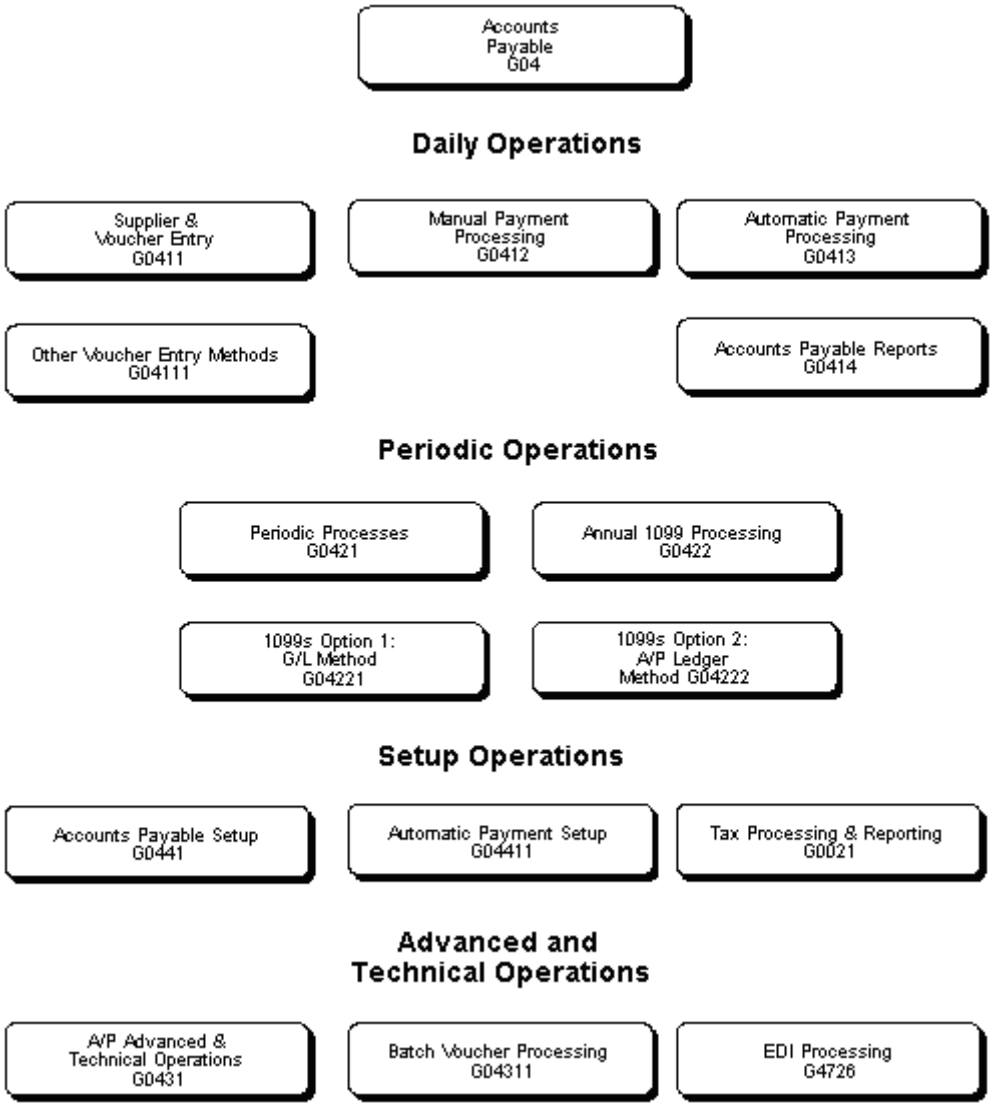
Table	Description
Supplier Master - Company/Business Unit (F04015)	Stores key default supplier information at the company and/or business unit level.
A/P Ledger (F0411)	Stores the following voucher transaction information: ■ Invoice date ■ Invoice amount ■ Due date ■ G/L date ■ User ID
A/P Matching Document (F0413)	Stores the following payment summary information: ■ Payment number ■ Payment amount ■ Payment date ■ Payment instrument ■ G/L bank account Also stores Enhanced Subledger Analysis information which allows for more detailed accounting for the payment.
A/P Matching Document Detail (F0414)	Stores the following payment and transaction information: ■ Discount taken ■ G/L offset ■ Payment amount ■ Company number The A/P Matching Document table (F0413) and A/P Matching Document Detail table (F0414) are linked by an internal ID which is assigned by the system. These tables, combined with the A/P Ledger table (F0411), form the A/P Ledger.
Account Balances (F0902)	Stores the following summary balance information for the G/L: ■ Net postings for each period ■ Year-to-date balances ■ Prior year balances ■ Inception-to-date balances Also stores Enhanced Subledger Analysis information which allows for more detailed accounting for invoices and vouchers.

Table	Description
Account Ledger (F0911)	Stores the following detailed information for G/L transactions: ■ G/L account numbers ■ G/L date and amounts ■ Journal entry line descriptions This table contains one record for each G/L distribution for a supplier voucher. Also stores Enhanced Subledger Analysis information which allows for more detailed accounting for invoices and vouchers.

1.5 Menu Overview

The Accounts Payable menus are listed below. This list does not show navigation among the menus.

Figure 1–3 Accounts Payable Menus



1.6 Training Environment Case Study

This section describes a case study.

1.6.1 Company Structure

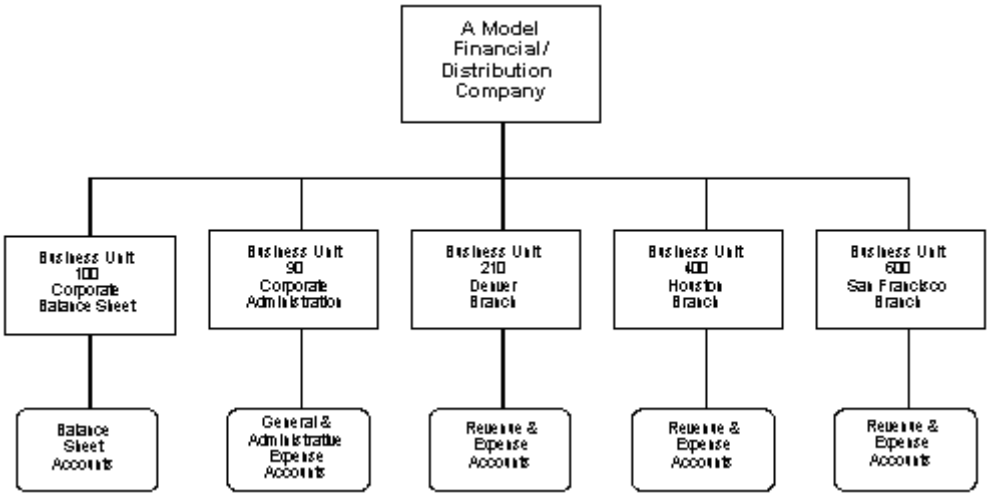
A Model Financial/Distribution Company (company 00100) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Denver
- Houston
- San Francisco

Each branch office performs sales, marketing, and support functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by branch office.

The following illustration shows the business unit structure for company 00100. Notice that the balance sheet business unit (100) has the same identifier as company 00100. Refer to this organization when you do the training exercises.

Figure 1–4 Business Unit Structure for Company 00100



1.6.2 Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (Posting Edit Code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

Part I

Supplier Information

This part contains these chapters:

- Chapter 2, "Overview to Supplier Information"
- Chapter 3, "Enter Suppliers"
- Chapter 4, "Locate Suppliers"

2

Overview to Supplier Information

This chapter contains these topics:

- Section 2.1, "Objectives"
- Section 2.2, "About Supplier Information"

2.1 Objectives

- To create and locate supplier information

2.2 About Supplier Information

The supplier record is the central reference that you use to determine how a supplier's activity is managed by the Accounts Payable system. The supplier master is a central storage place for all of your supplier information.

You must create a supplier master record before you can enter a voucher and issue payment.

Supplier information consists of:

- Entering suppliers
- Locating suppliers

3

Enter Suppliers

This chapter contains these topics:

- Section 3.1, "Entering Suppliers"
- Section 3.2, "Supplier Master - Company/Business Unit Defaults"

3.1 Entering Suppliers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

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

Before you enter a voucher and issue payment to a supplier, you must create a supplier record. When you enter a supplier, you are setting up information about how the system processes vouchers and payments for that supplier.

When you enter a supplier, you:

- Enter supplier identification
- Enter supplier mailing information
- Enter address book additional information
- Enter supplier information
- Assign a model journal entry to a supplier
- Enter supplier bank account information
- Enter information for 1099 reporting

Information about suppliers is stored in the following tables:

- Supplier Master (F0401) - Supplier information
- Supplier Master Company/Business Unit Defaults (F04015) - Supplier information specific to company or business unit
- Address by Date (F0116) - Mailing address information
- Bank Transit Number Master (F0030) - Bank account information

3.1.1 What You Should Know About

Topic	Description
Deleting supplier records	You cannot delete a supplier record if there is information in the Supplier Master (F0401), A/P Ledger (F0411), or related tables in other systems.
Supplier Master - Company/Business Unit Defaults (F04015)	This optional table allows you to set up multiple supplier master defaults for the same supplier number based on company and/or business unit.
Structure type	When you create a parent/child relationship for a supplier, the Structure Type field must be blank. See Viewing Parent/Child Relationships in the *JD Edwards World Address Book and Electronic Mail Guide*.
Multi-Currency	You can store amounts such as amount vouchered year-to-date and amount vouchered prior-year-end in a specific currency. To do this, set a processing option to define the default currency code or the company currency of the responsible business unit. You can also enter them manually.

3.1.2 Before You Begin

- Set a processing option for Supplier Master Information to automatically display the forms you will use. The tasks described here assume that the following areas display on the Supplier Master Information screen:

Address Book Addition (displays regardless of processing options)

Payment Information

Currency & Tax Information

Accounting Distribution Information

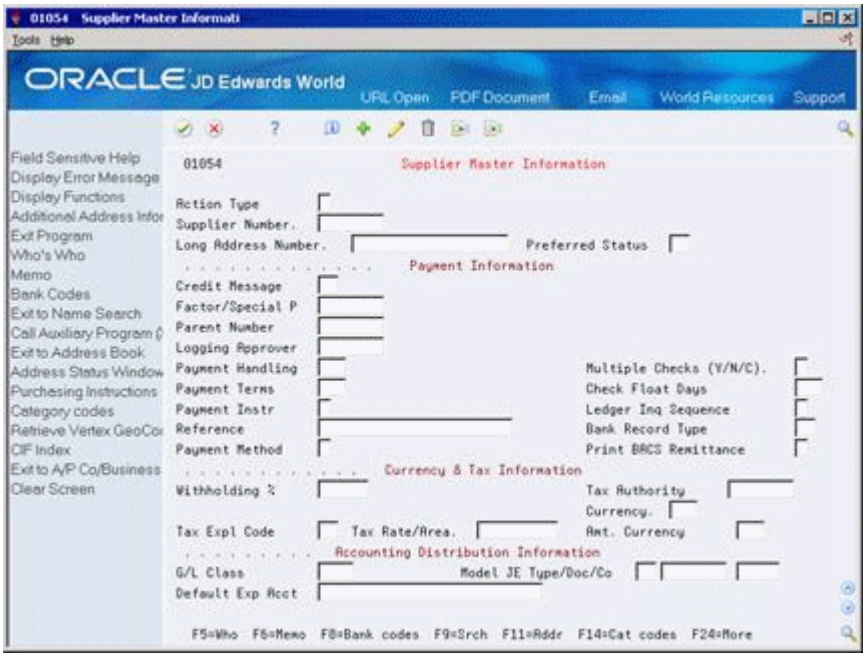
See Also:

- Working with the Address Book (P01051) in the *JD Edwards World Address Book and Electronic Mail Guide*
- Working with Model Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide*
- Section 57.1, "Reviewing Address Book Information for 1099s"

To enter supplier identification

On Supplier Master Information

Figure 3–1 Supplier Master Information screen



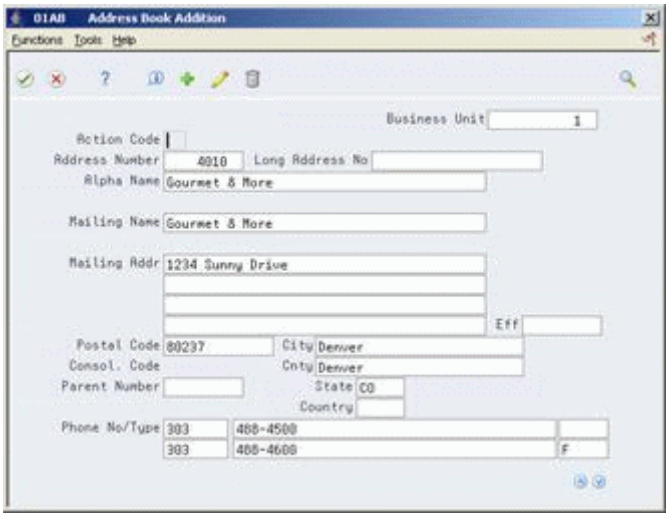
1. Complete the following optional fields:
   - Supplier Number
   - Long Address Number
2. Use the Add action.

Field	Explanation
Supplier Number	A number that identifies an entry in the il system. Use this number to identify employees, applicants, participants, suppliers, tenants, special mailing addresses, and so on. *Form-specific information* If you leave this field blank, the system assigns a number using the Next Numbers program.
Long Address Number	A user defined name or number that is unique to the address book number. This field can be used to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference. *Form-specific information* When you set up suppliers using a long address number, you can access the supplier number more quickly. For example, when you enter a voucher, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Supplier Number field. The system converts the long address number to the supplier number.

To enter supplier mailing information

On Address Book Addition

Figure 3–2 Address Book Addition screen



1. On Address Book Addition, complete the following fields:
   - Alpha Name (optional)
   - Mailing Name
   - Mailing Address (optional)
2. Use the Add action.

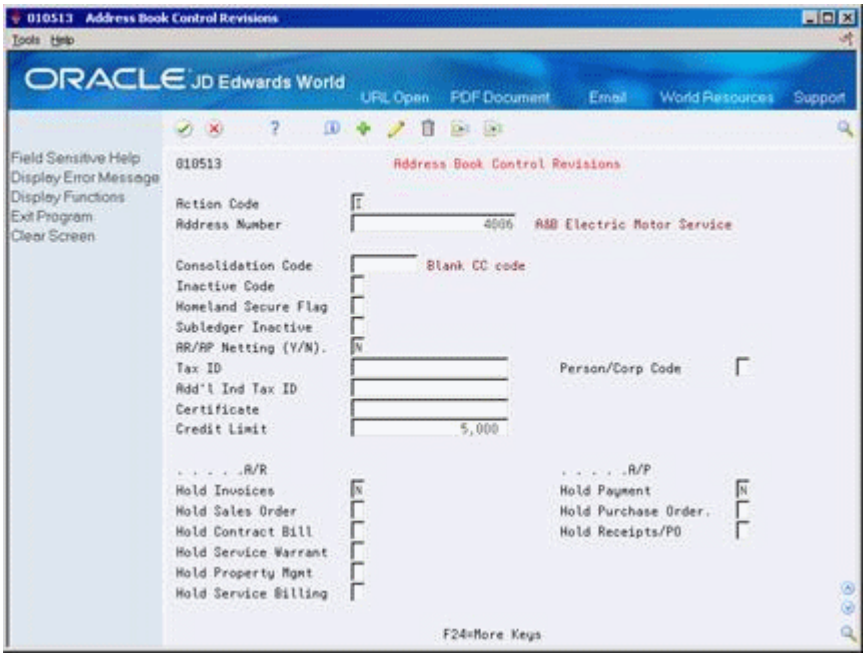
Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. *Form-specific information* If you leave this field blank, the default comes from the Mailing Name field. You can also choose Duplicate Alpha Name on Mailing Line to copy the Alpha Name to the Mailing Name field.
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 forms. You can override this information by using the Type Code field on Who's Who.

To enter additional address book control revisions information

You can enter a variety of miscellaneous information in the address book, such as information about a particular customer or supplier. You can use the Address Book Control Revisions screen to enter and update Address Book Control fields that need special security, such as tax ID, hold codes, and credit limits.

1. Choose the Address Book Control Revisions function (F2).
2. Locate the appropriate address book record.

Figure 3–3 Address Book Control Revisions screen



3. On Address Book Control Revisions, complete the following optional fields:
   - Consolidation Code
   - Inactive Code
   - Homeland Security Flag
   - AR/AP Netting
   - Subledger Inactive
   - Person/Corporation Code
   - Tax ID
   - Additional Individual Tax ID
   - Certificate
   - Credit Limit
   - Hold Payment
   - Hold Purchase Order
   - Hold Receipts/PO

Field	Explanation
Consolidation Code	The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data. An example would be a chain of stores such as Dollar Stores. You can maintain multiple Address Book numbers, one for each store, in order to have different default, control and statistics associated with each store. However, all stores may be owned and operated by a single corporate entity. A common Consolidation Code lets you report information on an overall basis.

Field	Explanation
Inactive Code	If the code is set to '1', the entity is inactivated. No further activity or action may be performed against the entity.
Homeland Security Flag	A user defined field (01/HL) that indicates or identifies an Address Book Number in terms of its role in Homeland Security.
AR/AP Netting (Y)	A code that indicates whether an address is eligible for the A/R and A/P netting process.
Subledger Inactive Code	A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.
Person/Corp Code	A code that designates the type of taxpayer. U.S. clients use one of the following codes with the 20-digit Tax field: C – Corporate entity (printed as 12-3456789) P – Individual (printed as 123-45-6789) N – Non-corporate entity (printed as 12-3456789) Blank – Non-corporate entity (not formatted) The system selects suppliers with P and N codes for 1099 reporting. Non-U.S. clients use the following codes with the 20-digit Company field and Individual field: 1 – Individual 2 – Corporate entity 3 – Both an individual and a corporate entity 4 – Non-corporate entity 5 – Customs authority
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system does not format this number.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Credit Limit	The Credit Limit is the maximum negative balance that a customer can be assigned. The credit limit is retained for a customer account in the Customer Master file (F0301). This field is stored as an integer, no decimals. A zero or blank amount is considered no credit allowed for the customer. If an unlimited credit limit is desired, the user can set a maximum limit by entering a large number, such as 999999999999999.

Field	Explanation
Hold Payments	A code that controls whether you can enter accounts payable vouchers and make payments to this supplier. Valid codes are: 1 – Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. Y – Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. 2 – Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier. 3 – Allow payment but prevent entry of new vouchers for this supplier. N – Allow payment and voucher entry. This is the default. To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.
Hold Purchase Order	A code that allows you to prevent the entry of any future Purchase Orders for the Address Book Number.
Hold Receipts/PO	A code that allows you to prevent the entry of any future Receipts Purchase Orders for the Address Book Number.

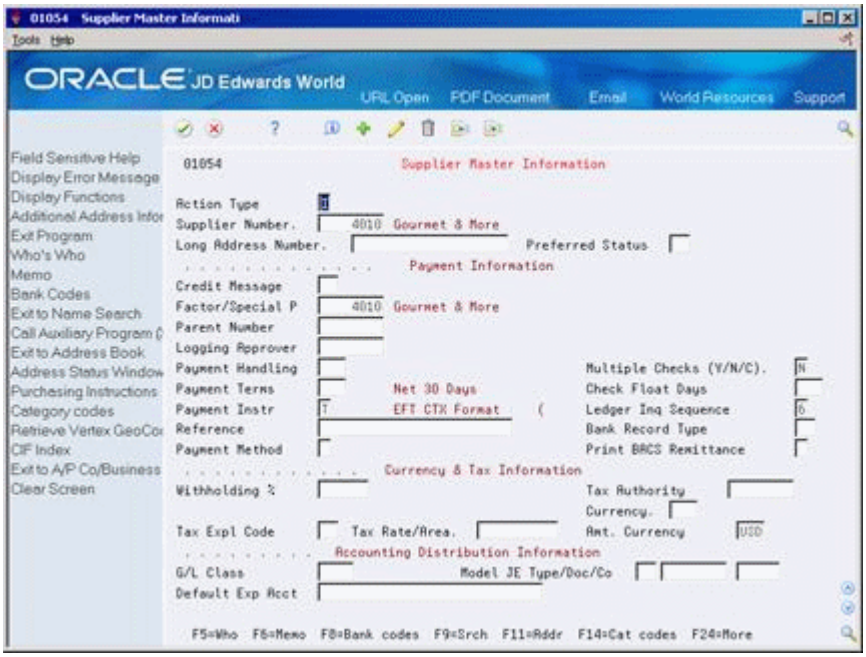
3.1.3 What You Should Know About

Topic	Description
Tax ID field	When preparing a 1099 form, if you have a P or N in the Person/Corporation field, you must enter a tax ID code. Use the Screen Defaults processing option in your version of Address Book Additional Information (P010513) to specify whether or not the Tax ID field displays on the screen. Leave option 1 blank to display the Tax ID field for input/change or enter a '1' to suppress display of the Tax ID. Use the Duplicate Data Verification processing option in P010513 to prevent duplication of Tax IDs. Enter a '1' for this processing option to prevent duplicate entry of Tax ID. If blank, duplicate Tax ID is allowed.

To enter supplier information

On Supplier Master Information

Figure 3–4 Supplier Master Information screen



1. For payment information, complete the following optional fields:
   - Credit Message
   - Factor/Special P (Payee)
   - Parent Number
   - Logging Approver
   - Payment Handling
   - Multiple Checks (Y/N/C)
   - Payment Terms
   - Check Float Days
   - Payment Instr
   - Ledger Inq Sequence
   - Reference
   - Bank Record Type
   - Payment MethodPrint BACS Remittance
2. For currency and tax information, complete the following optional fields:
   - Withholding %
   - Tax Authority
   - Currency
   - Tax Expl Code
   - Tax Rate/Area
   - Amt. Currency
3. For accounting distribution information, complete the following optional fields:

- G/L Class
- Default Expense Account

Field	Explanation
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 – Over credit limit 2 – Requires purchase order 3 – Not on maintenance agreement 4 – Notify the credit manager The A/R Information program (P01053) and the A/P Information program (P01054) display credit messages for customers and suppliers when you enter or locate information.
Factor/Special Payee	An address book number that identifies a special payment address for A/P. This address number will be used as the default Alternate Payee on vouchers entered for the supplier. If you leave this field blank during voucher entry, the system supplies the primary address from the Address Number field.
Parent Number	The number of the parent company in a parent/child, national headquarters/subsidiary relationship.
Approver Number	The address of the individual who approves transactions. This address must exist in the Address Book Master table (F0101) for validation purposes. *Form-specific information* The system uses this information as the default value when you enter vouchers.
Hold Payment	A code that controls whether you can enter accounts payable vouchers and make payments to this supplier. Valid codes are: 1 – Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. Y – Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. 2 – Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier. N – Allow payment and voucher entry. This is the default. To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.
Multiple Checks	A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are: Y – Yes, create a separate check for each pay item. (Certain agencies of the government require this.) N – No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items. C – Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401). 3 – Create a separate payment for each voucher, regardless of the number of pay items.

Field	Explanation
Payment Terms	A code that indicates the default terms of payment for a supplier. Payment terms can determine due dates and discounts. This is used as a default value when vouchers are created. Define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the most frequently used payment terms. For example: blank Net 15 1 – 1/10 net 30 2 – 2/10 net 30 N – Net 30 P – Prox 25th
Check Float Days	The number of days the check floated, as defined by subtracting the check date from the bank deposit date. ** future use **
Payment Instrument	The user defined code that determines the type of payment to be made to the supplier. *Form-specific information* The system uses this information as the default value when you enter vouchers. The default is blank.
Ledger Inquiry Sequence	A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are: 1 – document number 2 – net due date 3 – invoice date 4 – statement number (A/R) or invoice number (A/P) 5 – purchase order number 6 – document type, document number 7 – matching document 8 – G/L date A – summarized by document B – summarized by due date and document C - gross amount. You *cannot* use this sequence when also asking for Paid = 2 or 3 to show matching documents
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. This field is for informational purposes only.
Bank Record Type	Use this to designate the default bank type to be used for the supplier. See Section 34.2.1, "Setting Up Bank Account Information"
Payment Method	A User Defined Code (UDC table 04/PM) to define the normal or customer payment method for a supplier.
Print BACS Remittance	This flag will indicate to the payment program to bypass printing the BACS remittance for the payment.

Field	Explanation
Currency	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company. *Form-specific information* The system uses this information as the default when you enter vouchers.
Tax Explanation 2	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.
Tax Rate/Area	A code that identifies a tax or geographical area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province) and their rates. Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate. *Form-specific information* The system uses this information as the default when you enter vouchers. If you use Vertex, the Vertex GeoCode appears in this field. The system retrieves the Vertex GeoCode based on the supplier's city, state, and zip code.
Amount Currency	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.
G/L Class	A code that determines the A/P liability account (class) that will be the offset when you post invoices. This code may be alphanumeric or may match the object account of the G/L account number. For example: blank – Trade Accounts Payable TRAD or 4110 – Trade Accounts Payable Trade Accounts Payable OTHR or 4120 – Other Accounts Receivable (Use class codes as the exception to the trade account.) If you leave this code blank on an entry form, the system uses AAI PC____ for the company. **Note:** Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created. *Form-specific information* The system uses this information as the default when you enter vouchers.

Field	Explanation
Default Expense Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: ▪ Structured account (business unit.object.subsidiary) ▪ 25-digit unstructured number ▪ 8-digit short account ID number ▪ Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). *Form-specific information* Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the model JE, and you must enter the JE manually.

3.1.4 What You Should Know About

Topic	Description
Calculating withholding	You use the Withholding Percentage and Tax Authority fields for calculating withholding. See Section 25.2, "About Automatic Payment Processing"

To assign a model journal entry to a supplier

You can speed entry for G/L distribution by setting up suppliers for model journal entries. When you enter a voucher, the system uses the default G/L distribution set up for that supplier.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

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

On Supplier Master Information

1. Locate a supplier.
2. Complete the following field:
   - Model JE Type/Document/Company

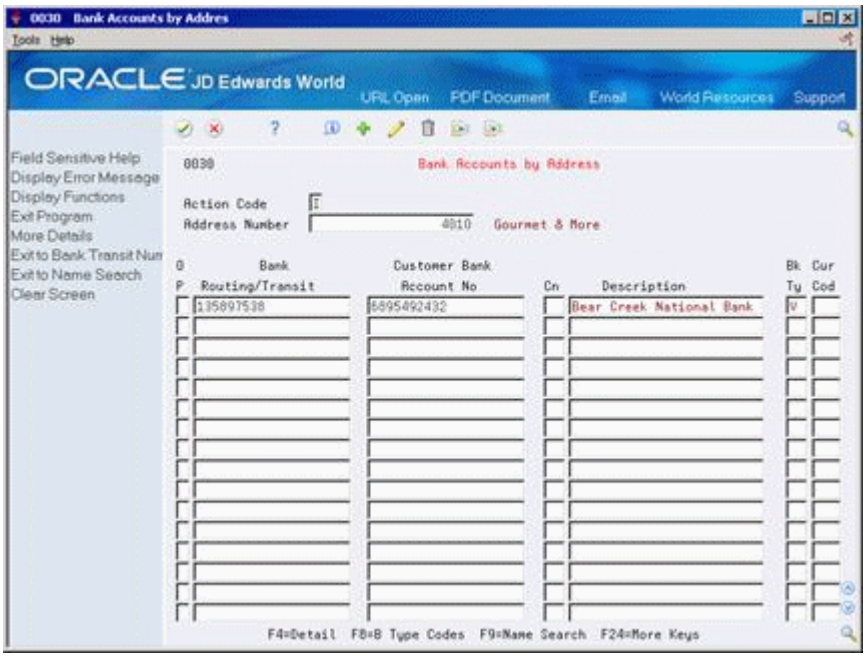
Field	Explanation
Model JE Type/Document/Company	A code that identifies the type of model journal entry to use for a particular supplier. *Form-specific information* Do not specify a default expense account if you specify a model JE. Although you may enter a default account, the system will override the model JE. You will need to manually enter the JE information.

To enter supplier bank account information

On Supplier Master Information

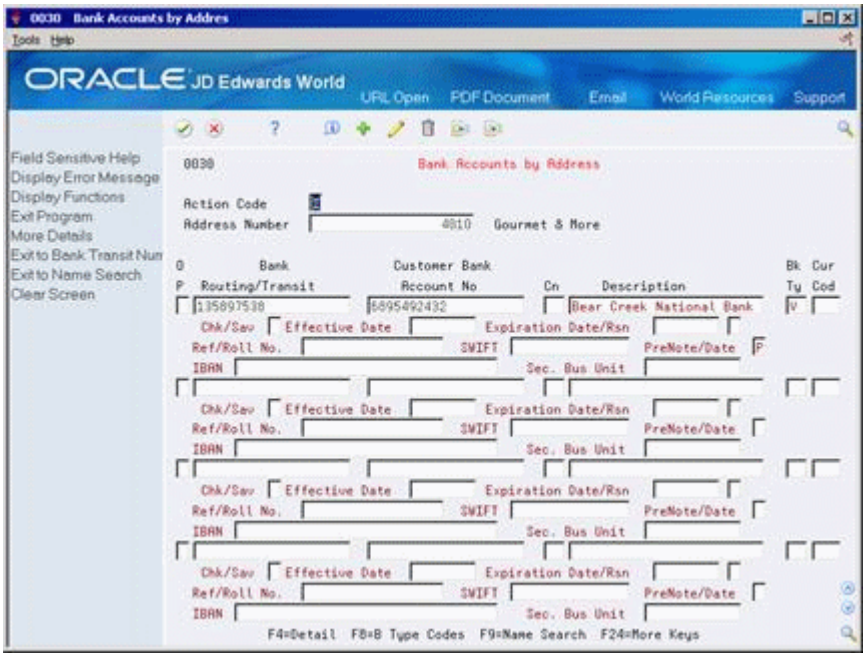
1. Choose the Bank Codes function (F8).

Figure 3–5 Bank Accounts by Address screen



2. On Bank Accounts by Address (P0030), complete the following fields:
   - Routing/Transit
   - Account Number
   - Control Digit (optional)
   - Bank Type
   - Currency Code (optional - the currency code field will only be displayed if currency processing is activated)
3. Press F4 to access the detail area (optional).

Figure 3–6 Bank Accounts by Address screen (Detail area)



4. Complete the following optional fields:
   - Checking/Savings
   - Effective Date
   - Expiration Date/Expiration Reason Code
   - Reference/Roll No.
   - SWIFT Code
   - IBAN
   - Pre-Note Code
   - Secondary Business Unit
5. Press F3 to return to Supplier Master Information after entering information.

Field	Explanation
Routing/Transit	The routing and transit number for a particular bank account. *Form-specific information* The transit number/account number combination for each supplier must be unique.
Account Number	The account number for a supplier's bank account.
Control Digit	This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).

Field	Explanation
Bank Type	A code used to distinguish external bank accounts from internal bank accounts. Examples of valid values are: C – Customer Bank Accounts G – Internal G/L Bank Accounts V – Supplier Bank Account for payment via bank tape D – Default Bank Account for A/R Drafts and Auto Debits B – Valid Bank Transit Numbers M – G/L Bank Account/Business Unit used to define print information in A/P payments You may define and set up your own bank type codes. See Chapter 63, "Set Up Supplier Bank Account Information"
Effective Date	The date the entry is active and available for use.
Expiration Date	The date the entry is no longer active and available for use.
Expiration Reason Code	A user defined code (00/XC) that indicates why this entity has expired or is no longer available for use.
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
IBAN	The International Bank Account Number or IBAN is a series of alphanumeric characters that uniquely identifies a customer's/supplier's account held at a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters.
Account Description	A user defined name or remark that describes a field. *Form-specific information* The name of the bank where you will deposit funds.
Reference/Roll Number	The recipient's reference number. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.
Checking/Savings	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments. Valid values: blank – checking account 0 – checking account 1 – savings account

Field	Explanation
Pre-Note Code/Date	A code that indicates whether a supplier is in a setup or pre-note status for electronic funds transfer. Valid codes are: P – Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N – Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payment to this supplier through electronic funds transfer. If you leave this field blank, the system uses N. **Note:** The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information. The date is recorded when the pre-note status changes.
Secondary Business Unit	A business unit may be assigned to bank accounts so that Business Unit Security may be set up to prevent unauthorized users from accessing or changing bank account information. The Business Unit must be set up in the Business Unit Master (F0006)

3.1.5 What You Should Know About

Topic	Description
Audit Information (Opt. 1)	Provides audit information in regard to updating a bank account record.
Additional Information (Opt 2)	This option allows you to enter Beneficiary and Corresponding bank account information for each bank account.

3.1.5.1 Multiple Bank Accounts

You can effectively set up more than one bank account for the same bank type for your suppliers if they have different bank accounts that they would like to use for the same process. Your suppliers may want to use different bank accounts for EFT payment processing depending on currency, location, or some other factor. Although you can only have one bank account per supplier bank type 'V', you can tie currency to each bank type or set up alternate bank types that will essentially allow you to have multiple supplier bank accounts per bank type.

For example, you may identify each bank type V with a specific currency code. The Bank Type and the Currency Code make a unique combination.

You may also create alternate supplier bank types by adding your own bank type to the Bank Type Code UDC table (00/BT). The system uses the Special Handling code for the bank type code to determine if the code will be used by AR or AP. A 2 in the special handling code will be used by A/P. For example, your supplier may have an alternate V type bank account that they would like to use for EFT processing for a specific location. You would set up one record for bank type V and another record such as V1 in the Bank Type User Defined Codes (00/BT). You may then enter bank account information for your supplier for each bank type.

To determine which bank type will be used, assign a bank type to a supplier as the default, you may enter the specific type in the Bank Type field on a voucher or for

automatic payments processing, you may use the override bank Effective Date and Bank Type processing option for Create Payment Groups (P04570).

See Also:

- See Section 79.2, "Setting Up Bank Account Cross-References for A/P"for information on verifying bank cross-references for suppliers
- Chapter 63, "Set Up Supplier Bank Account Information"

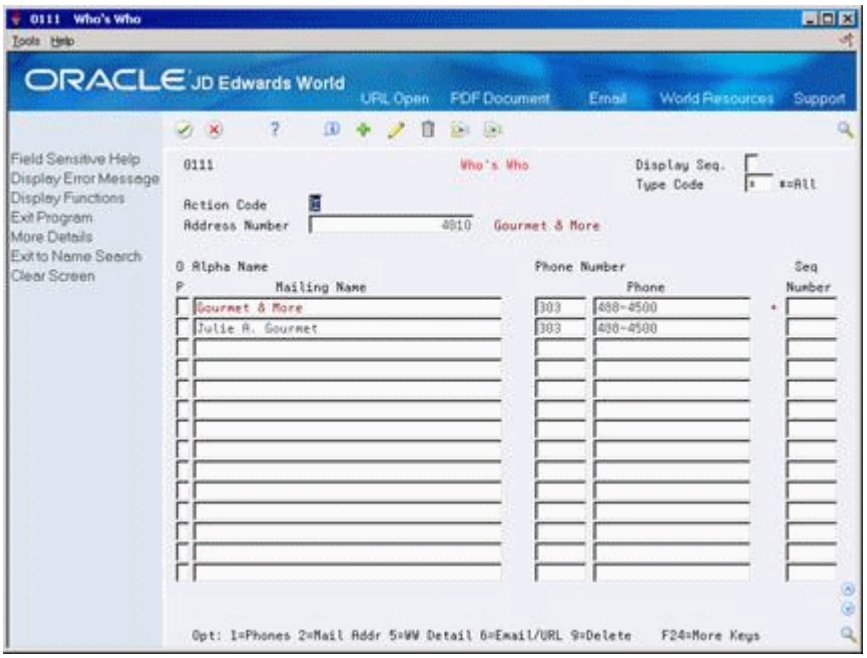
To enter information for 1099 reporting

If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

On Supplier Master Information

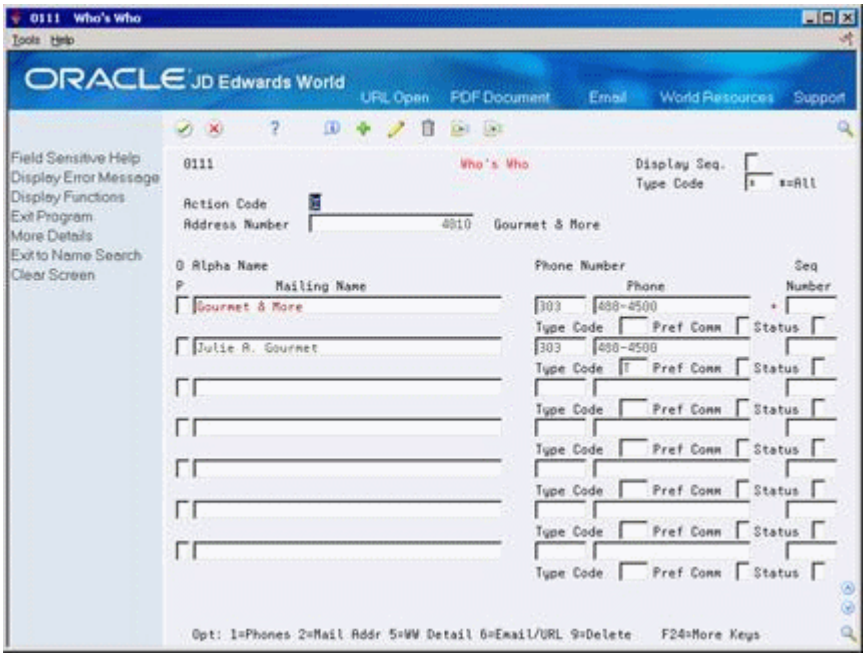
1. Choose the Who's Who function (F5).

Figure 3–7 Who's Who screen



2. On Who's Who, complete the following field:
   - Mailing Name
3. Access the detail area (F4).

Figure 3–8 Who's Who screen (Detail area)



4. Complete the following field:

   - Type Code

   After you complete this task, you must also:

   - Verify that the street address is the last non-blank line of the mailing address on Address Book Addition. See Working with the Address Book in the *JD Edwards World Address Book and Electronic Mail Guide*
   - Verify the values for tax ID and person/corporate code on Supplier Master Information.

Field	Explanation
Type Code	A user defined code (system 01, type WO) that identifies the Who's Who entry. Examples: S – Student B – Billing contact T 1– 099 legal name If an organization's legal name is different from the name under which it is doing business, enter a T (1099 legal name). During 1099 processing, this overrides the mailing name and directs the system to use a particular Who's Who entry on 1099 forms.
Mailing Address	On 1099 forms, the system prints only the last non-blank line of the Mailing Address. This is because the IRS limits 1099 address to three lines, consisting of name, street address, and city, state, and zip code.

3.1.6 Processing Options

See Section 98.1, "Supplier Master Information (P01054)"

3.2 Supplier Master - Company/Business Unit Defaults

In addition to the general supplier information, you have the option to set up multiple supplier master records with default payment information, category codes, and account distribution information that apply uniquely to a specific company and/or business unit. The system stores the Supplier Master Company/Business Units Defaults information in the F04015 table. The system matches the combination of the supplier address number, company number and/or business unit number to retrieve default information from the F04015 record when entering transactions.

This feature allows you to use a single supplier address number with specific default selections for different companies and/or business units. For example you can set different payment terms for a supplier, depending on the company or business unit that generates the transaction. You may set up as many company/business unit default records (F04015) as you need for a supplier, but you will only have one supplier master record (F0401).

3.2.1 Before You Begin

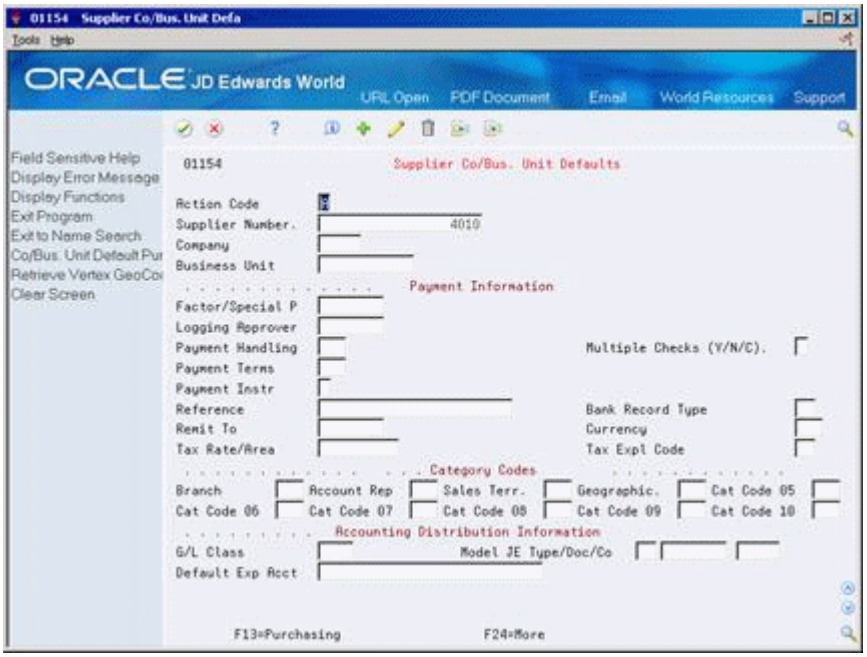
- Create the Supplier Master Information. See Chapter 2, "Overview to Supplier Information"

To enter company/business unit defaults in the supplier record

On Supplier Master

1. Select the function for Supplier Co/Bus. Unit Defaults (F17).

Figure 3–9 Supplier Co/Bus. Unit Defaults screen



2. Choose the Add action.
3. Complete one or more of the following fields:
   - Company
   - Business Unit

4. Complete additional fields under Payment Information, as needed for the company/business unit defaults.

> **Note:** Enter only those fields that have values for this company and/or business unit that are different the global supplier master values.

- Factor/Special P (Payee)
- Logging Approver
- Payment Handling
- Multiple Checks (Y/N/C)
- Payment Terms
- Payment Instr
- Reference
- Bank Record Type
- Remit To
- Tax Rate/Area
- Tax Expl Code

5. Complete additional company/business unit defaults under Category Codes or Accounting Distribution Information, as needed.

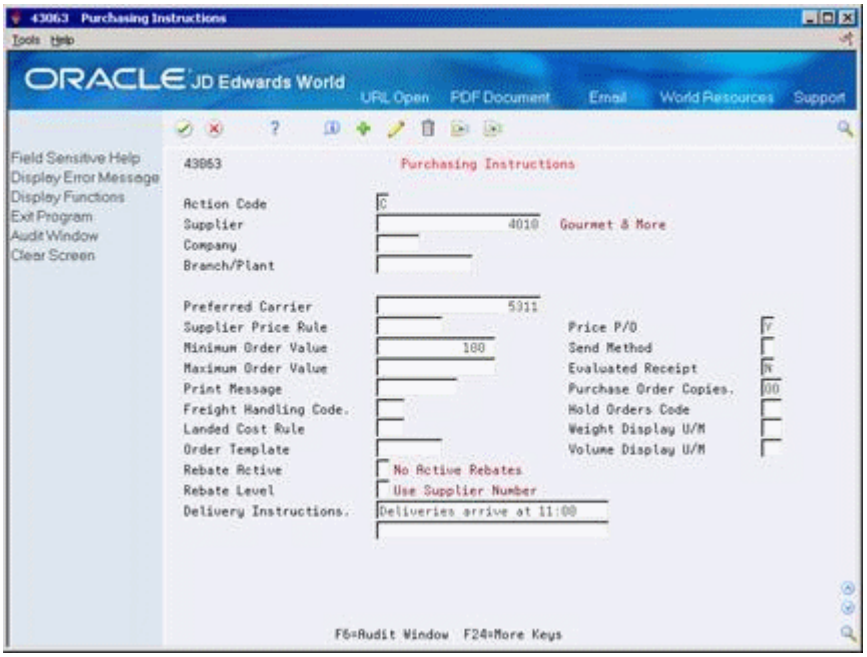
> **Note:** The company/business unit defaults apply only to transactions between this supplier and the specified company/business unit. Supplier information for companies or business units that do not have associated records defined in the F04015 table come from the supplier master information in the F0401 table.

To enter company/business unit defaults in the purchasing instructions

On Supplier Co/Bus. Unit Defaults

1. Press F13 (Purchasing) to access Purchasing Instructions.

Figure 3–10 Purchasing Instructions screen



2. On Purchasing Instructions, complete the following:
   - Company
   - Branch/Plant
3. Complete any of the following that apply specifically to this company and/or business unit:
   - Preferred Carrier
   - Supplier Price Rule
   - Price P/O
   - Minimum Order Value
   - Item Restrictions
   - Maximum Order Value
   - Send Method
   - Print Message
   - Evaluated Receipt
   - Freight Handling Code
   - Purchase Order Copies
   - Landed Cost Rule
   - Hold Orders Code
   - Order Template
   - Weight Display U/M
   - Rebate Active
   - Volume Display U/M

- Rebate Level
- Delivery Instructions

4. Press Enter.

3.2.2 What You Should Know About

Topic	Description
Global Updates	The Global Update Supplier Co/BU program (P044905) can selectively update the F04015 records. Processing options allow you to enter the values to be updated to each field selected. You may use data selection to select which records to update. See Section 114.5, "Supplier Global Update - CO/BU Defaults (P044905)"
Bank Account Information	If currency processing is not activated, the currency code field does not appear on the Bank Account by Address screen.

4

Locate Suppliers

This chapter contains this topic:

- Section 4.1, "Locating Suppliers"

4.1 Locating Suppliers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Name Search

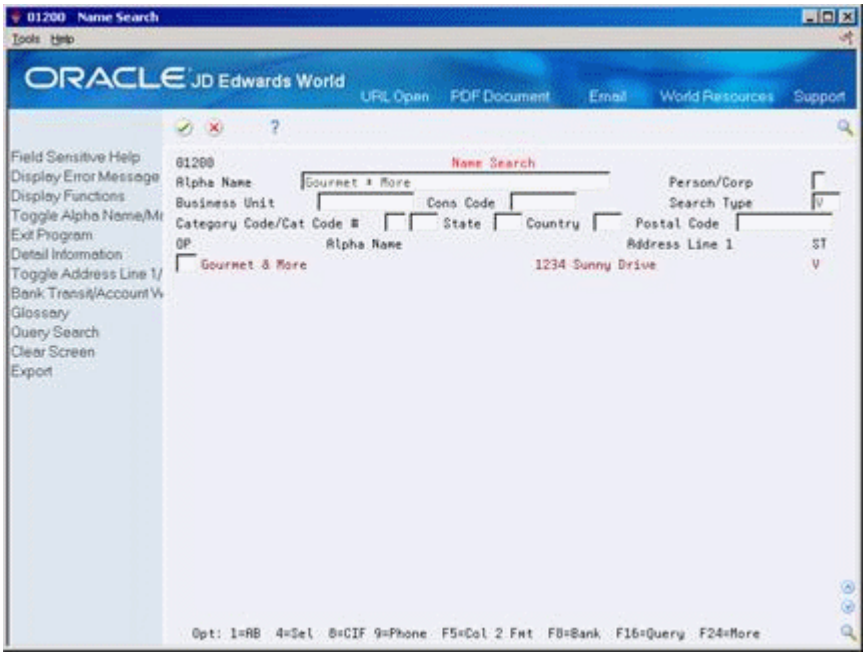
To enter or review A/P information, you locate a supplier by specifying various search criteria.

This information is stored in the Address Book Master table (F0101).

To locate a supplier

On Name Search

Figure 4–1 Name Search screen



Complete any of the following fields to define and/or limit your search:

- Alpha Name
- Search Type
- Person/Corporation
- Business Unit
- Category Code
- Consolidation Code
- State
- Country
- Postal Code

Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E – Employees X – Ex-employees V – Suppliers C – Customers P – Prospects M – Mail distribution lists *Form-specific information* Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.
Consolidation Code	The Consolidation Code is a way to group associated Address Book numbers in order to report on group financial data.

4.1.1 Processing Options

See Section 98.2, "Name Search (P01200)"

Part II

Voucher Processing

This part contains these chapters:

- Chapter 5, "Overview to Voucher Processing"
- Chapter 6, "Understand Voucher Entry Controls"
- Chapter 7, "Understand G/L Date Warnings"
- Chapter 8, "Work with Standard Vouchers"
- Chapter 9, "One Time Payment Processing"
- Chapter 10, "Enter Other Types of Vouchers"
- Chapter 11, "Work with Model Journal Entries"
- Chapter 12, "Enter Speed Vouchers"
- Chapter 13, "Review and Approve Vouchers"
- Chapter 14, "Understand the Post Process for A/P"
- Chapter 15, "Post Vouchers"
- Chapter 16, "Revise Posted Vouchers"
- Chapter 17, "Print Voucher Journals"
- Chapter 18, "Accounts Payable Approvals Processing"

5

Overview to Voucher Processing

This chapter contains these topics:

- Section 5.1, "Objectives"
- Section 5.2, "About Voucher Processing"

5.1 Objectives

- To understand the differences between the two most common voucher entry methods, standard vouchers and speed vouchers
- To revise vouchers
- To review and post vouchers

5.2 About Voucher Processing

You must create a voucher before you can issue payment to your suppliers. Effective management of voucher processing is fundamental to your accounts payable department.

Voucher processing consists of:

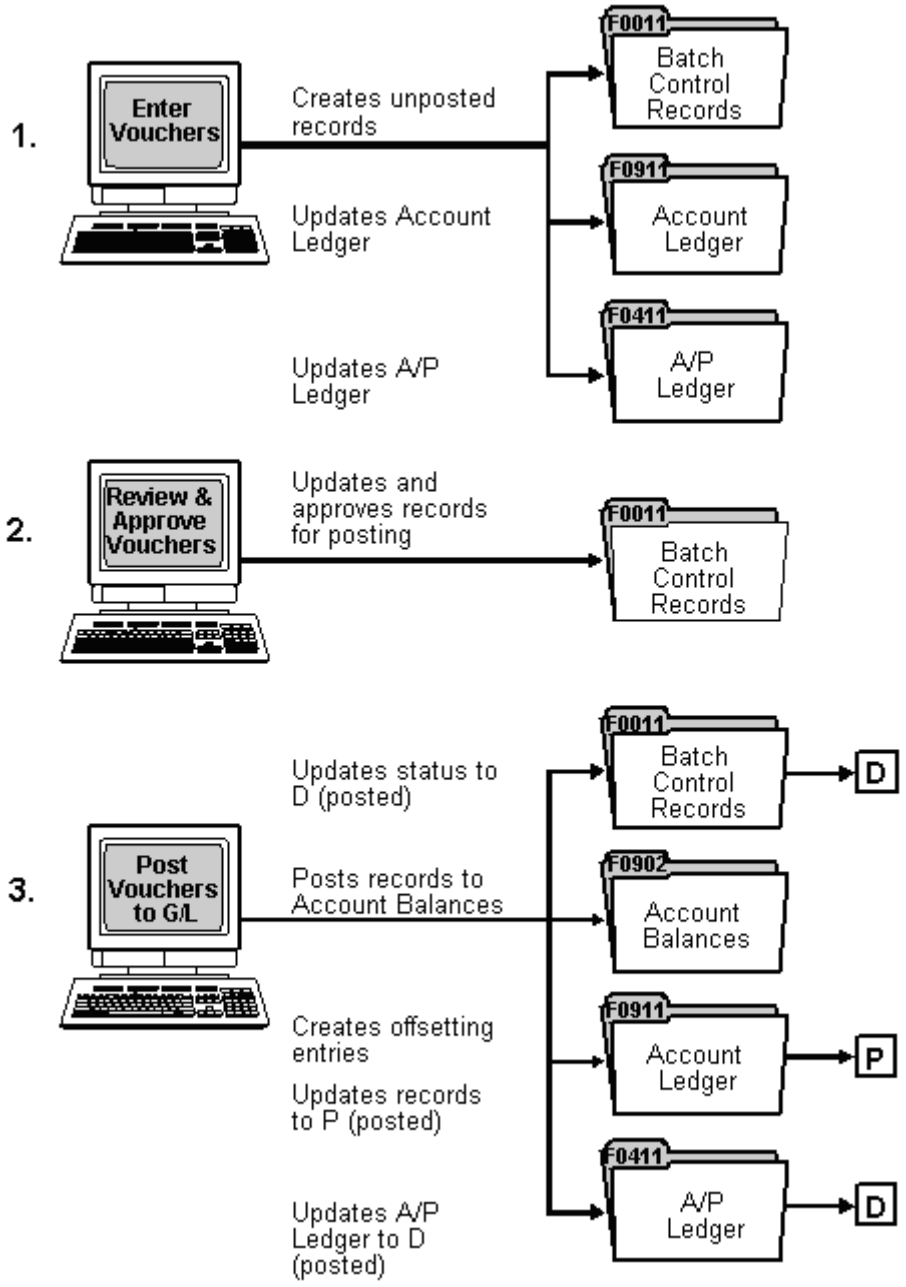
- Understanding voucher entry controls
- Understanding G/L date warnings
- Working with standard vouchers
- Working with one time payments
- Entering other types of vouchers
- Working with model journal entries
- Entering speed vouchers
- Reviewing and approving vouchers
- Reviewing vouchers
- Approving voucher batches
- Understanding the post process for A/P
- Posting vouchers
- Revising posted vouchers
- Printing voucher journals

5.2.1 What Is the Three-Tier Process?

Voucher processing is one example of three-tier processing. All JD Edwards World systems use three-tier processing to manage batches of transactions. The term three-tier refers to three standard steps you perform.

The following graphic illustrates the three-tier process.

Figure 5–1 The Three-Tier Process



5.2.2 What Are the Types of Vouchers?

Depending on your needs, you can choose to enter the following types of vouchers:

- Standard vouchers. These vouchers provide the most flexibility and options.

- Speed vouchers. These vouchers offer less flexibility and fewer options than standard vouchers. However, they provide a quicker way of entering voucher and accounting information.

See Also:

- Chapter 10, "Enter Other Types of Vouchers"

5.2.3 Which Type of Voucher Should You Enter?

The following describes the features of standard and speed vouchers and the advantages and disadvantages of each:

Type	Advantage	Disadvantage
Standard voucher	You can: ■ Create split payments ■ Set up recurring vouchers ■ Modify and delete entries ■ Specify from which bank account to pay ■ Assign an alternate payee ■ Review the Approval Status of voucher	You cannot: ■ Enter vouchers as quickly because you use two forms to enter voucher and general ledger information
Speed voucher	You can: ■ Enter vouchers quickly because you enter less information ■ Use one form to enter voucher and general ledger information ■ Assign an alternate payee	You cannot: ■ Override G/L bank account or G/L (class) offset ■ Modify or delete entries ■ Set up recurring vouchers ■ Create a payment schedule ■ Split payments

5.2.4 When Do You Review and Approve Vouchers?

After you enter vouchers, you can review and approve them before posting. Use the review program to:

- Review and approve batches
- Review and change individual vouchers
- Review and change journal entries

5.2.5 What Happens When You Post Vouchers?

After you review and approve vouchers, post them to the general ledger. The post program:

- Selects unposted vouchers and edits each transaction
- Creates automatic offsets (document type AE) to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted in the Account Ledger (F0911 - post code = P) and A/P Ledger (F0411 - post code = D) tables

- Prints a posting edit report, which lists any errors, and a posting journal report

6

Understand Voucher Entry Controls

This chapter contains these topics:

- Section 6.1, "About Voucher Entry Controls"
- Section 6.2, "About A/P Batch Control"
- Section 6.3, "About Two-Cycle Entry"

6.1 About Voucher Entry Controls

Before entering vouchers, you can activate two control features to help manage the entry process:

- Batch control
- Two-cycle entry

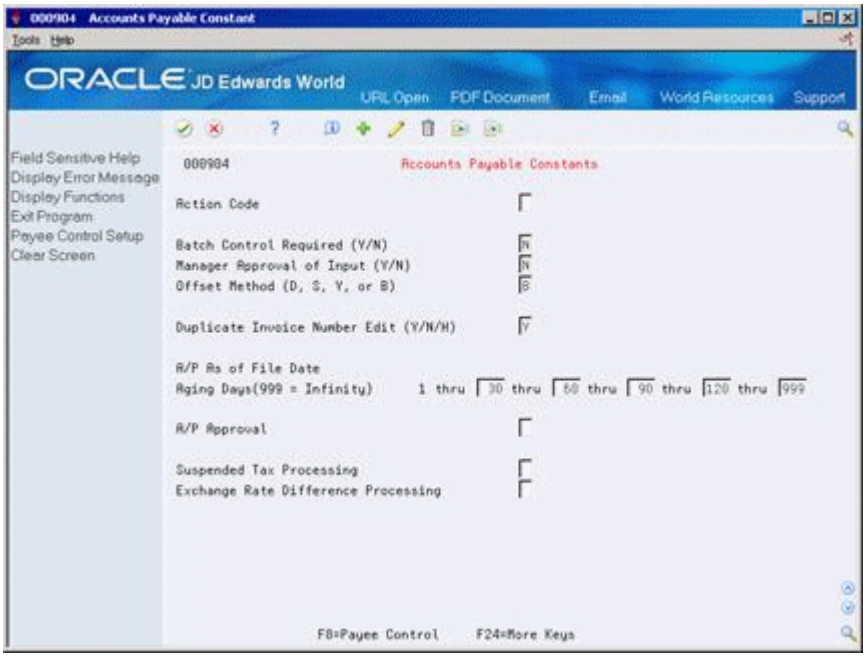
6.2 About A/P Batch Control

The following describes why you would set up batch control and when you would use it.

6.2.1 Why Would You Set Up Batch Control?

Use batch control to verify that the batch of vouchers you enter into the system balances to a manual record of the batch. Batch control information is stored in the Batch Control table (F0011).

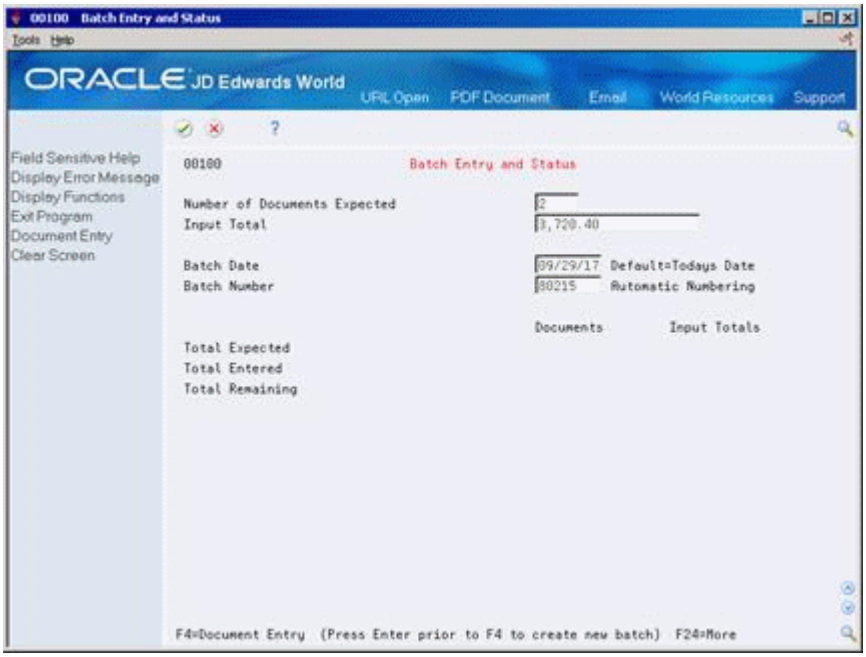
Figure 6–1 Accounts Payable Constants screen



6.2.2 When Do You Use Batch Control?

If you are using batch control, you enter information about your batch before you actually enter the vouchers. After you enter vouchers, the system compares the control totals with the actual totals you entered for the batch. If the totals do not match, the system displays the difference on Batch Control. This display is for your information only.

Figure 6–2 Batch Entry and Status screen



6.2.3 What You Should Know About

Topic	Description
Posting batches that are out of balance	If there is a difference between the amount that you entered and the amount that you expected, the system does not prevent you from posting the batch.

See Also:

- Chapter 61, "Set Up Constants for A/P"

6.3 About Two-Cycle Entry

Set up two-cycle entry if you want to verify system-calculated fields for each voucher before accepting it. Two-cycle entry requires that you press Enter one time to verify information, and then press Enter again to accept the entry.

6.3.1 Where Do You Set Up Two-Cycle Entry?

Set up two-cycle entry in the processing options for the following:

- Standard Voucher Entry
- Speed Voucher Entry
- Voucher Logging
- Prepayment Voucher Entry
- Multi Company - Single Supplier
- Multi Voucher - Single Supplier
- Multi Voucher - Multi Supplier

7

Understand G/L Date Warnings

This chapter contains this topic:

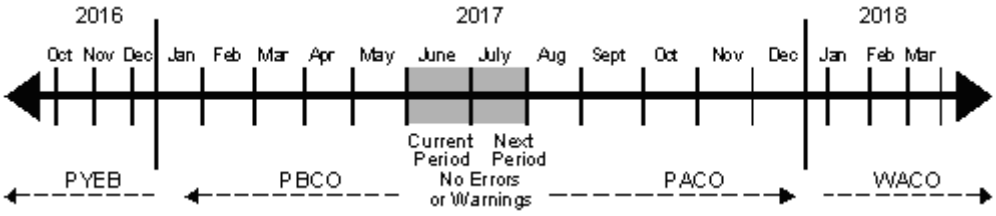
- Section 7.1, "About G/L Date Warnings"

7.1 About G/L Date Warnings

When you enter a transaction, the system edits the G/L date against the open period in the company constants. If you enter a voucher with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would not get a warning or an error message because these are open periods. This is known as a "two-period" window.

Figure 7–1 Two-Period Window



7.1.1 What Are the Warning and Error Messages You Might Receive?

The following lists the types of warning and error messages that you receive when you enter a transaction outside of the two-period window. These messages appear based on how you set your general accounting constants and fiscal date patterns.

Message	Reason	Result
PYEB - Prior Year-End Balance	You tried to post to a prior year.	You get an error message. The system does not accept the entry.
PBCO - Post Before Cut Off	You entered a G/L date before the current period	You either get a warning or an error message, depending on your general accounting constants.

Message	Reason	Result
PACO - Post After Cut Off	You entered a G/L date that is after the two-period window.	You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.
WACO - Way After Cut Off	You entered a G/L date in a future year.	You either get a warning or an error message, depending on how you set up your fiscal date patterns.

See Also:

- Setting Up Fiscal Date Patterns in the *JD Edwards World General Accounting I Guide*

8

Work with Standard Vouchers

This chapter contains these topics:

- Section 8.1, "Entering Standard Vouchers"
- Section 8.2, "Locating Vouchers"
- Section 8.3, "Revising Unposted Vouchers"
- Section 8.4, "Copying Vouchers"
- Section 8.5, "Adding Text to Vouchers"
- Section 8.6, "Authorizing an Alternate Payee"

8.1 Entering Standard Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Standard Voucher Entry

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment or allow this information to default from the supplier record. The system sets up the voucher to allow payment to the supplier.

To enter a standard voucher, you:

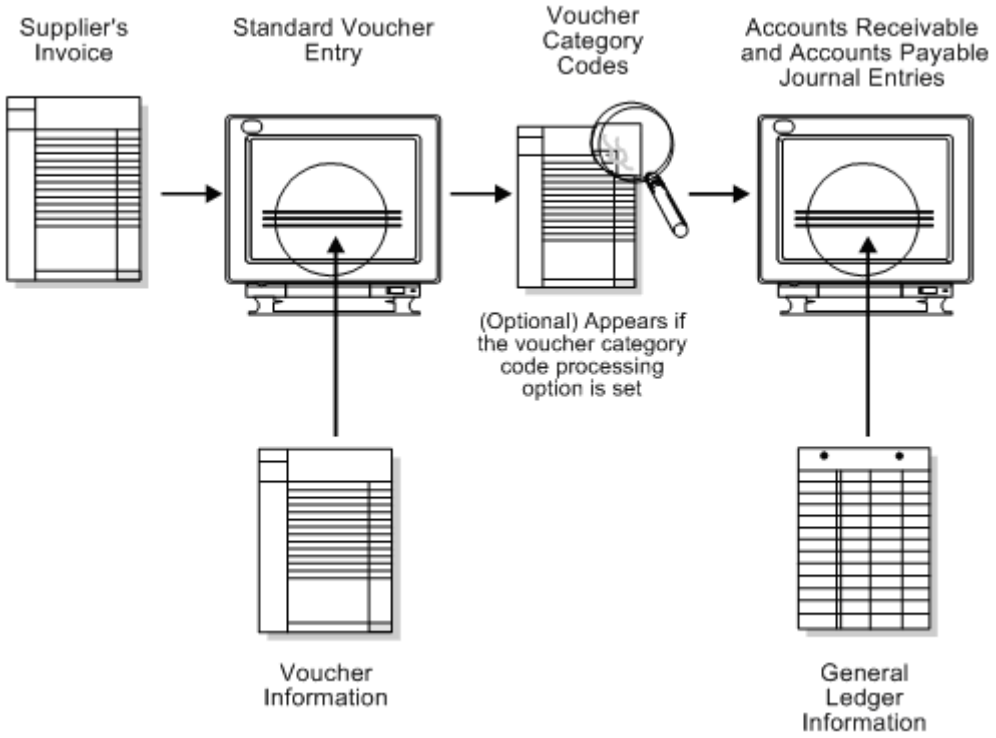
- Enter voucher information
- Assign a voucher category code to a transaction (optional)
- Enter general ledger information

After you enter voucher information, you can assign a voucher category code to track detailed information about the transactions (if your system is set up to do so). Then you enter the general ledger information for the voucher. Typically, you enter a debit to an expense account. When you post, the system creates an offset to a liability account.

You can use the Import/Export function in this program. See the *JD Edwards World Technical Tools Guide* for more information.

The following graphic illustrates the forms that you use when entering standard vouchers.

Figure 8–1 Forms Used When Entering Standard Vouchers



The system assigns a batch type of V for vouchers. When you enter a standard voucher, the system marks it as unposted and adds it to the Account Ledger (F0911) and A/P Ledger (F0411) tables. When you post it, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and A/P Ledger tables.

8.1.1 What You Should Know About

Topic	Description
Reference numbers	When you complete a voucher, the system displays the assigned document type and document number. You can use this information to locate and review a voucher.
Creating a supplier	You can create a supplier record when you enter a voucher. To do this, choose the Address Book function to access Supplier Master Information. You do not need to exit Standard Voucher Entry.
Flash Message	If a flash message exists for the supplier, this displays in the header portion of the screen. See Update Credit Messages in the *JD Edwards World Accounts Receivable Guide* for more information.

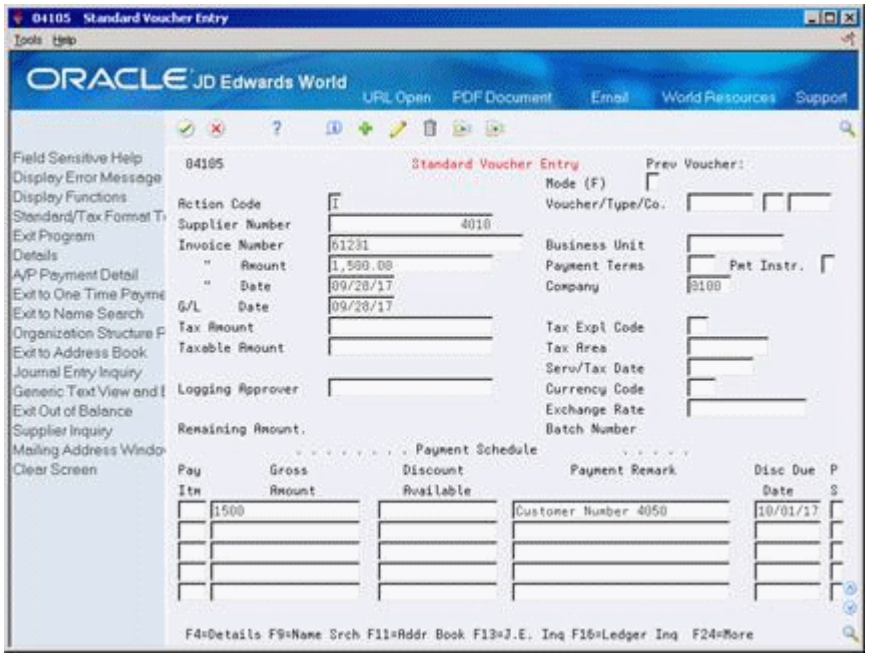
See Also:

- Entering Basic Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide*
- Work with PC Import/Export in the *JD Edwards World Technical Tools Guide*

To enter voucher information

On Standard Voucher Entry

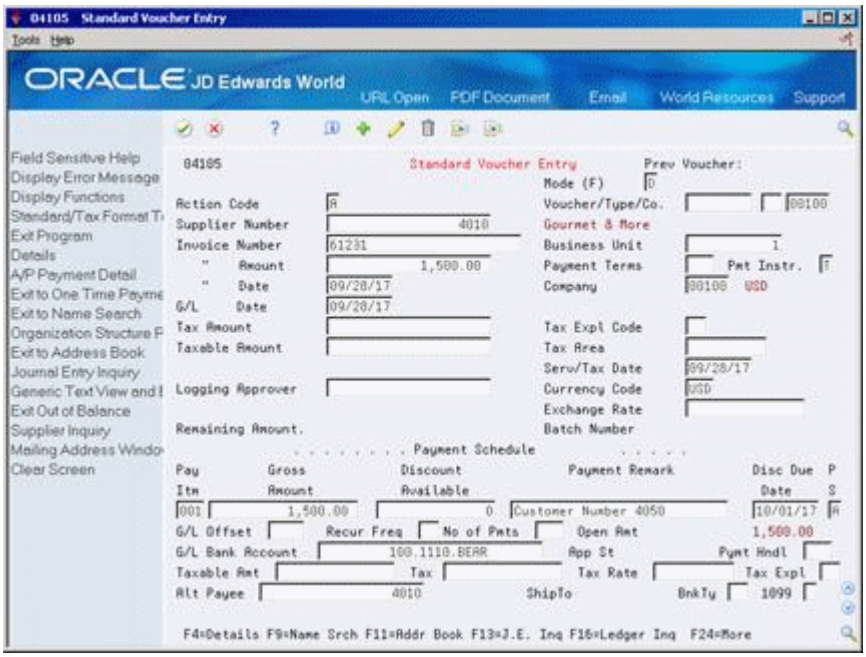
Figure 8–2 Standard Voucher Entry screen



1. Complete the following fields:
   - Supplier Number
   - Invoice Number (optional)
   - Invoice Amount
   - Payment Terms (optional)
   - Payment Instrument (optional)
   - Invoice Date (optional)
   - Company
   - G/L Date
2. In the payment schedule, complete the following fields for each pay item:
   - Pay Item (optional)
   - Gross Amount
   - Payment Remark (optional)
   - Net Due Date (optional)
   - Payment Status Code (optional)

3. Choose Details (F4).

Figure 8–3 Standard Voucher Entry screen (Details area)



4. Complete the following optional fields:
   - G/L Offset
   - G/L Bank Account
   - Payment Handling Code
   - Alternate Payee
   - Bank Type.
5. After you complete these steps, do one of the following:
   - Follow the steps to assign a voucher category code to a transaction (the option to add/change voucher category codes is activated by the Format Control processing option for Voucher Entry).

     See Chapter 71, "Set Up Category Codes for Vouchers".
   - Follow the steps to enter general ledger information

Field	Explanation
Invoice Number	The supplier's invoice number used for voucher entry. **Note:** Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher. If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.
Date - Invoice - Julian	The date of the supplier's invoice to you.

Field	Explanation
G/L Date	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.
Net Due Date	Date the net payment is due (accounts receivable). In accounts payable, this is the discount due date. If you leave this field blank in invoice entry or voucher entry, the system computes the due date using the invoice date and the payment terms code. If you leave the payment terms field blank, the system computes payment terms using the payment terms code from the Customer Master Information file (F0301) or Supplier Master Information table (F0401) for that customer or supplier.
Pay Status	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P – Paid. The voucher or invoice is paid in full. A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H – Hold pending approval. R – Retainage. % – Withholding applies. ? – Other codes. All other codes indicate reasons that payment is being withheld. # – Payment-in-process. **Note:** You may use the default pay status from the Data Dictionary item or assign an alternative pay status using the processing option for the Default Voucher Server (XT0411Z1).
G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems. G/L offsets might be assigned as follows: ■ blank or 1210- Trade Accounts Receivable ■ RETN or 1220 - Retainages Receivable ■ EMP or 1230 - Employee Accounts Receivable ■ JIB or 1240 - JIB Receivable (See A/R Class Code - ARC) ■ blank or 4110 - Trade Accounts Payable ■ RETN or 4120 - Retainage Payable ■ OTHR or 4230 - Other Accounts Payable (See A/P Class code - APC) If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries. **Note:** Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

Field	Explanation
Payment Handling Code	A one-position user-defined code that the system uses to sequence the printing of payments. *Form-specific information* The system prints a separate payment for each supplier by this code.
Supplier Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants). *Form-specific information* If you change the supplier number on a voucher, you must also change this field. The system does not do this automatically. This is particularly important when you are performing a copy/add procedure. You can also use this field for a one time override of individual pay items.
Pymt Rmk	A generic field that you use for a remark, description, name, or address. *Form-specific information* The system prints this information on the check stub.
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. **Note:** You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. *Form-specific information* This field identifies which company is responsible for the voucher. This code affects the journal entries that the post program generates. AAIs use this field to determine the appropriate A/P liability and cash accounts, as well as tax accounts and the default expense account.
Amount - Invoice Gross	The gross amount of the invoice payments. This is a total of the gross amounts of all scheduled payments.
Bank Type	A code used to distinguish external bank accounts from internal bank accounts. Examples of valid values are: C – Customer Bank Accounts G – Internal G/L Bank Accounts V – Supplier Bank Account for payment via bank tape D – Default Bank Account for A/R Drafts and Auto Debits B – Valid Bank Transit Numbers M – G/L Bank Account/Business Unit used to define print information in A/P payments You may define and set up your own bank type codes. See Chapter 63, "Set Up Supplier Bank Account Information"
Alternate Payee	The alternate address number to be used for payments. You may use this field for a one-time override for the payee of individual pay items. You may control which address book numbers are authorized to be used as alternate payees. See Authorized Alternate Payee.

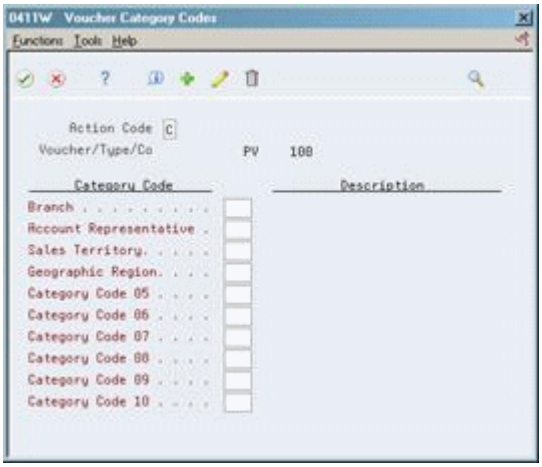
To assign a voucher category code to a transaction

You assign voucher category codes to track detailed information about a voucher transaction.

When you set the Format Control processing option, the Voucher Category Codes window displays after you enter voucher information and before you enter general ledger information.

The voucher category codes 01-10 that appear on Voucher Category Codes link to the user defined codes that you assigned to data dictionary items YC01-10, respectively.

Figure 8–4 Voucher Category Codes screen



On Voucher Category Codes

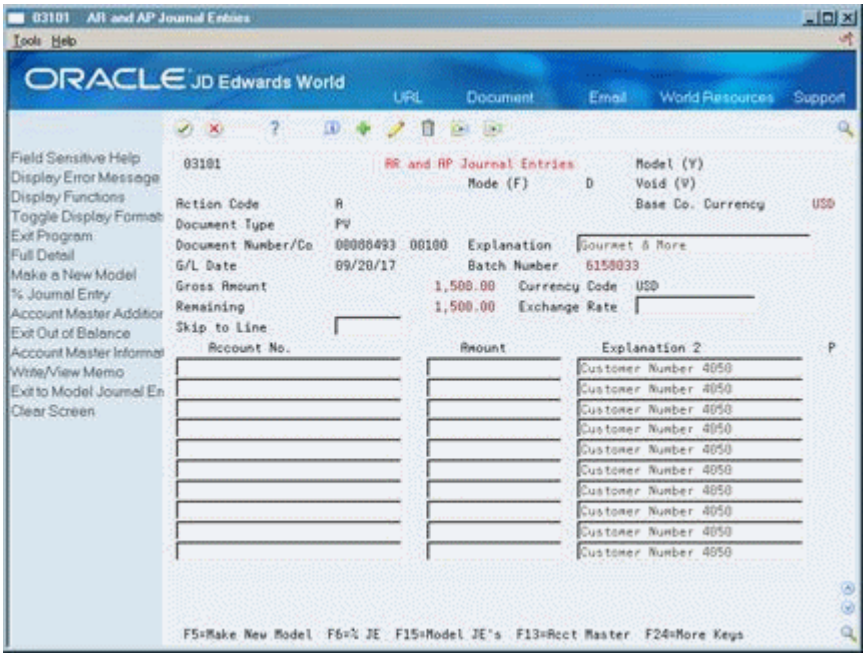
1. Enter a user-defined code value next to each appropriate voucher category code for the transaction.
2. Press Enter to add the voucher category code to the transaction.
3. After you complete these steps, follow the steps to enter the general ledger information.

To enter general ledger information

After you enter voucher information, enter the detail lines that distribute the voucher amount to your G/L accounts.

On AR and AP Journal Entries

Figure 8–5 AR and AP Journal Entries screen



1. Toggle among alternate formats to locate the format that you want. Alternatively, you can access additional fields in the detail area.
2. Complete the following fields for each G/L distribution:
   - Account Number
   - Amount
   - Explanation 2 (optional)

If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide*for more information.

Field	Explanation
Account Number - Input (Mode Unknown)	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: ■ Standard account number (business unit.object.subsidiary or flexible format) ■ Third G/L number (maximum of 25 digits) ■ 8-digit short account ID number The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. *Form-specific information* To manually reverse the G/L distribution, you can enter the new balancing amount and account number.

Field	Explanation
Explanation	A description, remark, explanation, name, or address. *Form-specific information* This is the customer or supplier name.
Enhanced Subledger	An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field.
Enhanced Subledger Type	A user defined code (16/E1) that is used with the associated Enhanced Subledger field (ABR1) to identify the Enhanced Subledger field type and how the system will perform the EnhancedSubledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined. User defined examples include: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

8.1.2 Processing Options

See Section 99.1, "Voucher Entry (P04105)".

8.2 Locating Vouchers

To review, change, delete, or void a voucher, you must first locate it.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables. The system assigns a batch type of V for vouchers.

To locate a voucher

On Standard Voucher Entry

To limit your search, complete the following fields and press Enter:

- Voucher Number
- Voucher Type (optional)
- Voucher Company (optional)

8.2.1 What You Should Know About

Topic	Description
Other methods of locating vouchers	You can also locate a voucher on: ▪ Voucher Journal Review, if you know the batch number. See Chapter 13, "Review and Approve Vouchers". ▪ Supplier Ledger Inquiry, if you know the supplier number. See Section 48.2, "Locating Vouchers"

Topic	Description
Document Inquiry window	When you locate a voucher, the Document Inquiry window appears if there is more than one voucher with the same voucher number but different document types or companies.
Locating vouchers with long address numbers	You can locate vouchers by entering the long address number in place of the supplier's address book number. To do this, enter the special character defined for long address numbers in the address book constants, followed by the long address number.

See Also:

- Section 27.2, "Reviewing Vouchers"
- Section 8.3, "Revising Unposted Vouchers"
- Section 16.1, "Revising Posted Vouchers"

8.3 Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you cannot change the following key fields:

- Voucher Number
- Voucher Type
- Voucher Company
- Supplier Number
- G/L Date

If you need to change the information in a key field, do one of the following:

- Delete the voucher and re-enter it
- Copy the voucher, make your changes before you enter it, then delete the original voucher

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

To revise an unposted voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers."

2. Change the information in any field that is not a key field.
3. To access AR and AP Journal Entries, use the Change action.
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
   - Explanation 2 (optional)

8.3.1 What You Should Know About

Topic	Description
Batch headers	Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using Speed Release to change information that does not change the G/L distribution, such as due date. Speed Release does not reopen the batch. See Chapter 27, "Prepare Vouchers for Payment"for information on using Speed Release to change voucher information.
Changing invoice amounts	You must also change the gross amounts in the voucher information and the G/L distribution amounts in the general ledger information, and verify they balance.
Changing pay items	You cannot change a pay item that has been paid.
Changing payment terms	You must remove information in the Discount Available and Due Date fields so that the system can recalculate these values. You can also change these fields manually.
Changing several vouchers	To quickly change several vouchers at once, use Speed Release. See Chapter 27, "Prepare Vouchers for Payment" for information on using Speed Release to change voucher information.
Copying a voucher to another supplier	To copy or enter the same voucher information for a new supplier, you must change the supplier number and the alternate payee.
Deleting unposted vouchers	To remove an unposted voucher from the system, delete it. Deleting does not provide an audit trail. If you need to maintain an audit trail, void the voucher.
Paying unposted vouchers	The system does not prevent you from paying an unposted voucher if it is approved.

See Also:

- Section 16.1, "Revising Posted Vouchers"

8.4 Copying Vouchers

You can create a new voucher by copying an existing voucher and then changing the copy. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing voucher, such as the G/L date. In this case, you can use the copy to replace the existing voucher.
- Enter a voucher that is similar to an existing lengthy voucher.

You can copy a posted or an unposted voucher.

To copy a voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers."

2. Clear the following field:
   - Document Number
3. Change any field that is not a key field.
4. Use the Add action.
5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

8.4.1 What You Should Know About

Topic	Description
Making multiple copies	If you need similar journal entries on an ongoing basis, consider creating a model journal entry. See Chapter 11, "Work with Model Journal Entries"
Alternate Payee	If you copy a voucher, confirm that the Alternate Payee is the appropriate address number.

8.5 Adding Text to Vouchers

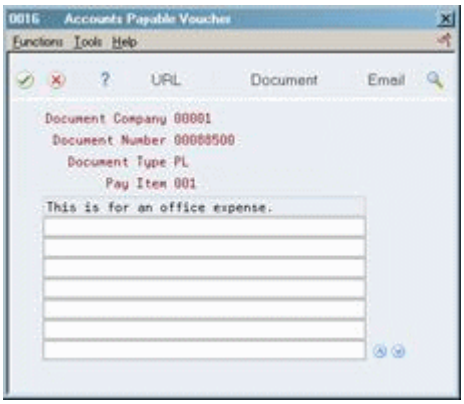
After you enter a voucher, you can add a comment or memo to it. This text is for internal reference only.

To add text to a voucher

On Standard Voucher Entry

1. Choose Generic Text View and Entry (F14).
2. Complete one or both of the following tasks:
   - Add text for an entire voucher
   - Add text for a detail line of a voucher

Figure 8–6 Accounts Payable Vouchers screen



8.5.1 What You Should Know About

Topic	Description
Size of text entry	You can enter up to 32,000 characters of text.
Highlighted fields	When you add text to a voucher or a detail line for a voucher, the system highlights the associated field on Standard Voucher Entry and other inquiry forms, such as Supplier Ledger Inquiry.

To add text for an entire voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers."
2. Access AR and AP Journal Entries.
3. On AR and AP Journal Entries, from one of the entry fields in the header, choose the Generic Text View and Entry function.
4. On the Journal Entry text form, enter the text and press Enter.
5. Exit to AR and AP Journal Entries.

To add text to a detail line of a voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers."
2. From any detail line, choose the Generic Text View and Entry function.
3. On the Accounts Payable Voucher text form, enter the text and press Enter.
4. Exit to Standard Voucher Entry (F3).

8.6 Authorizing an Alternate Payee

You may control which address book numbers are authorized to be used as alternate payees for a supplier. Once authorized payees are set up, you must activate the processing option for the voucher entry server to edit the address number in the Alternate Payee field when entering a voucher. If the address number is not set up as being authorized, the entry will error.

8.6.1 Set Up Authorized Payee

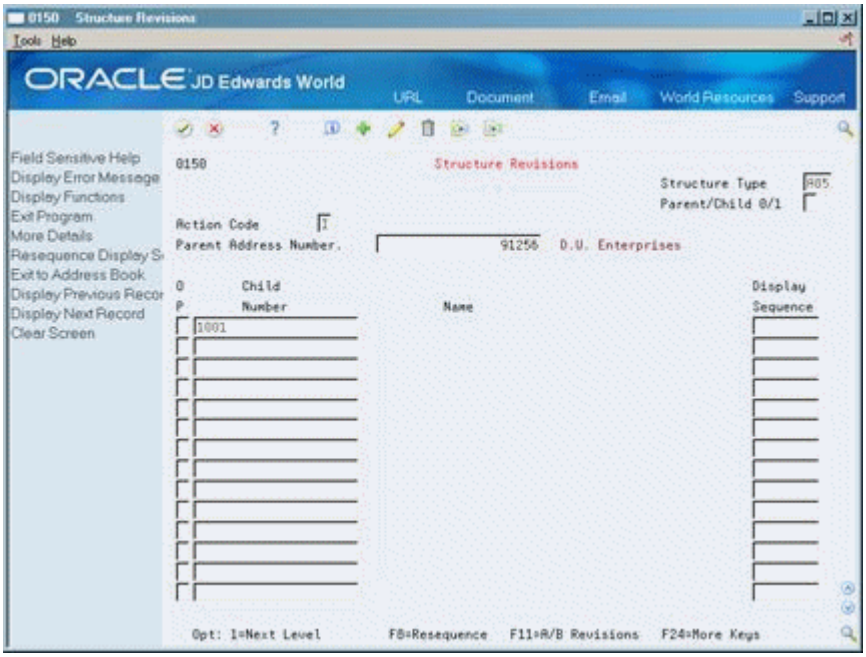
Navigation

From Address Book (G01)), enter 27 From Advanced and Technical Operations (G0131) choose Organizational Structure

From Organizational Structure (G01311) choose Structure Revisions

On Address Book Structure Revisions

Figure 8–7 Structure Revisions screen



1. Enter the following to set up the authorized payee address number for a supplier using structure type A85:
   - Parent Number - Supplier address number
   - Structure Type - Enter A85, for Authorized Alternate Payee
   - Child Number - The address number(s) for authorized alternate payees allowed for the supplier
2. From the DREAM Writer menu (G81) select Versions List or use Hidden Selection VL from any menu. Access the processing options for the Default Voucher Server (XT0411Z1). Set the Additional Edits processing option to edit the Alternate Payee for authorization. When this edit is activated, any voucher entered with an alternate payee that is not set up in Organizational Structure for the supplier number will receive a hard error.

8.6.2 What You Should Know About

Topic	Description
Other voucher entry programs	Set the processing option for each voucher entry program for which you want to add/change voucher category codes. The entry programs that use the voucher category feature are speed, standard, logged, recurring, and prepaid vouchers.
Protecting voucher category codes from being used	Set the processing option for the Voucher Category Codes program (P0411W) to protect any of the voucher category code fields from data entry.
Changing vendor invoice number	You can set the processing option for the Default Voucher Server (XT0411Z1) to prevent users from changing the Invoice Number on posted vouchers.

Topic	Description
Pay Status	You can set the processing option for the Default Voucher Server (XT0411Z1) to assign a default Pay Status and to determine if this pay status is to be used on an Add action. The latter action will prevent users from overriding the default Pay Status when you add a voucher. You can protect the Pay Status field from update by setting the processing option for Voucher Entry (P04105).
Default Voucher Server (XT0411Z1)	You may select specific versions of the Default Voucher Server to be used in the processing options for any voucher entry program. Confirm that the version being called is set up according to your needs.
Organizational Structure Type	Organization Structure Types are set up in UDC table 01/TS. Confirm that A85 is a valid value for Authorized Alternate Payee.

See Also:

- Section 71.1, "Setting Up Category Codes for Vouchers" for more information about voucher category codes and how they are used for transactions

9

One Time Payment Processing

This chapter contains these topics:

- Section 9.1, "Overview"
- Section 9.2, "Setup"
- Section 9.3, "OTP Process"

9.1 Overview

One Time Payment (OTP) is a method of entering vouchers and payments for a supplier that you do not need to add to the Address Book system. For example, you might pay a supplier only once and therefore need minimal Address Book information. The process uses a designated Address Book number that you set up in the Address Book as the OTP supplier and it becomes active when you attach the address number to company 00000 in Company Numbers and Names (P00105). When you enter a voucher for this supplier number, a window displays that allows you to enter the name and mailing address for the voucher and payment. The system stores the address information in the One Time Payment file (F0411AB). When you pay this voucher or need to include it in a report, the system retrieves the name and address information from the F0411AB and *not* the Address Book files (F0111, F0116).

Many industries, such as government agencies, real estate management, and telecommunications can use this process whenever they need to make a one time payment to a supplier with which there is no long term relationship or additional reporting necessary. This process saves data entry time and can be a more efficient use of the address book.

9.2 Setup

Add a new Address Book record for use as the One Time Payment supplier number. The address record will only need minimal information such as Alpha Name, Mailing Name, Search Type, Payables Flag set to Y, Receivables Flag set to N. J. D. Edwards World recommends you use an Alpha Name of "One Time Supplier" or something similar, so users are aware of the purpose of this address record and do not mistake it for a standard supplier number.

You also need to add a Supplier Master record for this address book number using the Supplier Master Information (P01054) program. The Supplier Master record functions the same as it does for any other supplier, so use care when setting up this record. Any information you enter in the Supplier Master record defaults to all vouchers that you enter with the OTP address number; therefore J. D. Edwards World recommends a minimal or generic set up. Other considerations include:

- The value in the Factor/Special Payee field defaults to the Supplier Number you enter (OTP address number) and you should not change this.
- When default settings exist for particular Data Dictionary items, you need to confirm that the setting applies to all OTPs. For example, if there are default values for Hold Payment, Payment Instrument or Payment terms, be aware that these will apply to every voucher you enter using the OTP address number, even though the actual suppliers differs.
- If you activate currency, ensure that the Amount Currency field contains the standard currency for storing amounts, such as YTD and PYE voucher amounts.
- Tax Information in the Supplier Master record, such as Withholding percentage, Tax ID, Person/Corp Code and other tax fields should not contain a value. This information defaults to all vouchers for the OTP address book number, regardless of the individual supplier for the voucher.
- You can set up default accounting and distribution information if you need to apply all vouchers that you enter for the OTP address number against a particular G/L account, assign to a specific G/L offset or to use a model journal entry.
- You cannot set up the OTP Address Book number for supplier bank account information (bank type V) in the Bank Account Cross Reference or Bank Account by Address, because the nature of the OTP address number is to use it for multiple suppliers.

To activate One Time Payment functionality

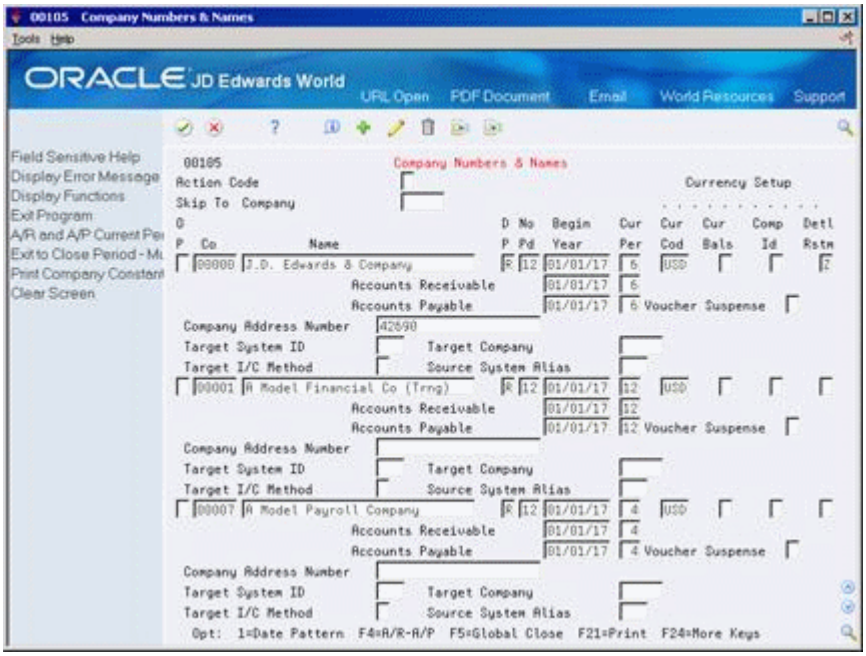
Navigation

From General Accounting (G09), choose Organization & Account Setup

From Organization & Account Setup (G09411), choose Company Numbers & Names

On Company Numbers and Names (P00105)

Figure 9–1 Company Numbers and Names screen



1. Access the detail information (F4) for company 00000.
2. In the Company Address Number field, enter the OTP address number.

   Example: Address Book number 42690 has been added with Alpha/Mailing name of OTP. On the Company Numbers and Names screen, address number 42690 displays in the Company Address Number field for company 00000.

9.3 OTP Process

The OTP process includes the basic voucher entry and payment process.

9.3.1 Accounts Payable Approval Process

If you use the Accounts Payable Approval Process, the value you enter in the One Time Payment Processing processing option for the Approval Controls (X0453) determines how the system processes vouchers for one-time suppliers.

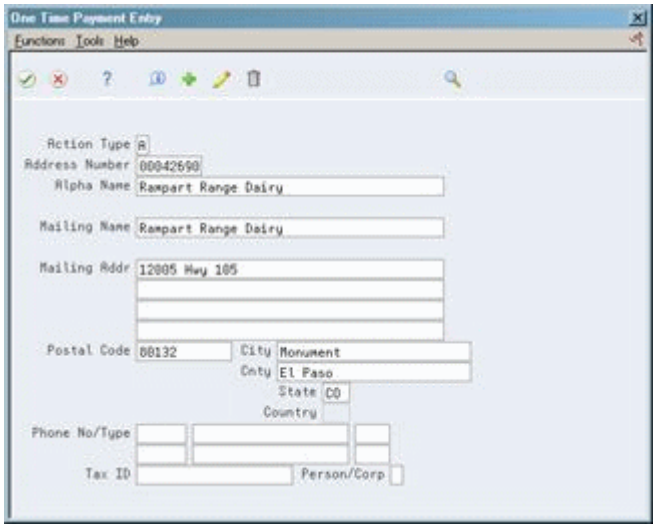
9.3.2 Entering Vouchers

You can create an OTP voucher using the following programs:

- Standard Voucher Entry (P04105)
- Speed Voucher Entry (P041015)
- Multi Company - Single Supplier (P041016)
- Manual Payment Without Voucher Match (P04106)
- Speed Payment Entry (P041065)

When creating a voucher for a supplier using the OTP address book number, enter the standard voucher information. When you click Enter, the One Time Payment Window displays (P0411AB). The system prompts for the alpha name, mailing name and mailing address to use for this voucher. You can enter values in the the Phone Number/Type, Tax Identification Number, and Person/Corporation Code for further identification purposes. Click Enter to continue with voucher entry.

Figure 9–2 One Time Payment Entry screen



The system generates an error if the you attempt to exit (F3) the One Time Payment Address window (P0411AB) prior to adding mailing address information.

9.3.3 Viewing and Changing OTP Information

After you enter an OTP voucher, you can locate, view, and change the address information from several programs.

You use any of the voucher entry programs listed previously to locate the voucher. Choose Exit to One Time Payment (F8) to access the Address Information window (P0411AB) to view and make changes.

You can also use the Name Search - One Time Payment program (P012001) to access OTP information. Access this program from the Supplier & Voucher Entry menu (G0411) and choose Name Search - One Time Payments. On the Name Search - One Time Payment screen, click Enter to display all data in the F0411AB or you can narrow your selection by entering a value in any of the header fields. On the Name Search - One Time Payment screen, you can use the following options:

- 1 to access the Voucher Information program (P04136). This program includes detailed voucher information which you can change.
- 8 to access the One Time Payment Window to change address information.

Additionally, on the Name Search - One Time Payment screen, you can use the function exits to change the display, move the cursor, and access the following programs:

- Address Book Revisions (F11)
- Customer Master (F12)
- Supplier Master (F13)

You can also use the Export function. See *Import/Export* in the *JD Edwards World Technical Tools Guide* for more information.

From the Supplier Ledger Inquiry program, you can choose Toggle Display Format to view the One Time Payment Alpha Name field in the detail area. You can also choose Name Search - One Time Payment (F15) to access the Name Search - One Time Payment program (P012001). On the Name Search - OTP screen you can enter 4 in the Option field next to a detail line to display the voucher information on the Supplier Ledger Inquiry screen.

9.3.4 Creating Payments

You enter payments for OTP vouchers using the standard payment methods:

- Automatic Payment Processing
- Manual Payment with or without Voucher Match (P04102) (P04106)
- Speed Payment Entry (P041065)

Using Automatic Payments, or if you choose the Print option from Manual Payment with Voucher Match, the Address Book servers retrieve the OTP mailing name and address information. The system accesses these servers from the payment print programs, such as Print A/P Payments (P04572) and all other print formats. When you write payments and the payee is an OTP, the system retrieves the mailing information from the One Time Payment file (F0411AB) to use in the payment.

Note: You cannot use Electronic Fund Transfer (EFT) payments for vouchers using the OTP address number. EFT payment processing requires that you set up the supplier's bank account number. Because you can use the OTP address book number for multiple suppliers, the system does not allow you to set up a supplier bank account number for this address book number.

9.3.5 Reporting

One Time Payment Report (P044AB) lists all vouchers for all OTP suppliers. The report lists address information as well as gross and open amounts for the voucher. The DEMO version of the report is set up to sequence by document number. You can add a new version and change the Data Sequence to include Alpha Name or Tax ID as the first sequence. These different sequences allow you to verify if there are possible duplicate vouchers/tax IDs or to track how often you enter a voucher for an OTP supplier.

9.3.6 Deleting/Voiding Transactions

When you delete an unposted voucher, the associated address information in the One Time Payment file (F0411AB) is also deleted as there is no longer a corresponding voucher record in the Accounts Payable Ledger file (F0411). When you void a posted voucher, the system retains the information in the F0411AB as the voucher record still exists in the F0411.

9.3.7 Purging

When you use the Purge Closed A/P Records program (P04800), the program removes records in the One Time Payment file (F0411AB) when it deletes the corresponding F0411 records. The system copies records from the F0411AB to the Purge One Time Vendor file (F0411ABP).

9.3.8 Additional Information

Review the following additional topics for more information about OTP:

Business Unit Security

You can use Business Unit Security to prevent unauthorized users from entering vouchers for OTP suppliers. The system processes the business unit that you assign to the address book record for the OTP through the normal Business Unit Security verification, therefore a user must have access to that business unit in order to enter vouchers for OTP suppliers.

Payee Control

If you activate Payee Control to monitor changes to vouchers, be aware that changing the mailing name for a voucher with an OTP supplier does not create a control record in the Payee Control file. This is because Payee Control tracks changes to the mailing name in the Address Book - Who's Who file (F0111) and the system stores the address information for a voucher using the OTP supplier in the F0411AB. Payee Control applies to changes made to the Payee, Factor/Special Payee or Bank Account based on normal functionality.

Alternate Payee

The value in the Alternate Payee field defaults to the OTP address number when creating a voucher. You cannot change this value for an OTP address number.

1099 Processing

If you need to process a 1099 for a one-time-payment supplier, see *Updating 1099 Information for One-Time Payment (OTP) Suppliers*, in the *JD Edwards World United States 1099 Year-End Processing Guide* for more information.

10

Enter Other Types of Vouchers

This chapter contains these topics:

- Section 10.1, "Entering Split Payment Vouchers"
- Section 10.2, "Entering Vouchers with Discounts"
- Section 10.3, "Entering Debit Memos"
- Section 10.4, "Entering Vouchers with Taxes"
- Section 10.5, "Entering Multi-Currency Vouchers"

In addition to entering basic information for a standard voucher, you can enter other types of information. For example, you might want to enter a voucher with multiple line items for different due dates or tax information.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Standard Voucher Entry

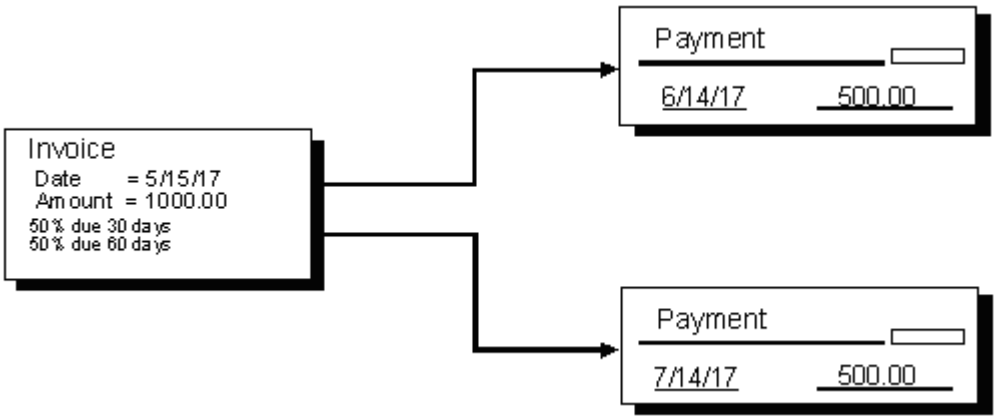
The entry process for standard vouchers serves as the basis for entering other types of vouchers.

10.1 Entering Split Payment Vouchers

You might need to pay your vouchers in installments. For example, a supplier could require that you pay half an invoice amount when you place an order and the remaining amount when the service is complete or when goods are shipped. To do this, enter a split payment.

The system divides payments into equal amounts paid at regular intervals according to the payment terms that are set up in the supplier master record. You can change the payment terms and amounts before payment is made. The system calculates the net due date based on the payment terms that you specify.

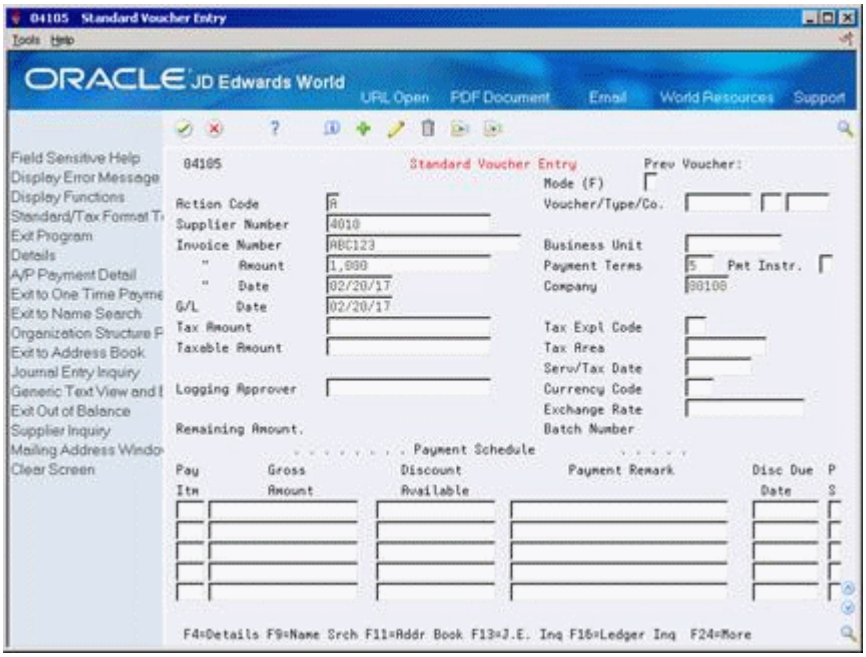
Figure 10–1 Split Payment Vouchers



To enter a split payment voucher

On Standard Voucher Entry

Figure 10–2 Standard Voucher Entry screen



1. Follow the steps to enter a standard voucher.

   See Section 8.1, "Entering Standard Vouchers".

2. Complete the following field:

   - Payment Terms

10.1.1 What You Should Know About

Topic	Description
Changing a split payment voucher	If you change the invoice amount, you must manually adjust the gross amounts for the pay items.
Applying discounts	If you split a voucher with a discount, the total discount amount is applied to the first payment.

See Also:

- Section 3.1, "Entering Suppliers"
- Section 65.2, "Setting Up Payment Terms"

10.2 Entering Vouchers with Discounts

Suppliers frequently offer discounts as an incentive for early payment of their invoices. When you enter a voucher with a discount, the system calculates the discount according to the payment terms that are set up in the supplier master record. You can change the discount before you issue payment by changing the payment term or discount available. The system creates the associated journal entries for the discount amount when you issue payment.

10.2.1 Example: Entering Discounts

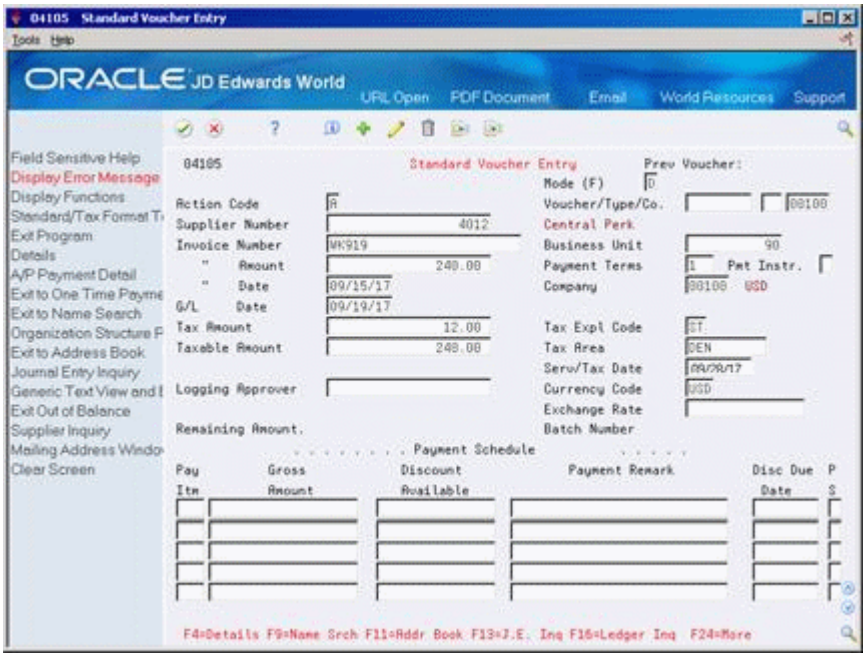
There are three methods for entering discounts:

- Payment terms
- Discount amount
- Discount percentage

10.2.1.1 Payment Terms

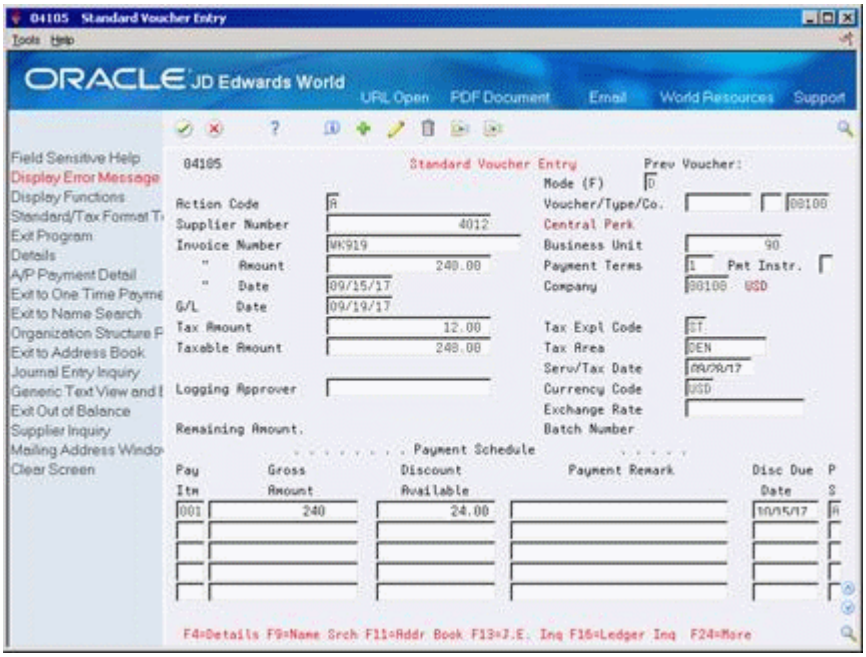
You enter a voucher, specifying payment terms.

Figure 10–3 Standard Voucher Entry screen



The system calculates the discount available and due date from the payment terms.

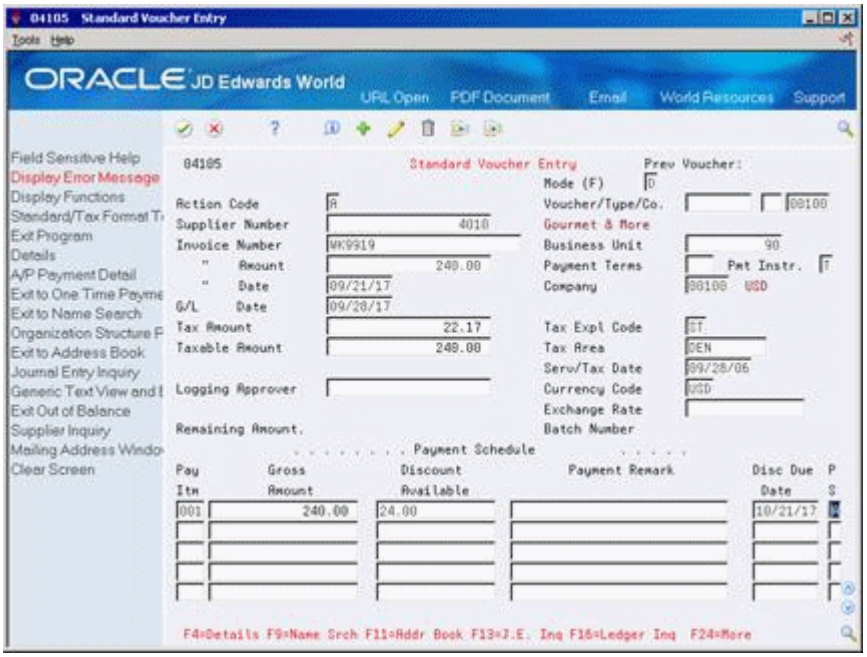
Figure 10–4 Standard Voucher Entry screen (With Payment Schedule)



10.2.1.2 Discount Amount

You enter a voucher, specifying the discount available and, optionally, a net due date.

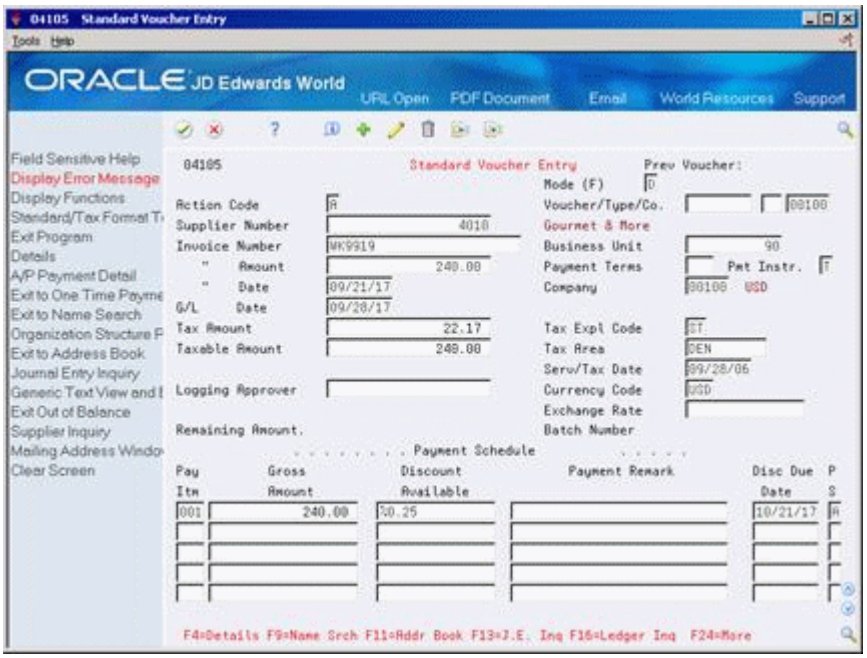
Figure 10–5 Standard Voucher Entry screen (With Discount Due Date Entered)



10.2.1.3 Discount Percentage

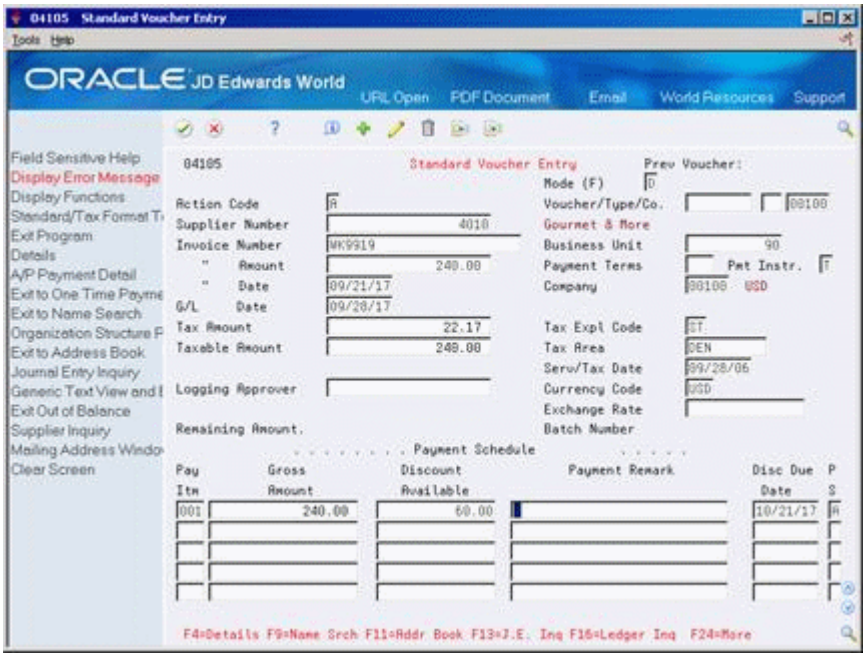
You enter a voucher, specifying the discount as a percentage and, optionally, a net due date.

Figure 10–6 Standard Voucher Entry screen



The system calculates the discount available from the percentage you entered.

Figure 10–7 Standard Voucher Entry screen



10.2.2 Before You Begin

- Verify that the following automatic accounting instructions (AAIs) are set up correctly:
  - PKD (discount available)
  - PKL (discount lost)

To enter a voucher with discounts

On Standard Voucher Entry

1. Follow the steps to enter a standard voucher.

   See Section 8.1, "Entering Standard Vouchers".

2. Complete one of the following fields:
   - Payment Terms
   - Discount Available
3. Complete the following optional field:
   - Net Due Date

Field	Explanation
Discount Available	The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following: ▪ Compute the amount manually and type it in the field. ▪ Type a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%. ▪ Leave the field blank. The system calculates the amount based on the payment terms specified in the address book. ▪ Type a zero (0) to override the address book value and indicate that a discount is not applicable. **Note:** If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly. *Form-specific information* When you enter information in this field, it overrides the information specified in the payment terms.

10.2.3 What You Should Know About

Topic	Description
Changing vouchers with discounts	If you change the payment terms, clear the Discount Available and Due Date fields so that the system can recalculate these values.

10.3 Entering Debit Memos

When a supplier sends you a credit, enter the invoice as a debit memo.

To enter a debit memo

On Standard Voucher Entry

Follow the steps to enter a standard voucher, except enter a negative amount.

See Section 8.1, "Entering Standard Vouchers".

On Enter Voucher - Payment Information

Follow the steps to enter a standard voucher, except enter a negative amount.

10.3.1 What You Should Know About

Topic	Description
Assigning a document type to a debit memo	The system assigns the document type specified in the processing options for the XT0411Z1 A/P Functional Server. Generally, a debit memo is assigned a document type PD.

10.4 Entering Vouchers with Taxes

Enter tax information on a voucher if you want to override the default tax information. Default information, which is assigned on the supplier master record, applies to an entire voucher and all associated pay items.

The system creates accounting entries for accrued taxes (such as VAT and Use when you post the voucher. AAI item PTyyyy, where yyyy specifies the offset associated with a tax rate/area, identifies the tax account.

10.4.1 Before You Begin

- Set up the appropriate tax rates and areas.
- Set the processing options for the Post program to update the Sales/Use/VAT Tax table (F0018) for tax reporting.
- Set up AAI item PTyyyy (payables taxes)

See Also:

- *JD Edwards World Tax Reference Guide*

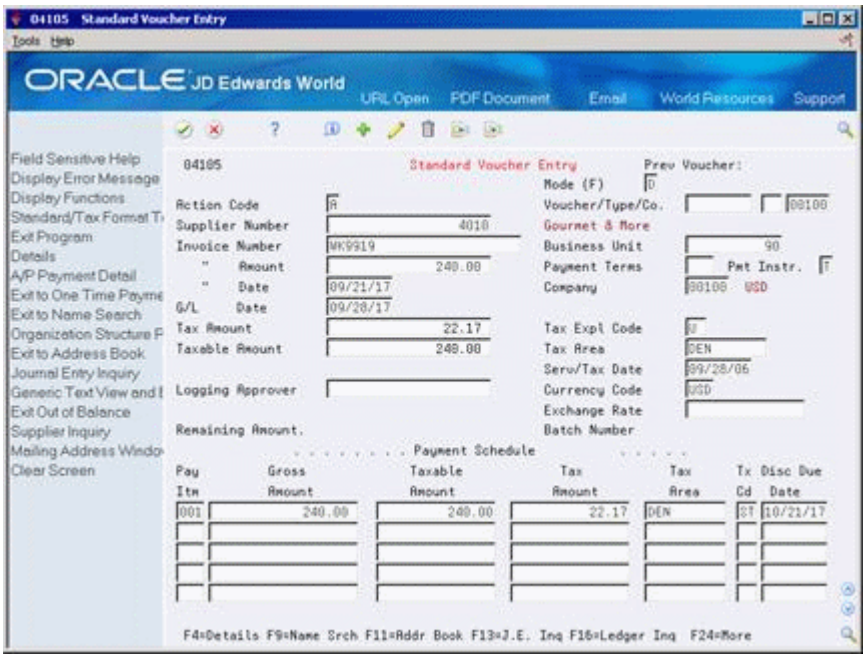
To enter a voucher with taxes

On Standard Voucher Entry

1. Access the alternate tax format, if necessary.
2. Follow the steps to enter a standard voucher.

   See Section 8.1, "Entering Standard Vouchers".

Figure 10–8 Standard Voucher Entry screen



3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code

- Taxable Amount (optional)
- Tax Rate/Area
- Service Tax/Date (optional)

Field	Explanation
Tax Amount	This is the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the payment and voucher or when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area you defined for the supplier on Supplier Master Information or for the customer on Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company. *Form-specific information* When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.
Taxable Amount	The amount on which taxes are assessed. *Form-specific information* You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.
Service/Tax Date	A date that indicates either when you purchased the goods or services, or when you purchased the goods and services and incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.

10.4.2 What You Should Know About

Topic	Description
Changing tax information	You must change or clear the system-calculated information (tax amount and taxable amount) so that the system can recalculate it. When a voucher has multiple tax rates, you must change tax information for each pay item that differs from the default information.
Dividing tax amount among pay items	You can divide a tax amount among pay items. To do this, enter tax information for each pay item instead of the entire voucher.

10.5 Entering Multi-Currency Vouchers

When you enter a voucher with a foreign currency amount, the system converts the amount to the domestic currency of the company that the voucher is associated with using the Currency Exchange Rates table (F0015).

This task consists of:

- Entering a multi-currency voucher

- Verifying the voucher currency (optional)

10.5.1 Before You Begin

- Verify that the following AAIs are set up correctly:
  - PG (realized gain)
  - PL (realized loss)

To enter a multi-currency voucher

On Standard Voucher Entry

1. Follow the steps to enter a standard voucher.

   SeeSection 8.1, "Entering Standard Vouchers".

2. Complete the following fields:
   - Currency Code
   - Exchange Rate (optional)

To verify the voucher currency

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers".

2. Verify the following field:
   - Mode

Field	Explanation
Mode	A code that specifies whether amounts are in the domestic currency of the company the vouchers are associated with or in the foreign currency of the transaction. Codes are: D – Domestic F – Foreign *Form-specific information* When you inquire on a voucher, the default code in this field is that of the original mode of entry. You can enter F or D to specify the display of either the foreign or domestic amounts.
Currency Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.
Exchange Rate	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. *Form-specific information* If you leave this field blank, the system uses the Currency Exchange Rate table (F0015). The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set. If you enter a value in this field that is different from the exchange rate in the voucher record, the system calculates a gain or loss.

10.5.2 What You Should Know About

Topic	Description
Changing foreign currency information	You cannot change the currency code. If you need to change the currency, you must enter a new voucher with the correct currency code and delete the incorrect voucher. If you change the exchange rate, the system recalculates the domestic amount.
Deleting a multi-currency voucher	If you delete the foreign side of a multi-currency voucher, the system also deletes the domestic side of the voucher. If you delete the domestic side of a multi-currency voucher, the system also deletes the foreign side.

10.5.3 Processing Options

See Section 99.1, "Voucher Entry (P04105)"

11

Work with Model Journal Entries

This chapter contains these topics:

- Section 11.1, "Working with Model Journal Entries"
- Section 11.2, "Creating a Model for a Basic Journal Entry"
- Section 11.3, "Entering a Journal Entry Based on a Model"

11.1 Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring G/L transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

You can vary the information included in the model to fit the situation. For example, you might include:

- Account numbers, amounts, and explanations
- Accounts numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

The system stores model journal entries in the Account Ledger table (F0911) with a posted code that indicates a model and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted.

See Also:

- Working with Model Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide* for information about other types of model journal entries

11.2 Creating a Model for a Basic Journal Entry

Navigation

From General Accounting (G09), choose Journal Entries

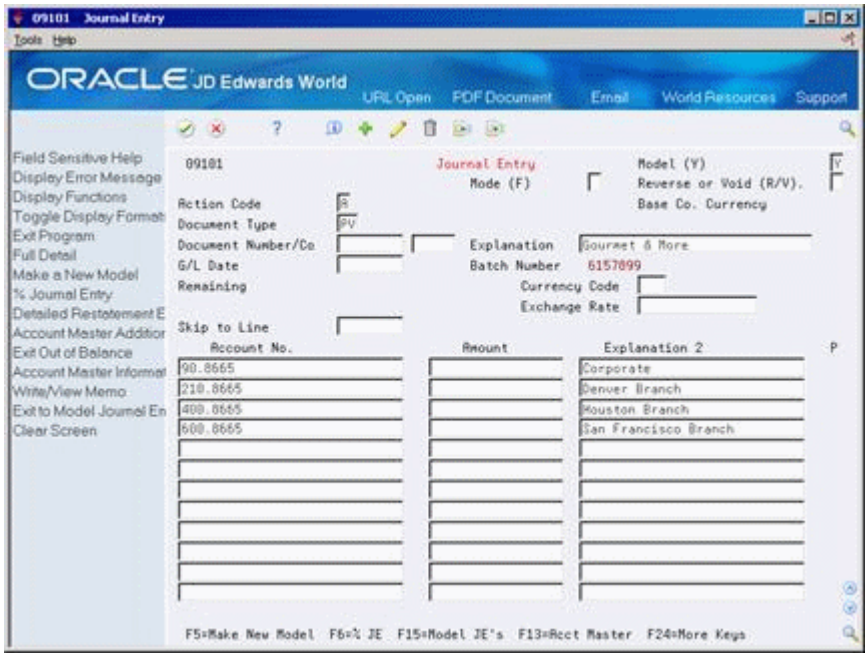
From Journal Entries (G0911), choose Journal Entry

You can create models to serve as templates for entering your usual G/L distribution for a supplier. You can then assign the model to the supplier master record so that when you enter a voucher, the system retrieves the values in the model for the G/L distribution.

To create a model for a basic journal entry

On Journal Entry

Figure 11–1 Journal Entry screen



1. Complete the following fields:
   - Document Type
   - Document Number (optional)
   - Document Company (optional)
   - Explanation
2. Complete the following fields for each G/L distribution:
   - Account Number
   - Amount (optional)
   - Explanation 2 (optional)
3. Choose Make New Model or complete the following field with a Y:
   - Model

Field	Explanation
Display Model Journal Entry (Y/N)	If you are locating or changing a model journal entry, enter Y to have the system display or change only the model journal entry. If you are adding a model journal entry, either enter Y or use the Make New Model function, and provide the journal entry information. If this field is blank or N, the system ignores the model when you locate or change a journal entry.

11.2.1 What You Should Know About

Topic	Description
Locating model journal entries	You can locate a model on Journal Entry by providing this information: ■ Model = Y ■ Document type ■ Document number See Section 11.3, "Entering a Journal Entry Based on a Model" for information about locating models on Index of Model Journal Entries.
Changing model journal entries	If you choose a model on Index of Model Journal Entries, the system displays the model on Journal Entry and clears the Model field. You can change the model by re-entering Y in the Model field and making the changes.
Deleting model journal entries	You can delete a model journal entry on either Journal Entry or Index of Model Journal Entries.
Changing model journal entries	To change a model, choose the model on Work with Journal Entries, and click Select instead of Copy. The model is then displayed on Journal Entry and you can change it there.

11.3 Entering a Journal Entry Based on a Model

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Standard Voucher Entry

After you create a model journal entry, you can use it as a template for an actual journal entry. To enter a journal entry based on a model, do the following:

- Choose a model for the journal entry
- Enter the journal entry account and amount distribution

To choose a model for the journal entry

On Standard Voucher Entry

1. Do one of the following:
   - Follow the steps to enter a standard voucher.

     See Section 8.1, "Entering Standard Vouchers"
   - Follow the steps to locate an existing voucher.

     See Section 8.2, "Locating Vouchers"
2. On AR and AP Journal Entries, choose the Model JEs function to access Index of Model Journal Entries.
3. To display a particular document type, complete the following field:
   - Document Type

4. To display models that match all or part of an explanation, complete the following field:
   - Skip to Explanation
5. Choose the appropriate model.

To enter the journal entry account and amount distribution

After you choose the model for the journal entry, enter the information that is specific to the journal entry.

On Standard Voucher Entry

1. Do one of the following:
   - Follow the steps to enter a standard voucher.

     See Section 8.1, "Entering Standard Vouchers"
   - Follow the steps to locate an existing voucher.

     See Section 8.2, "Locating Vouchers"
2. On AR and AP Journal Entries, clear the following fields, if necessary:
   - Model
   - Document Number
3. Complete the following field:
   - G/L Date
4. Complete the following field for each G/L distribution:
   - Amount
5. Replace or clear information in other fields, if necessary.
6. Use the Add action and press Enter.

12

Enter Speed Vouchers

This chapter contains this topic:

- Section 12.1, "Entering Speed Vouchers"

12.1 Entering Speed Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Speed Voucher Entry

As an alternative to entering standard vouchers, you can use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form. Consider using this method for a voucher that has:

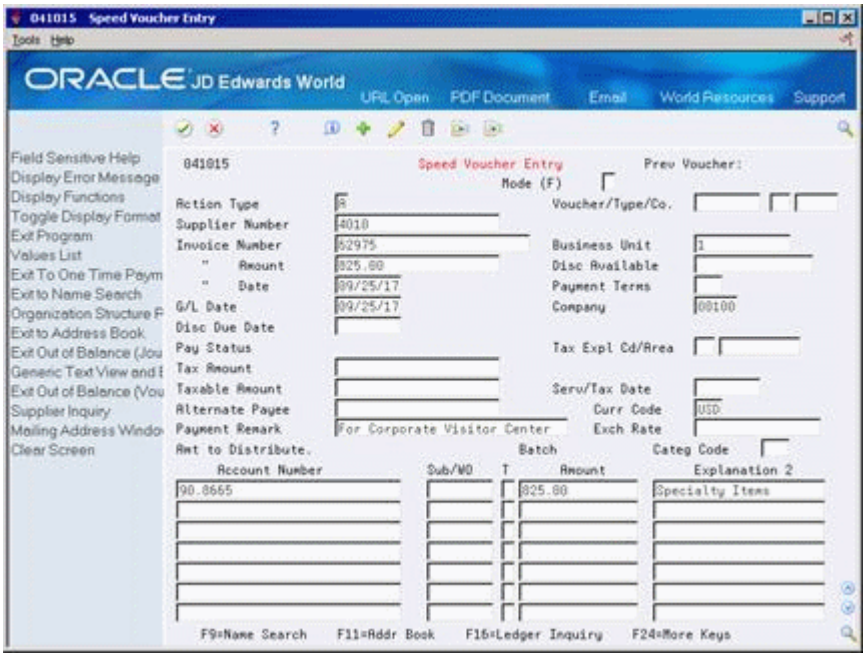
- A single pay item
- A single due date
- A single tax rate and area
- Simple accounting instructions

As with standard vouchers, this information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

To enter a speed voucher

On Speed Voucher Entry

Figure 12–1 Speed Voucher Entry screen



1. To identify the invoice, complete the following fields:
   - Supplier Number
   - Invoice Number (optional)
   - Invoice Amount
   - Invoice Date (optional)
2. To specify how you will process the voucher, complete the following fields:
   - Discount Available (optional)
   - Payment Terms (optional)
   - G/L Date
   - Company
   - Net Due Date (optional)
   - Payment Status (optional)
   - Alternate Payee (optional)
   - Payment Remark (optional)
3. To process the voucher using a foreign currency, complete the following optional fields:
   - Currency Code
   - Exchange Rate
4. To enter general ledger information, complete the following fields:
   - Account Number
   - Amount
   - Explanation 2 (optional)

Field	Explanation
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. *Form-specific information* If you leave this field blank, the default is the Invoice Amount.

12.1.1 What You Should Know About

Topic	Description
Revising vouchers	You cannot change or delete a voucher using the speed voucher method. Instead, use the standard method or speed release.

See Also :

- Chapter 10, "Enter Other Types of Vouchers"for more information about entering a voucher with discounts, multiple pay items, or foreign currencies
- Entering Basic Journal Entries (P09101) in the *JD Edwards World General Accounting I Guide* for more information about entering G/L distributions

12.1.2 Processing Options

See Section 99.2, "Speed Voucher Entry (P041015)"

13

Review and Approve Vouchers

This chapter contains these topics:

- Section 13.1, "Reviewing Vouchers"
- Section 13.2, "Approving Voucher Batches"

After entering vouchers, you can verify their accuracy before posting them to the general ledger.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Voucher Journal Review

13.1 Reviewing Vouchers

When you review vouchers for posting, you can display a list of batches based on your user ID, the batch status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

When you review a list of batches, you can access transaction detail for a specific voucher batch. For example, you can review the number of vouchers within a batch. You can also select a specific voucher or journal entry.

You can:

- Review voucher batches
- Review voucher information
- Review general ledger information

The review program displays and updates information from the following tables:

- Batch Control (F0011)
- A/P Ledger (F0411)
- Account Ledger (F0911)

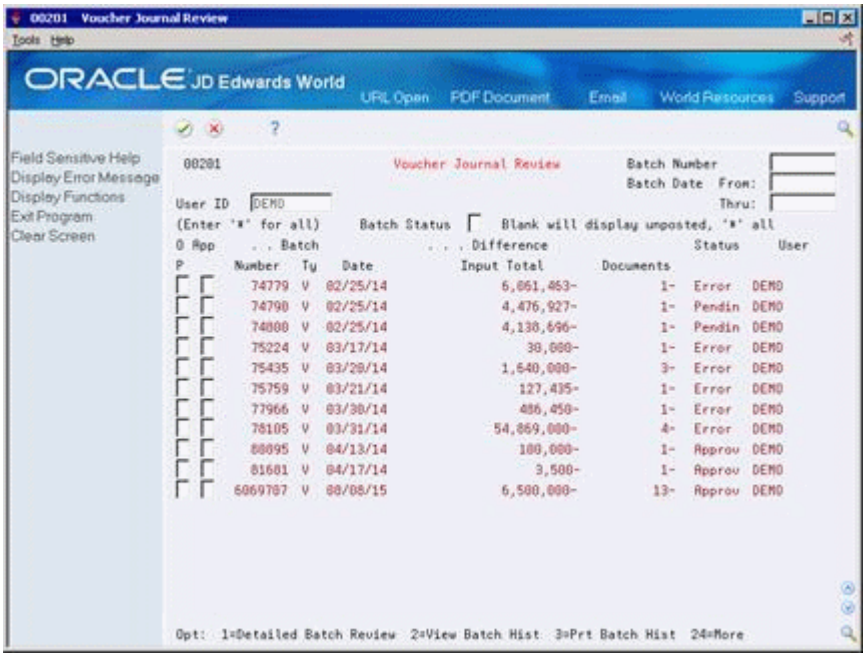
See Also:

- Section 8.2, "Locating Vouchers"
- Section 8.3, "Revising Unposted Vouchers"
- Section 16.1, "Revising Posted Vouchers"
- Chapter 6, "Understand Voucher Entry Controls"
- Setting Up Multi-Currency (P0013) in the *JD Edwards World General Accounting I Guide* for information about changing the way the system displays decimals

To review voucher batches

On Voucher Journal Review

Figure 13–1 Voucher Journal Review screen



1. Display all batches for all users, or limit your search by completing one or more of the following fields:
   - User ID
   - Batch Number
   - Batch Date From
   - Batch Date Thru
2. To review all unposted batches, leave the following field blank:
   - Batch Status

Field	Explanation
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
Batch Date From	The date of the batch. If you leave this field blank, the system date is used.
Batch Date Thru	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.
Batch Status	A code that indicates the posting status of a batch. Valid codes are: blank Unposted batches that are pending approval or have a status of approved. A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D – Posted. The batch posted successfully. E – Error. The batch is in error. You must correct the batch before it can post. P – Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U – In use. The batch is temporarily unavailable because someone is working with it. These valid codes are set up in user defined codes (system 98, type IC).

13.1.1 What You Should Know About

Topic	Description
Unlisted batches	If the batch review security feature is activated, the system might not list all batches. Instead, the system lists only the batches that you are authorized to review and approve.
Batch totals	If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

Topic	Description
Multi-Currency batch totals	Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter different currencies in the same batch. The system adds the debit amounts of the entries to obtain the batch total. If you enter transactions with different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches. To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

13.1.2 Multi-Currency Batch Totals

You enter vouchers for 10,535.00 EUR and 16,433,500 RUB in the same batch. The system disregards the decimal point in the Russian rubles amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

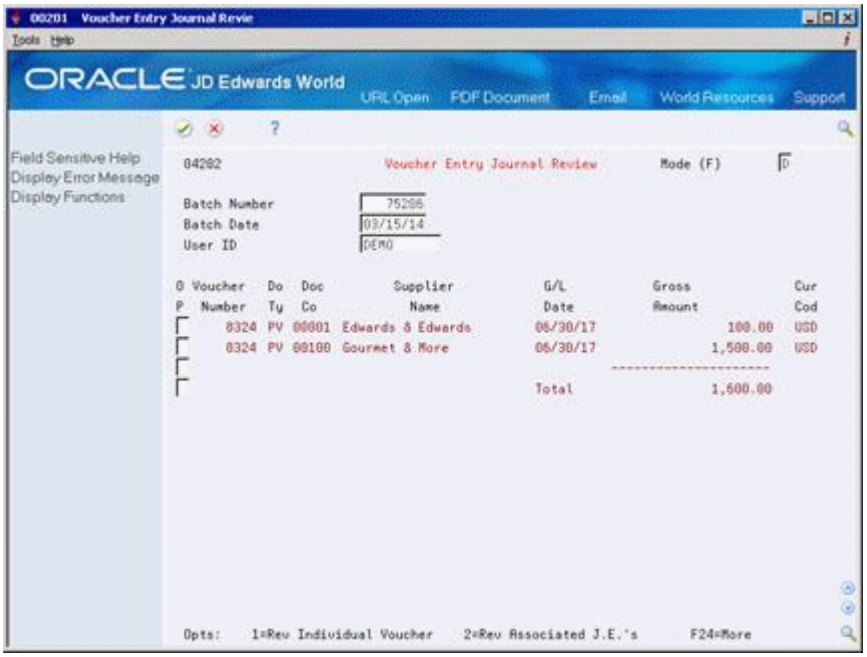
- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

To review voucher information

On Voucher Journal Review

1. Follow the steps to review voucher batches.
2. Choose Detailed Batch Review for a batch.

Figure 13–2 Voucher Entry Journal Review screen



3. On Voucher Entry Journal Review, choose Review Individual Voucher.
4. On Voucher Entry, change the information in any field that is not a key field (optional).

13.1.3 What You Should Know About

Topic	Description
Batch amounts	The gross amount of the voucher appears even if part of the voucher has been paid. The batch total amount includes debit memos.
Reviewing foreign currency vouchers	You can review the original currency of each voucher and the domestic currency of the company to which it was entered by reviewing the voucher.
Adding vouchers to an existing batch	You can enter additional vouchers into a batch by choosing the last blank line on Voucher Entry Journal Review. The system adds the voucher to the batch when you complete the information on Voucher Entry.
Revising posted batches	If you add, change, or void a transaction within a batch that has been posted, the system changes the batch status from posted to your default entry status (either pending or approved). You must post the batch again. The system posts only the changed transactions.

To review general ledger information

Journal Entries Balanced

Field	Explanation
Journal Entries Balanced	A code that indicates whether the journal entries (JEs) for a document are in balance. Valid codes are: Y – Yes, JEs are in balance N – No, at least one of the JEs is not in balance After you correct an out-of-balance situation, the N code remains until you run the daily system integrity check.

13.2 Approving Voucher Batches

After you enter a batch of vouchers, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the A/P constants, the system assigns either a pending or an approved status to the batch.

The review program displays and updates information from the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)
- A/P Ledger (F0411)

To approve voucher batches

On Voucher Journal Review

1. Follow the steps to review voucher batches.

   See Section 13.1, "Reviewing Vouchers"

2. Complete the following field for a batch:
   - Approved

Field	Explanation
Approved	A code that indicates whether a batch is ready for posting. Valid codes are: A – Approved, ready for posting. P – Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

13.2.1 What You Should Know About

Topic	Description
Preventing a batch from posting	To temporarily prevent a batch from posting, change its status from approved to pending.

14

Understand the Post Process for A/P

This chapter contains these topics:

- Section 14.1, "About the Post Process for A/P"
- Section 14.2, "Posting Programs and Reports"

14.1 About the Post Process for A/P

After you enter, review, and approve vouchers, you post them so that your general ledger reflects them.

There are two parts to the post process:

- Pre-post
- Post

14.1.1 What Happens During the A/P Pre-Post Process?

When you post payments, the system uses a pre-post process to create records in the Account Ledger table (F0911). In the Accounts Payable system, these records credit the cash account. The system also creates records for discounts taken and lost. When you post vouchers, the system skips the pre-post process because voucher records are created in the Account Ledger table when you enter a voucher.

14.1.2 What Happens During the A/P Post Process?

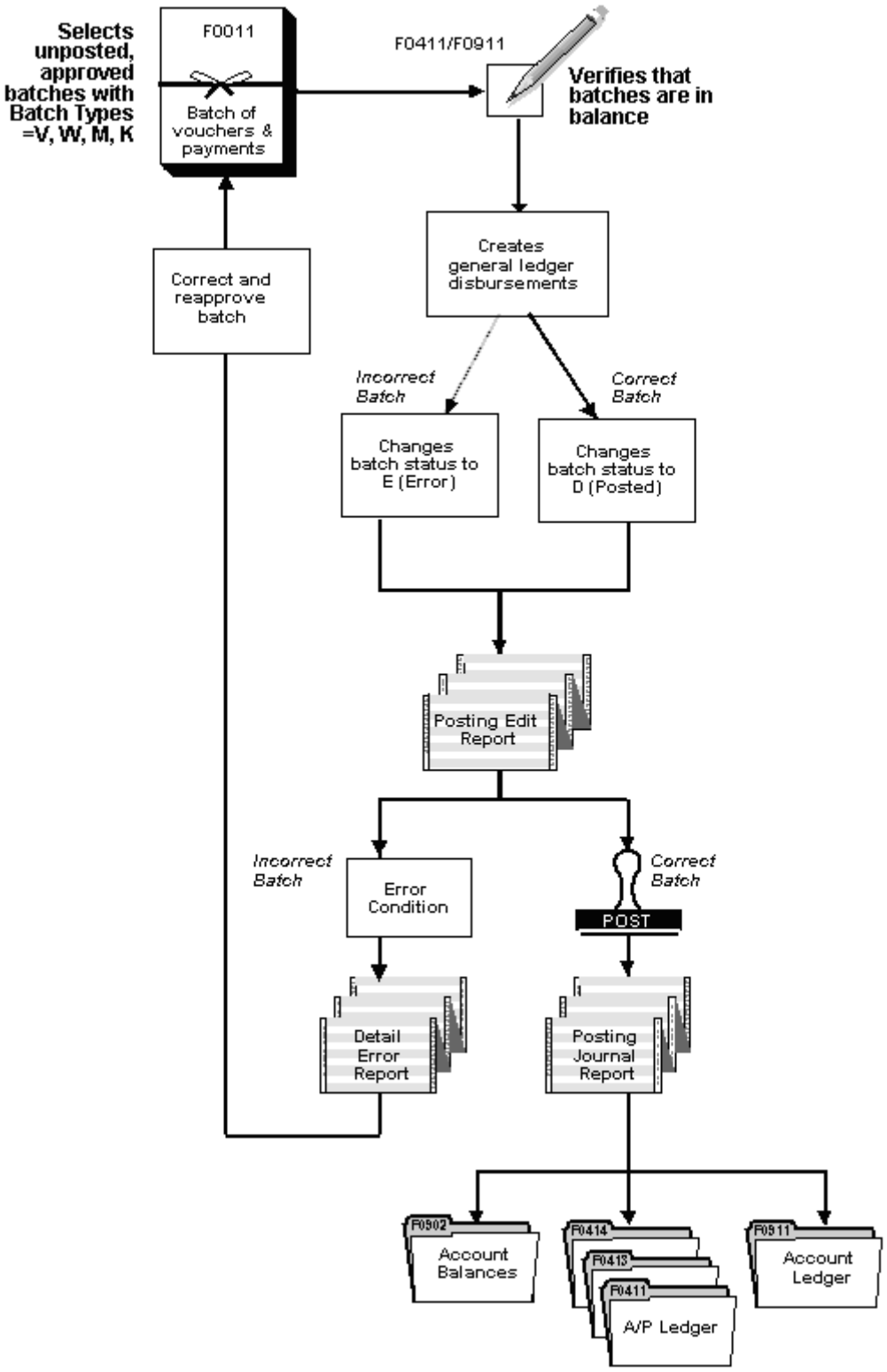
The system performs the following tasks for the post process:

- Selects unposted and approved transactions with the criteria specified in processing options.
- Edits each transaction to determine whether:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
  - Intercompany settlements exist.
- Edits each batch to ensure that it is in balance and approved for posting.
- Prints a Posting Edit Report that shows any batch errors.

- Prints a Detail Error report that shows if AAIs are not set up correctly or if there is an invalid account number.
- Places the entire batch in error if any transactions are in error. This prevents the batch from posting.
- Retrieves the automatic offset method from A/P Constants.
- Accumulates and posts automatic offset amounts using document type AE. The system uses the company number and the G/L offset from each voucher to locate the AAI item PC. This item contains the offset account to which you are posting.
- Updates the period net postings to include the posted amounts for a particular account in the Account Balances table.
- Updates each G/L posted code to P (posted) in the Account Ledger table (F0911).
- Updates each document in the A/P Ledger table to D (posted) and updates each posted batch status to D (posted) in the Batch Control table (F0011).
- Posts tax entries using the AAI item PT.
- Records tax pay items in the Sales/Use/VAT Tax table (F0018). The processing options control which transactions are recorded.
- Performs intercompany settlements, if applicable.
- Posts the domestic amount to the AA (actual amount) ledger and, if applicable, the foreign amount to the CA (currency amount) ledger.
- Creates reversing entries, if applicable.
- Prints a posting journal.

The following graphic illustrates the A/P post processes.

Figure 14–1 A/P Post Process



14.1.3 How Are A/P Offsets Handled?

The automatic offset is a debit or credit to the A/P trade account. It is controlled by the AAI item PC. During the posting process, the system retrieves the following information for the automatic offset:

- Document type. This is AE (automatic entry).
- Document number. This is based on how you set up your offset method in A/P constants.
- Account description/explanation. For example:
  - Accounts Payable - Trade/Post Offset by Batch V (your batch number)
  - Accounts Payable - Trade/Post Offset by Doc V (your voucher number).

If the transaction includes taxes, the system generates an offset transaction with the characteristics described above, except that the description comes from the AAI item PT for the tax account.

14.2 Posting Programs and Reports

This section describes posting programs and reports.

14.2.1 Post - Create Payment Cash Entries (P04801)

This program writes all the AP F0911 records with the exception of AE documents. This includes payments, voids, discounts and gain/loss records.

14.2.2 General Ledger Post (P09800)

This is an editing program that writes to a posting edit report. This program updates the G/L Posted Code field but never writes a record. During the post, the G/L Posted Code field on the A/P transactions (F0411, F0413 and F0414) changes from blank, to X, to P, and finally to D.

- Blank indicates the batch has not been posted.
- X indicates that the post program has read the records, but the post ended abnormally.
- P indicates that the F0911 record has been created (if necessary), but the post detected an error. Records are updated to a posted code of 'P' while the program accumulates amounts for the AE entry.
- D indicates that the post is complete.

14.2.3 General Ledger Journal Report (P09801)

This is the program that writes all the AE documents and updates the F0902 balance file. The post program works differently depending on the batch type that is being posted.

14.2.4 Posting Edit Reports (R09800)

The posting reports comprise three reports. The first report, Posting Edit Report (R09800) will list any errors that occur in the batch or print the message, "No Errors, Batch Will Post". The report will print each time the post is run. If the batch is out of balance there will be error messages printed on the report. The 'intercompany

settlement' error always appears when there is an error in the batch. You will need to correct any error in addition to the intercompany settlement error first.

The second report, Posting Journal (R09801), lists the journal entries created in the F0911 for the batch (debits, credits and automatic entries that may have been created). This report will only print if the batch posts successfully.

The third report, Batches with Balancing Problems (R098012), will print when the batch is out of balance. This report lists the journal entries that may already exist for the batch as well as the entries the post is trying to create. You will need to use this report to assist in determining what is causing the post to error.

15

Post Vouchers

This chapter contains these topics:

- Section 15.1, "Posting Vouchers"
- Section 15.2, "Posting Batches of Vouchers"
- Section 15.3, "Verifying Posted Vouchers"

15.1 Posting Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Post Vouchers to G/L

After you enter, review, and approve vouchers, post them to the general ledger.

15.1.1 Before You Begin

- Verify the offset method in the A/P constants
- Verify that the batch has an approved status
- Ensure that all post menu selections are routed to the same job queue and that the job queue only allows one job to process at a time

15.2 Posting Batches of Vouchers

Run only one post program at a time.

To post a batch of vouchers

1. Select the desired processing options.
2. Submit the post.

15.2.1 What You Should Know About

Topic	Description
Customizing the post program	This program performs a number of complex tasks. JD Edwards World strongly recommends that you do not customize it.

Topic	Description
Making changes during the posting process	Do not change accounts, AAIs for A/P, AAIs for intercompany settlements, A/P, constants, G/A constants, or processing options while the post program is running.
Posting to an alternate currency ledger	If you use the XA (alternate currency) ledger, set the post program to automatically update the ledger and produce a separate Posting Journal report.
Deleting paid and posted vouchers	You cannot delete a paid or posted voucher. You must void it.

15.3 Verifying Posted Vouchers

After you post your vouchers, verify that the batch vouchers posted successfully. If a batch did not post, you must correct all errors and set the batch status to Approved before the system will post the batch. The system creates a variety of reports that you can use to verify the posting information.

Complete the following tasks:

- Reviewing the Posting Edit Report
- Reviewing the Batch Edit Report
- Reviewing the Posting Journal
- Reviewing Batches with Balancing Problems Report

15.3.1 Reviewing the Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. The following appear on this report:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

15.3.2 Reviewing the Batch Edit Report

If you enter vouchers with multiple currencies, the system generates a Batch Edit report. This report lists problems with the batch.

15.3.3 Reviewing the Posting Journal

After you run the post program, use the Posting Journal to verify the automatic offsets that the system created. This report lists only those batches that posted successfully.

If you enter vouchers with multiple currencies, this report lists the amounts in both the CA (currency amounts) ledger and converted AA (actual amounts) ledger for foreign currency transactions. The CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry.

Additionally, this report lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. Both the CA and the AA ledgers must be in balance. CA totals might not be currency specific.

15.3.4 Reviewing Batches with Balancing Problems Report

If you enter vouchers with multiple currencies, this report includes AA (actual amounts) and CA (currency amounts) ledger information. Both the CA and AA ledgers must be in balance.

15.3.5 Processing Options

See Section 14.2.2, "General Ledger Post (P09800)"

16

Revise Posted Vouchers

This chapter contains these topics:

- Section 16.1, "Revising Posted Vouchers"
- Section 16.2, "Voiding Posted Vouchers"

After a voucher is posted but before you pay it, you might need to change it. For example, you might need to add lines to the G/L distribution. You might also need to void it.

16.1 Revising Posted Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Standard Voucher Entry

You might need to change posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions.

You cannot change the following key fields:

- Voucher Number
- Voucher Type
- Voucher Company
- Supplier Number
- G/L Date
- Company
- G/L Offset

Company and G/L Offset become key fields when a voucher is posted.

To change the information in one of these key fields, do one of the following:

- Void and re-enter the voucher
- Copy the voucher and change these fields on the new voucher before you enter it

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you:

- Change the total gross amount for the voucher
- Change the number of vouchers in a batch
- Change a journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

To revise a posted voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers".

2. Change the information in any field that is not a key field.
3. Access AR and AP Journal Entries by pressing Enter.
4. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
   - Explanation 2 (optional)

16.1.1 What You Should Know About

Topic	Description
Changing a posted voucher with taxes	You cannot add taxes to a posted voucher. However, you can change the gross amount of the voucher, and enter tax information as an additional pay item. To change a posted voucher with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

16.1.2 Processing Options

See Section 99.1, "Voucher Entry (P04105)"

See Also:

- Section 8.3, "Revising Unposted Vouchers"
- Section 8.4, "Copying Vouchers"

16.2 Voiding Posted Vouchers

To remove a posted voucher from your general ledger, you must void it and then post the batch again. You can void a voucher in any open fiscal period. You cannot delete a posted voucher.

To void a paid voucher, you must void the payment. After you do so, the voucher is considered unpaid and can be voided.

The system maintains an audit trail when you void a posted voucher. It uses document type PE (change in gross amount) for the new transactions that reverse the posted transactions.

To void a posted voucher

On Standard Voucher Entry

1. Locate the voucher.

   See Section 8.2, "Locating Vouchers"

2. To void the voucher in a different period, change the following field (optional):
   - G/L Date
3. Access AR and AP Journal Entries by performing the Delete action.
4. On AR and AP Journal Entries, complete the following optional field:
   - Void
5. If you do not complete the Void field, complete the following fields:
   - Account Number
   - Amount
   - Explanation 2
6. Use the change action.
7. To verify the void, locate the original voucher.
8. Verify the following:
   - The gross and open amount for the original voucher information is zero (blank) in the A/P Ledger (F0411)
   - The payment status code is P (paid)
   - The G/L date is unchanged
9. To verify the audit trail, locate the new void document (document type PE).
10. Verify the following:
    - The gross amount in the A/P ledger reflects the amount of the original voucher in the opposite value (a credit amount for a voucher or a debit amount for a debit memo).
    - The G/L date in the A/P ledger reflects the void G/L date.
    - Pay status for the PE record is P.
    - The journal entry in the General Ledger (F0911) has the reversing entry to the same G/L account as the original posted entry.
    - The G/L date for the reversing journal entry matches the void G/L date in the A/P ledger.

Field	Explanation
Reverse or Void (R/V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: R – Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. V – Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. Blank Do not reverse or void transactions.
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. *Form-specific information* To manually reverse the G/L distribution, you can enter the new balancing amount and account number.

See Also:

- Section 35.1, "Voiding Automatic Payments"

17

Print Voucher Journals

This chapter contains this topic:

- Section 17.1, "Printing Voucher Journals"

17.1 Printing Voucher Journals

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Voucher Journal Report

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reported are helpful when you are resolving out-of-balance conditions.

This report lists transactions from the A/P Ledger (F0411) and Account Ledger (F0911) tables. The processing time for this report is related to the number of records in your system.

This is a DREAM Writer report.

See Also:

- Section 13.1, "Reviewing Vouchers" for information about reviewing voucher journal information online

17.1.1 What You Should Know About

Topic	Description
Abbreviated column headings	This report uses the following column headings: ■ Ty – Document Type ■ PC – Posted Code ■ L/T – Ledger Type ■ PS – Payment Status ■ PI – Payment Instrument

17.1.2 Processing Options

See Section 99.4, "Voucher Journal Report (P04305)"

17.1.3 Data Sequence for Voucher Journal

The report totals are dependent on the following sequence:

1. User ID
2. Batch date
3. Batch Number

18

Accounts Payable Approvals Processing

This chapter contains these topics:

- Section 18.1, "Overview"
- Section 18.2, "Setup"
- Section 18.3, "Approving Vouchers"

18.1 Overview

The Accounts Payable Approvals process allows businesses to monitor and manage the outflow of cash through their A/P system. Approvals controls may be set up to determine the Approval Status for all vouchers entered or changed. These controls may be set up based on the voucher's gross or taxable amount, document type, business unit, company or any combination. When A/P Approvals is activated, the system will prevent payment on any voucher that does not have an appropriate Approval Status regardless of its pay status.

The system will use the AP Control file (F0453) when evaluating vouchers to determine if there will be a record created in the A/P Approval Detail File (F04531), and which approvers and status to be assigned. A record is written to the A/P Approval Detail File (F04531) for every voucher, whether it requires approval or not.

The following is the summary hierarchy used to evaluate the vouchers:

- Business Unit/Document Type/Company
- Business Unit/Document Type
- Document Type
- Company/Business Unit
- Company
- Business Unit

Lastly, the defaults are based on the processing options established in Section 109.4, "A/P Approval - Approval Controls (X0453)".

The only exception to the above rule is vouchers created by the Multi-Company Single Supplier (P041016). The evaluation is based on document type or the defaults will be used from Set Approval Flag for Voucher (X0453).

18.2 Setup

- See Chapter 64, "Accounts Payable Approvals Setup"

18.3 Approving Vouchers

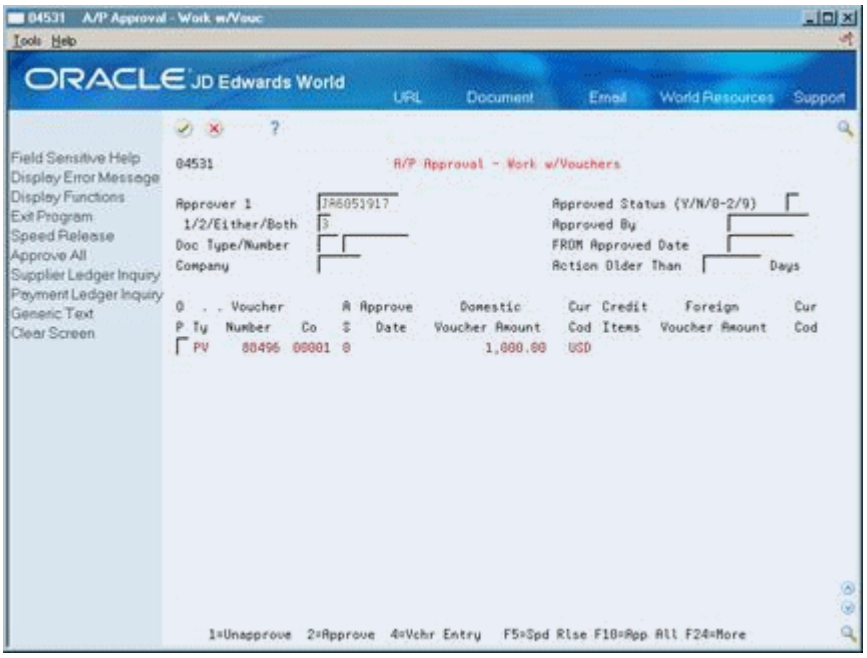
Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier and Voucher Entry (G0411), choose A/P Approval - Work with Vouchers

Once A/P Approvals has been activated and controls set up, records will be written to the A/P Approver Detail File (F04531) for every voucher that is entered in the system. This includes vouchers created from the Purchasing and Payroll systems. A/P Approval - Work with Vouchers (P04531) will allow display of all vouchers written to the A/P Approver File. You may inquire on various fields or any combination in order to limit the display of the A/P Approval detail records. The information displayed contains Approval Status, Approved By, Amount Approved, and an asterisk under the Credit Items headings to indicate a credit pay item is included. This program is designed for use as a review tool and for managing the approval status of vouchers in the system.

Figure 18–1 A/P Approval - Work With Vouchers screen



Allowed values for Approval Status are:

Approval Status	Description
Blank or 0	The voucher is not approved for payment
1	The voucher is approved by one of the Approvers, either based on control levels set up or by manually approving the voucher.

Approval Status	Description
2	The voucher is approved for payment automatically by the system. Either the amount was below the minimum amount or there was no record found in the control file for document type, company or business unit. In either case, the processing options for the Set Approval Flag for Voucher (X0453) had been set for automatic approval. If automatically approved, the "Approved By" ID is DEFAULT.
9	The voucher was reviewed and rejected for payment by one of the Approvers.

Only the user assigned as Approver 1 or Approver 2 may change the Approval Status of a voucher. By using the options available, approvers may change the approval status on vouchers. The approvers cannot assign Approval Status '2' to a voucher; this is a system generated approval only. The following table describes the Approval Status functionality:

If Approval Status =	Then
2	The Approver 1 or Approver 2 can change the status to reject (9) or to unapprove (0)
0	The Approver 1 or Approver 2 can change the status to reject (9) or to approve (1).
1	The Approver 1 or Approver 2 can change the status to reject (9) or to unapprove (0).
9	The Approver 1 or Approver 2 can change the status to approve (1).

The approvers use the option key field to affect the update of the status for each voucher. The Voucher Entry option (4) allows the approver to exit to the appropriate voucher entry program. If the field RPRP3 in the AP Detail file (F0411) is updated with a C for the voucher, the system will exit to the Multi-Company Single Supplier (P041016), utilizing DREAM Writer version ZJDE0001. All other vouchers will use Standard Voucher Entry (P04105), utilizing DREAM Writer version ZJDE0001.

Approvers can use function key exits to Speed Release (P04114), Supplier Ledger Inquiry (P042003) and Supplier Payment Ledger Inquiry (P042004). Approvers have the benefit of an 'Approve All Vouchers' function key which will assist in approving large groups of vouchers at a time.

Generic Text is another beneficial function key, which will allow the approver to make notes to the voucher. The Generic Text appears at the summary voucher level and will not be seen when inquiring on individual voucher pay items. You can use option key 9 in Supplier Ledger Inquiry (P042003) to view generic text created by the AP Approval system.

A/P Approvals - Work with Vouchers (P04531) has one processing option which allows you to designate default values prior to accessing the screen. You can set the processing option with the following fields available for assignment.

- Approver (Enter 'USERID' to get your User ID)
- Approver 1/2/Either/Both Flag

- Document Type
- Approved Status
- Approved By
- FROM Approved Date
- Company

If preloaded information needed for users varies depending on different users, it is recommended you set up separate menu options for each user and update the menu option with the specific DREAM Writer version established for that user.

Note: As an extra security measure, User ID/Password Security is invoked every time the program is selected. Before any user can enter the A/P Approval - Work with Vouchers (P04531) program, they are required to enter their IBM I-Series password, thus preventing an unauthorized user from trying to approve vouchers from an unprotected PC.

18.3.1 Processing Options

See Section 99.5, "A/P Approvals - Work with Vouchers (P04531)".

18.3.2 Maintenance and Updates

Over the course of time, employees leave the company or are assigned different responsibilities. The Global Update of Approver (P04840) allows you to globally update Approver 1 or Approver 2 from one User ID to another in both the A/P Approval Control file (F0453) as well as the A/P Approver Detail file (F04531).

Evaluate Vouchers - Assign Approval Status (P04532) will allow you to evaluate/re-evaluate and update vouchers based on the assigned version of Set Approval Flag for Voucher program (X0453). As mentioned previously, a new voucher or changed voucher will automatically be run through this program, but there may be occasions to re-evaluate a large group of vouchers, either upon initial implementation of A/P Approvals or if approval control records are added or changed.

A/P Purge (P04800) deletes the corresponding A/P Approval Detail file (F04531) records for vouchers eligible for purging from the AP Detail file (F0411).

When vouchers are deleted or voided in the AP Detail file (F0411), the system will automatically delete the corresponding record from the AP Approval Detail file (F04531).

18.3.3 What You Should Know About

Topic	Description
Supplier Ledger Inquiry (P042003)	Supplier Ledger Inquiry (P042003) displays the Approval Status from the A/P Approval Detail File in the Detail Area (F4). The Standard Voucher Entry (P04105) also includes the A/P Approval Status.

Topic	Description
Set Approval Flag for Voucher program (X0453)	When a voucher is changed in a way that affects the payment (change in gross amount, new pay item, deleted pay item, split pay item, and Alternate Payee revised), the entire voucher will be re-evaluated by the Set Approval Flag for Voucher program (X0453) against the control records and the Approval Status will be reassigned. Any items already paid on that voucher are unaffected; the Approval Status affects only open items. However, note that when the voucher is re-evaluated, all pay items are considered when totaling gross/taxable amounts for comparison to the control record amounts. Besides having the automatic re-evaluation when the Payee or the Amount of a voucher is changed, there are additional fields that can be considered in the re-evaluation process. You can set the processing option in Set Approval Flag for Voucher program (X0453) to allow the system to re-evaluate when changes are made to Category Code 7 (AC07) and/or Payment Handling Code (CRC).
Unapproved Voucher Errors	The payment process will only allow payments to be made to vouchers that have been approved for payment (Approval Status '1' or '2') if A/P Approvals is active. Create Payment Groups (P04570) and Manual Payment with Voucher Match (P04102) will issue an error if you attempt to pay an unapproved voucher. If a payment is subsequently deleted or voided, the voucher retains the approved status (1 or 2). The voucher will not be re-evaluated by the Set Approval Flag for Voucher program (X0453) and will remain approved for payment.
Manual Payment without Voucher Match (P04106)	Manual Payment without Voucher Match (P04106) automatically assigns the manual voucher an Approved Status of '2'. This allows the payment to be processed immediately with the voucher. If the payment record is subsequently voided, the remaining voucher will be re-evaluated by the Set Approval Flag for Voucher program (X0453) as though it is a new voucher, assigning an Approval status based on the control records.
AP Batch Processing with Payment Creation (P04110Z)	AP Batch Processing with Payment Creation (P04110Z) will automatically assign the voucher an Approved Status of '2' which allows the payment to be processed. If the payment is subsequently deleted or voided, the voucher will not be re-evaluated by the Set Approval Flag for Voucher program (X0453), and will remain approved for payment.

Part III

Other Voucher Entry Methods

This part contains these chapters:

- Chapter 19, "Overview to Other Voucher Entry Methods"
- Chapter 20, "Work with Logged Vouchers"
- Chapter 21, "Work with Recurring Vouchers"
- Chapter 22, "Enter Prepaid Vouchers"
- Chapter 23, "Enter a Voucher for Multiple Companies"
- Chapter 24, "Enter Multiple Vouchers for Suppliers"

19

Overview to Other Voucher Entry Methods

This chapter contains these topics:

- Section 19.1, "Objectives"
- Section 19.2, "About Other Voucher Entry Methods"

19.1 Objectives

- To understand the other voucher entry methods and when to use them

19.2 About Other Voucher Entry Methods

Not all of your vouchers are typical standard or speed vouchers. You might need to enter a voucher to pay an employee for a travel advance, or you might need to enter several vouchers at the same time for one supplier.

Working with other voucher entry methods consists of:

- Working with logged vouchers
- Working with recurring vouchers
- Entering prepaid vouchers
- Entering vouchers for multiple companies
- Entering multiple vouchers for suppliers

These programs may be found on Menu G04111.

19.2.1 Why Do You Use Other Voucher Entry Methods?

You might have many suppliers with different payment expectations. Depending on the supplier, you might need to enter a voucher with limited information for many internal companies, or set up a voucher that is the same amount every month.

19.2.2 Logged Vouchers

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a G/L suspense account. Later, you review and redistribute the voucher to the correct G/L accounts.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the A/P Ledger table.

19.2.3 Recurring Vouchers

You can enter a recurring voucher for a supplier who sends you invoices for the same amount on a regular basis. This voucher entry method is ideal for lease and rent payments.

You specify the frequency and the number of payments when you enter the original voucher.

19.2.4 Prepaid Vouchers

When a supplier requires you to pay for goods or services before they submit an invoice, enter a prepaid voucher. You can enter prepaid vouchers to:

- Pay employee expenses or travel advances
- Pay deposits on services to be rendered
- Take advantage of discounts

Prepaid vouchers are created with two pay items: one pay item with a positive amount and pay status of A, for approved, and one pay item with a negative amount and pay status of H for hold.

With this method, you can enter a voucher and produce a payment in the next automatic payment run or produce a manual payment immediately by paying the positive pay item. Later, when you receive the actual invoice and create a new voucher for the invoice, the system reduces the payment to the supplier by netting the amount of the negative pay item against the new voucher.

19.2.5 One Voucher for Many Companies

To distribute a voucher among several internal companies of a supplier for the same expense, enter a voucher for multiple companies. You can distribute the voucher among:

- Different G/L offset accounts
- Different bank accounts

19.2.6 Many Vouchers for One or More Suppliers

To enter several vouchers quickly, you can enter:

- Multiple vouchers for one supplier
- Multiple vouchers for more than one supplier

Entering multiple vouchers at one time speeds up the entry process, but limits the information you can enter.

20

Work with Logged Vouchers

This chapter contains these topics:

- Section 20.1, "Working with Logged Vouchers"
- Section 20.2, "Example: Voucher Logging"
- Section 20.3, "Entering Logged Vouchers"
- Section 20.4, "Redistributing Logged Vouchers"

20.1 Working with Logged Vouchers

To enter a voucher before you assign it a G/L account, use voucher logging. Later, review and redistribute the voucher to the correct G/L accounts.

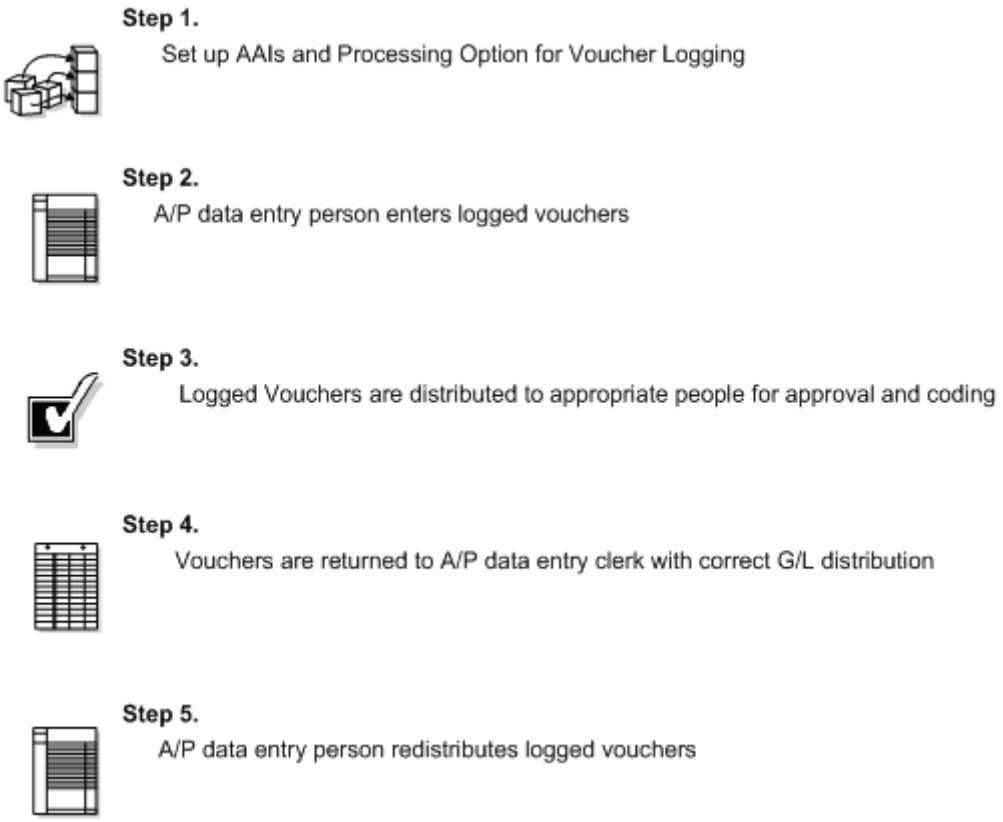
When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.
- Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
- Records the offset amount based on the A/P trade account (AAI item PC) or the A/P Suspense Trade Account (AAI item PQ), depending on which method is designated on Company Numbers and Names.

Information about logged vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

The following graphic illustrates the voucher logging process.

Figure 20–1 Voucher Logging Process



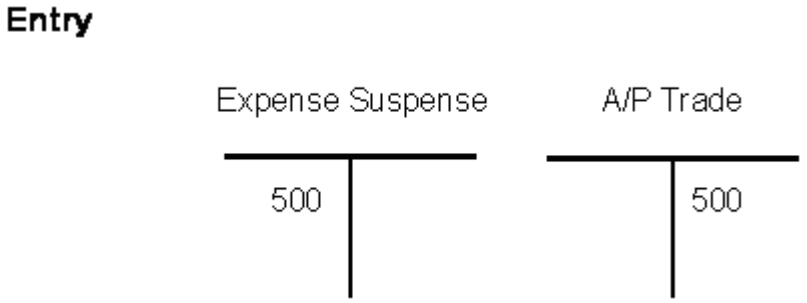
20.2 Example: Voucher Logging

You receive a voucher for 500. You enter it using voucher logging and forward a copy of the voucher to the manager of the branch office for account distribution and payment approval.

20.2.1 Expense Accounts

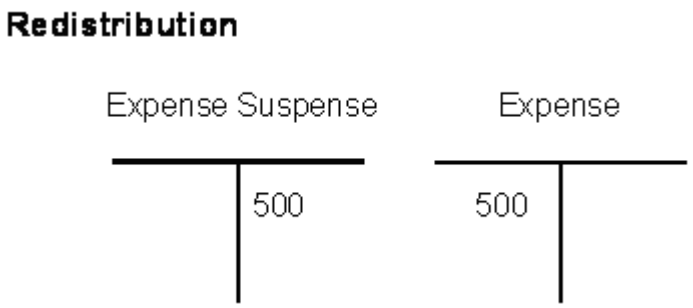
When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

Figure 20–2 Distribution After Posting Voucher



When you redistribute the voucher, the G/L distribution is as follows:

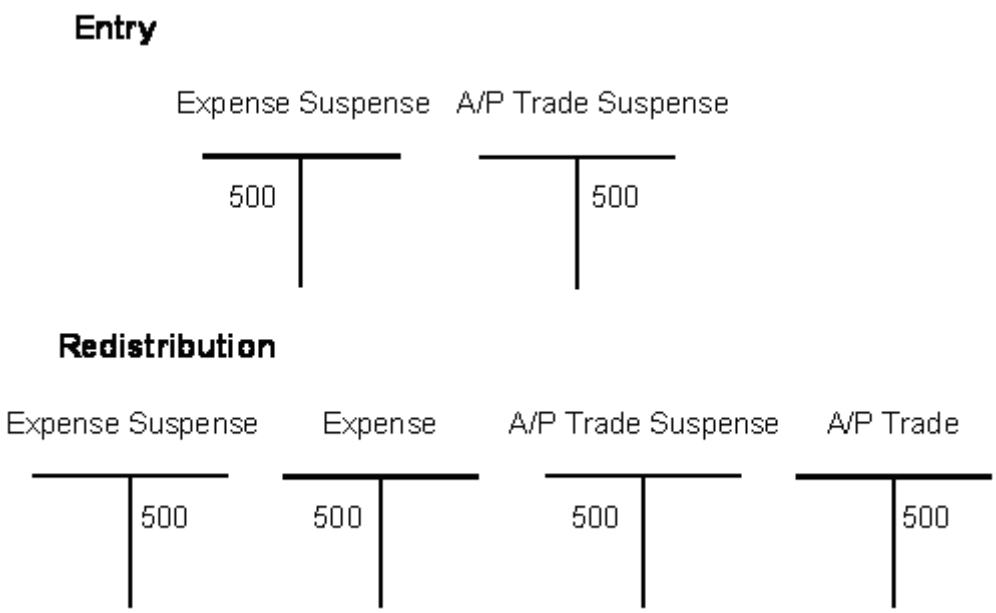
Figure 20–3 G/L Distribution After Redistributing the Voucher



20.2.2 Trade Accounts

You have the option to use suspense A/P Trade accounts in addition to the G/L distribution suspense account. The A/P Trade suspense account is designated by AAI item PQ. If both AAI items PP and PQ are set up, when you post the logged voucher, the G/L distribution is as follows:

Figure 20–4 G/L Distribution



20.2.3 What You Should Know About

Topic	Description
Reports	After you enter logged vouchers, you can print the Voucher Detail report to see vouchers that need to be redistributed. This report is similar to the Open A/P Details report. See Section 51.1, "Printing Open A/P Summary Reports".

20.2.4 Before You Begin

- Activate the processing option for logged vouchers in Voucher Entry (P04105)
- Set up AAI item PP and optionally, item PQ
- If you set up item PQ, set the voucher suspense flag on Company Numbers and Names to identify that you will use the A/P suspense trade account.
- Assign an approver number to each supplier (optional)
- Run Update Approver/Category Code 7(P04802) (optional)

20.3 Entering Logged Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

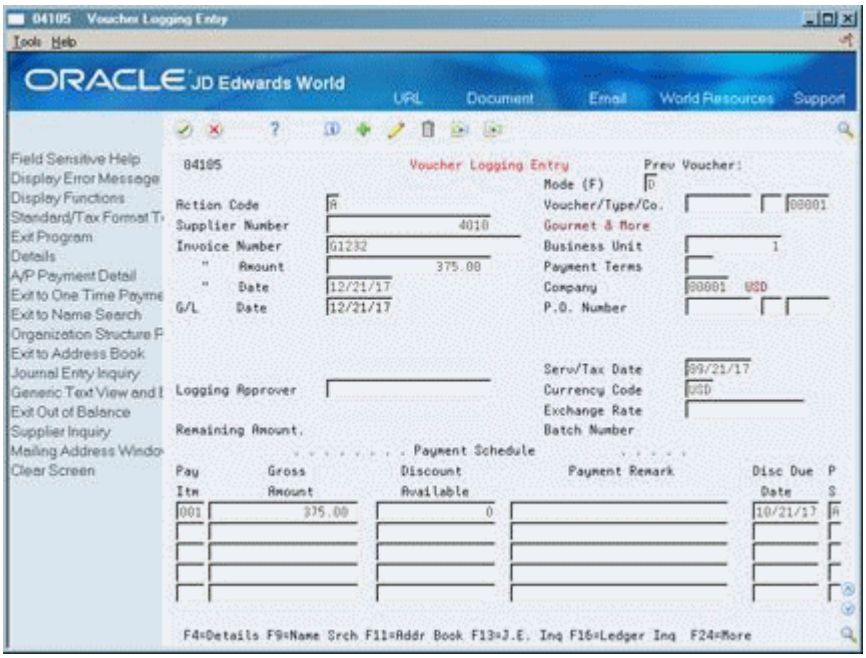
From Other Voucher Entry Methods (G04111), choose Voucher Logging Entry

There might be times when you do not know which G/L account to distribute a voucher. To maintain accurate A/P information, when you receive the supplier's invoice, you can enter a logged voucher and redistribute it later.

To enter a logged voucher

On Voucher Logging Entry

Figure 20–5 Voucher Logging Entry screen

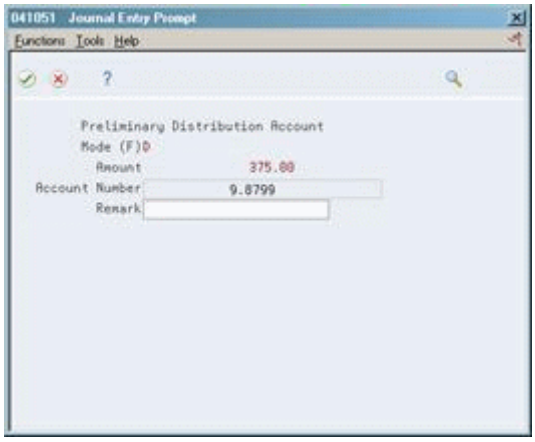


1. Follow the steps for entering a standard voucher.

   See Section 8.1, "Entering Standard Vouchers".

2. Complete the following optional field and press Enter.
   - Approver Number

Figure 20–6 Journal Entry Prompt screen



3. On Journal Entry Prompt, review and change the following fields (optional):
   - Account Number
   - Remark

   This distributes the journal entry to the suspense expense account.

Field	Explanation
Address Number – Approver	The address of the individual who approves transactions. This address must exist in the Address Book Master table (F0101) for validation purposes. *Form-specific information* The system uses this information as the default value when you enter vouchers.

20.4 Redistributing Logged Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Voucher JE Redistribution

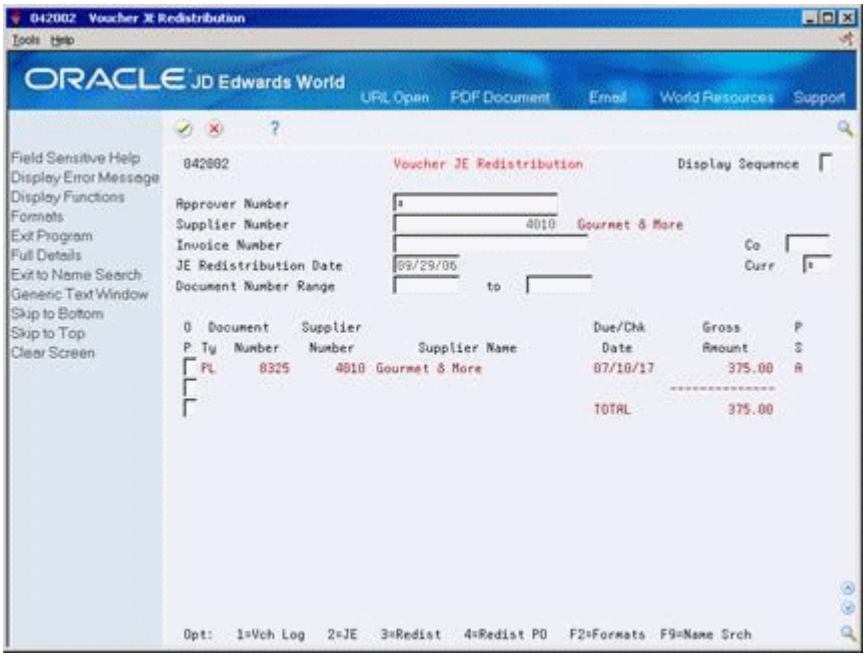
After you enter a logged voucher, review and redistribute the amounts from the suspense accounts to the correct G/L accounts.

If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area of AR and AP Journal Entries. See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide* for more information.

To redistribute a logged voucher

On Voucher JE Redistribution

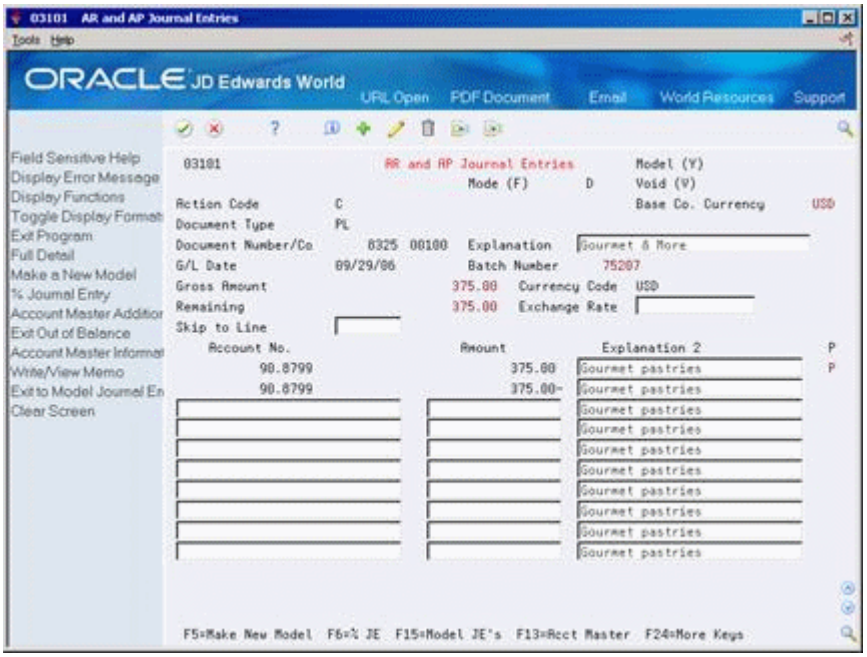
Figure 20–7 Voucher JE Redsitribution screen



1. Display all undistributed vouchers by pressing Enter, or complete any of the following fields to limit your search:
   - Approver Number
   - Supplier Number
   - Invoice Number
   - Company
   - JE Redistribution Date
   - Currency Code
   - Document Number Range
2. Choose Redistribution (F13) for the voucher you want to redistribute.

   The original suspense account distribution is automatically reversed.

Figure 20–8 AR and AP Journal Entries screen



3. On AR and AP Journal Entries, complete the following fields and click Change.
   - Account Number
   - Amount
   - Explanation 2

20.4.1 What You Should Know About

Topic	Description
Revising a logged voucher	You can change a logged voucher before you redistribute it. If you post a logged voucher before you redistribute it, you cannot change it. Void the voucher and re-enter it.
View distribution records	When you press F13 to access the distribution records for a logged voucher that has been voided, you are taken to the A/P-A/R Journal Entry program (P03101) instead of the distribution screen (P041051), so you can view all the distribution records.
Voucher G/L dates	You can redistribute a voucher using a G/L date earlier than the voucher's G/L date. To do so, you must post the voucher before you redistribute it.
Redistributing a purchase order voucher	The voucher must originate in the Purchase Order Management system. To redistribute, choose Redistribute Purchase Order on Voucher JE Redistribution.
Reports	To see vouchers that need to be redistributed, print A/P Detail by Approver (P04428).

20.4.2 Processing Options

See Section 100.1, "Voucher Logging Review & Redistribution (P042002)"

See Section 100.2, "A/P Detail by Approver with Aging (P04428)"

21

Work with Recurring Vouchers

This chapter contains these topics:

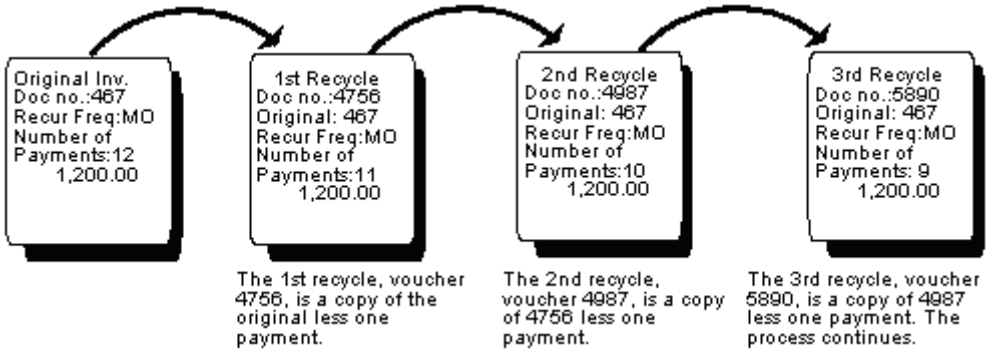
- Section 21.1, "Working with Recurring Vouchers"
- Section 21.2, "Entering Recurring Vouchers"
- Section 21.3, "Reviewing Recurring Vouchers"
- Section 21.4, "Revising Recurring Vouchers"
- Section 21.5, "Recycling Recurring Vouchers"

21.1 Working with Recurring Vouchers

If you owe a supplier a specific amount on a regular basis, such as a lease payment, set up your Accounts Payable system to create the voucher on a recurring basis.

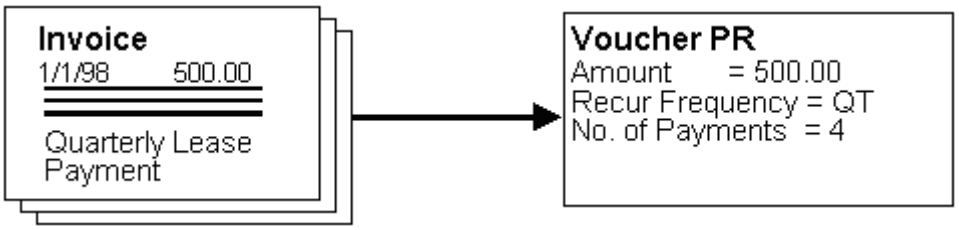
To set up a recurring voucher, you first specify the initial payment, the total number of payments, the recurring frequency, and the accounting distributions for the periodic voucher amount.

Figure 21–1 Recurring Vouchers



On a periodic basis, you generate a copy of the original voucher. This copying process is called recycling. The recycled voucher has its own document number and batch that is different from the original voucher.

Figure 21–2 Recycling a Voucher



When you recycle vouchers, you use a slightly modified version of the JD Edwards World three-tier processing steps:

1. Recycle - Recycle the vouchers that you want to submit for payment. You can do this at any time, but usually you recycle on a weekly, monthly, or quarterly basis. The system creates a new voucher.
2. Review and Approve - Review and approve the batches.
3. Post - Post the batches to the general ledger.

Information about recurring vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

See Also:

- Chapter 5, "Overview to Voucher Processing"for more information about three-tier processing

21.1.1 Example: Recurring Vouchers

You enter the following voucher in the system:

Figure 21–3 Voucher Example

Document Number 1267 PR 00100.
Supplier Number 4010 Gourmet& More
Invoice Number8950
Invoice Amount1200
Invoice Date 6/6/17
G/ L Date6/30/17
Recur Freq QT # Pymts 4

Voucher 1267 is the original voucher and is the first of four vouchers. When you recycle this voucher, it is used as a "master" to copy information to the next quarterly voucher. If you do not recycle voucher 1267, it is the only voucher in the system.

The first time you run the recycle program, the following occurs:

Figure 21–4 Recycled Voucher, First Run

ORIGINAL Voucher

Document Number 1267 PR 00100.
Supplier Number 4010 Gourmet& More
Invoice Number 8950 00100
Invoice Amount 1200
Invoice Date 6/1/17
G/ L Date 6/30/17
Recur Freq . # Pymts

The system copies voucher 1267 to a new voucher, 2275. Voucher 1267 no longer contains a recurring frequency or number of payments.

Figure 21–5 Voucher 2275

NEW Voucher

Document Number 2275 PR 00100.
Supplier Number 4010 Gourmet & More
Invoice Number 8950
Invoice Amount 1200
Invoice Date 9/15/17
G/ L Date 9/30/17
Recur Freq QT No. of Payments 3

Voucher 2275 has a quarterly recurring frequency, three remaining payments, and updated invoice and G/L dates.

21.2 Entering Recurring Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

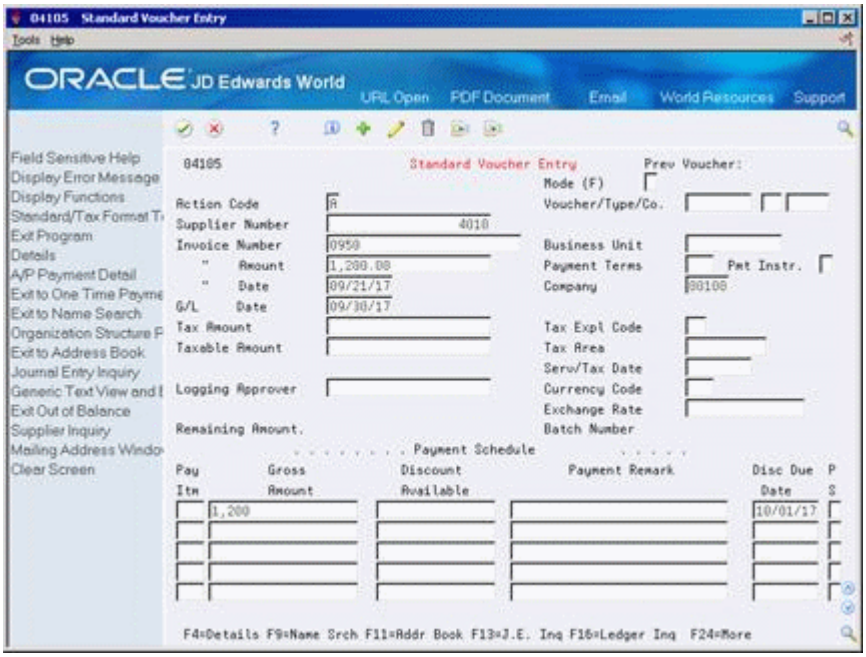
From Other Voucher Entry Methods (G04111), choose Standard Voucher Entry

To pay a supplier on a periodic basis, enter a recurring voucher. The system assigns a document type of PR to recurring vouchers.

To enter a recurring voucher

On Standard Voucher Entry

Figure 21–6 Standard Voucher Entry screen

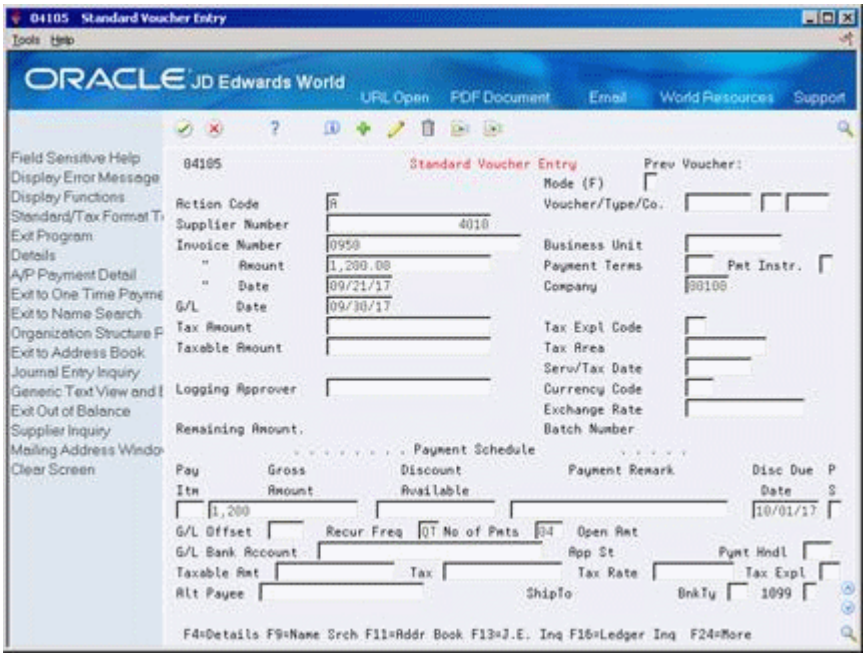


1. Follow the same steps for entering information for a standard voucher.

   See Section 8.1, "Entering Standard Vouchers".

2. Choose Details.

Figure 21–7 Standard Voucher Entry screen (Details area)



3. Complete the following fields:
   - Recurring Frequency
   - Number of Payments

Field	Explanation
Recurring Frequency	A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program. If you specify a recurring frequency in voucher or invoice entry, you cannot enter multiple pay items. Valid recurring frequency values are: MO – Monthly AN – Annually WK – Weekly QT – Quarterly SA – Semiannually BW – Biweekly
Number of Payments	Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment. When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.

21.3 Reviewing Recurring Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Recurring Voucher Report

After you enter recurring vouchers, you might want to verify them before running the recycle program.

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the A/P Ledger table (F0411) and related information from the Account Ledger table (F0911).

This is a DREAM Writer report.

See Also:

- Section 13.1, "Reviewing Vouchers" for information about reviewing vouchers online
- Section 21.4, "Revising Recurring Vouchers" for information about updating recurring vouchers
- Section 99.4, "Voucher Journal Report (P04305)" for information about processing options

21.4 Revising Recurring Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Recurring Voucher Inquiry

Before you recycle your recurring vouchers, you might choose to revise them. The system assigns a new document number each time it generates a recurring voucher. Therefore, there are no conflicts with old recurring voucher information. You can:

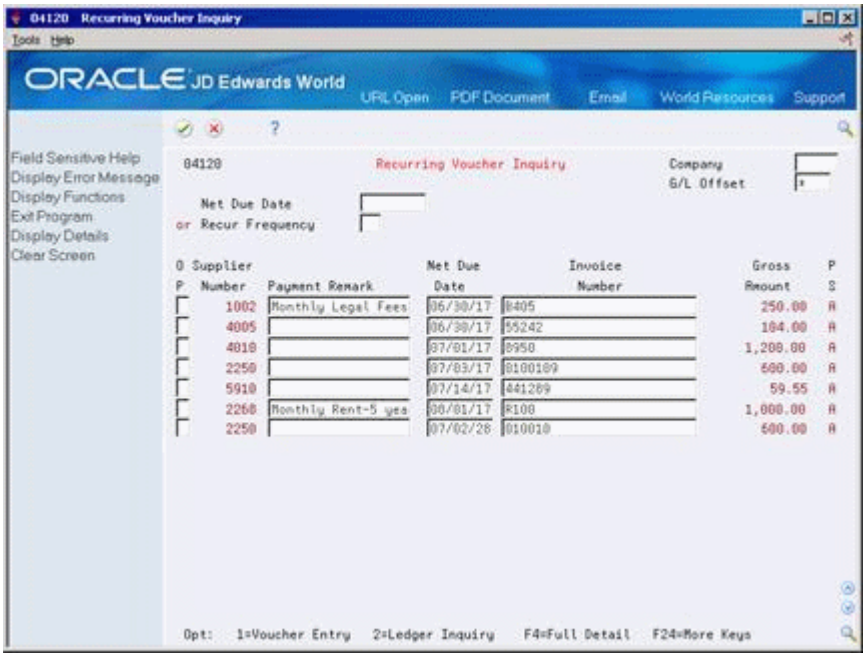
- Change selected information
- Cancel the voucher
- Delete the voucher

This program updates information in the Account Ledger table (F0411).

To revise a recurring voucher

On Recurring Voucher Inquiry

Figure 21–8 Recurring Voucher Inquiry screen

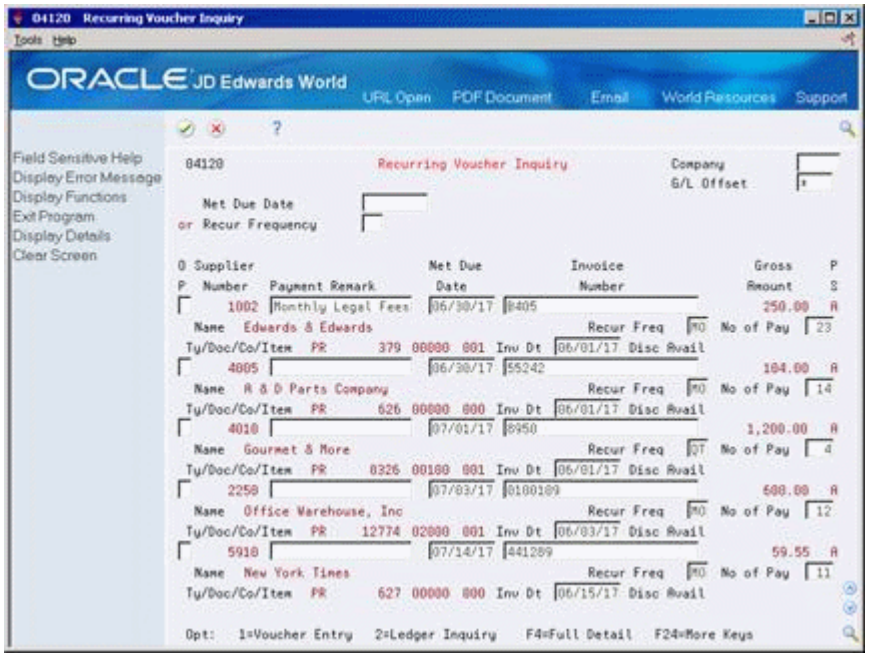


1. Display all recurring vouchers by pressing Enter, or complete any of the following fields to limit your search:
   - Company
   - G/L offset
   - Net Due Date
   - Recurring Frequency
2. Change any information in the following fields:

- Payment Remark
- Net Due Date
- Invoice Number

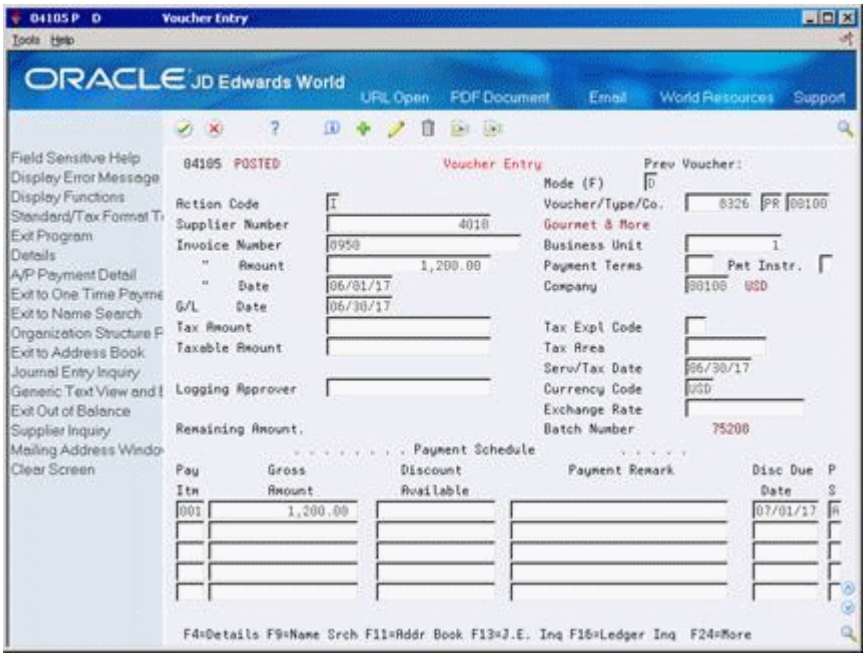
3. Choose Full Detail (optional).

Figure 21–9 Recurring Voucher Inquiry screen (Details area)



4. Change any information in the following fields:
   - Recurring Frequency
   - Number of Payments
   - Invoice Date
5. To change any additional fields, choose Voucher Entry for a recurring voucher.

Figure 21–10 Voucher Entry screen (Recurring Voucher)



6. On Voucher Entry, change any information in the following fields:
   - Gross Amount
   - Discount Available

21.4.1 What You Should Know About

Topic	Description
Revising paid vouchers	If a voucher is paid, you can only update the recurring frequency and number of remaining payments on Recurring Voucher Inquiry.
Canceling recurring vouchers	To cancel a recurring voucher, clear the Recurring Frequency and Number of Payments fields. After you cancel a recurring voucher, you cannot change or reactivate it. A new voucher will need to be entered.
Deleting/Voiding recurring vouchers	You can delete or void a recurring voucher that has never been recycled. To do so, use Standard Voucher Entry and follow the normal steps for deleting an unposted voucher or voiding a posting voucher.

21.5 Recycling Recurring Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Recycle Recurring Vouchers

After you enter, review, and revise recurring vouchers, recycle them to create a new batch of vouchers. Recycling recurring vouchers generates vouchers that are based on the number of payments and recurring frequency you specify when you set up the recurring voucher.

When you recycle a voucher, the system makes a copy of the previous copy and updates the appropriate fields. The system repeats this process every time you recycle the voucher until the number of payments equals one. You do not have to pay existing recurring vouchers to generate the next batch of recurring vouchers.

This program updates information in the following tables:

- Batch Header (F0011)
- Supplier Master (F0401)
- Account Ledger (F0411)
- Account Ledger (F0911)

This is a DREAM Writer process.

21.5.1 What Happens When You Recycle Recurring Vouchers?

When you Recycle Recurring Vouchers (P048101) the system:

- Removes the recurring frequency and number of payments on the original voucher.
- Creates a new voucher and updates the following:
  - Voucher number with a new number
  - Document type, based on processing option
  - Batch number with a new number
  - Number of payments (decreases by one)
  - G/L date and net due date, using the recurring frequency to calculate the next date
  - Invoice date and number, according to the processing options
- Updates the A/P Ledger (F0411) and the General Ledger (F0911) for the new voucher.
- Creates an error report, if errors exist. The errors might occur for the following reasons:
  - Accounting distribution records are not created. This happens when there are no matching records in the Account Ledger table (F0911) for the recurring voucher.
  - The G/L date for the newly created voucher is for a prior fiscal year (PYEB) or the G/L date is for a prior month (PBCO).
  - The prior month dates were not specified in the general accounting constants.
  - The G/L date does not fall within a valid fiscal date pattern for the company.

When you recycle a voucher for the first time, the system:

- Makes a copy of the original voucher
- Changes the recurring frequency and number of payments on the original voucher to blank

- Duplicates the recurring frequency from the original to the copy
- Subtracts one payment from the number of payments of the original voucher

21.5.2 Before You Begin

- Set up a separate version for each recurring frequency you use, for example, monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.
- Set up a next numbers series for recurring vouchers (optional).

21.5.3 Processing Options

See Section 100.3, "Recycle Recurring Vouchers (P048101)".

22

Enter Prepaid Vouchers

This chapter contains this topic:

- Section 22.1, "Entering Prepaid Vouchers"

22.1 Entering Prepaid Vouchers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Prepayment Voucher Entry

Sometimes it is necessary to pay for goods or services before you receive an invoice. For example, you can enter a prepaid voucher:

- To pay for employee expenses or travel advances
- To pay for up-front deposits on services to be rendered
- To take advantage of a discount

When you enter a prepaid voucher, the system creates a voucher for payment the next time you process a batch of automatic payments. It also creates a pending negative voucher pay item.

When the actual voucher is received, enter the information just as you would a standard voucher. The system reduces the total amount owed to the supplier by the amount of the negative voucher pay item.

If you need to prepay a voucher immediately, use Payment with Voucher Match.

Information about prepaid vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

22.1.1 Example: Prepaid Vouchers

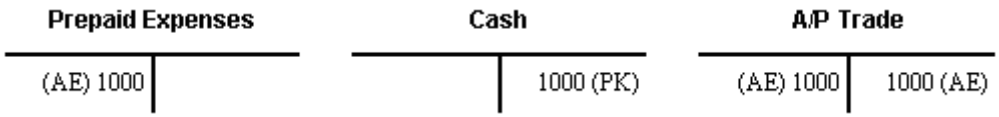
An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, enter 1,000 in the Invoice Amount field and 0 (zero) to an expense account in the G/L distribution. The system creates a negative pay item of 1,000. The voucher post program creates a 1,000 debit for the negative pay item to the prepaid expense account you specified in the AAIs and a 1,000 credit to the A/P trade account.

You can pay the prepaid voucher using either automatic or manual payment processing. When you post the payment, the system creates G/L entries to debit the A/P trade account and credit the cash account.

22.1.1.1 Post Prepaid Voucher and Payment of Voucher

Prepaid Voucher Negative Pay Item and Payment

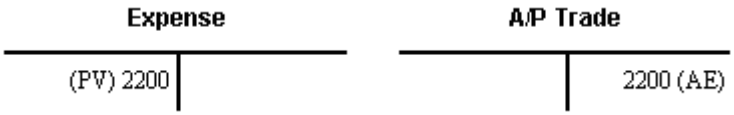
Figure 22–1 Prepaid Voucher Negative Pay Item and Payment



The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher.

22.1.1.2 Post of Expense Voucher

Figure 22–2 Post of Expense Voucher

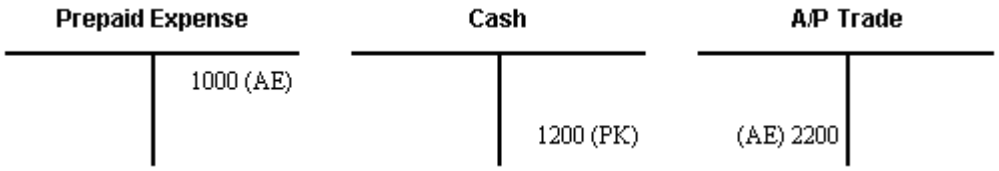


You then release the negative pay item for 1,000 from a Hold status to an Approved status. The net open amount is now 1,200. You can process payments to pay the 1,200 balance.

22.1.1.3 Post of Negative Pay Item and Net Payment

Negative Pay Item and Payment

Figure 22–3 Negative Pay Item and Payment



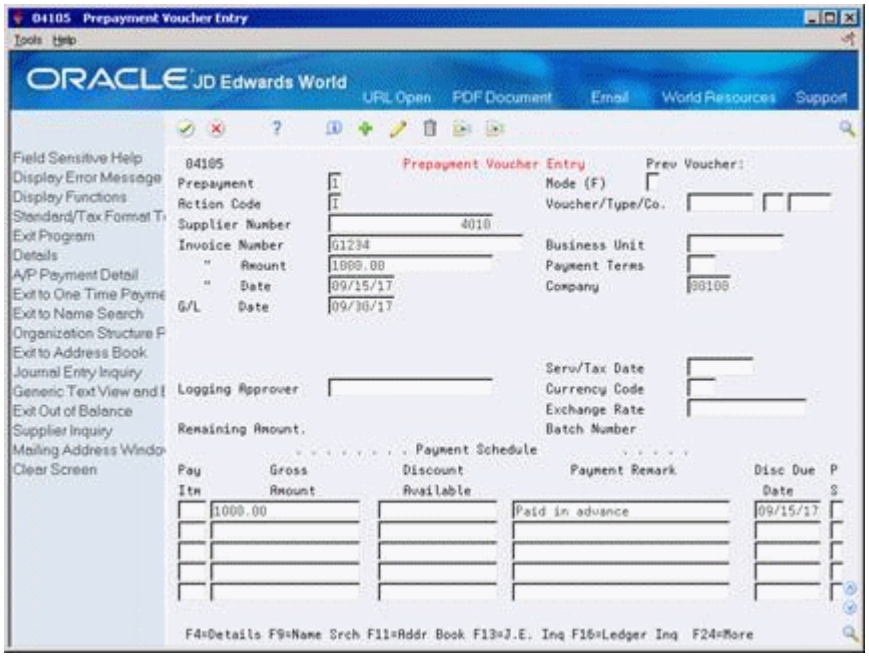
22.1.2 Before You Begin

- Set up the AAI item PCyyyy, where yyyy is the G/L offset, to assign a default prepaid expense account.
- Enter the G/L offset in the processing options for Prepaid Vouchers. This is mandatory to allow automatic creation of the journal entry.
- Set processing option in XT0911Z1 to allow creation of zero amount journal entries. Attach the version of XT0911Z1 which allows zero amount journal entries to be created to the version of P03101 that is defined in the processing option of Prepayment Voucher Entry (P04105).
- Optional settings for the Prepayment Voucher Entry program (P04105):
  - Enter the pay status you wish to assign to prepayment vouchers (blank will default the pay status of H and place prepayment vouchers on hold)
  - Enter the number of days to add to the due date, if desired

To enter a prepaid voucher

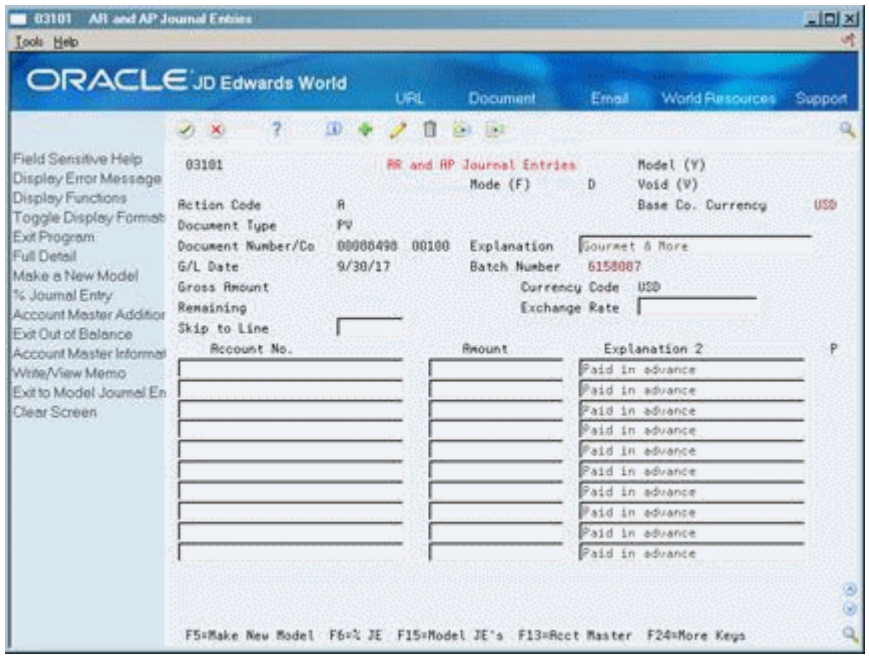
On Prepayment Voucher Entry

Figure 22–4 Prepayment Voucher Entry screen



1. Follow the steps for entering a standard voucher.
   - See Section 8.1, "Entering Standard Vouchers"
2. Complete the following field and press Enter.
   - Prepayment

Figure 22–5 AR and AP Journal Entries screen



3. On AR and AP Journal Entries, complete the required G/L distribution with a zero amount.

Field	Explanation
Create Prepayment Pay Items	Enter a '1' to have the system create prepayment pay items when adding new vouchers.

23

Enter a Voucher for Multiple Companies

This chapter contains this topic:

- Section 23.1, "Entering a Voucher for Multiple Companies"

23.1 Entering a Voucher for Multiple Companies

When you receive a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different G/L offset and bank accounts, enter a voucher for multiple companies. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

For a voucher with multiple companies:

- The G/L distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.
- The Category Code field in the detail area allows you to choose a code to designate 1099 information.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

Information about vouchers for multiple companies is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide*or more information.

23.1.1 Example: Voucher for Multiple Companies

The A/P liability account and bank account used in this example are determined by the following:

- The business unit used in the G/L distribution and the company associated with the business unit
- The A/P class code (G/L offset), which is a default from the supplier master

You distribute a voucher of 2,500 to two accounts:

Figure 23–1 Voucher for 2500 Distributed to Two Accounts

Expense Company 100		Expense Company 00004	
1500		1000	

The system credits the A/P trade (liability) accounts using AAI item PCyyyy set up for each company.

Figure 23–2 Crediting the A/P Trade Accounts

A/P Trade Company 100/PCyyyy		A/P Trade Company 00004/PCyyyy	
	1500		1500

The offsets can also point to the same AAI A/P trade account (PCyyyy). The system generates intercompany offsets, as necessary.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Multi Company-Single Supplier

To enter a voucher for multiple companies

On Multi Company-Single Supplier

Figure 23–3 Multi Company-Single Supplier screen

041016 Multi Company-Single Supplie

Tools Help

ORACLE JD Edwards World

URL Email Document Spreadsheet Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Details
A/P Payment Detail
Exit To One Time Suppl
Exit to Name Search
Exit to Address Book
Payroll Child Support Inf
Journal Entry Inquiry
Generic Text View and E
Supplier Inquiry
Mailing Address Windo
Purchase Card Transac
Clear Screen

041016 Multi Company-Single Supplier Prev Voucher:

Mode (F) D

Action Code A Voucher/Type/Co. 00001

Supplier Number 2250 Office Warehouse, Inc

Invoice Number C099876 Batch Number

" Amount 33,300.00 Payment Terms Pmt Instr.

" Date 06/15/17

G/L Date 06/15/17 Tax Expl Code

Tax Amount Tax Rate/Area

Taxable Amount Serv/Tax Date 06/15/17

Remaining Amount Currency Code USD Base Curr USD

Pymt Remark Computer Expense Exchange Rate

. . . . . Payment Schedule . . . . . P

Account Number	Amount	Units	Explanation 2	S
1.8800	11,100.00		Corporate	A
90.8800	11,100.00		Denver	A
50.8800	11,100.00		Dallas	A

F4=Details F6=AP Pmt Detl F9=Name Srch F11=New Vndr F13=JE Inq F16=Ldgr Inq

The steps are the same as entering a standard voucher, except there is no company number field on the form.

See Section 8.1, "Entering Standard Vouchers"

23.1.2 What You Should Know About

Topic	Description
Reviewing vouchers	You can access the detail area to review additional information, such as the companies assigned to each distribution line and category code 7 for 1099 processing.
Revising multi-company vouchers	If you enter a voucher on the Multi-Company-Single Supplier form, you must change it on this form.
Multi-Currency	When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
Posting a voucher for multiple companies	When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.
Alternate Payee	You can review and change the value in this field.

23.1.3 Processing Options

See Section 100.4, "Multi-Company Voucher Entry (P041016)".

23.1.4 What You Should Know About

Topic	Description
Processing option 3	See Section 99.1, "Voucher Entry (P04105)" for information about the XT0411Z1 A/P functional server.
Processing option 4	See Section 12.1, "Entering Speed Vouchers" for information about the XT0411Z1 A/P functional server.

24

Enter Multiple Vouchers for Suppliers

This chapter contains this topic:

- Section 24.1, "Entering Multiple Vouchers for Suppliers"

24.1 Entering Multiple Vouchers for Suppliers

Use a multiple voucher entry method to quickly enter vouchers with limited information at the same time for one or more suppliers.

Entering multiple vouchers for suppliers consists of:

- Entering multiple vouchers for a single supplier
- Entering multiple vouchers for multiple suppliers

Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry method is a single-step process.

You cannot use this method to enter:

- Split pay items
- Multiple pay items
- Recurring vouchers
- Special bank accounts
- Special A/P class codes (G/L offset)
- Special payment handling
- Automatic reversing entries
- Multiple journal entries per voucher
- Prepaid vouchers
- Logged vouchers
- Discounts
- Taxes
- Zero invoice amounts

The system creates a voucher for each detail line and updates the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose the appropriate multiple voucher entry method

24.1.1 Before You Begin

- To make entry easier, organize your vouchers by G/L date and due date. Additionally, you can organize them by payment terms, invoice date, and currency.
- Set the appropriate processing option to display additional fields on the form.

24.1.2 What You Should Know About

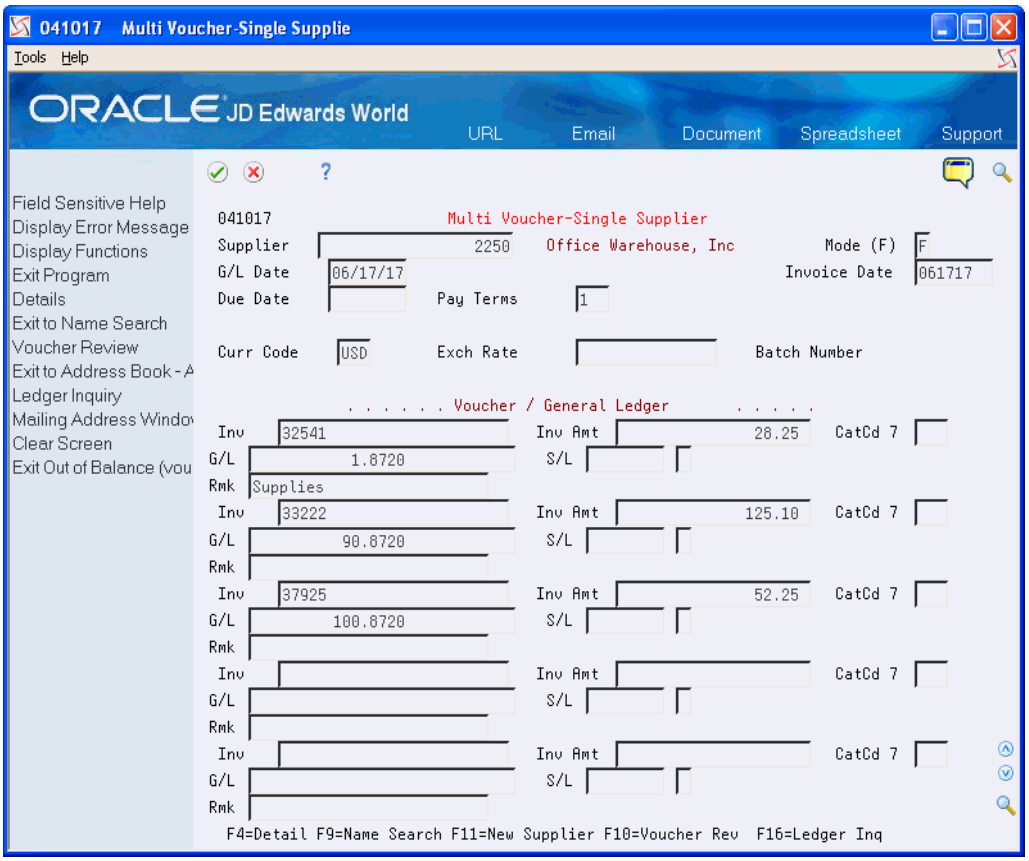
Topic	Description
Revising multiple vouchers	You cannot use the multiple voucher entry method to change, delete, or void a voucher. To do this, use standard voucher entry.

To enter multiple vouchers for a single supplier

To enter many vouchers at one time for a specific supplier, use the multiple voucher entry method.

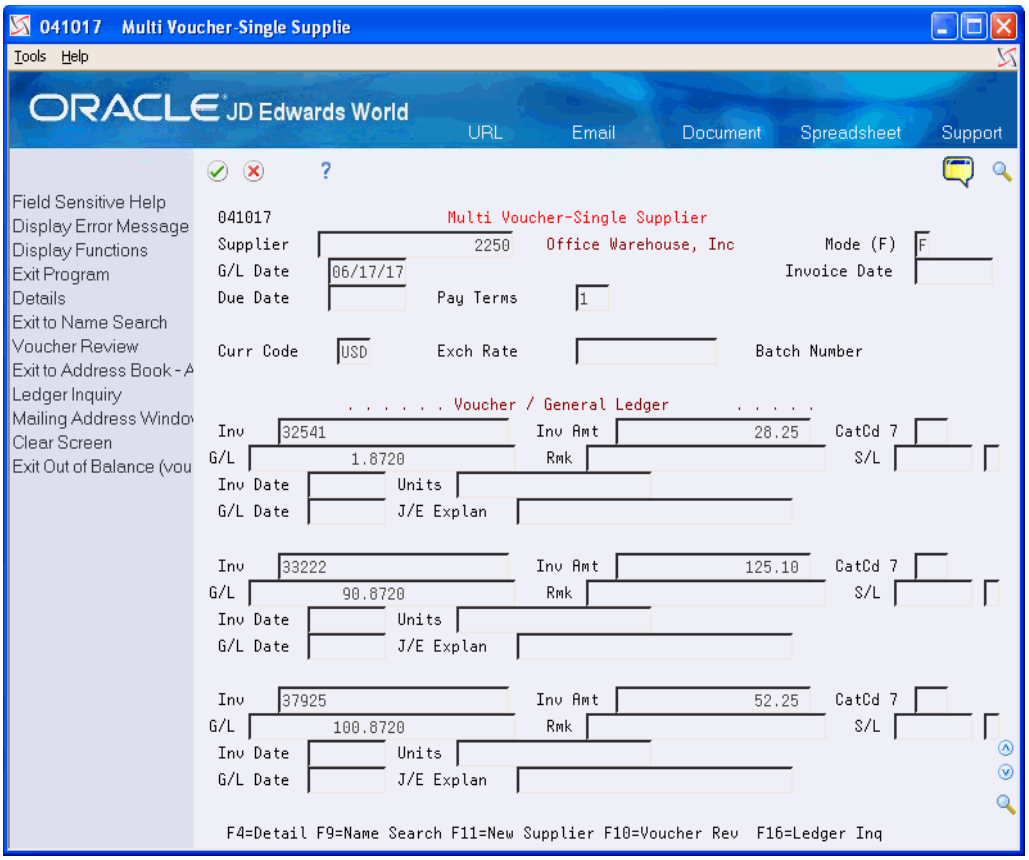
On Multi Voucher-Single Supplier

Figure 24–1 Multi Voucher-Single Supplier screen



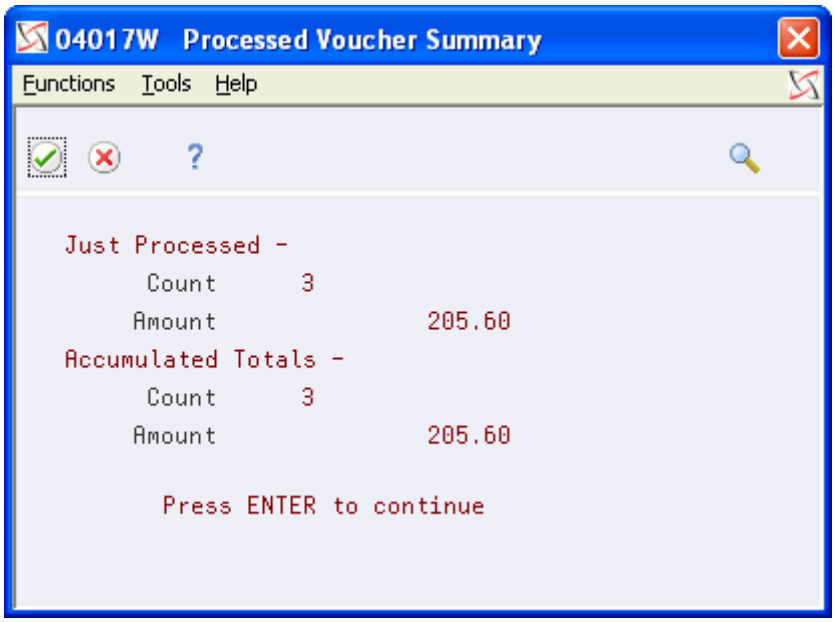
1. Complete the following fields:
   - Supplier Number
   - G/L Date
   - Invoice Date
   - Due Date
   - Payment Terms
   - Currency Code (optional)
   - Exchange Rate (optional)
   - The information you enter applies to all vouchers.
2. Complete the following fields for each voucher:
   - Invoice Number (optional)
   - Invoice Amount
   - Category Code 7 (optional)
   - G/L Account
   - Remark
3. Choose Detail.

Figure 24–2 Multi Voucher-Single Supplier screen (Detail area)



4. To override the information in the header portion of the form, complete the following optional information for each voucher:
   - Invoice Date
   - Units
   - G/L Date
   - Journal Entry Explanation
5. For JD Edwards World, scroll to the next page to enter more vouchers.
6. Access Processed Voucher Summary by pressing Enter.

Figure 24–3 Processed Voucher Summary screen



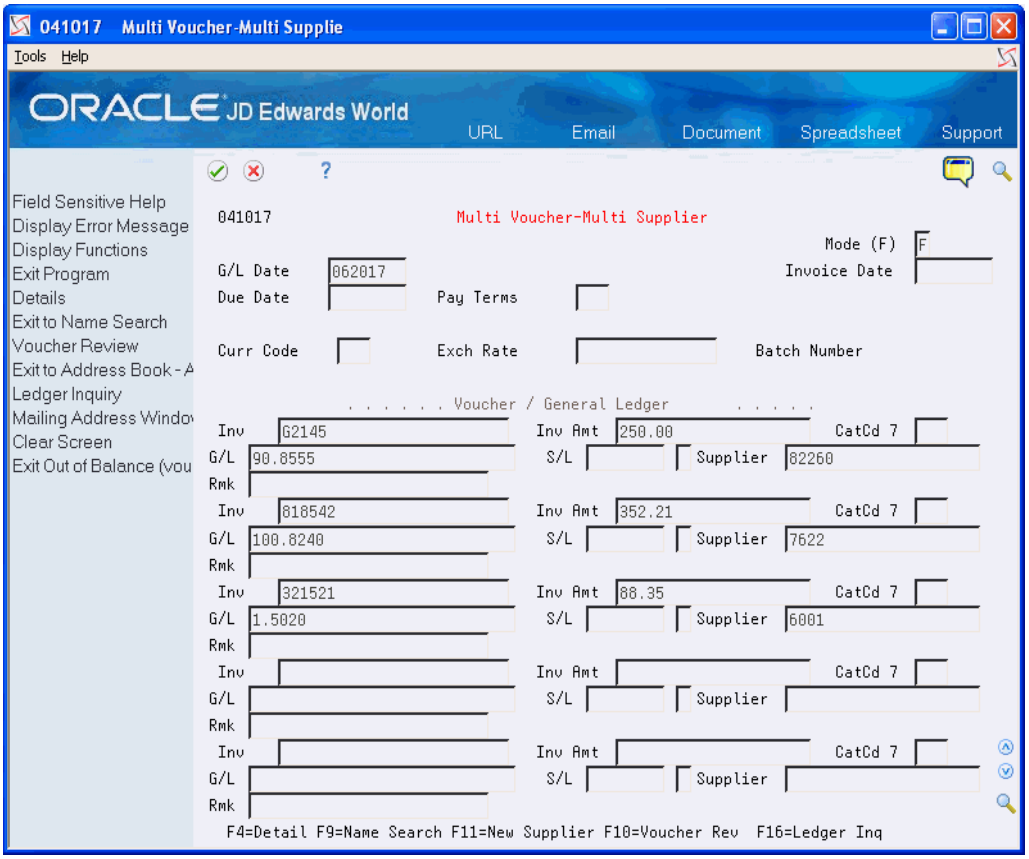
7. On Processed Voucher Summary, review the summary information, then press Enter.
8. To review detail information about the batch of entries, on Multi Voucher-Single Supplier, choose Voucher Review to access Voucher Entry Journal Review.

To enter multiple vouchers for multiple suppliers

To enter multiple vouchers at one time for more than one supplier, use the multiple voucher entry method.

On Multi Voucher-Multi Supplier

Figure 24–4 Multi Voucher-Multi Supplier screen



1. Follow the steps for entering multiple vouchers for a single supplier.

   See Section 24.1, "Entering Multiple Vouchers for Suppliers".

2. Complete the following additional field:

   - Supplier

24.1.3 Processing Options

See Section 100.5, "Multi Voucher Single/Multi Supplier (P041017)".

Part IV

Automatic Payment Processing

This part contains these chapters:

- Chapter 25, "Overview to Automatic Payment Processing"
- Chapter 26, "Work with Supplier Withholding Taxes"
- Chapter 27, "Prepare Vouchers for Payment"
- Chapter 28, "Group Vouchers for Payment"
- Chapter 29, "Work with Payment Groups"
- Chapter 30, "Work with Automatic Payments"
- Chapter 31, "Update the A/P Ledger"
- Chapter 32, "Approve and Post Automatic Payments"
- Chapter 33, "Process Electronic Funds Transfer (EFT) Payments"
- Chapter 34, "BACS and IAT Payment Processing"
- Chapter 35, "Void Automatic Payments"

25

Overview to Automatic Payment Processing

This chapter contains these topics:

- Section 25.1, "Objectives"
- Section 25.2, "About Automatic Payment Processing"

25.1 Objectives

- To withhold taxes from suppliers
- To print a cash requirements report
- To approve and pay vouchers
- To create bank tapes
- To post payments
- To revise and void payments

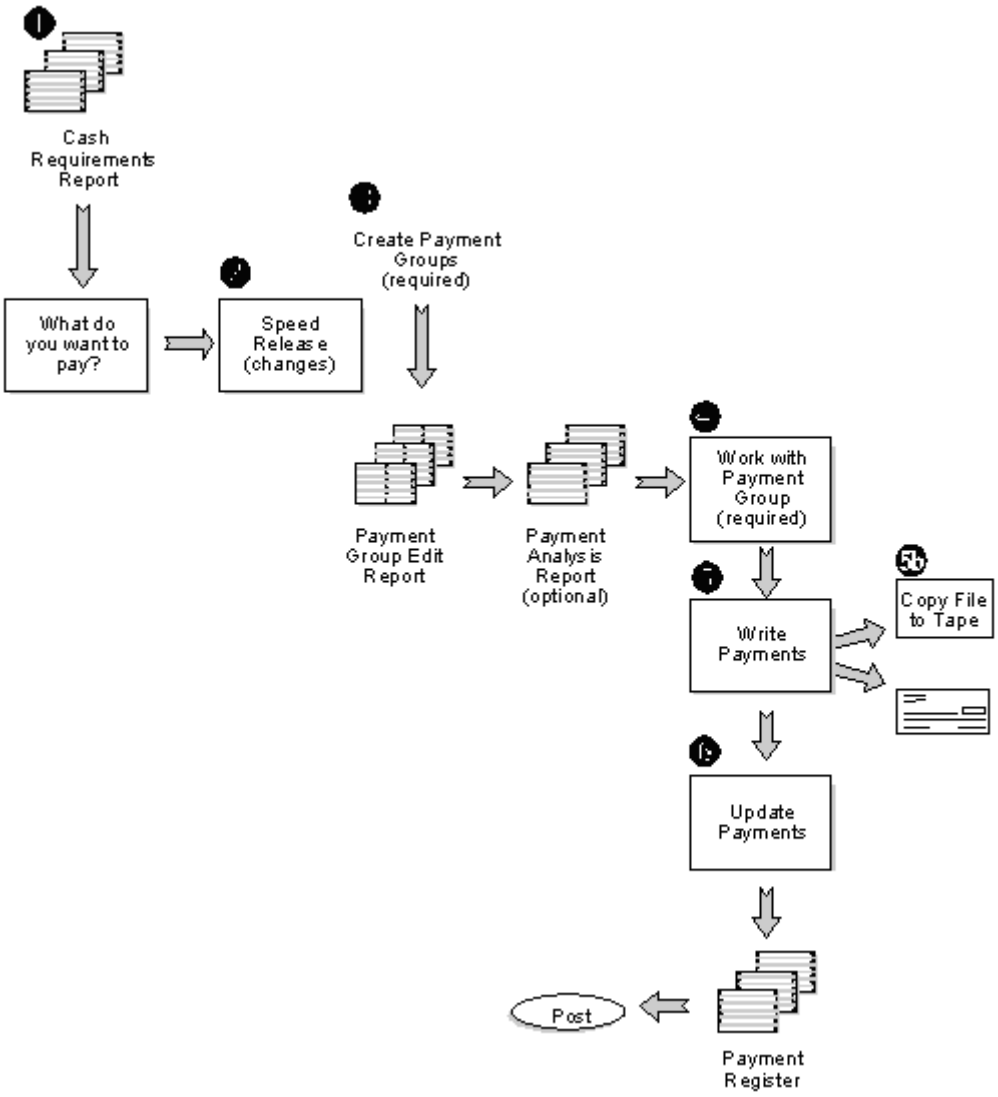
25.2 About Automatic Payment Processing

Automatic payment processing allows you to manage your payments, so you maintain company finances at maximum levels while issuing disbursements on time to take advantage of favorable discount terms. Use automatic payment processing to pay vouchers during your usual payment cycle. Automatic payment processing consists of:

- Withholding supplier taxes
- Preparing vouchers for payment
- Grouping vouchers for payment
- Working with payment groups
- Working with payments
- Updating the A/P ledger
- Approving and posting automatic payments
- Voiding automatic payments

The following illustration shows the automatic payment process.

Figure 25–1 Automatic Payment Process



25.2.1 How Does the System Identify Automatic Payments?

The following table shows the identifying characteristics of automatic payments:

Document Class	Document Type
Voucher document type (original document)	▪ PV (voucher) ▪ PR (recurring voucher) ▪ PL (voucher logging) ▪ PD (debit memo)
Payment document type (matching document)	▪ PK (automatic payment) ▪ PT (electronic funds transfer ▪ P1 (draft)
Batch type	▪ K (automatic payment)

See Also:

- Chapter 69, "Understand User Defined Codes for A/P"

26

Work with Supplier Withholding Taxes

You might need to comply with government regulations that require you to withhold a percentage of payments to suppliers for whom you do not have a tax ID.

For example, you can set up the system to automatically withhold a percentage of the amount that you pay your suppliers if they do not supply you with a tax ID. You can post vouchers when you enter them or when you calculate withholding. When you generate payments, you can pay both the supplier and the tax authority at the same time or separately.

This chapter includes the following topics:

- Section 26.1, "Setting Up Withholding Taxes"
- Section 26.2, "Calculating Withholding"
- Section 26.3, "Paying Withheld Amounts"
- Section 26.4, "Reporting Withheld Amounts"

26.1 Setting Up Withholding Taxes

Setting up withholding taxes includes:

- Setting up tax authorities for withholding
- Setting up suppliers for withholding
- Setting up an existing voucher for withholding

To set up a tax authority for withholding

If you are required to report or pay withheld taxes to a particular tax authority, you must set up that tax authority in the address book.

Navigation

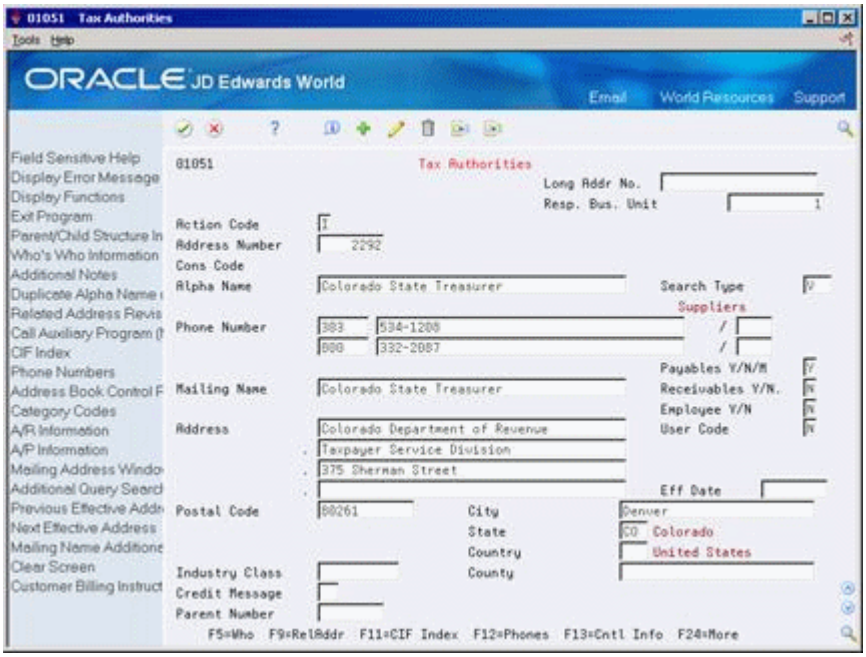
From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose A/P Tax Setup

From Tax Processing & Reporting (G0021), choose Tax Authorities

On Tax Authorities

Figure 26–1 Tax Authorities screen



Complete the following fields:

- Alpha Name
- Mailing Name
- Search Type

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E – Employees X – Ex-employees V – Suppliers C – Customers P – Prospects M – Mail distribution lists *Form-specific information* When you enter Address Book information for a new employee, the system automatically enters E in this field.

See Also:

- Setup Guidelines in the *JD Edwards World Technical Foundation Guide*

To set up a supplier for withholding

If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. The system will deduct the percentage

you specify from each voucher you enter. It will also make that percentage payable to the tax authority you specify.

Although you can specify the tax authority in the Supplier Master record (F0401), the system also provides a processing option in the Calculate Withholding (P04580) program that you can use to override the tax authority that you specify here.

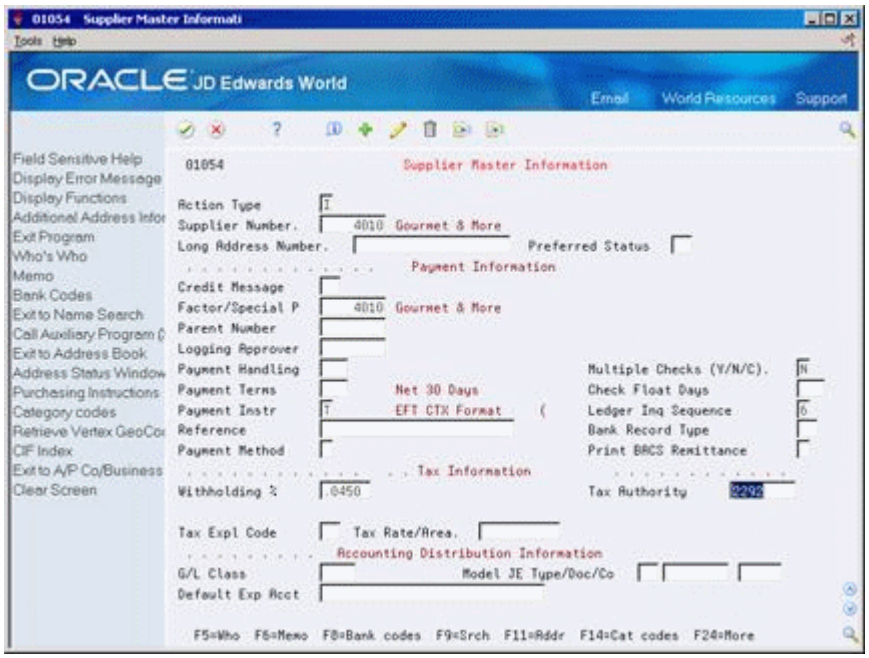
Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

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

On Supplier Master Information

Figure 26–2 Supplier Master Information screen



1. Locate the supplier.
2. Complete the following fields in the Tax Information area:
   - Withholding Percent
   - Tax Authority
3. Click Change.

Field	Explanation
Withholding Percent	The rate of U.S. withholding tax to be retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20% would be expressed as .2000.
Tax Authority for A/P Withholding	A code that identifies the government agency for which you withhold taxes from supplier payments.

26.1.1 What You Should Know About

Topic	Description
Pay status	When you enter a voucher for a supplier that you have set up for withholding, the system assigns it a pay status of % (withholding applies).
Stopping withholding for a supplier	To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields on Supplier Master Information.

To set up an existing voucher for withholding

When you set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to calculate withholding when you pay them. See Section 13.1, "Reviewing Vouchers" for more information about locating existing vouchers.

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0411), choose Speed Release

On Speed Release

1. Locate the voucher.
2. Change the Pay Status field to indicate that withholding applies.

Field	Explanation
Pay Status Code	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P – Paid. The voucher or invoice is paid in full. A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H – Hold pending approval. R – Retainage. % – Withholding applies. ? – Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code. *Form-specific information* You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).

26.2 Calculating Withholding

To calculate withholding, you run the Calculate Withholding (P04580) program.

Calculate Withholding is a DREAM Writer that creates withholding records for existing vouchers. It performs the following:

1. Selects voucher pay items with a pay status of % (withholding applies).

2. Calculates withholding amounts using the withholding percentage in the supplier master record.
3. Changes the pay status on the original pay item from % to A (approved) so you can pay them in the next payment run. However, you can change the pay status in the Pay Status processing option.
4. Creates two pay items
5. Produces two reports

26.2.1 Pay Items

When you run the Calculate Withholding program, the system creates two additional pay items for the voucher or a new voucher with two pay items, depending on how you set the processing options. The system bases this on the withholding percentage that you set up. The system creates:

- A negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item. This pay item reduces the amount of the voucher by the amount withheld.
  - If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.
  - The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
- A pay item for the withholding amount using the tax authority in the supplier master record as the alternate payee. This new pay item has the same due date and G/L bank account as the original pay item, however, by default you can assign a new G/L Date to the new pay items for the withholding.
  - The system assigns a pay status of H (hold) to pay items for tax authorities so that you can accumulate withholdings and pay them on a periodic basis.
  - You can change the default pay status using the Pay Status processing option.
  - The system does not post the new pay items. You must submit the voucher batch to post for these items.

26.2.2 Reports

The program produces the following reports:

- Calculate Withholding Status Report lists the new pay items and the pay status of each item. PS represents Pay Status on the report.
- Calculate Withholding Error Report (if applicable) lists the vouchers that were not released for payment and the error associated with each voucher or pay item.

26.2.3 Using Create Payment Groups to Calculate Withholding

As an alternative to running P04580 to calculate withholding, you can calculate withholding by setting the Calculate Withholding processing options when you run the Create Payment Groups (P04570) program.

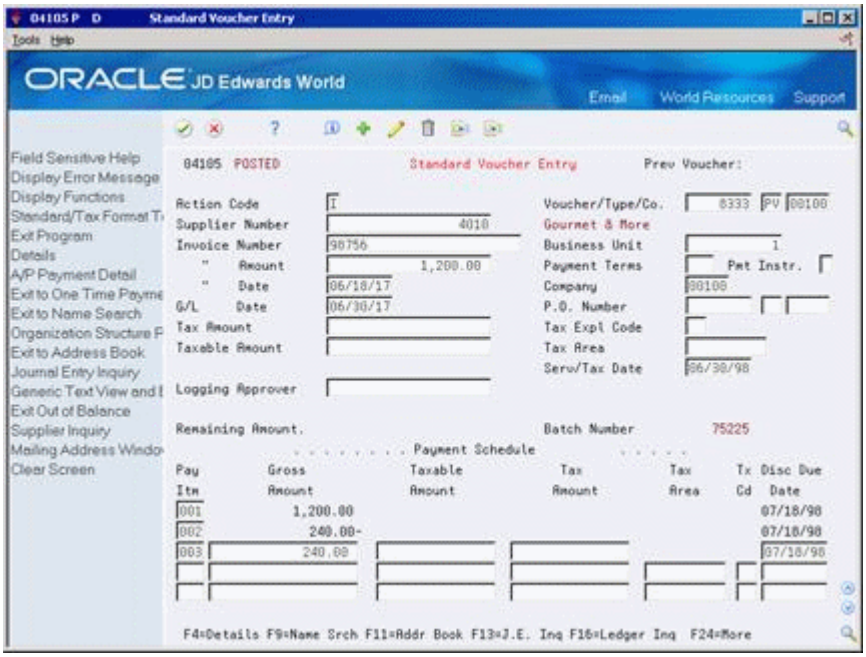
Note: P04570 does *not* post the withholding pay items. If you set the data selection in P04570 to select only posted transactions (Posted Code EQ D), the program chooses only the first pay item (when you post the voucher after entry) and the payment is for the full amount of the voucher because it does not include the withholding negative pay item. The result is that you overpay your supplier by the amount of the tax. If you want to include posted transactions in the data selection, JD Edwards World recommends that you use P04580 to calculate withholding so that you post the new pay items before you run P04570.

26.2.4 Example: Pay Items Created by Calculating Withholding

The following example illustrates the pay items the program creates when you calculate withholding. In this example, the system creates two pay items:

- A negative pay item to be deducted from the original pay item
- A positive pay item to be paid to the tax authority

Figure 26–3 Standard Voucher Entry screen



26.2.5 What You Should Know About

Topic	Description
G/L Date for withholding pay items	You can assign a different G/L Date to the new pay items the program creates for withholding. The Assign G/L Date processing options allows you to assign any date. You also assign a new document number to the new pay items within the same batch.

Topic	Description
Paying unposted vouchers	If you do not want to pay unposted vouchers, run only a version of the Calculate Withholding program so that you can post the pay items prior to running Create Payment Groups.
Posting new pay items	▪ If you post the original voucher before you run P04580, the system creates an F0911 record for a zero amount so that it can post the new pay items. ▪ If you do not post the original voucher before you run P04580, the system does not create an additional F0911 record for a zero amount because it is not necessary.

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Calculate Withholding or Create Payment Groups

26.2.6 Before You Begin

- Set up AAI item PCyyyy where 'yyyy' represents the G/L Offset for withheld amounts. JD Edwards World recommends that you use WHLD. For example, you set up PCWHLD for the G/L offset for withheld items, which you can use for the default company 00000 or this can be company specific. See Chapter 67, "Understand AAIs for A/P" for more information.
- Review processing options for Calculate Withholding (P04580):
  - Enter the G/L offset
  - Enter the G/L Account to be used for zero balance records. This is mandatory and you must enter the short ID of the account.
  - Confirm that the version of the Journal Entry processor (XT0911Z1) designated in the processing options is set to allow zero amount journal entries.

26.2.7 Processing Options

See Section 101.1, "Calculate Withholding (P04580)".

26.2.8 Data Selection

Verify the following:

- Pay Status EQ %
- Cash Rcpts/Inv Reg Code NE P

26.3 Paying Withheld Amounts

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

Depending on whether you have tax information for a supplier when you calculate withholding, you do one of the following:

- Pay withheld amounts to a tax authority
- Pay withheld amounts to a supplier

When you pay withheld amounts, your vouchers can be either posted or unposted.

Voucher	Description
Posted vouchers	If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system: ■ Creates pay items in the A/P Ledger table (F0411) with a posted code of blank. ■ Creates zero amount (blank) records in the Account Ledger table (F0911), so that the new pay items in the A/P Ledger table can be posted. These blank records use the G/L account you specify in the G/L Offset processing option. Because the withholding program must create blank records, you must set the Zero Amount processing option in the XT0911Z1 Journal Entry functional server to allow the system to create blank Account Ledger records. If disk space is limited, these blank records can cause a problem.
Unposted vouchers	When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the Account Ledger table (F0911).

See Also:

- Section 101.4, "A/P Speed Release (P04114)"for more information about changing the pay status and alternate payee for a voucher.

To pay a withheld amount to a tax authority

When you calculate withholding, the system creates a pay item for the tax authority and places it on hold. When you release it, the system processes the pay item for payment in your next automatic payment cycle. See Section 13.1, "Reviewing Vouchers" for more information about locating vouchers.

On Speed Release

1. Locate the voucher.
2. Change the Pay Status field for the pay item.

To pay a withheld amount to a supplier

If you withhold taxes because you do not have a tax ID for a supplier and later receive a tax ID, you can pay the withheld amount to the supplier instead of the tax authority.

On Speed Release

1. Locate the voucher.
2. Change the Pay Status field for the pay item.
3. Access the detail area.
4. Change the Supplier Payee field for the pay item.

26.4 Reporting Withheld Amounts

To report the amount you are withholding for a tax authority, print an Open A/P Detail Report (P04423) or Open A/P Summary Report (P04413). You set the Payee Address Number (RPPYE) equal to the address book number of the tax authority in the data selection. This report shows only withheld amounts, not the amounts of the original voucher pay items.

You can print the same information from Supplier Ledger Inquiry (P04223) by entering the address number of a tax authority and choosing Print.

See Also:

- Section 51.2, "Printing Open A/P Detail Reports" for information about the Open A/P Detail Report

Navigation

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Open A/P Detail Reports or Open A/P Summary Reports

26.4.1 Processing Options

See Section 106.2, "A/P Detail Reports (P04423)".

27

Prepare Vouchers for Payment

This chapter contains these topics:

- Section 27.1, "Determining Cash Requirements"
- Section 27.2, "Reviewing Vouchers"
- Section 27.3, "Revising Vouchers"
- Section 27.4, "Releasing Vouchers"
- Section 27.5, "Splitting Payments"

Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers.

Before You Begin

- Review and approve changed information for vouchers. See Section 62.1, "Setting Up Payee Control".

27.1 Determining Cash Requirements

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Cash Requirements Report

You can use the Cash Requirements Report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in four aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

The Cash Requirements Report includes information related to A/P Approvals. Based on a processing option setting, you can bypass the print of vouchers that are not approved for payment. The report also shows the A/P Approval Status to assist with analyzing cash outflow.

This is a DREAM Writer report.

This report shows transactions from the A/P Ledger table (F0411).

27.1.1 What You Should Know About

Topic	Description
Multi-Currency	When you choose the Foreign Currency Aging format, the report shows both the foreign and domestic amounts, with amounts aged in three columns instead of four.

27.1.2 Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To specify only unpaid pay items, change Pay Status to not equal (NE) P.

27.1.3 Processing Options

See Section 101.3, "Cash Requirements (P04431)".

27.2 Reviewing Vouchers

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

You can review vouchers and change or release them for payment. You will generally group your searches according to supplier, job or business unit, or G/L bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- Job or business unit
- G/L bank account

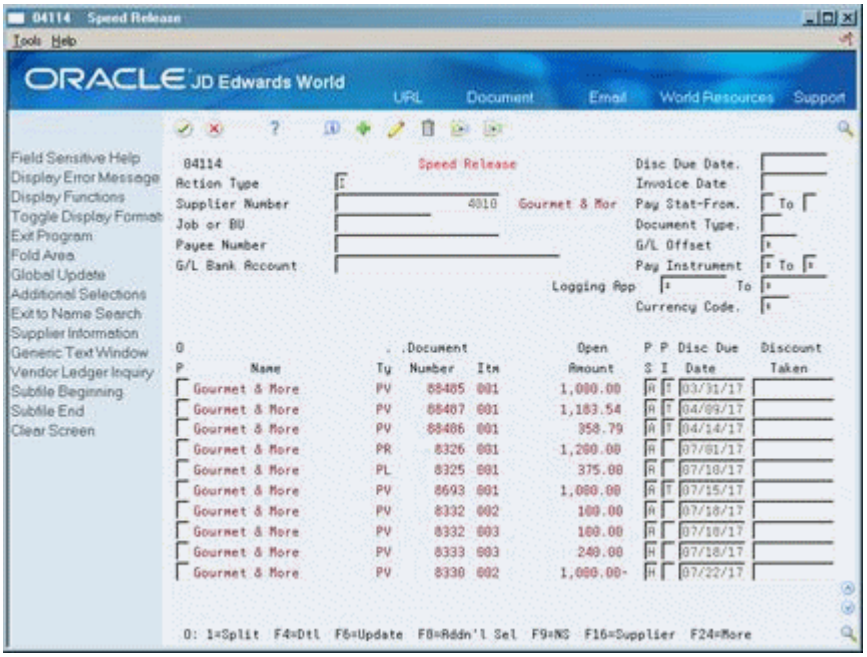
When you review vouchers, the system displays open pay items in ascending order by net due date. It does not display records with pay status equal to paid, draft accepted, or payment in process. The form displays the total of selected vouchers with pay statuses of Approved and Hold.

The system displays information from the A/P Ledger table (F0411).

To review vouchers

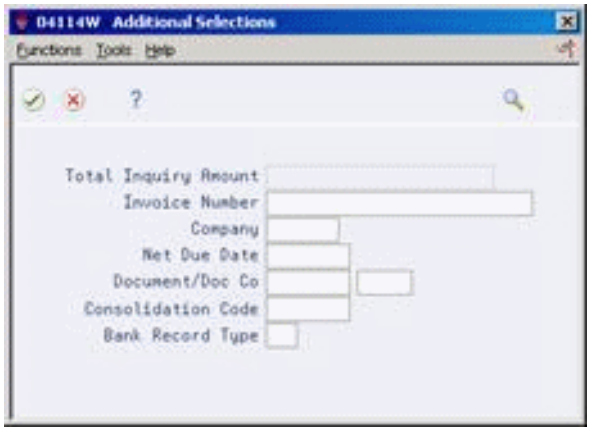
On Speed Release

Figure 27–1 Speed Release screen



1. Complete any of the following fields and press Enter:
   - Supplier Number
   - Job or Business Unit
   - Bank Account
2. To limit your search, complete any of the following fields and press Enter (optional):
   - Net Due Date
   - Invoice Date
   - Pay Status From
   - Document Type
   - Payee Number
   - G/L Offset
   - Payment Instrument From
   - Approver Number From
   - Currency Code
3. To further limit your search, choose Additional Selections.

Figure 27–2 Additional Selections screen



4. On Additional Selections, complete the following fields (optional):

- Total Inquiry Amount
- Invoice Number
- Company
- Net Due Date
- Document/Doc Co
- Consolidation Code
- Bank Record Type

Field	Explanation
Currency Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company. *Form-specific information* The Currency Code field in the header applies to the vouchers you want displayed. The Currency Code field in the fold area applies to individual vouchers. Valid values for the Currency Code field in the header are: A specific currency code This can be any currency code defined on your system. Only vouchers entered in the specified currency are displayed. Blank – The system supplies the currency code for the supplier from the Address Book system. It is the currency most commonly used by the supplier. Only vouchers entered in that currency are displayed. If the Address Book system has no currency code for the supplier, an * (asterisk) is used (described below). * – The form displays all vouchers in all currencies. Amounts are displayed in the domestic currency of the company they are associated with.

Field	Explanation
Total Inquiry Amount	The target open amount. The amount you enter in this field limits the number of detail lines that appear on the form. Example: The form displays five detail lines, each with an open amount of 225. You enter 800 in this field. Only the first four lines appear because they total 900 (225 x 4 = 900). The fifth detail line does not appear because the total inquiry amount has already been reached. If you limit a search using total inquiry amount, you must also enter a currency code or bank account. The search on total inquiry amount uses the selected currency or the currency of the selected bank account.

27.2.1 What You Should Know About

Topic	Description
Select voucher via Supplier Ledger Inquiry	You can select vouchers for review by choosing Supplier Ledger (F16) to acces the Supplier Ledger Inquiry screen. You can select individual vouchers or choose Select ALL for Return to Speed Release (F20) to select all of the vouchers. The transactions display on Speed Release.
Reviewing vouchers with multiple currencies	If you do not use a monetary bank account, supplier, or currency code to locate vouchers, the totals could be hash totals.
Payment Terms	Payment Terms in the detail area of the screen is an input-capable field. This can be changed from a multi-tier payment term when the invoice is no longer to be processed by the multi-tier batch update program.

27.3 Revising Vouchers

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might later decide that you want to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you will now pay.

You can make only changes that do not affect the voucher posting through speed release. Making changes through speed release can be more efficient than making them through voucher entry because:

- You can locate and change more than one voucher at a time
- You can locate and change multiple vouchers for multiple suppliers in one session, using additional search criteria
- The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of:

- Revising an individual voucher

- Revising multiple vouchers
- Revising multiple vouchers based on expanded search criteria

The system updates information in the A/P Ledger table (F0411).

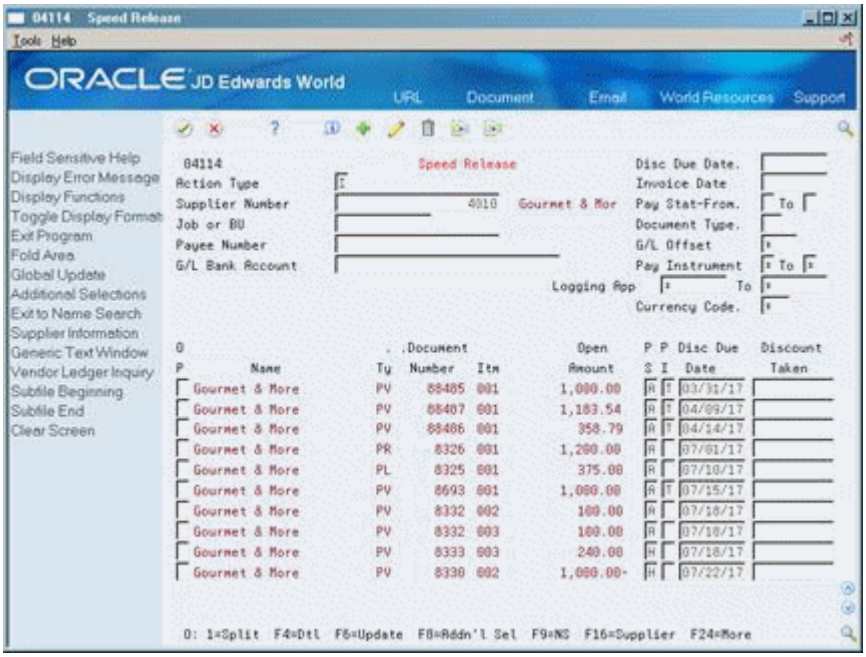
27.3.1 What You Should Know About

Topic	Description
Updating multiple vouchers	If you are revising multiple vouchers, you must page down to the bottom of the list of vouchers to update all of them. Otherwise, the system updates only the vouchers that are displayed on the form.

To revise an individual voucher

On Speed Release

Figure 27–3 Speed Release screen

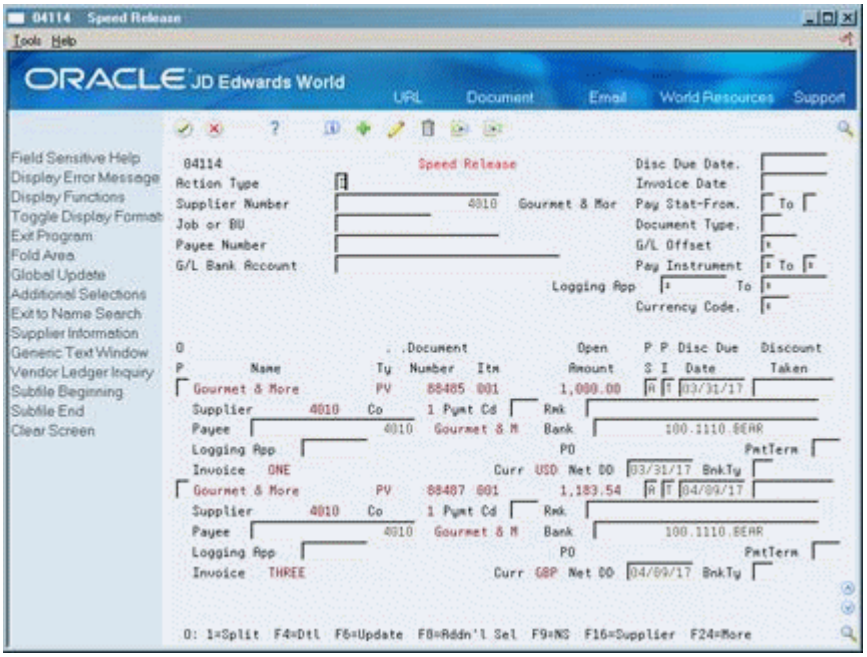


1. Locate the specific voucher you want to revise.

   See Section 13.1, "Reviewing Vouchers".

2. Change any of the following fields:
   - Pay Status
   - Payment Instrument
   - Net Due Date
   - Discount Taken
3. Choose Detail (F4).

Figure 27–4 Speed Release screen (Detail area)



4. Change any of the following fields:
   - Payment Handling Code
   - Payment Remark
   - Payee
   - Bank Account
   - Approver Number
   - Payment Terms Code

To revise multiple vouchers

When you change single fields for multiple vouchers, the system changes all selected pay items to the new value. When you change multiple fields, the system selects all pay items with information matching the From field and changes them to the value of the To field.

On Speed Release

1. Follow the steps for reviewing vouchers.

   See Section 13.1, "Reviewing Vouchers".

   Locate only the vouchers you want to change.
2. Complete any of the following fields:
   - Net Due Date
   - Pay Status (From/To)
   - G/L Bank Account
   - Payment Instrument (From/To)
   - Approver Number (From/To)
3. Scroll to the last voucher to update all selected vouchers.

If you do not, the system only updates the vouchers that appear on this and previous forms.

4. Choose Update.

27.3.2 What You Should Know About

Topic	Description
Changing posted vouchers	If you change posted vouchers using speed release, you do not need to repost the batch because the changes you make do not reopen the batch.
Changing the bank account with multiple currencies	You can change the bank account to any monetary bank account with the same currency as the voucher. The system edits the currency of the bank account against the transaction currency of the voucher. You can change the bank account to any non-monetary bank account which is in a company with the same domestic currency as the voucher company. You can then pay any foreign currency out of that bank account, provided it is the transaction currency.
Changing a discount	You cannot increase the amount of a discount.
Changing a payee	If you change the payee for an individual voucher, the system records the payment at the supplier level, even if the payee is a third party.

27.3.3 Revising Multiple Vouchers Based on Expanded Search Criteria

When you locate and revise vouchers for a supplier, you can have additional criteria on which to search. For example, you might want to revise all vouchers that are within the 1,000 to 5,000 amount range for a specific company. After selecting those vouchers, you might want to revise all vouchers that are assigned to a specific parent company. As you continue to select other vouchers for revision, the system retains those previously selected.

The additional criteria you can choose from when locating vouchers to revise include:

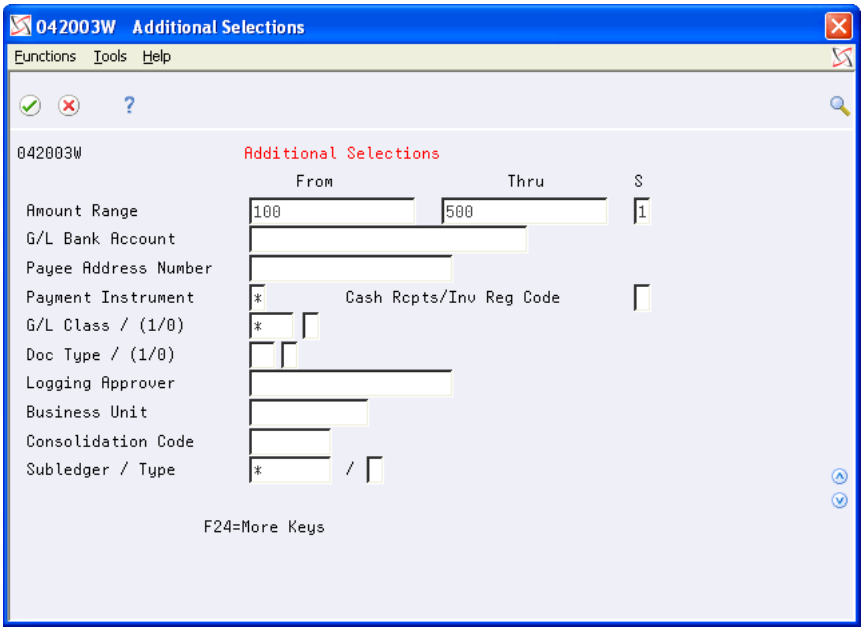
- Amount Range
- Company
- Date From and Through
- Parent Number

To revise multiple vouchers based on expanded search criteria

On Speed Release

1. Locate the supplier.
2. To access Supplier Ledger Inquiry, press F16.
3. Complete any of the search fields.
4. For additional criteria on which to search, access Additional Selections and complete any of the search fields.

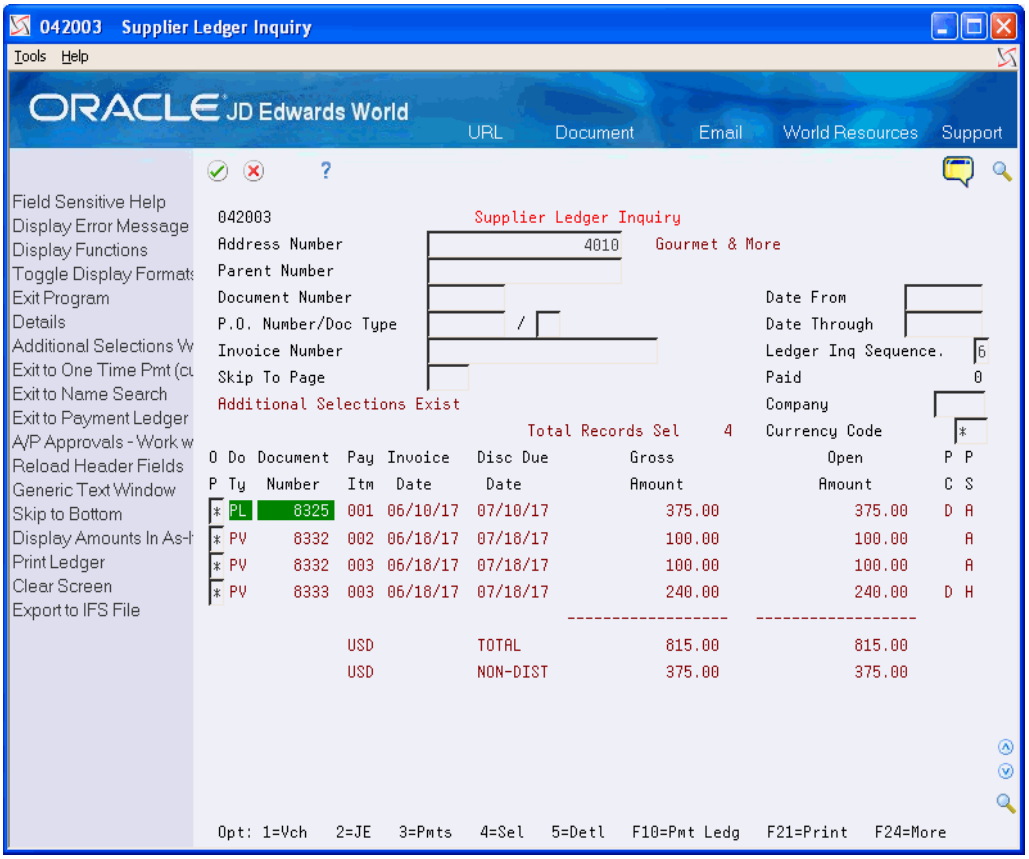
Figure 27–5 Additional Selections screen



5. To view the vouchers that meet your criteria, press Enter.
6. For each voucher that you want to revise, enter 4 in the following field and press Enter:
   - Option

   The system replaces 4 with an asterisk (*) and displays the number of records you selected.

Figure 27–6 Supplier Ledger Inquiry screen



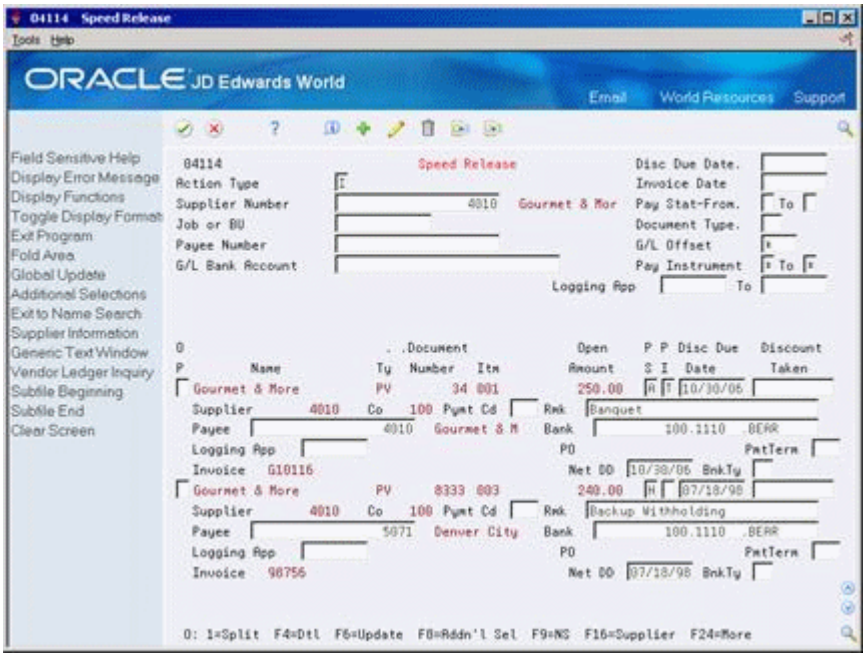
7. Return to Speed Release (F3).
8. To revise vouchers for another supplier, locate the supplier and repeat the previous steps.

   The system retains the vouchers you have selected for each supplier, as long as you do not do one of the following:

   - Exit Speed Release
   - Use the Clear Screen function
   - Use the Change action and press Enter

   When you locate the supplier again, only the vouchers that match your selection criteria will appear.

Figure 27–7 Speed Release screen



9. On Speed Release, complete any of the following fields:
   - Net Due Date
   - Pay Status (From/To)
   - G/L Bank Account
   - Payment Instrument (From/To)
   - Approver Number (From/To)

27.4 Releasing Vouchers

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

Releasing vouchers for payment is the most common reason for using speed release. You can:

- Release or place a voucher on hold
- Release or place multiple vouchers on hold

The system updates information in the A/P Ledger table (F0411).

To release or place a voucher on hold

On Speed Release

1. Follow the steps for reviewing vouchers.

   See Section 13.1, "Reviewing Vouchers".

2. Change the following field:
   - Pay Status-From

To release or place multiple vouchers on hold

You can use search criteria to locate and change multiple vouchers. For example, you can:

- Review vouchers with a pay status of hold that equal a specific amount and approve them
- Review approved vouchers and hold them

On Speed Release

1. Follow the steps for reviewing vouchers.

   See Section 13.1, "Reviewing Vouchers".

2. Change the following field:
   - Pay Status-From
   - Pay Status-To
3. Choose Update (F6).

Field	Explanation
Pay Status-From	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P – Paid. The voucher or invoice is paid in full. A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H – Hold pending approval. R – Retainage. % – Withholding applies. ?– Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code. *Form-specific information* You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).

27.4.1 What You Should Know About

Topic	Description
Prepaid vouchers	Before you process payments, approve the pending negative vouchers from any prepaid vouchers to offset the actual voucher.

27.5 Splitting Payments

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

You might want to split a voucher into more than one payment. For example, you can:

- Make a partial payment on a voucher now, and schedule one or more payments for a later date.

- Split the payment between two payees.

The new pay items have the same document number as the original voucher, but different pay item numbers. When you split payments, you might need to allocate discounts and taxes among the new voucher pay items.

The system updates information in the A/P Ledger table (F0411).

To split a payment

On Speed Release

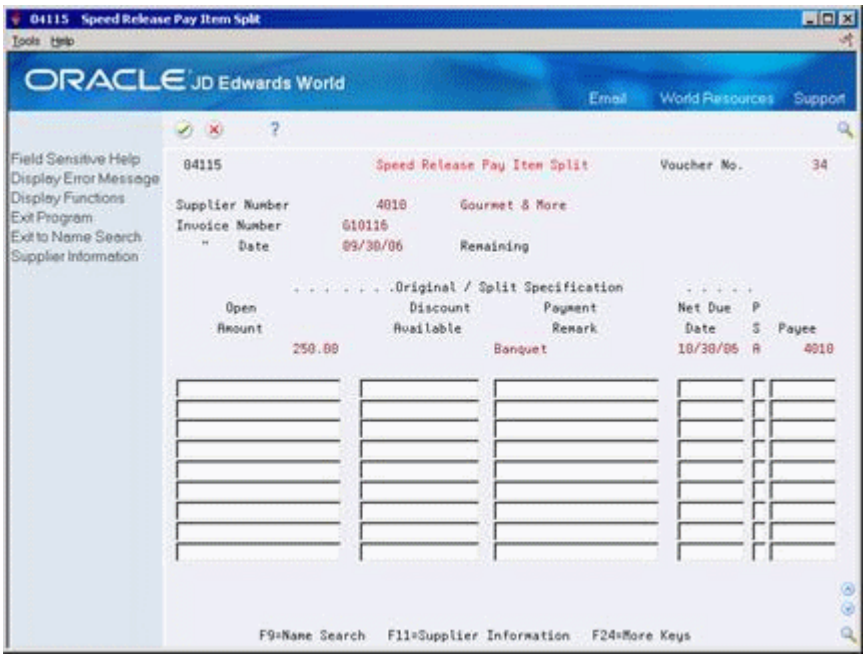
1. Follow the steps for reviewing vouchers.

   See Section 13.1, "Reviewing Vouchers".

   Do not use the change action. You are accessing another program.

2. Choose the Split option (1) for a pay item.

Figure 27–8 Speed Release Pay Item Split screen



3. On Speed Release Pay Item Split, complete the following field for each new pay item:

   - Open Amount

4. Complete the following optional fields:

   - Discount Available
   - Payment Remark
   - Net Due Date
   - Pay Status
   - Payee

5. To split the pay item and return to Speed Release, press Enter.

6. To update the list of pay items, press Enter again.

27.5.1 What You Should Know About

Topic	Description
Splitting recurring vouchers	You cannot split a recurring voucher pay item (document type PR) because this type of voucher can have only one pay item.
Allocating discounts	If you split a voucher that includes a discount, the system applies the discount to the first split pay item, but allows you to allocate the discount. The following rules apply to allocating discounts: ■ You cannot take a discount on a split pay item if the original voucher is already partially paid. ■ If the open amount is positive, the discount available must be positive. If the open amount is negative, the discount available must be negative. ■ Discounts for split pay items must balance to the discount for the original voucher. ■ A discount cannot be greater than the open amount of the split pay item.
Allocating taxes	If you split a voucher that includes taxes, the system applies the taxes to the first split pay item, but allows you to allocate the taxes.

See Also:

- Entering Vouchers with Taxes (P04105) for information on allocating taxes
- Section 62.1, "Setting Up Payee Control"

27.5.2 Processing Options

See Section 101.4, "A/P Speed Release (P04114)"

28

Group Vouchers for Payment

This chapter contains these topics:

- Section 28.1, "Grouping Vouchers for Payment"
- Section 28.2, "Reviewing the Payment Group Edit Report"

28.1 Grouping Vouchers for Payment

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Create Payment Groups

Before you can write payments, you must create payment groups. When you create payment groups, the system separates vouchers that have similar information, such as the same bank account and payment instrument. This allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

This is a DREAM Writer program.

You run Create Payment Groups once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

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

- Payments
- Registers
- Attachments
- Debit statements

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

The Create Payment Group program allows you to summarize document information on the pay stub or attachment by Document Only as well the default summarization by document and due date.

28.1.1 What Happens When You Create Payment Groups?

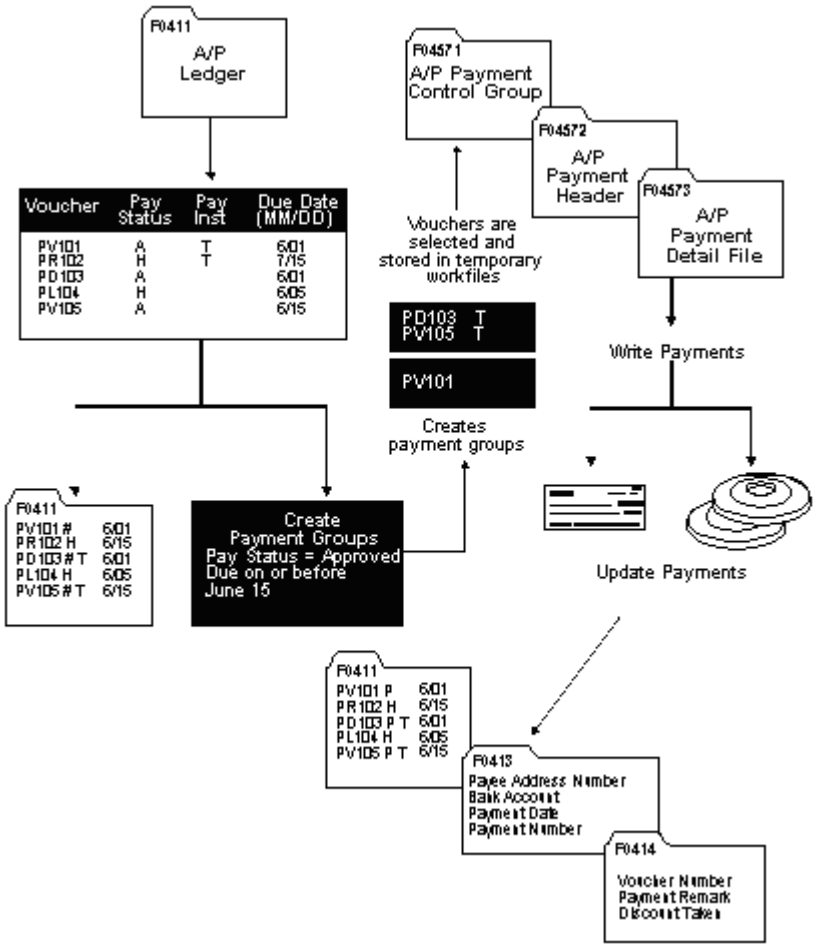
When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved).
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
   - Bank account
   - Payment instrument
   - Currency code
   - Business unit (optional)
   - Company (optional)

   After the system creates payment groups, each group also has the following information in common:
   - Version ID
   - User
   - Creation date
   - Output queue
3. Assigns each payment group a "next status" of WRT (write).
4. Changes the pay status of selected vouchers from A to # (payment in-process).
5. Creates worktables to use in writing payments:
   - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
   - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated to the F0413 file through the Work With Payment Groups program.
   - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and updated to the F0414 file through the Work With Payment Groups program..
6. Prints a Payment Group Edit report that shows vouchers that are selected for payment.

The following graphic shows the system process for creating payment groups:

Figure 28–1 Process to Create Payment Groups



28.1.2 What You Should Know About

Topic	Description
Payment Group Control number	The system retrieves the Payment Group Control number from the next number table (F00022). for file F04571.
Including vouchers based on Discount Due Date and Net Due Date	You can evaluate the Net Due Date to determine whether or not to select a voucher for payment. If the Pay Through date is greater or equal to the Discount Due Date but less than the Net Due Date, the voucher is not included in the payment group. If the Pay Through Date is greater than or equal to the Discount Due Date and greater than or equal to the Net Due Date, the voucher is included in the payment group.

28.1.3 Before You Begin

- Verify that you set up suppliers with the correct payment instrument.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

- Make changes to vouchers, if necessary. You cannot change vouchers that are included in a payment group; you will need to remove the voucher from the group in order to make changes.
- Approve vouchers for payment.

See Also:

- Section 76.5, "Setting Up Debit Statements"
- Section 62.1, "Setting Up Payee Control"

28.2 Reviewing the Payment Group Edit Report

When you create payment groups, the system generates this report, which shows the vouchers that are selected for payment. You can use this report to review vouchers and payment groups.

See sample report below.

28.2.1 Example: Selecting Payment Currency

You set the currency processing method you want to use for payments with a processing option:

- Bank Account Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount

You can also use a processing option to override the bank account. Two multi-currency considerations exist for overriding the bank account:

- The monetary bank account must have the same currency as the transaction.
- The bank account's company currency must be the same as the foreign or domestic currency of the transaction.

The following examples describe these methods.

28.2.1.1 Bank Account Monetary Unit

When you use the Bank Account Monetary Unit method, you pay in the currency of the bank account. A gain/loss might be calculated. For example:

Company base currency = USD

Monetary bank account = EUR

Voucher Number	Domestic	Foreign
PV1	USD	EUR

Because the monetary bank account is EUR, choosing this method results in paying the foreign amount of the voucher (EUR).

28.2.1.2 Voucher Domestic Currency

When you use the Voucher Domestic Currency method, you pay the domestic amount of the voucher. No gain/loss is calculated. For example:

Company base currency = USD

Voucher Number	Domestic	Foreign
PV1	USD	EUR
PV2	USD	

When you choose this method you pay the domestic USD amount for both vouchers.

28.2.1.3 Voucher Foreign Currency

When you use the Voucher Foreign Currency method, you pay the foreign transaction amount of the voucher. A gain/loss might be calculated.

Example 1:

Company base currency = USD

Voucher Number	Domestic	Foreign
PV1	USD	EUR

Example 2:

Company base currency = GBP

Voucher Number	Domestic	Foreign
PV2	GBP	EUR

When you choose this method you pay the foreign EUR amount for both vouchers.

28.2.1.4 Current Domestic Amount

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher. A gain/loss might be calculated. For example:

Company base currency = EUR

Transaction currency = USD

Voucher Number	Domestic	Foreign	Exchange Rate
PV1	5,000 EUR	1,000 USD	5.0

When you pay this voucher, the exchange rate has changed:

Voucher Number	Domestic	Foreign	Exchange Rate
PK1	6,000 EUR	1,000 USD	6.0

Choosing this method results in payment of 6,000 EUR. The system calculates a 1,000 EUR loss on the transaction.

28.2.2 Processing Options

See Section 101.5, "Create Payment Groups (P04570)"

Figure 28–2 Payment Group Edit Report

```
04570                                                                                                   Page        6
 Bank Account :    20053  Bear Creek National Bank                    Payment Group Edit Report        Date 05/03/17
 Version      : 0001
 Originator   : JS689549T
 Pay Inst     :
 Pay Thru Date: 07/31/17
 Currency     : USD

. . . . . Payee . . . . . .  Stub Message                . . . Document . . .    Due      Invoice     Amount                Discount  . . . . . Vendor . ..
 Number     Name/Mailing Address                         Ty    Number     Co    Date       Number                     Taken     Number            Name
-------- ------------------------------------------------ -- ------------ ----- -------- ------------------------------ --------------- -------- ---------
    4010 Gourmet & More        Customer Number-43058     PV     8324 001 00100 07/05/17 G123          1,500.00                      4010 Gourmet & More
                               Gourmet pastries          PL     8325 001 00100 07/10/17 8342          375.00
                                                          PR    8326 001 00100 07/01/17 8950          1,200.00
                               For Corporate Visitor Center PV  8329 001 00100 07/10/17 82597         825.00
                               Travel Advance            PV     8330 001 00100 07/15/17 98765         1,000.00
                               French Pastries for Branches PV  8332 001 00100 07/18/17 89457         100.00
                               Speciality Buffet Items   PV     8333 001 00100 07/18/17 98756         1,200.00
                               Backup Withholding        PV     8333 002 00100 07/18/17 98756         240.00-
                                                                                                     ------------------- ---------------
                                                                  Payment Amount                     5,960.00

                                                                                                     ------------------- ---------------
                                                        Total Amount of Pymnts to be Processed  5,960.00

                                                        Total Number of Pymnts to be Processed      1
```

29

Work with Payment Groups

This chapter contains these topics:

- Section 29.1, "Working with Payment Groups"
- Section 29.2, "Printing the Payment Analysis Report"
- Section 29.3, "Reviewing Payment Groups"
- Section 29.4, "Reviewing Payments within Payment Groups"
- Section 29.5, "Reviewing Vouchers within Payment Groups"
- Section 29.6, "Revising Unprocessed Payments"

29.1 Working with Payment Groups

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

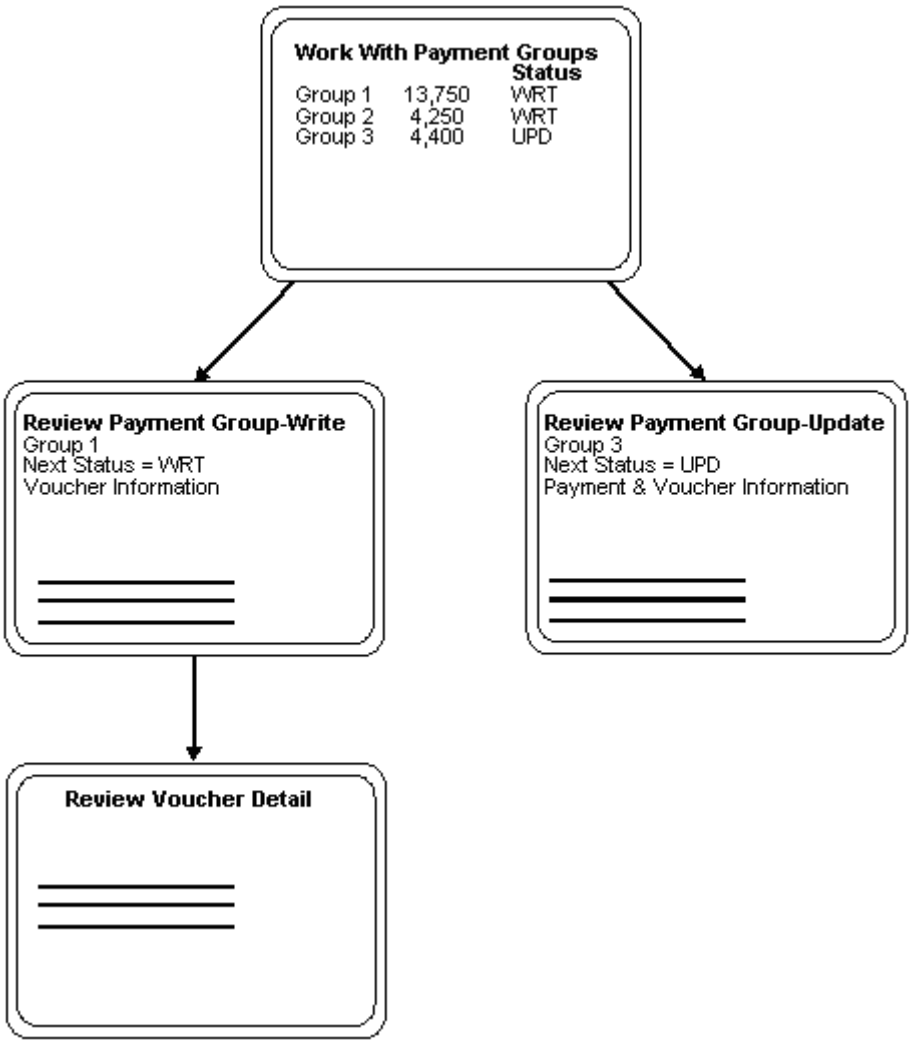
From Automatic Payment Processing (G0413), choose Work with Payment Groups

After you create payment groups, you can review and change payments. You generally review payments twice:

- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment cycle
  - Change control information for payment groups
- After you write payments but before you update the A/P ledger. This allows you to identify payments that you want to void or remove from the payment cycle. You can:
  - Void the payments that were written and rewrite them
  - Remove payment groups, payments, and vouchers from the payment cycle

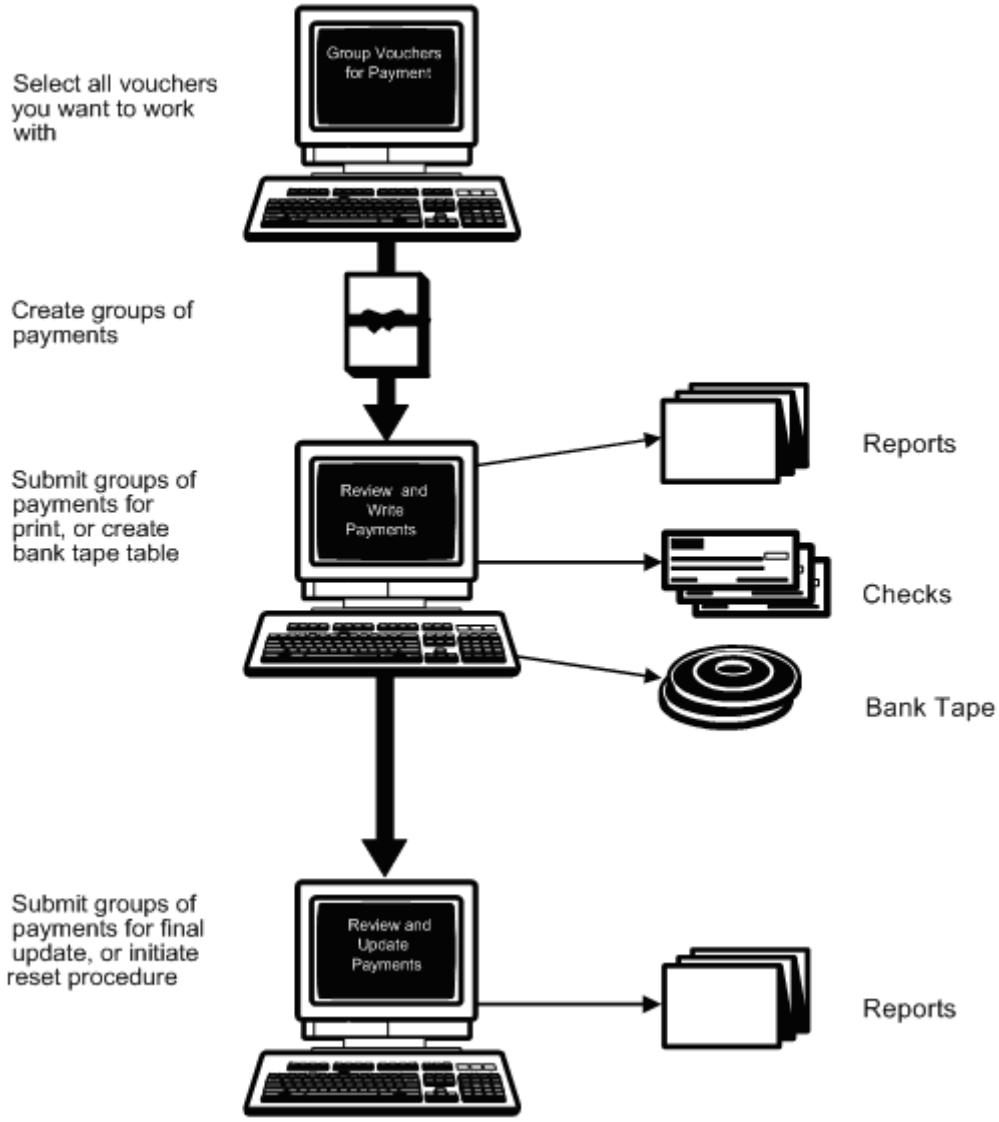
The following graphic shows the relationships among the forms that you use to work with payment groups.

Figure 29–1 Relationship of Forms Used in Payment Groups



The following graphic shows the principal steps for processing payment groups.

Figure 29–2 Principal Steps in Processing Payment Groups



29.2 Printing the Payment Analysis Report

You can print the Payment Analysis Report at any time in the automatic payment process to ensure that payments are correct. This report shows whether payments are ready to be written or ready to be updated to the A/P ledger. It shows all payments in all payment groups.

This program displays and updates information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

This is a DREAM Writer report.

Figure 29–3 Payment Analysis Report with Vendor Detail G/L Bank Account

```
04578                                                                                                                    Page Number        2
                                                                                                                         Date          5/06/18
                                                   Payment Analysis Report
                                          with Voucher Detail G/L Bank Account:        100.1110.BEAR        Bear Creek National Bank

Version          : 0001
Originator       : DEMO
Currency Code    : USD U.S. Dollar
Total Payments   :              5,960.00
    Payee          Payee                          P  . . . Payment . . . Detail S        Bank           Customer Bank      . . . . . To Write . . .   . . . . To Update . . . . .
    Number          Name                          S Ty  Number    Date   Lines  C       Transit         Account Number     Amount      Discount      Amount        Discount
 -------- ---------------------------------------- - --- -------- -------- ------ - ------------------ -------------------- ------------ ----------- ------------- ------------
     4010 Gourmet & More                            PK     4508 07/31/18      8                                                                      5,960.00
     . . . Voucher . . .    Due     . . . . . . . Detail . . . . . . .    . . . . . Vendor . . . . .          Vendor
    Ty  Number    Co  Itm  Date          Amount          Discount    Number          Name            Invoice Number
    -- -------- ----- --- -------- ----------------- --------------- -------- -------------------- ----------------------
    PV     8324 00100 001 07/05/18          1,500.00                    4010 Gourmet & More       G123
    PL     8325 00100 001 07/10/18            375.00                    4010 Gourmet & More       8342
    PR     8326 00100 001 07/01/18          1,200.00                    4010 Gourmet & More       8950
    PV     8329 00100 001 07/10/18            825.00                    4010 Gourmet & More       82597
    PV     8330 00100 001 07/15/18          1,000.00                    4010 Gourmet & More       98765
    PV     8332 00100 001 07/18/18            100.00                    4010 Gourmet & More       89452
    PV     8333 00100 001 07/18/18          1,200.00                    4010 Gourmet & More       98756
    PV     8333 00100 002 07/18/18            240.00-                   4010 Gourmet & More       98756
                                                                                                                          ------------ ------------ ------------ ------------
                         G/L Bank Account . . . . . . . 00020053                                                                                     5,960.00
                                                                                                                          ------------ ------------ ------------ ------------
                                                                                   Grand Total . . . . . . . . .                                     5,960.00
```

29.2.1 Processing Options

See Section 101.6, "Payment Analysis Report (P04578)"

29.3 Reviewing Payment Groups

You can review payments at different levels before you write them. When you review payment groups, you can display a list of groups based on a G/L bank account, payment instrument, or next status. For example, you might want to review all payment groups with a next status of WRT (write).

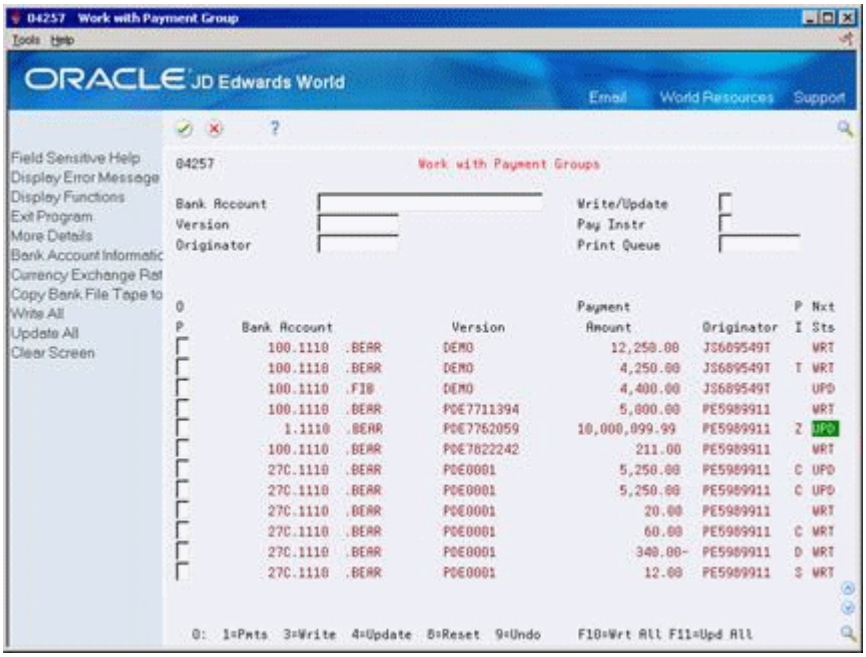
This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

To review a payment group

On Work with Payment Groups

Figure 29–4 Work with Payment Groups screen



1. Display all payment groups by pressing Enter.
2. To limit your search, complete any of the following fields:
   - Bank Account
   - Write/Update
   - Version
   - Payment Instrument
   - Originator
   - Print Queue

- Currency Code
- Business Unit

Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers.
Write/Update	A code that indicates which type of payment record will be displayed. Valid selections are: 0 – Payments to be written or updated 1 – Payments to be written 2 – Payments to be updated The default (blank) is 0.
Originator	The person who created the payment group.
Print Queue	This is the print output queue for A/P payments.
Next Status	This field represents the next status for the A/P payments. The data in this field is driven by a VTX field and can be revised. The initial values include: WRT – Payment is ready to be printed UPD – Payment is ready to be updated

29.4 Reviewing Payments within Payment Groups

After you review a list of payment groups, you can access payment detail for a specific payment group.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

To review a payment within a payment group

On Work with Payment Groups

Choose Payments for a payment group.

The system displays payments on a form that is appropriate to the next status of the payment group:

- WRT – The next status is write. The system displays Review Payment Group - Write.
- UPD – The next status is update. The system displays Review Payment Group - Update.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

29.5 Reviewing Vouchers within Payment Groups

After you review a list of payment groups, you can access voucher detail for a specific payment group. You might need to review vouchers before you write them.

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

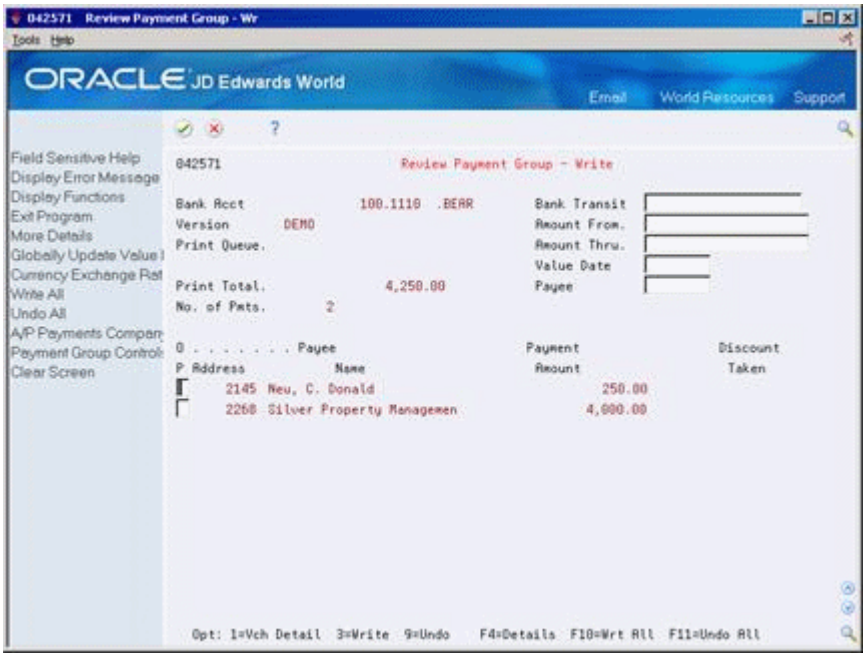
To review a voucher within a payment group

On Review Payment Group - Write, you can change the value in the Sequence field to toggle the display of payments between address book number or alpha name.

On Work with Payment Groups

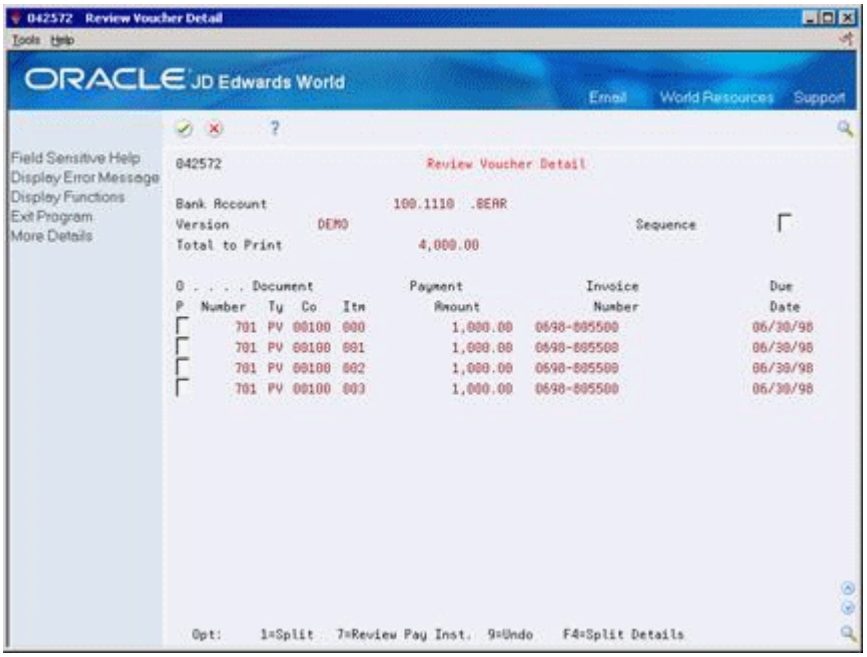
1. Choose Payments for a payment group with a WRT status.

Figure 29–5 Review Payment Group - Write screen



2. On Review Payment Group - Write, choose Voucher Detail for a payment.
3. On Review Voucher Detail, you may choose to view vouchers sequenced by Document Number order or by Discount Due Date order. Set the Sequence field according to your preference.

Figure 29–6 Review Voucher Detail screen



Field	Explanation
Sequence	A code used to designate the display sequence for payment review. Valid values are: Blank = Payee Address Book Number 1 = Payee Alpha Name

29.6 Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them. This task includes:

- Excluding debit balances
- Splitting payments
- Decreasing the amount of discounts
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Revising control information for a payment group

This program displays information in the following temporary worktables:

- A/P Payment Header (F04572)
- A/P Payment Control Group (F04571)
- A/P Payment Detail (F04573)

29.6.1 Excluding Debit Balances

You might have debit balances that you want to exclude from payment processing.

To exclude a debit balance

On Work with Payment Groups, Review Payment Group - Write, Review Voucher Detail, or Review Payment Group - Update

Choose Undo for a payment group, payment, or voucher.

29.6.1.1 What You Should Know About

Topic	Description
Excluding debit balances	To exclude all debit balances from the payment group, set the processing option for Minimum Amount in Create Payment Groups.
Reviewing debit balances	When you process debit balances for review purposes only, you can run the Payment Analysis Report or review them on Work with Payment Groups before you undo them.

29.6.2 Splitting Payments

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system adds a new voucher pay item for the remaining balance. The new pay item is automatically approved for payment but is not part of the payment group.

To split a payment

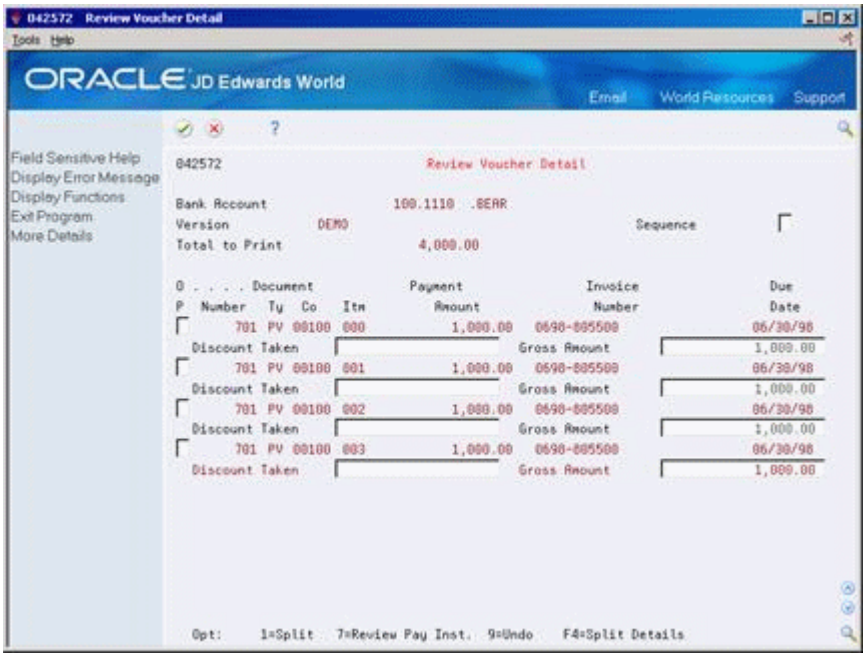
On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See Section 28.1, "Grouping Vouchers for Payment"

2. On Review Voucher Detail, choose Split Detail.

Figure 29–7 Review Voucher Detail screen (Split Detail area)



3. Choose Split for a voucher.
4. Complete the following field:
   - Gross Amount

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.

29.6.3 Decreasing the Amount of Discounts

You can decrease but not increase the amount of a discount.

To decrease the amount of a discount

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See Section 28.1, "Grouping Vouchers for Payment"
2. On Review Voucher Detail, choose Split Detail.
3. Complete the following field:
   - Discount Taken

Field	Explanation
Discount Taken	In Accounts Payable, it is the amount of discount you take when you process a payment to a supplier for an open voucher. The discount taken does not have to be the same as the discount available.

29.6.4 Revising the Value Date of Payments

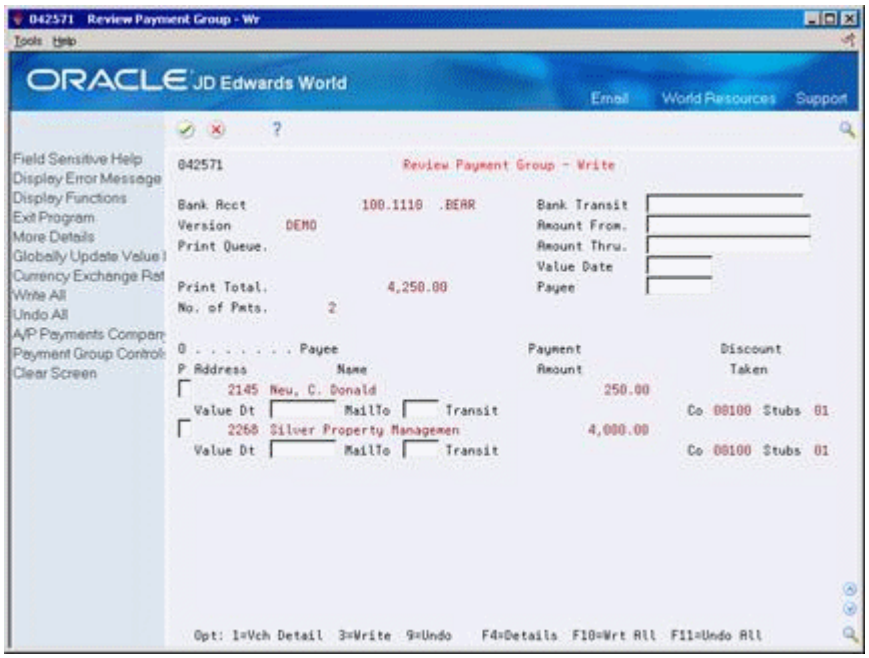
Typically, payment value dates apply to draft processing.

To revise the value date of a payment

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write, access the detail area.

Figure 29–8 Review Payment Group - Write screen (Detail area)



3. Complete the following field:
   - Value Date

Field	Explanation
Value Date	The date that the item was debited or credited to the bank account.

29.6.5 Removing Voucher Pay Items

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

To remove a voucher pay item

On Work with Payment Groups

1. Follow the steps for reviewing vouchers.

   See Section 27.2, "Reviewing Vouchers"

2. On Review Voucher Detail, choose Undo for a pay item.

29.6.6 Removing Unprocessed Payments

When you do not want to pay a payment, remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

To remove an unprocessed payment

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write, do one of the following:
   - Choose Undo for a payment
   - Choose Undo All for all payments

29.6.7 Revising Control Information for Payment Groups

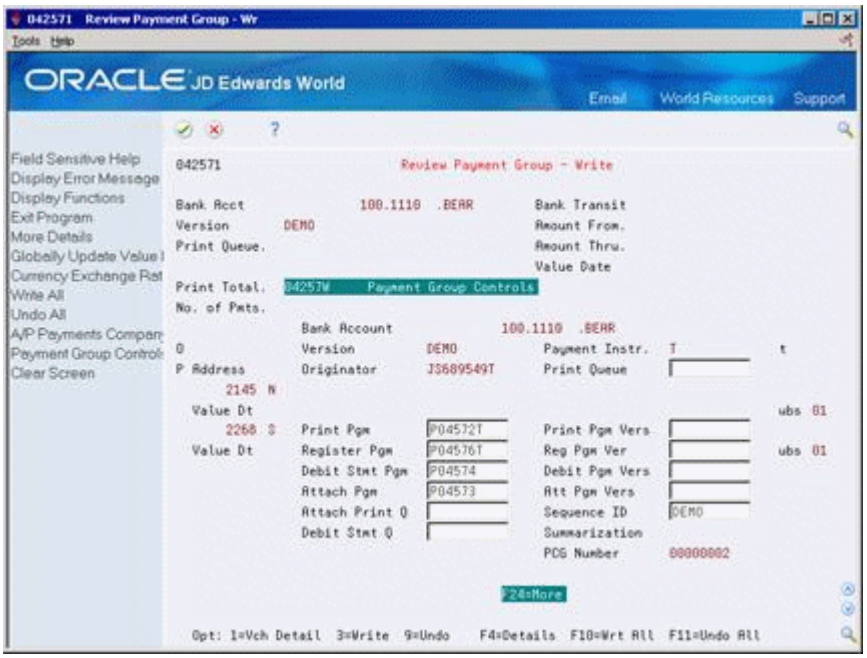
To change the payment instrument, payment register, attachments, debit statements, and print queues for payments, change the control information for the payment group. The system uses payment instrument defaults to create this information when you create payment groups. You can change it before you write payments. Use Field Sensitive Help (F1) in any of the fields on the right side of the window to choose different formats and values. Any change you make affects the entire payment group.

To revise control information for a payment group

On Work with Payment Groups

1. Choose Payments for a payment group with a WRT status.
2. On Review Payment Group - Write; choose Payment Group Controls for a payment group.

Figure 29–9 Review Payment Group - Write screen (Payment Group Controls area)



3. On Payment Group Controls, change any of the following fields:

- Payment Instrument
- Print Queue
- Print Program
- Register Program
- Attachment Program
- Debit Statement Program
- Sequence ID
- Attachment Print Queue
- Debit Statement Print Queue

4. Exit to Review Payment Group - Write.

29.6.8 What You Should Know About

Topic	Description
Restart or Undo tape payments	If you restart or undo a payment group that was written to tape, the tape file/member is deleted from the system (F04572F) and any other payment groups on that same file/member is prevented from Update. If you update a payment group that was written to tape, all other payment groups on that same tape file/member are prevented from restart or deletion. You can not restart or undo a payment group for a tape file that has already been copied to tape for the bank.

29.6.9 Processing Options

See Section 101.7, "A/P Payments - Work with Payment Groups (P04257)"

See Also:

- Section 76.1, "Setting Up Payment Instruments"

30

Work with Automatic Payments

This chapter contains these topics:

- Section 30.1, "Working with Payments"
- Section 30.2, "Writing Payments"
- Section 30.3, "Resetting Payment Processing"
- Section 30.4, "Removing Processed Payments"
- Section 30.5, "Copying Payments to Tape"

30.1 Working with Payments

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Work with Payment Groups

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. When you work with payments, you use these records to print payments or create a bank tape table, depending on your setup.

30.1.1 What Happens When You Write Payments?

When you write payments, the system uses worktables to:

- Create a matching document with a document type of PK (automatic payment), PT (electronic funds transfer), or P1 (draft). This payment closes the voucher.
- Assign payment numbers.
- Change the next status of the payment group from WRT (write) to UPD (update).
- Print payments (or create bank tape tables) using control information for payment groups.

The system does not update the A/P Ledger table (F0411) until the update process.

30.1.2 Before You Begin

- Review payments and make any changes necessary
- Verify control information for payment groups

30.2 Writing Payments

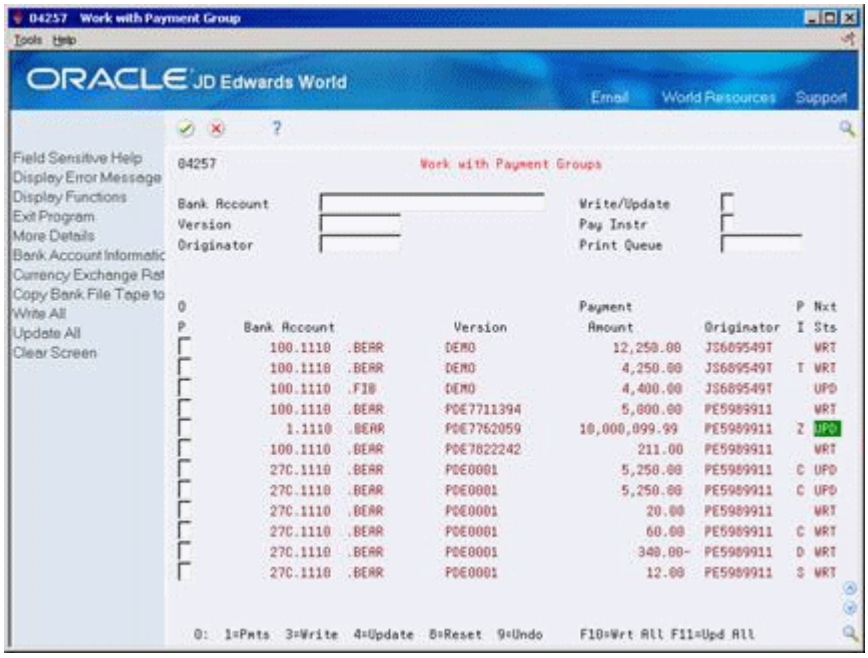
When you write payments, the system prints payments or creates a bank tape table. You can:

- Write all payments in a payment group
- Write selected payments in a payment group

To write all payments in a payment group

On Work with Payment Groups

Figure 30–1 Work with Payment Groups screen



1. Follow the steps for reviewing payment groups.

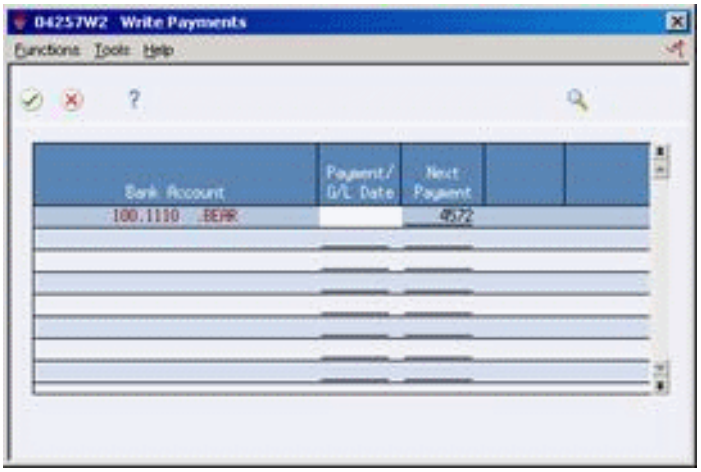
   See Section 29.3, "Reviewing Payment Groups"

2. Do one of the following for a payment group with a next status of WRT and press Enter:

   - Choose Write for a payment group.
   - Choose Write All for all payment groups.
   - Choose Write or Copy to Tape/Update for a payment group. Use this option only if you are creating bank tape tables.

   See Section 30.5, "Copying Payments to Tape"

Figure 30–2 Write Payments screen



3. On Write Payments, verify the following fields and press Enter:
   - Payment/G/L Date
   - Next Payment

Field	Explanation
Payment G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Next Payment	The system updates the next available payment number during automatic payment print processing.

To write selected payments in a payment group

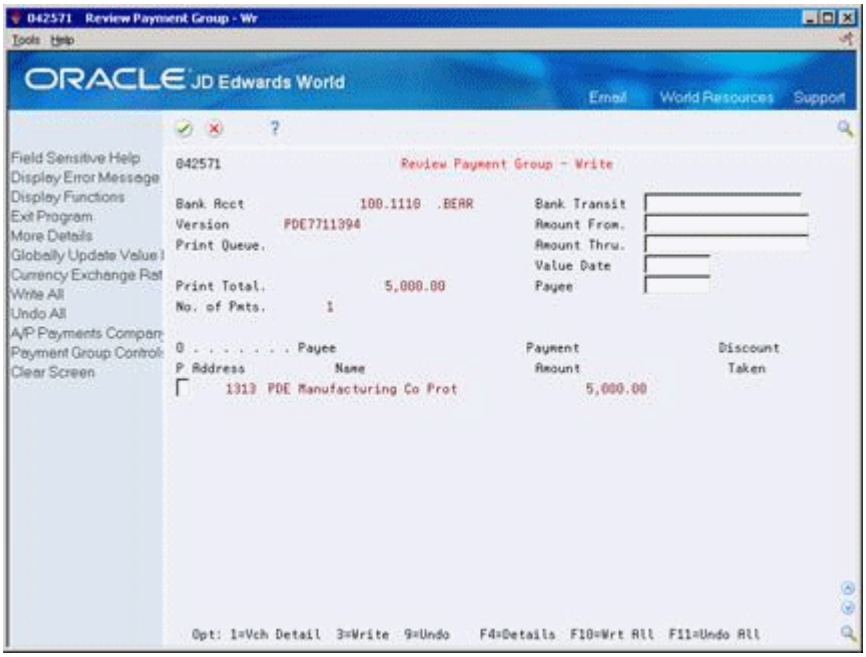
On Work with Payment Groups

1. Follow the steps for reviewing payments.

   See Section 29.4, "Reviewing Payments within Payment Groups".

2. Choose Payments for a payment group with a next status of WRT.

Figure 30–3 Review Payment Group - Write screen



3. To limit your search, on Review Payment Group - Write complete any of the following fields and press Enter:
   - Bank Transit
   - Amount From
   - Amount Thru
4. Do one of the following and press Enter:
   - Choose Write for a payment.
   - Choose Write for all payments.
   - Choose Write or Copy to Tape/Update for a payment group. Use this option only if you are creating bank tape tables.
5. On Write Payments, verify the following fields and press Enter:
   - Payment/G/L Date
   - Next Payment

Field	Explanation
Bank Transit	The routing and transit number for a particular bank account.
Amount From	This field is used to specify the lower limit for selecting an amount range.
Amount Through	This field is used to specify the upper limit for selecting an amount range.

30.2.1 What You Should Know About

Topic	Description
Electronic payments	U. S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.
Next Number control for check numbers	You can set Print processing options in P04257 to prevent users from changing Next Payment Number. This reduces the risk of creating payments with duplicate numbers, especially when you have selected to output separate PCGs or those with the same bank account to one spool file.

30.3 Resetting Payment Processing

You might need to reset payments because of an error, such as a forms jam, wrong payment number, or wrong payment date. You can write payments again by resetting the payment processing. Written payments have a next status of UPD (update). When you reset the payment you are returning the selected payment to a next status of WRT (write) so you can correct the problem and rewrite them.

In Work with Payment Groups (P04257) there is a processing option that gives you the choice whether to process void payments through the G/L for an audit trail.

If the processing option is set to 1 and you reset or undo the payment group after it has been written, the original payment numbers will be processed through the G/L as voids when you post the batch. The posting journal will show void PK records to the bank account with zero amounts. The payments that were not reset and any new payments that were re-written will have PK records to the bank account with the payment amounts.

If the processing option is set to 'blank' and you reset or undo the payment group you can use the check numbers again as no records will be created in the G/L for those payments. The process remains the same as shown in the examples below.

30.3.1 Examples & Processes

This section describes examples and processes.

30.3.1.1 Complete Payment Group Reset

Example: Payment group consists of 2 payments, PK 237 and 238. The payments were created with the wrong payment date so you will need to reset the entire payment group. The processing option in Work with Payment Group is set to process void payment to the G/L.

1. To reset a complete payment group, select the Reset option (8) next to the payment in Work with Payment Groups.
2. The window for Reset Payments (P04257W2) will show you what the next payment number will be, in this example the next payment number is 239..
3. Now you can write the payment group again. When the batch is posted the journal will print the PKs 237 and 238 as voids with zero amounts and payments 239 and 240 will be posted with the payment amounts.

30.3.1.2 Partial Payment Group Reset

Example: Payment group consists of 9 payments. Payments 246 - 249 printed without error, payments 250 - 252 forms jammed and need to be written again, payments 253 and 254 printed without error.

1. To reset a partial group select the Payments option (1) next to the payment group.
2. From Review Payment Group - Update (P042573) select the Reset option (8) next to the individual payments in the group that you want to re-write. In this example you would choose the Reset option for payments 250 - 252.
3. When the payments are rewritten and the batch is posted PK 246 through 249 will post with the payment amounts, PK 250 through 252 will post to the bank account with zero amount and PK 253, 254, 255, 256 and 257 (255-257 are the rewritten payments) will post to the bank account with the payment amounts.

30.4 Removing Processed Payments

After you write payments but before you update them, you might need to remove a payment from the current payment cycle.

To remove processed payments from the current payment cycle, you undo them. The system:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

To remove processed payments

On Work with Payment Groups

1. Follow the steps for reviewing payment groups or reviewing payments.

   See Section 29.3, "Reviewing Payment Groups" and Section 29.4, "Reviewing Payments within Payment Groups"
2. Choose Payments for a payment group with a next status of UPD.
3. On Review Payment Group - Update, choose one of the following:
   - Undo for a single payment
   - Undo All for all payments

30.4.1 What You Should Know About

Topic	Description
Voiding payments	When you undo or reset processed bank tape payments, the system does not remove the payment record from the bank tape table. You must delete payment records from a bank tape table to complete the void. If you have already written the payment and the processing option in Work with Payment Groups, P04257, is set to process void payments through the G/L the payment that has gone through the Undo process will be created in the G/L with a zero amount when the batch is posted. The posting journal will show the PK with a zero amount along with the payments that were processed.

30.5 Copying Payments to Tape

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Copy Bank Tape File to Tape

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

You set tape format specifications in a processing option for the Produce Bank Tape program (P04572T). You can access these options through the versions list. You can also change many format specifications prior to copying the table to tape.

The A/P Payment Tape table (F0457) is a multimember table. This means that the system does not overwrite a bank tape table when you create a new one. The system also does not automatically delete records in this table. You can delete a member table after you verify that your bank has received the bank tape.

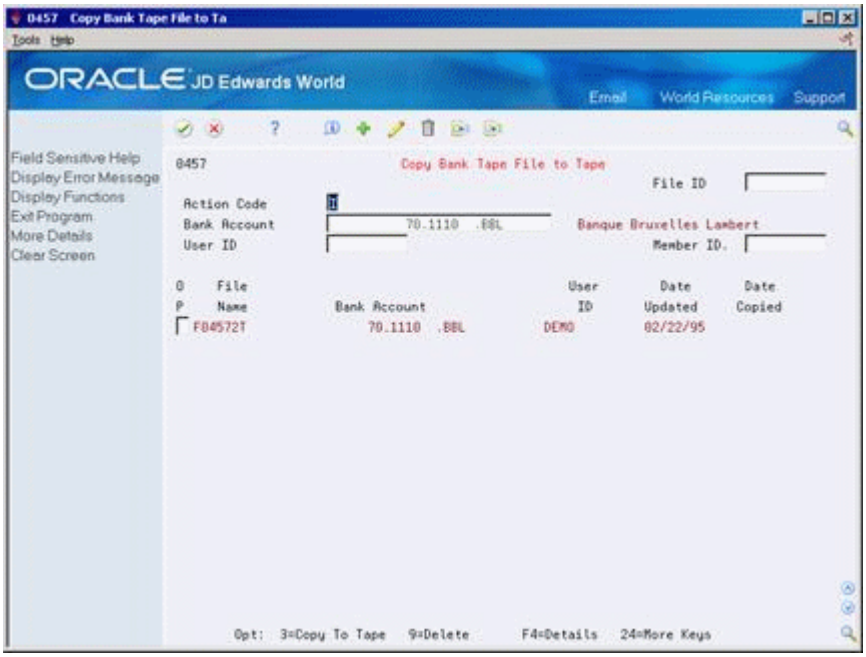
You can also re-copy a bank table to tape if, for example, your financial institution loses the original tape.

To review and change status and detail for a tape table

The detail for a tape table is generally preset by your MIS department in the processing options for A/P Payment Processing - Produce Bank Tape (P04572T). You should not change this information unless instructed to do so.

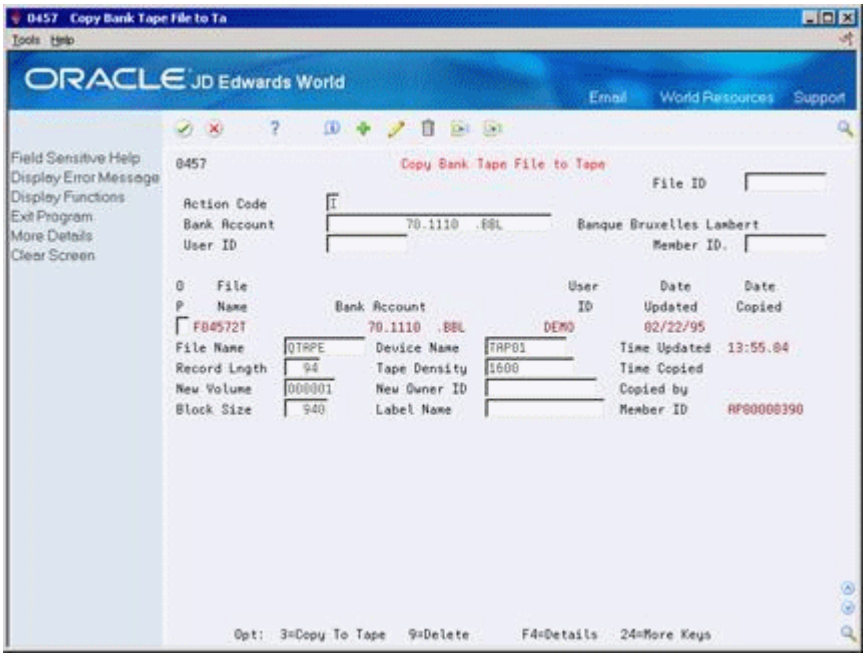
On Copy Bank Tape File to Tape

Figure 30–4 Copy Bank Tape file to Tape screen



1. To locate a tape table, complete the following optional fields and press Enter:
   - File ID
   - Bank Account
   - User ID
   - Member ID
2. Choose Details (F4).

Figure 30–5 Copy Bank Tape File to Tape screen (Details area)



3. Change the information in the following fields (optional):
   - File Name
   - Device Name
   - Record Length
   - Tape Density
   - New Owner ID
   - Block Size
   - Label Name

To copy a tape table to tape or diskette

On Copy Bank Tape File to Tape

Choose Copy To Tape for a table.

30.5.1 What You Should Know About

Topic	Description
Reviewing tape tables	You can also use IBM system commands to view the tape table. You must specify the table and member IDs. This information appears in the detail area, for example, table ID F04572T and member ID AP00000390.
Transmitting tape tables via modem	Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution via modem.

30.5.2 Processing Options

See Section 101.8, "Copy File to Tape - A/P Payments (P0457)"

31

Update the A/P Ledger

This chapter contains this topic:

- Section 31.1, "Updating the A/P Ledger"

31.1 Updating the A/P Ledger

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Work with Payment Groups

Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

After you update the A/P ledger tables, you can post payments to the G/L. Alternatively; a processing option for Work with Payment Groups allows you to automatically submit payments for posting to G/L after updating the A/P ledger tables.

31.1.1 Before You Begin

- Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- Review processed payments.

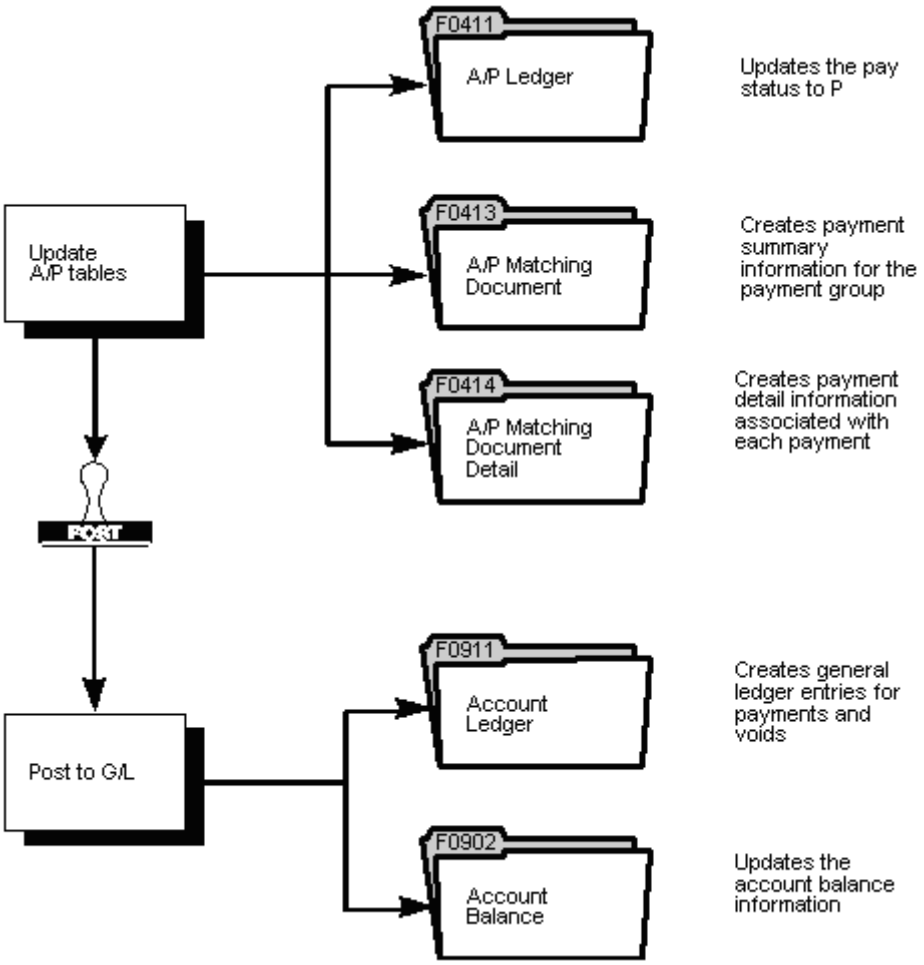
31.1.2 What Happens When You Update the A/P Ledger?

When you update the A/P ledger, the system:

- Processes void payments
- Changes the pay status of vouchers from payment in-process (#) to paid (P)
- Prints a payment register
- Copies payment information from the worktables to the A/P ledger tables:
  - A/P Ledger (F0411)
  - A/P Matching Document (F0413)
  - A/P Matching Document Detail (F0414)
- Clears the worktables, F04571, F04572 and F04573

The following graphic shows how the system updates the A/P ledger and posts payments to the G/L.

Figure 31–1 Updating the A/P Ledger and Posting Payments to the G/L



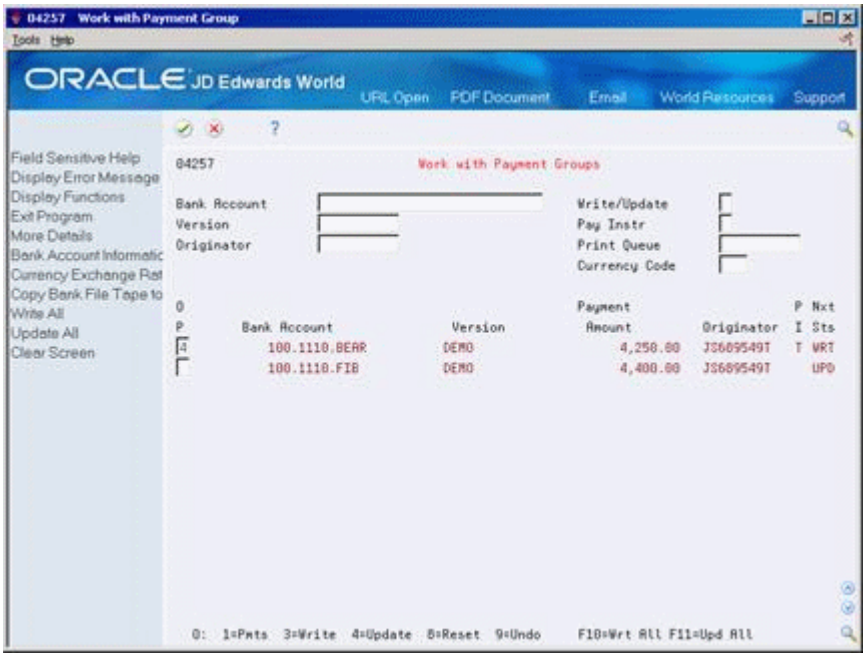
how the system updates the A/P ledger and posts payments to the G/L.

****

To update the A/P Ledger

On Work with Payment Groups

Figure 31–2 Work with Payment Groups screen



1. Follow the steps for reviewing payment groups.

   See Section 29.3, "Reviewing Payment Groups".

2. Do one of the following for a payment group with a next status of UPD:
   - Choose Update for a single payment group
   - Choose Update All for all payment groups

31.1.3 What You Should Know About

Topic	Description
Posting	G/L detail records (F0911) and Account Balances (F0902) are updated when the payment batch is posted.
Supplier Payment Inquiry (P042004)	Supplier Payment Inquiry (P042004) allows you to view payment records and the remittance information (vouchers that were paid by the payment). Processing options are available to select the format view and data to be preloaded upon inquiry.

32

Approve and Post Automatic Payments

This chapter contains these topics:

- Section 32.1, "Approving and Posting Automatic Payments"
- Section 32.2, "Approving Automatic Payments for Posting"
- Section 32.3, "Posting Automatic Payments"

32.1 Approving and Posting Automatic Payments

From Accounts Payable (G04), choose Automatic Payment Processing From Automatic Payment Processing (G0413), choose an option

After you update automatic payments to the A/P tables, you must approve the batch and post the general ledger.

You do not need to approve payment batches if:

- The management approval constant is not activated.
- You submit the post automatically from Work with Payment Groups.

32.2 Approving Automatic Payments for Posting

All JD Edwards World journal review programs work in the same way. The Automatic Payment Review program displays batches with a batch type of K (automatic payments).

See Also:

- Section 13.2, "Approving Voucher Batches"

32.3 Posting Automatic Payments

The post program for automatic payments creates payment disbursement entries and offset entries to the general ledger for the payable account. The system typically debits an A/P liability account and credits a cash (or bank) account.

All JD Edwards World post programs post to the G/L in the same way. The post program for automatic payments has the processing option for batch selection set to K (automatic payments). You should not change this.

If you want to post payments automatically, you can change a processing option for Work with Payment Groups to post payments after updating them to the A/P ledger.

You cannot review account ledger information until the post is complete. After you post payments, you can review the accounting distribution information.

See Also:

- Section 14.1, "About the Post Process for A/P"
- Section 15.1, "Posting Vouchers"

33

Process Electronic Funds Transfer (EFT) Payments

This chapter contains these topics:

- Section 33.1, "Processing EFT Payments"
- Section 33.2, "Setting Up EFT Payments"
- Section 33.3, "Entering and Processing EFT Payments"

33.1 Processing EFT Payments

When you need to remit a payment electronically to a supplier you can use Electronic Funds Transfer (EFT) payment method. The process follows the normal payment process. The payment instrument on the voucher will determine whether or not the payment will produce a physical check or use the EFT method where records are written to a file that will be copied to tape and sent to your bank. EFT processing can be used with both the Automatic Payment and Manual Payment process. While there are several ACH formats for EFT payments, JD Edwards World only supports two formats, CTX and PPD.

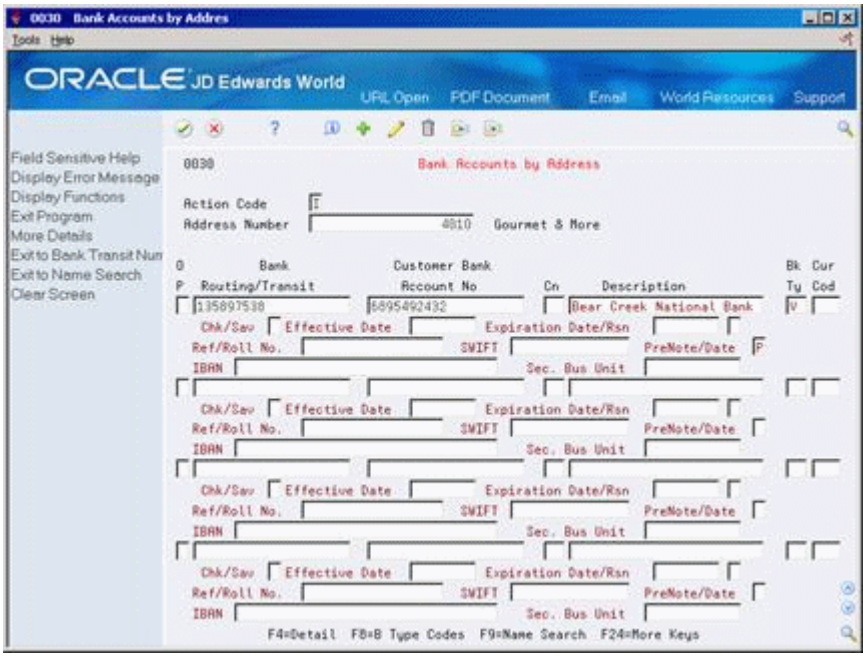
33.2 Setting Up EFT Payments

This section discusses how to set up EFT payments.

33.2.1 Entering Supplier Master Information

- Payment Instrument – You can assign a default payment instrument for suppliers that will be paid via the EFT process. The default payment instrument type for EFT payments in the CTX format is T. The default payment instrument type for EFT payments in the PPD format is V.
- Bank Accounts by Address (P0030) – Enter the supplier's external Routing/Transit number and Account number. The Bank Type Code must be V for the Supplier Bank Account or your alternative supplier bank code. See Section 79.2, "Setting Up Bank Account Cross-References for A/P"
- Pre-Note Code – This field is specific to each bank account set up for your supplier. When you add the supplier bank account, the Pre-Note code will default to a P for Pre-Note processing. During the first payment cycle for the supplier, the system will write a physical check and make a pre-note entry to the bank file for confirmation of information. The pre-note code is automatically cleared after the first EFT payment is executed. The system will then process EFT payments for the supplier.

Figure 33–1 Bank Accounts by Address screen



Note: You may bypass the automatic update of the Pre-Note code by setting the Update processing option in Work with Payment Groups (P04257). If the automatic update is bypassed, you will manually update the Pre-Note code when it is needed.

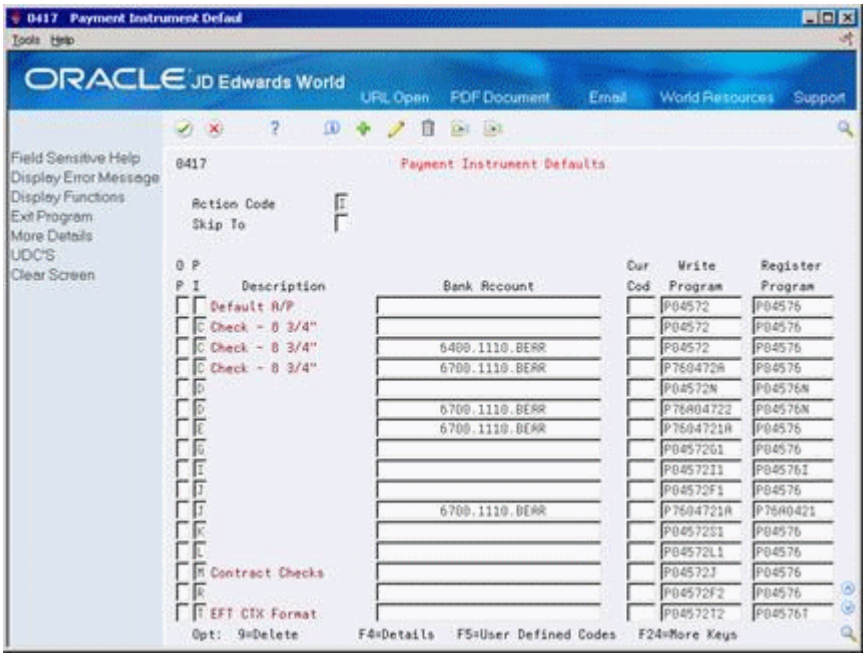
If a change is made to the supplier bank account in Bank Accounts by Address, the pre-note code will default back to a P.

33.2.2 Entering Payment Instrument Defaults (P0417)

The payment instrument designates which AP Payment program will be used to write the payment. For EFT processing different programs are used depending on which ACH format your bank accepts, CTX or PPD. In Payment Instrument Defaults, you must designate the appropriate payment and register program for each payment instrument. See Section 76.1, "Setting Up Payment Instruments"

- The payment program for the CTX format is P04572T2 and the register program is P04576T.
- The payment program for the PPD format is P04572T1 and the register program is P04576T.
- You can also designate a specific version of each program to be used by accessing the detail area (F4).

Figure 33–2 Payment Instrument Defaults screen

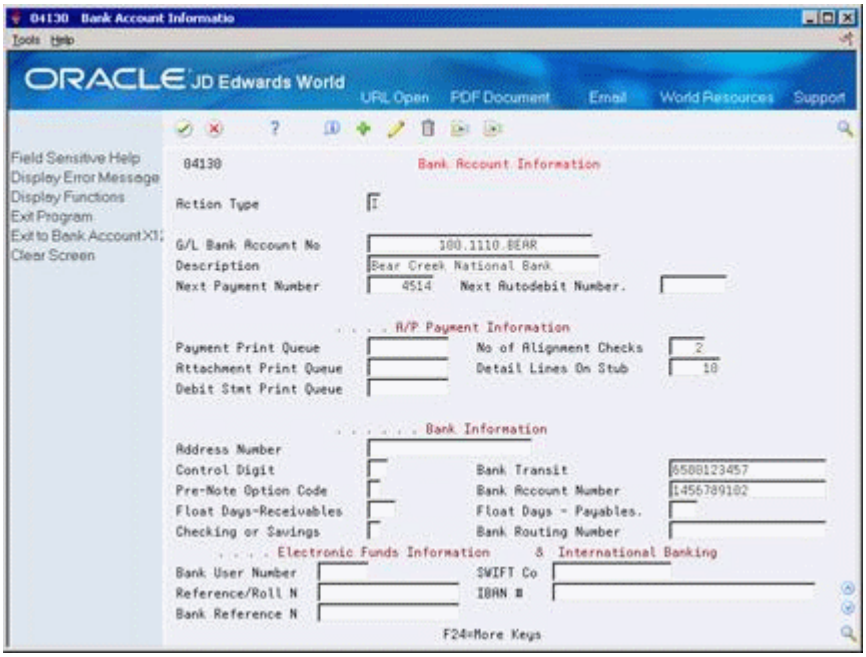


33.2.3 Entering Bank Account Information

The following fields must be updated in Bank Account Information of the internal G/L bank account that the payments will go against.

- The bank transit number for your company's bank.
- The bank account number for your company's bank.
- Use the exit function to the Bank Account X12 information (F6). This information will be written on the Addendum Record in the bank tape file. (The user's bank will determine the X12 requirements)

Figure 33–3 Bank Account Information screen



Note: You can override the pre-note code that is set up for the supplier's bank account in the Supplier Master, Bank Accounts by Address, by setting the Pre-Note Option Code to a 1. This will produce an EFT payment even if the pre-note code is set to P on the supplier's bank account.

33.3 Entering and Processing EFT Payments

This section discusses entering and processing EFT payment.

33.3.1 Processing Automatic Payments

1. Enter vouchers with the appropriate payment instrument.
2. Create Payment Groups (P04570). Review the Electronic Funds Transfer/EDI processing options and set according to your needs. Set the processing option for an override effective date or bank type code to override the default supplier bank account (bank code V).
3. Work With Payment Groups (P04257). Check processing options for Print Options:
   - Verify BACS processing is not activated.

   After executing the WRITE function you will see the output in the F04572T file. This is a multi-member flat-file. Once the payment has been written to the bank tape file, the Status of the payment group will be highlighted to indicate that this payment exists in the Bank Tape file.

   To confirm the records were written to the bank tape file, from Work with Payment Groups, select Review Payments option. From Review Payment Group – Update, use the Details function (F4) to view the bank tape file the payment was written to and the Member ID for the payment.

Note: If the payment was a pre-noted, the Next Status in Work with Payment Groups will not be highlighted and the Tape File/Member ID will not be populated in Review Payment Groups - Update.

4. Copy Bank Tape File to Tape (P0457). To view output and/or copy the file to tape or diskette:
   - Inquire on by bank, user ID, file ID, Member ID, or any combination. Access the Detail section (F4) for tape information and Member ID if not known.
   - Enter one of the following values in the OP column:
     - 3 – to copy to tape
     - 4 – to copy to diskette
     - 6 – for BACS approval
     - 9 – to delete or cancel.

33.3.2 Processing Options

See Section 101.5, "Create Payment Groups (P04570)"

See Section 101.7, "A/P Payments - Work with Payment Groups (P04257)"

See Section 101.8, "Copy File to Tape - A/P Payments (P0457)"

33.3.3 Processing Manual Payments

EFT payments may be processed through Manual Payments with Voucher Match (P04102).

1. Populate the Print Payment field in order for the appropriate AP Payment program to be called based on the payment instrument.
2. Optionally, you may set print defaults using the Automatic Print Processing processing option of P04102

33.3.4 Before You Begin

- Ensure that the processing options for the A/P Payments program (P04572T1/P04572T2) are set according to your needs or the bank requirements.

33.3.5 Processing Options

See Section 102.1, "Manual with Match Check Processing (P04102)"

See Section 110.3, "A/P Payments - PPD Bank Tape (P04572T1)"

See Section 101.11, "A/P Payments - CTX Bank Tape (P04572T2)"

34

BACS and IAT Payment Processing

This chapter includes the following topics:

- Section 34.1, "Payment Processing Overview"
- Section 34.2, "Setting Up BACS Payment Processing"
- Section 34.3, "Setting Up for IAT Processing"
- Section 34.4, "Processing BACS and IAT Payments"

34.1 Payment Processing Overview

The Accounts Payable system includes two types of international automatic payment processing. They include:

- BACS
- IAT

34.1.1 BACS

The United Kingdom banking system uses the Banks Automated Clearing System (BACS) to transmit money electronically. The Accounts Payable automatic payment processing uses BACS to credit money to a supplier's bank account. The Accounts Receivable system also uses it to collect money from a customer's bank account using the Auto Debit program specifying the UK BACS program (P03575BT).

The features of the BACS automatic payment processing are similar to other types of Electronic Funds Transfer (EFT) payments. The BACS payment program (P04572B) produces a file in the format necessary for magnetic tape. Users should contact BACS for the current acceptable methods of sending payment information.

34.1.2 IAT

The International ACH Transaction (IAT) is a Standard Entry Class code for Automated Clearing House (ACH) transactions that identifies international payments. An IAT is an ACH debit or credit entry that is part of a payment transaction originating from or transmitted to an office of a financial agency outside the territorial jurisdiction of the United States. The rule classifies IATs by focusing on the location of the financial agency that handles the payment transaction (movement of funds) and not the location of any other party to the transaction (for example, the originator or receiver). The ACH Network is an EFT system that provides for the interbank clearing of electronic payments for participating depository financial institutions. You can identify an IAT by the Standard Entry Class code - IAT. In addition, the IAT format includes the following elements:

- A unique Company/Batch Header and Entry Detail Record
- Seven mandatory addenda records
- A maximum of five optional addenda records. The corporate originator does not provide the optional addenda records. Financial institutions involved in the transaction may include these at a later time.

A/P programs provide the ability to identify A/P payments as IATs and to create ACH transactions in the IAT format. You can identify IATs via the payment instrument. You can identify the foreign ODFI bank information to support IAT payments which foreign banks fund and foreign RDFI bank information to support IAT payments to foreign banks.

Consider the following questions to determine if you must comply with OFAC obligations and if the IAT rules affect your business:

- Is your company a subsidiary of a multinational company?
- Does your company have foreign subsidiaries?
- Does your company buy or sell to organizations or individuals outside the territorial jurisdiction of the United States?
- Does your company send payroll, pension, or benefit payments via the ACH Network to individuals that have permanent resident addresses outside the territorial jurisdiction of the United States?

If the answer to these questions is yes, consult with your financial institution and refer to NACHA Operating Rules for help determining the affect of the IAT rules and to ensure compliance.

See Also:

- Section 33.1, "Processing EFT Payments"
- `https://www.nacha.org/` for more information about the National Automated Clearing House Association and the operating rules and the format for IATs.
- `http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx` for more information about the Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury which enforces economic and trade sanctions based on U.S. foreign policy and national security goals.

34.2 Setting Up BACS Payment Processing

Setting up BACS Payment Processing includes the following tasks:

- Setting Up Bank Account Information
- Setting Up Payment Instrument Defaults
- Setting Up Suppler Master Information
- Setting Up Supplier Bank Account Information

34.2.1 Setting Up Bank Account Information

You use the Bank Account Information program (P04130) to set up all G/L Bank Accounts from which you make payments via standard check or EFT. You can make

payments via BACS and standard checks from the same Bank Account. This bank account information is the Originating Bank Account on the bank tape.

To change the Bank Address Number, choose Exit to Bank Account Addresses (F8) to access the Bank Account Addresses program (P00302). Additionally, from the Bank Account Addresses screen, you can access the ACH ODFI/RDFI Info Window (P00303) to enter ODFI/RDFI bank information. You use the bank account information in both the Accounts Receivable and Accounts Payable applications.

See Also:

- Section 74.1, "Setting Up Bank Account Information for A/P"

Before You Begin

Set the Bank Account Information (P04130) processing options to display both the Electronic Information and Bank System information.

Navigation

From Accounts Payable (G04), enter 29

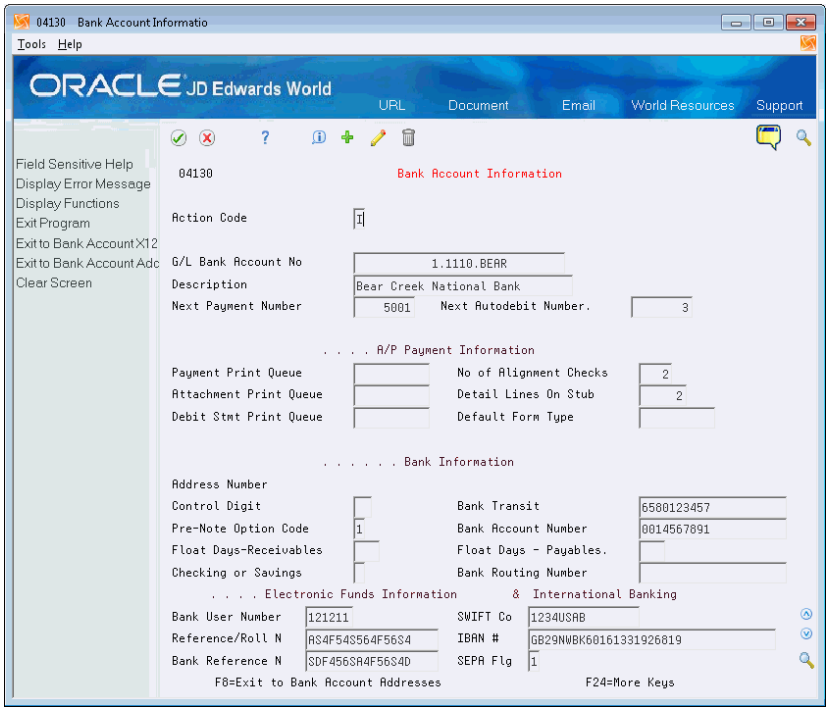
From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411) choose Bank Account Information

To enter BACS information for a bank account

1. On Bank Account Information, locate the bank account.
2. Complete the following fields and click Change.
   - Bank Transit
   - Bank Account Number
   - Bank User Number
   - Ref/Roll Number
   - Bank Reference Name

Figure 34–1 Bank Account Information screen



34.2.2 Setting Up Payment Instrument Defaults

A Payment Instrument code of B is the default payment instrument for BACS payment processing. Verify the following programs and DREAM Writer versions exist in the Payment Instrument Defaults program (P0417), as they are required during the BACS payment processes:

- Write Program - P04572B
- Register Program - P04576T
- Attachment Program - P04573U
- Debit Statement Program - P04574

See Also:

- Section 76.1, "Setting Up Payment Instruments"

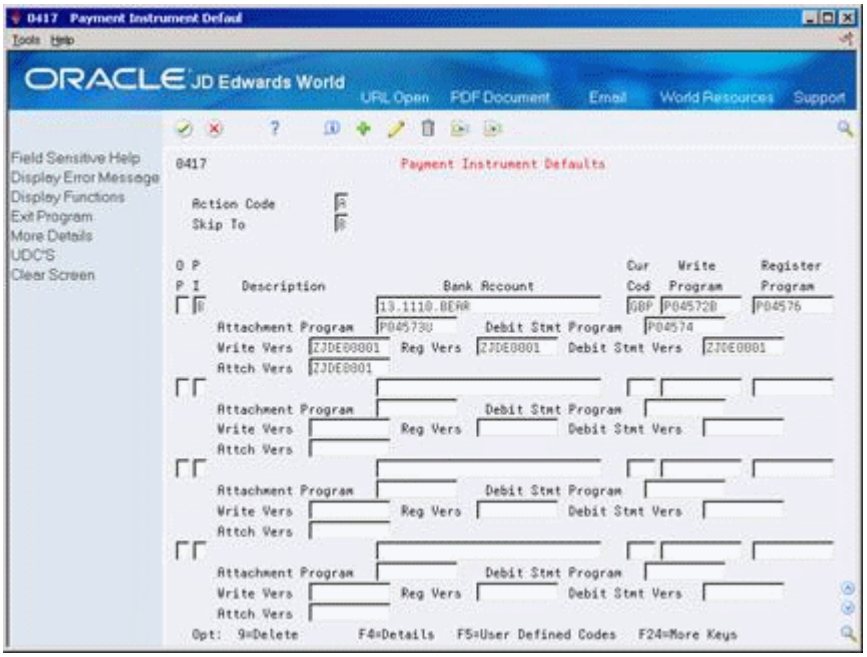
Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411) choose Payment Instrument Defaults

Figure 34–2 Payment Instrument Defaults screen



34.2.3 Setting Up Supplier Master Information (P01054)

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

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

If you typically pay a supplier by BACS, you can set the Payment Instrument default for BACS payments in the Suppler Master Information program (P01054. If the default payment instrument is not set up in the Supplier Master, you can change it during voucher entry or you can update the voucher using Speed Release (P04114).

If you want to bypass printing the BACS remittance advice, set the Bypass BACS Remittance field in Supplier Master.

See Also:

- Section 3.1, "Entering Suppliers"

34.2.4 Setting Up Supplier Bank Account Information

You must enter bank count information for each supplier that you pay via BACS.

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

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

To enter supplier bank account information

1. On Supplier Master Information, locate the supplier.
2. Choose Bank Codes (F8).
3. On Bank Accounts by Address, complete the following fields.

- Address Number
- Bank Routing/Transit
- Customer Bank Account Number
- Description
- Ctl
- Bank Type

4. Choose Detail (F4) complete the following optional fields, and click Change
   - Ref/Roll Number (optional)
   - SWIFT code
   - Pre-Note
   - IBAN

34.3 Setting Up for IAT Processing

To set up IAT, you attach ACH ODFI/RDFI bank information to the bank account using the ACH ODFI/RDFI Info Window (P0030).

Before You Begin

- If you use the IAT A/P Payment format you might need to run the Create B from G Recs F0030 program (P0030QD3) on the A/P Advanced & Technical menu (G0431). This conversion program reads the G records in the Bank Transit Number Master File (F0030) and uses the value in the Bank Transit Number field to access a bank (B) record. If the program locates one, it updates the Address Book Number (G) record to match the B record. If the program does not locate the B record and the G record contains an address book number, it creates a B record for that Bank Transit Number/Address Book Number match.

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

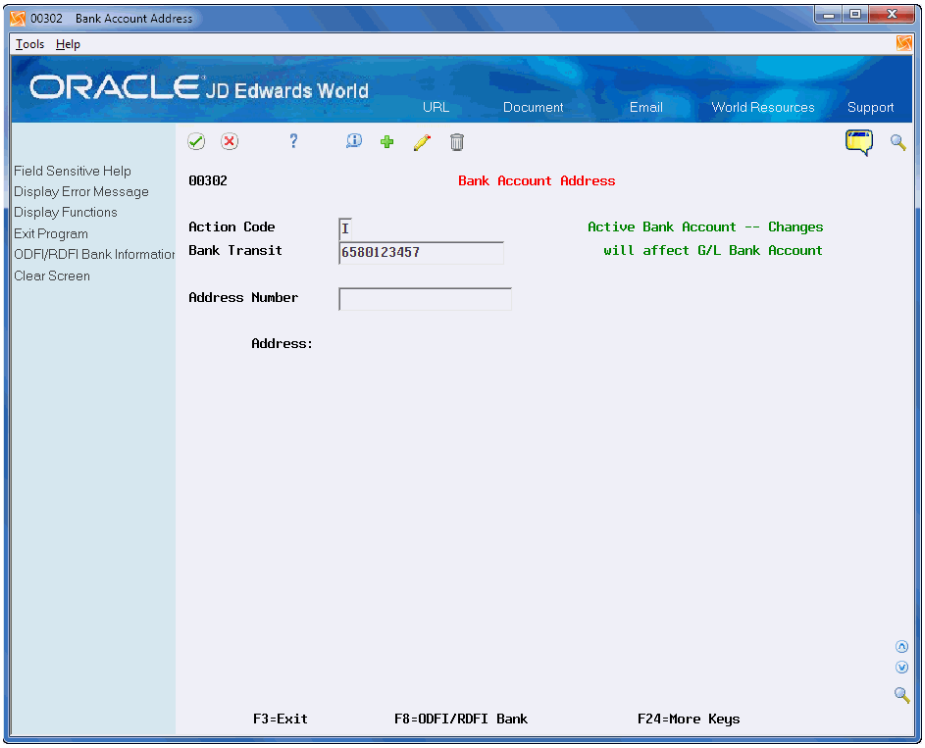
From Automatic Payment Setup (G04411) choose Bank Account Information

To set up for IAT processing

Alternatively, you can access Bank Account Address (P00302) from the Bank Accounts by Address program (P0030) by choosing Exit to Bank Transit Number (F8).

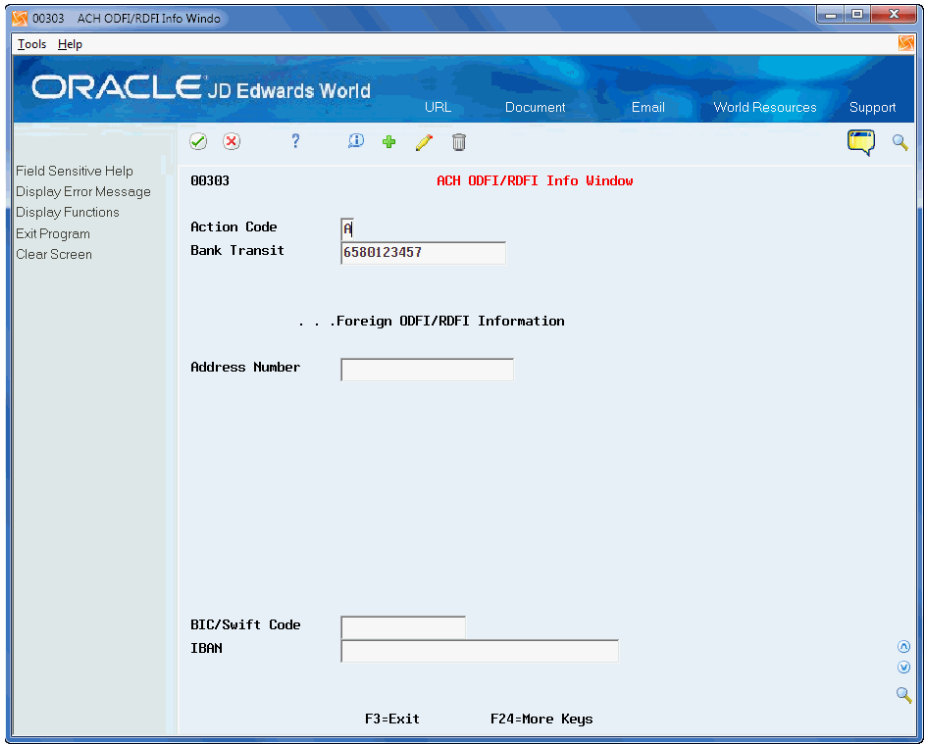
1. On Bank Account Information, choose Exit to Bank Account Addresses (F8).
2. On Bank Account Address, choose ODFI/RDFI Bank Information (F8).

Figure 34–3 Bank Account Address screen



3. On ACH ODFI/RDFI Info Window, complete the following fields and click Add:
   - Address Number
   - BIC/Swift Code
   - IBAN

Figure 34–4 ACH ODFI/RDFI Information WIndow



4. Continue clicking Exit to access the menu.

Field	Explanation
BIC/Swift Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code, also known as BIC, is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the BIC code of the beneficiary's bank. This code is similar to the Routing Number in the United States. BIC can be 8 characters or 11 characters and consists of the following elements: 4 characters for the bank code 2 characters for the country code 2 characters for the location code 3 characters for the branch code (optional)
IBAN	The International Bank Account Number or IBAN as it is commonly called, is a series of alphanumeric characters that uniquely identifies a customer's account held at a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters: The first two alphabetic characters identify the country in which the account is held. The next two digits are the check digits. They validate the complete IBAN. The final part of the IBAN is the domestic account number, which in most cases consists of the account number itself, the number that identifies the bank and the branch, and one or more check digits. For some countries an extra bank identifier is included.

34.4 Processing BACS and IAT Payments

After you set up your system for BACS and IAT, you can enter vouchers using any of the voucher entry programs. Processing BACS and IAT payments is similar standard automatic payment processing. The following tasks relate to requirements for processing BACS and IAT payments. They include:

- Creating Payment Groups
- Working with Payment Groups
- Copying the Bank Tape File to Tape

34.4.1 Creating Payment Group

All of the Electronic Funds Transfers/EDI Only processing options in the Create Payment Group program (P04570) should be set to verify that proper supplier information exists.

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Create Payment Groups

34.4.1.1 Processing Options

See Section 101.5, "Create Payment Groups (P04570)"

34.4.2 Working With Payment Groups

Set the BACS processing option in Work with Payment Groups (P04257) to activate the display of the processing dates when the program completes.

What You Should Know About

Topic	Description
Write Payments Options	3 - In addition to the G/L payment date and the next payment number, the BACS processing and expiration dates display. The Processing Date is the date that the file should be sent to and processed by the BACS system. The Expiration Date is the date after which the file is obsolete and it should not be processed. If you did not enter dates, the program uses the system date. The program updates the multimember BACS A/P Tape Work File (F04572B) and also produces a remittance advice (S04572B) for the supplier. 4 - Depending on your business practices, you can update the payment immediately after the program completes or you can update this after you process the payment file to the financial institution. The A/P Payment Processing - Produce Bank Tape - BACS program (P04572B) assigns a document type of PH for BACS payments. 6 - Writes payments and then updates the payment group. The BACS information appears during this process. Because this option performs the update prior to sending the payment file to the financial institution, if there are issues with the data, you must void the payments and reprocess.

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Work with Payment Groups

34.4.2.1 Processing Options

See Section 101.7, "A/P Payments - Work with Payment Groups (P04257)"

34.4.3 Copying the Bank Tape File to Tape (P0457)

You use the Copy Bank File to Tape (P0457) program to copy the payment file for the bank to tape or diskette.

To view the data in the file prior to copying it, you can enter DSPPFM on the Command Line and choose Command Entry Prompt (F4). Enter F04572B in the File field and P0457 in the Member ID field. The file output displays.

For security purposes, after the program copies the file, J.D. Edwards World recommends that you delete this file.

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Copy Bank Tape File to Tape

Before You Begin

You can set the BACS Format processing option to display the BACS format and the program enters F04572B in the File Name field when you access the program.

To copy the bank tape file to tape

1. On Copy Bank File to Tape, locate the bank account.
2. To narrow your selection, complete the User ID field.
3. Complete the Option field.

34.4.3.1 Processing Options

See Section 101.8, "Copy File to Tape - A/P Payments (P0457)"

35

Void Automatic Payments

This chapter contains this topic:

- Section 35.1, "Voiding Automatic Payments"

35.1 Voiding Automatic Payments

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Void Payment Entry

After you update payments, you can void unposted and posted payments. When you void payments, the system creates reversing entries.

When you display a payment, the system shows the status of the payment:

- Blank. If there is no status, the payment has not been posted or voided. The system deletes the payment if you void it.
- Posted. If a payment has been posted, you can void it.
- Voided. If a payment has been voided, you cannot void it again.

Optionally, you can void the vouchers that are associated with a payment. When you void vouchers, the system:

- Voids posted vouchers, if there are no other payments against the voucher
- Deletes unposted vouchers

You can:

- Void a payment
- Void a voucher
- Void a batch of payments

35.1.1 What Happens When You Void Payments and Vouchers?

When you void a payment, the system:

- Creates a matching document with a document type of PO (voided payment) in the A/P Matching Document Detail table (F0414). This matching document has a gross amount equal to the void amount and a pay status of P (paid).
- Reopens the original voucher with an open amount and a pay status of A (approved).

When you void a voucher that is associated with a payment, the system:

- Creates an adjustment document with a document type of PE (change to voucher amount) in the A/P Ledger table (F0411). This adjustment document has a gross amount equal to the void amount and a pay status of P (paid).
- Blanks out the gross amount on the original voucher record in the F0411.

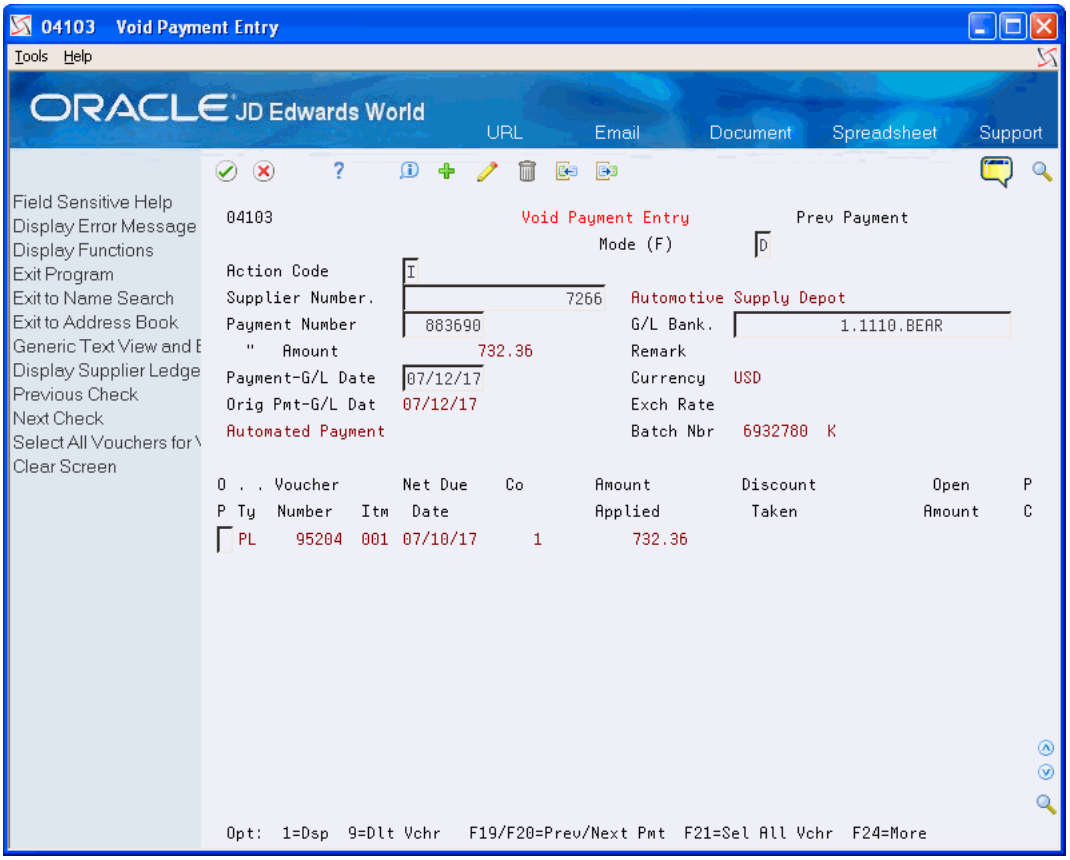
When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the A/P liability account for voided payments
- Debit the A/P liability account and credit the G/L distribution account for voided vouchers

To void a payment

On Void Payment Entry

Figure 35–1 Void Payment Entry screen



1. Locate the payment to void by completing the following fields:
   - Supplier Number
   - Payment Number (optional)
   - G/L Bank Account (optional)
   - Payment-G/L Date (optional)
2. To void a posted payment in a different period, change the following field:

- Payment-G/L Date

3. Use the Delete action.
4. Confirm the void.

To void a voucher at the same time you void a payment

On Void Payment Entry

1. Locate the payment to void.
2. Do one of the following:
   - To void a voucher associated with a payment, change the action code to D, enter 9 in the OP (Option) field and click Delete.
   - To void all vouchers associated with a payment, choose Select All Vouchers and press Enter.
3. Confirm the void.

35.1.2 What You Should Know About

Topic	Description
Multi-Currency	When you void payments with multiple currencies, the system voids both the domestic and foreign sides of the payment.
Payment G/L Date	You can set a processing option to use the current date as the default Payment G/L Date if the field is left blank when you void the payment. The original G/L Date appears as a display-only field.
Voiding vouchers	When you void vouchers, if you do not enter 9 in the Option field, the system does not void the voucher. You cannot use this form to void the voucher. You must use standard voucher entry.
Deleting unposted payments	A processing option in the Accounts Payable Payment functional server (XT0413) allows you to delete unposted payments instead of reversing them.

35.1.3 Voiding a Batch of Payments

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced and Technical Operations (G0431), choose A/P Payments Batch - Void/Delete

Using A/P Payments - Batch Delete/Void (P04503), you can delete or void an entire batch of payments.

If there were problems during the printing or processing of payments and you have already updated the payment batch, you can delete or void an entire batch of payments. The A/P Payments - Batch Delete/Void (P04503) program voids or deletes payments based on the payments' post status. If the payment batch is not posted to the G/L, the program deletes the corresponding records from the A/P Matching

Document Header (F0413) and A/P Matching Document Detail (F0414) files. The corresponding batch header is deleted from the Batch Header file (F0011).

If the payment batch has posted to the G/L, the records are processed as voids in the F0413, F0414, and F0011 tables. During the void process, the A/P Matching Document Header file (F0413) records will have the Void G/L Date (VDGJ) updated based on the Void G/L Date processing option set in P04503, the Payment Post Status (ISTP) is updated to blank, and the Payment Amount (PAAP) is cleared. The A/P Matching Document Detail file (F0414) will have new unposted void records created. In the Batch Header file (F0011), the corresponding batch header status is updated with pending or approved status, based on the setting for Management Approval in the A/P Constant file (F0009). You will need to post the void payment transactions to the G/L.

To void a payment batch

From A/P Payments - Void/Delete, P04503.

1. Set the processing options for:
   - Proof or Final mode
   - Batch number to be voided/deleted
   - Void G/L date to be used
   - Print payment detail (optional)
   - Version of the Payment Functional Server to be called (optional)

   Note: There is no recovery from Final mode. It is recommended to run the Batch Void/Delete in proof mode choosing to print payment detail to confirm the desired results.

   It is highly recommended that you print the payment detail if you are deleting an entire batch. There will be no audit trail other than the report for deleted transactions.

35.1.4 Processing Options

See Section 101.12, "A/P Payments - Batch Void/Delete (P04503)".

36

Positive Pay Bank File Creation for A/P Payments

This chapter contains these topics:

- Section 36.1, "About Positive Pay Processing"
- Section 36.2, "Building the Positive Pay Work File"
- Section 36.3, "Creating the Positive Pay Bank File"
- Section 36.4, "Copying the Tape File to Tape"
- Section 36.5, "Purging Processed Positive Pay Information"

36.1 About Positive Pay Processing

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced and Technical Operations (G0431), choose Positive Pay Processing

From Positive Pay Processing (G04312), choose the appropriate selection

Managing check fraud risk and reducing exposure to fraud is increasingly important to today's finance managers. Financial institutions have a variety of Positive Pay file formats. The JD Edwards World Positive Pay file is a generic file that should meet basic requirements for financial institutions. The file contains information such as payment number, payment date, payment amount, payee and other pertinent information. When a payment is presented to your bank, the bank reviews your Positive Pay transmissions to see if the payment is valid. A payment will only be honored if the Positive Pay transmission matches the payment details.

36.2 Building the Positive Pay Work File

The Positive Pay Workfile Build (P04585) will create records in the Positive Pay Workfile (F0458). The DREAM Writer is based on the A/P Matching Document Header file (F0413) and uses the Data Selection to determine which records to update to the Positive Pay Workfile. For example, you may want to select records for a particular bank account or range of payment numbers.

The information in the F0458 will be updated based on information from the A/P Matching Document Header file and the Bank Transit Number Master File (F0030). These records will be written as unprocessed by having both the Generic Flag (GFL1) and Member ID (MID) set to blank. The Generic Flag (GLF1) represents whether the

record has been processed to the AP Bank tape file or not. The Member ID represents the Bank Tape Member ID which will link the F0458 record to the record created in the AP Bank Tape File (F04581).

The Positive Pay Workfile Build will determine whether a record will be written or updated to the F0458 file. The following criteria will be used to process records to the F0458.

- If payment is not in F0458, write a new record to the F0458.
- If a new payment and it is not voided, write a new record to the F0458.
- If payment record has been updated in the F0413 and a corresponding record does exist in the F0458 but the record has not been processed, then the existing record is deleted and rewritten to the F0458.
- If payment is in the F0458 and has been updated as processed, the record is skipped and that record will not be updated.
- If payment has been voided and exists in the F0458 but has not been updated as processed, then delete the record from the F0458.
- If payment has been voided and exists in the F0458 and has already been updated as processed, then skip the record in the F0458.

36.3 Creating the Positive Pay Bank File

P04586 will read the work file for unprocessed records and will create the F04581/specific member with the data for the bank and update the Positive Pay Workfile (F0458) detail records as having been sent (GFL1 = 1). The Positive Pay Workfile detail record will also be updated with the new member ID. A report will be produced displaying the data in the file and the newly created F04581 member will appear in the heading.

Set the processing option according to your needs and to enter bank tape information.

36.3.1 Processing Options

See Section 101.13, "A/P Payments - Positive Pay Tape Create (P04586)"

36.4 Copying the Tape File to Tape

The tape files created on disk are maintained in the A/P Payments Tape file (F04581). All tapes on disk may be reviewed and copied to magnetic tape or diskette through the Copy to Tape program (P0457).

Once the specific member ID is located, open the Detail area (F4) to make sure all tape parameters have been updated properly. Once you are ready to process the member to tape, use the Copy option (3) next to the member record. Once the copy is successful, use the Delete option (9) to delete this member and prevent duplicate processing.

36.4.1 Processing Options

See Section 101.8, "Copy File to Tape - A/P Payments (P0457)".

36.5 Purging Processed Positive Pay Information

Version ZJDE0045 of the P00PURGE program has been established to allow users to purge processed positive pay member records from the work file F0458. The DREAM

Writer data selection has been set up to purge only processed items. You may want to further narrow the purge options to Bank Transit number and/or Bank Account.

Processing options are provided to store the purged records on disk in a new physical file in a special purge library, and/or reorganize the file following the purge process.

36.5.1 Processing Options

See Section 112.3, "Batch File Purge (P00PURGE)"

36.5.2 File Field Descriptions

The Positive Pay file format consists of a header record, detail record and a trailer. The following file field description will list the field description, field name, position in which the field will be contained, and the field definition for the AP Positive Pay Tape file (F04581). This file field description can be found in the source code within Positive Pay Create Bank File (P04586).

Field Description - Header Record	Field Name	Position	Field Definition
Record Type Code	B1RT	1-1	The value in this record will have a 1 to signify the header record.
Bank Number - House Bank	B1TNST	2-21	The RMGLBA from the F0413 will be the payor bank account. This bank account will be used to track down the TNST field in the Bank Transit Number Master File (F0030)
Company	B1CO	22-26	This value is the payor's bank account company. The RMGLBA's company number (GMCO) from the GL Bank Account number will be updated to B1CO
Company Name	B1CN	27-56	The bank account company's name is retrieved from the Company Constants (F0010). The field CCNAME will be used to populate B1CN.
Extract Creation Date	B1DATE	57-62	The current system date
Extract Creation Time	B1TIME	63-68	The current system time
Filler	B1FILL	69-100	Blanks will complete the record

Field Description - Detail Record	Field Name	Position	Field Definition
Record Type Code	B2RT	1-1	The value in this record will have a 2 to signify the detail record
Bank Account to be Debited	B2CBNK	2-21	CBNK is the account number derived from the Bank Transit Number Master File (F0030). This will be the payor's bank account
Check Number	B2DOCM	22-29	Payment Number
Payee Number	B2PYE	30-37	Payee Number
Payee Name	B2PN	38-67	The payee name retrieved from the address book field ABALPH
Payment Amount	B2PAAP	68-82	Payment Amount
Payment Currency	B2CRCD	83-85	Currency Code value of the payment
Payment Date	B2DMTJ	86-91	Payment Date
Filler	B2FILL	92-100	Blanks will complete the record

Field Description - Trailer Record	Field Name	Position	Field Definition
Record Type Code	B3RT	1-1	The value in this record will have a 3 to signify the trailer record
Bank Number of House Bank	B3TNST	2-21	TNST is the transit number derived from the Bank Transit Number Master File (F0030). This will be the payor's bank account.
Total Number of Payments	B3TNO	22-36	Total number of payments
Hash Total of Payments	B3HASH	37-51	Total amount of payments
Filler	B3FILL	52-100	Blanks will complete the record

See Also:

- POOPURGE – Generic Purge Program

Part V

Manual Payment Processing

This part contains these chapters:

- Chapter 37, "Overview to Manual Payment Processing"
- Chapter 38, "Work with Manual Payments"
- Chapter 39, "Approve and Post Manual Payments"
- Chapter 40, "Void Manual Payments"

37

Overview to Manual Payment Processing

This chapter contains these topics:

- Section 37.1, "Objectives"
- Section 37.2, "About Manual Payments"

37.1 Objectives

- To pay existing vouchers manually
- To enter vouchers and produce payments at the same time

37.2 About Manual Payments

If you need to issue a payment immediately, you do not need to wait for your next automatic payment cycle. You can enter a manual payment. Processing payments manually includes:

- Working with manual payments
- Approving and posting manual payments

37.2.1 What Are the Types of Manual Payments?

You can enter manual payments:

- For an existing voucher
- Without an existing voucher, but with full voucher information (standard method)
- Without an existing voucher, but with abbreviated voucher information (speed method)

37.2.2 Which Type Should You Use?

This section describes types of payments.

37.2.2.1 Payment with Voucher Match - P04102

Advantages	Disadvantages
You can enter payments against an existing voucher.	If a voucher does not already exist, then the payments must be entered using two entry programs, one to enter the voucher and the other to enter the payment.

37.2.2.2 Payment without Voucher Match - P04106

Advantages	Disadvantages
You can enter voucher and payment in a single step.	You cannot review voucher for accuracy before payment.

37.2.2.3 Speed Payment Entry - P041065

Advantages	Disadvantages
You can enter voucher and payment in a single program.	You can only enter a single pay item.
	You cannot enter multi-currency payments.
	You cannot modify voucher or payment with this program.

37.2.3 What Identifies Manual Payments?

The following shows the identifying characteristics of manual payments:

37.2.3.1 Payment with Voucher Match

Document Category	Document Types
Voucher document	PV (voucher) PR (recurring voucher) PL (voucher logging)
Payment document	PN (manual payment) P1 (draft)
Batch	M (with match)

37.2.3.2 Payment without Voucher Match

Document Category	Document Types
Voucher document	PM (manual voucher)
Payment document	PN (manual payment)
Batch	W (without match)

37.2.3.3 Speed Payment Entry

Document Category	Document Types
Voucher document	PM (manual voucher)
Payment document	PN (manual payment)
Batch	W (without match)

38

Work with Manual Payments

This chapter contains these topics:

- Section 38.1, "Working with Manual Payments"
- Section 38.2, "Entering Manual Payments for Existing Vouchers"
- Section 38.3, "Entering Manual Payments without Existing Vouchers (Standard Method)"
- Section 38.4, "Entering Manual Payments without Existing Vouchers (Speed Method)"
- Section 38.5, "Locating Manual Payments"
- Section 38.6, "Reviewing A/P Information"
- Section 38.7, "Revising Unposted Manual Payments"
- Section 38.8, "Revising Posted Manual Payments"

38.1 Working with Manual Payments

Navigation

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose an option

When you need to remit a payment to a supplier immediately, you can use the manual payment processing, bypassing the automatic payment process.

When you work with manual payments, be aware the action code and search type security may affect your ability to inquire upon, add, or change customer/supplier information. You must have the appropriate combination of action code/search type security to enter manual payments.

The entry programs for manual payments create voucher and payment information in the following A/P ledger tables:

- A/P Ledger (F0411) for voucher information.
- A/P Matching Document (F0413) for summarized payment information.
- A/P Matching Document Detail (F0414) for detailed payment information.
- Account Ledger (F0911) for general ledger account information.

38.2 Entering Manual Payments for Existing Vouchers

To create a manual payment for a voucher that you have already entered, enter a manual payment with voucher match. You choose whether to print the payment. If you don't print it, you will prepare it manually.

When you create manual payments for an existing voucher, you:

- Approve the voucher for payment
- Enter payment information

The system creates a payment (PN), updates the pay status of the voucher, and reduces the open amount of the voucher. The payment batch type is M.

To approve the voucher for payment

The system displays only approved vouchers on Payment With Voucher Match.

On Speed Release – P04114

1. Locate only the voucher you want to approve.
2. Change the following field:
   - Pay Status

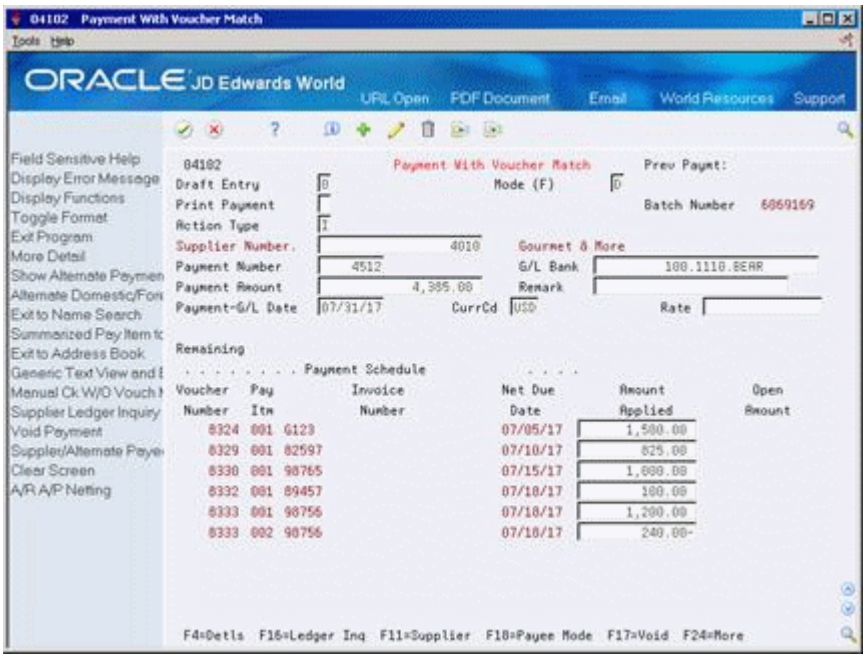
     See Also :

     - Chapter 27, "Prepare Vouchers for Payment"

To enter payment information

On Payment With Voucher Match

Figure 38–1 Payment With Voucher Match screen

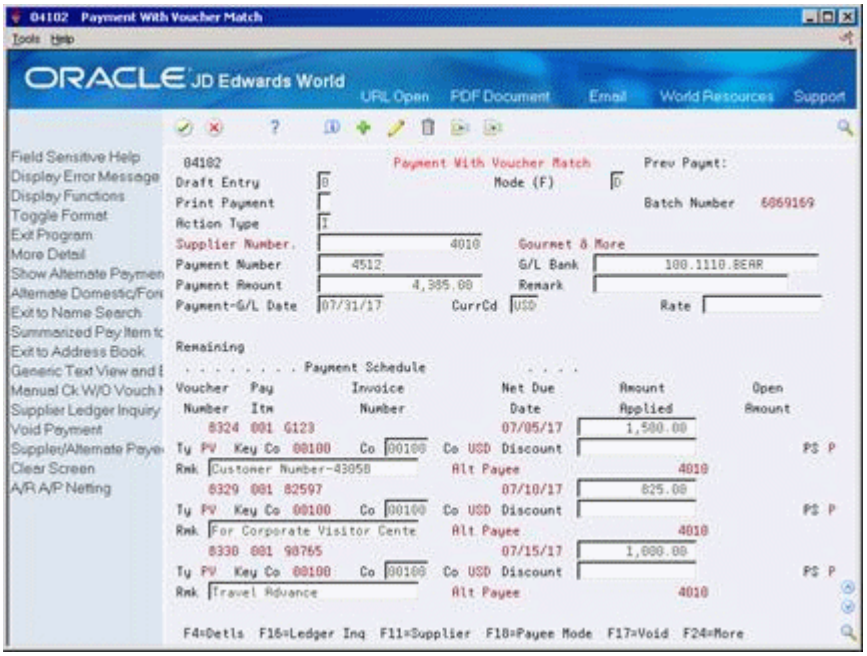


1. Complete the following fields:
   - Print Payment (optional)

- Supplier Number
- Payment Number (optional)
- G/L Bank Account (optional)
- Payment Amount (optional)
- Remark (optional)
- Payment-G/L Date
- Currency Code (optional)
- Exchange Rate (optional)

2. Use the Add action.
3. Choose Details (F4).

Figure 38–2 Payment With Voucher Match screen (Details area)



4. Verify the open amount of the voucher.
5. Complete the following fields for each voucher:
   - Amount Applied
   - Discount Taken (optional)
   - Payment Remark (optional)

Field	Explanation
Print Payment	This code indicates whether the system spools the payment to print automatically. Valid values are: 0 – Do not print payment (default) 1 – Print payment

Field	Explanation
Payment Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher. It is possible to have duplicate payment numbers for different suppliers. The combination of the following much be unique: ■ Payment number ■ Supplier number ■ Bank account number *Form-specific information* You can set a processing option in P04102 to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.
Payment Amount	The actual amount of the receipt or payment. This amount must balance to the total amount applied to the open vouchers or invoices. *Form-specific information* If a payment has been voided, this field is blank when inquiring on the payment. The system displays the voucher twice in the payment schedule, once with the original amount applied and once with the voided amount.
Payment - G/L Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).
Exchange Rate	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. *Form-specific information* If you leave this field blank, the system uses the Currency Exchange Rate table (F0015). The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set in the AP Functional Server XTO411Z1. If you enter a value in this field that is different from the exchange rate in the voucher record, the system calculates a gain or loss.
Amount Applied	The amount of the receipt/payment or item to be applied to the open balance of an invoice or voucher pay item. You can apply amounts for partial payments. The total amount applied must equal the payment amount.
Discount Taken	If there is a discount available on the voucher, the discount amount will automatically populate in the Discount Taken field. To take the discount, enter the payment amount as the net of the voucher's open amount and discount taken. If you do not want to take the discount, clear the Discount Taken field and enter the appropriate payment amount.

38.2.1 What You Should Know About

Topic	Description
Clearing debit/credit vouchers	To clear debit/credit vouchers that net to zero, enter a payment number, even though you are not actually writing a payment. You can enter a remark indicating that a spread has been applied. You can do this automatically through payment processing.
Format/Field Displays	Processing options control what formats and fields to display. You may control the format and display of Discount Taken, Alternate Payee, Value Date, Subledger/Subledger Type and Draft processing fields.
Remarks	Payment remarks, while optional, are valuable for documenting payment details or peculiarities. Remarks carry over to the General Ledger file record F0911 EXR field) when the payment is posted.
Alternate Payee mode	You have the option to pay an alternate payee. To access the alternate payee field, you can select alternate payee mode in the program processing options, or you can toggle between supplier and alternate payee mode using F18.

38.2.2 Processing Options

See Section 102.1, "Manual with Match Check Processing (P04102)".

38.3 Entering Manual Payments without Existing Vouchers (Standard Method)

To create a manual payment without an existing voucher, enter a manual payment without voucher match. For example, you might do this at the time you place an order or take delivery on product. You can:

- Enter multiple pay items for several supplier invoices
- Enter prepayment vouchers, depending on how you set the processing options

When you enter a payment without an existing voucher, you:

- Enter voucher and payment information
- Enter general ledger information for the voucher.

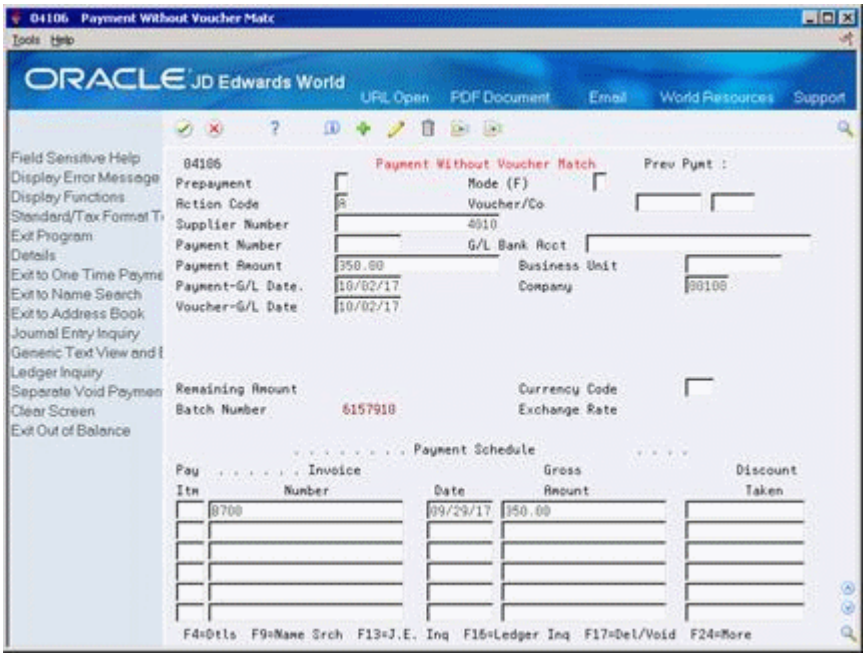
The system creates a voucher and a payment. It assigns the payment document number and document company to match those of the voucher.

The system does not print your payment, instead you prepare it manually. The payment (PN) and the voucher (PM) will be created in the same batch, batch type W.

To enter voucher and payment information

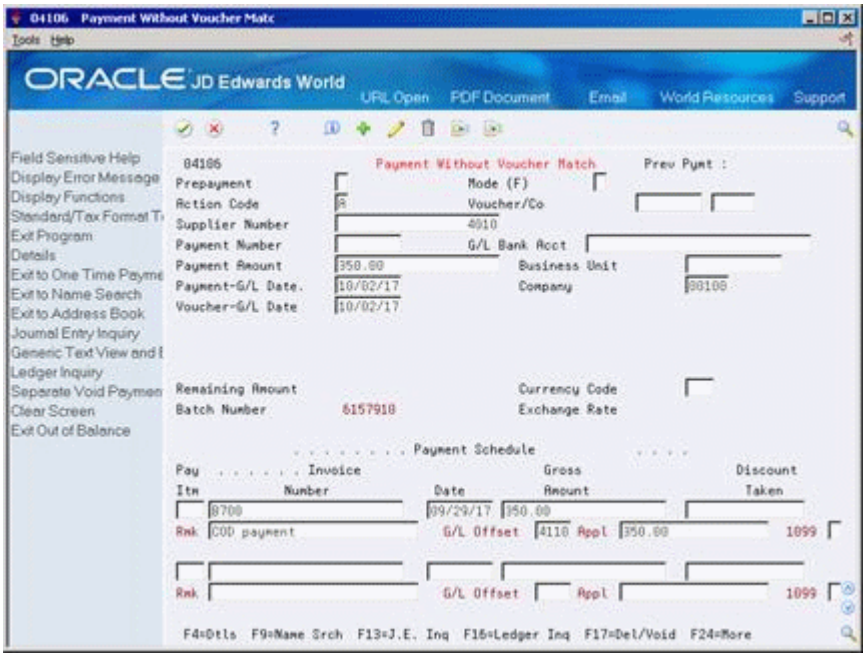
On Payment Without Voucher Match

Figure 38–3 Payment Without Voucher Match screen



1. Complete the following fields:
   - Supplier Number
   - Payment Number (optional)
   - G/L Bank Account (optional)
   - Payment Amount
   - Payment-G/L Date
   - Company
   - Voucher-G/L Date (optional)
   - Currency Code (optional)
   - Exchange Rate (optional)
2. Complete the following fields for each voucher pay item:
   - Pay Item (optional)
   - Invoice Number (optional)
   - Invoice Date (optional)
   - Gross Amount
   - Discount Taken (optional)
3. Choose Details (F4).

Figure 38–4 Payment Without Voucher Match screen (Details area)



4. Complete the following optional fields:
   - Remark
   - G/L Offset
   - Taxable Amount
   - Tax
   - Tax Code
   - Tax Rate/Area

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount.

To enter general ledger information

Press enter after entering information as described above, to display the AR and AP Journal Entries screen.

On AR and AP Journal Entries

Complete the following fields:

- Account Number
- Amount
- Explanation 2 (optional)

38.3.1 What You Should Know About

Topic	Description
Taxes	You can enter a payment with multiple tax rates by entering each tax rate (with its associated gross and taxable amounts) as a separate pay item.

38.3.2 Processing Options

See Section 102.2, "Manual Payments without Match (P04106)".

38.4 Entering Manual Payments without Existing Vouchers (Speed Method)

To create a manual payment quickly without an existing voucher, enter a manual payment without voucher match using the speed method. For example, you might do this at the time you place an order or take delivery on product.

There are several restrictions on entering manual payments with the speed method. You cannot:

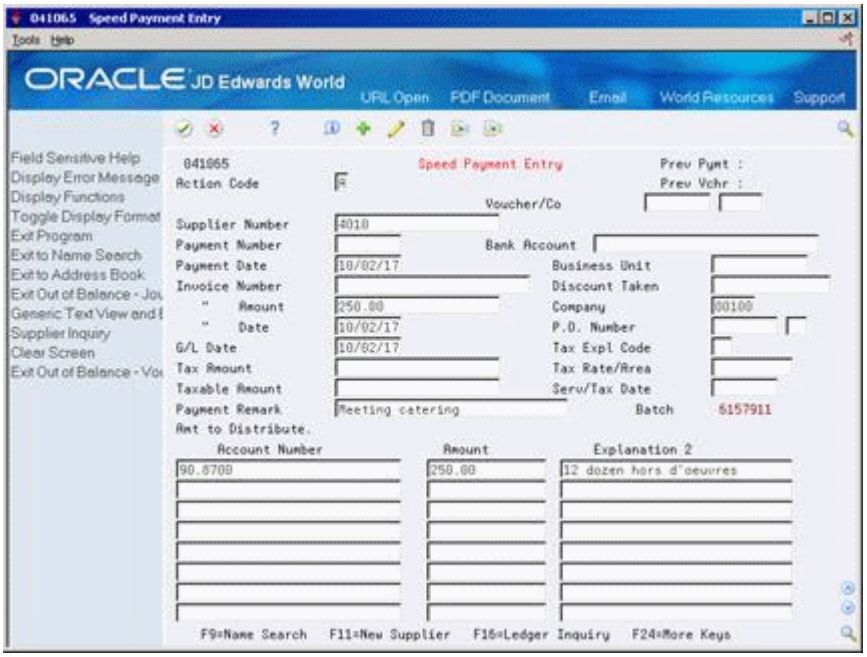
- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices
- Create or use model journal entries
- Convert multiple currency amounts
- Calculate currency gains and losses

The system does not print your payment, instead you prepare it manually. The payment (PN) and the voucher (PM) will be created in the same batch, batch type W.

To enter a manual payment without an existing voucher

On Speed Payment Entry

Figure 38–5 Speed Payment Entry screen



1. To enter voucher and payment information, complete the following fields:
   - Supplier Number
   - Payment Number (optional)
   - Bank Account (optional)
   - Payment Date
   - Invoice Number (optional)
   - Discount Taken (optional)
   - Invoice Amount
   - Company
   - Invoice Date
   - G/L Date (optional)
   - Payment Remark (optional)
2. To enter general ledger information for the voucher, complete the following fields:
   - Account Number
   - Amount
   - Explanation 2 (optional)

38.4.1 Processing Options

See Section 102.3, "Speed Manual Checks (P041065)".

38.5 Locating Manual Payments

Before you change, delete, or void a payment, you must first locate it.

You can locate manual payments on any of the manual payment entry forms. However, you cannot change payments on speed payment entry. You can also locate a payment using:

- Supplier Payment Inquiry (P042003)

  See Section 49.3, "Reviewing Payments" for information about using this method.

- Review Payments (P04202 for Manual Payment with Voucher Match or P042022 for Manual Payment without Voucher Match/Speed Voucher Entry)

  See Chapter 13, "Review and Approve Vouchers" for information about using this method.

To locate a manual payment

On Payment With Voucher Match or Payment Without Voucher Match

Complete the following fields:

- Supplier Number
- Payment Number (optional)
- G/L Bank Account (optional)

38.6 Reviewing A/P Information

You may print a report to review payment information from the Payment Header file (F0413) and the Payment Detail file (F0414). To do so, run the A/P Payment Journal Report (P04311).

The DEMO versions of this program print the entire A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in the DEMO versions of this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

If you set up Enhanced Subledger Accounting, you can view these values on the report. See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide* for more information.

38.6.1 Processing Options

See Section 102.4, "Manual Payment Journal Report (P04311)".

38.7 Revising Unposted Manual Payments

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot change the payment to apply to 1002 PV. You can, however, delete the payment and then apply the payment to 1002 PV.

You cannot change the following key fields for manual payments you entered with an existing voucher:

- Supplier Number
- Payment Number
- G/L Bank Account
- Payment-G/L Date

If any of these are incorrect, you must delete and re-enter the payment.

You cannot change the following key fields for manual payments you entered without an existing voucher:

- Voucher Number
- Supplier Number
- Payment Number
- G/L Bank Account
- Payment-G/L Date
- Voucher-G/L Date
- Currency Code
- Exchange Rate

If any of these are incorrect, you must delete and re-enter the voucher and payment.

Revising unposted manual payments includes:

- Changing a payment entered with an existing voucher
- Changing a payment entered without an existing voucher

To change a payment entered with an existing voucher

On Payment With Voucher Match inquire on the payment to display information.

1. Change any field that is not a key field.
2. To change the payment amount, change the following fields:
   - Payment Amount
   - Gross Amount

To change a payment entered without an existing voucher

On Payment Without Voucher Match inquire on the payment to display information:

1. Change any field that is not a key field.
2. To change the payment amount, change the following fields:
   - Payment Amount
   - Gross Amount
3. Choose Details.
4. Change the following field, if necessary:
   - Applied
5. Access AR and AP Journal Entries by pressing Enter:

6. On AR and AP Journal Entries, change the following field:
   - Amount

38.8 Revising Posted Manual Payments

You cannot change a posted payment if you entered it with an existing voucher. The only way to change a posted payment with an existing voucher is to void it and re-enter it. When you void a payment, you must re-post the payment batch to create the reversing g/l entries.

You can change a posted payment if you entered it without an existing voucher.

To change a posted manual payment

On Payment Without Voucher Match

1. Enter changes to any of the following fields and press Enter:
   - Payment Amount
   - Gross Amount
   - Remark
2. Choose Details (F4)
3. Change the following field, if necessary:
   - Amount Applied
4. Access AR and AP Journal Entries by pressing Enter:
5. On AR and AP Journal Entries, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
   - Explanation 2
6. Repost the batch to post the changes made in the general ledger.

38.8.1 What You Should Know About

Topic	Description
Multi-Currency	When you change a posted manual foreign payment, the system changes both the domestic and the foreign sides of the payment.
Deleting unposted manual payments	You can only delete unposted payments. If a payment is posted, you must void it. When you delete an unposted manual payment, the system reopens vouchers that were paid by the deleted payment. If you no longer want to pay a reopened voucher, you can delete or void it. When you delete an unposted manual payment, the system does not provide an audit trail. When you delete a manual payment with multiple currencies, the system reverses any gain or loss it calculated.

Topic	Description
Voiding manual payments	To void a manual payment and its associated vouchers, use Void Payment Entry. See Section 35.1, "Voiding Automatic Payments".

39

Approve and Post Manual Payments

This chapter contains these topics:

- Section 39.1, "Approving and Posting Manual Payments"
- Section 39.2, "Approving Manual Payments for Posting"
- Section 39.3, "Posting Manual Payments"

39.1 Approving and Posting Manual Payments

Navigation

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose an option

After you enter manual payments, you must approve the batch to post to the general ledger.

You can print a payment journal for proofing and balancing. This journal is an alternative to reviewing payments online. If you have a problem balancing the G/L, the printed journal can be a more workable format for detailed review.

Posting payments creates records in the Account Ledger table (F0911).

39.1.1 Before You Begin

- Set the A/P constant for management approval of input according to your needs

39.2 Approving Manual Payments for Posting

To review payments prior to posting, you can:

- Review manual payments online
- Print the payment journal

39.2.1 Reviewing Manual Payments Online

All JD Edwards World journal review programs work in the same way. There are two review programs for manual payments, depending on the menu option you choose to enter the payments:

- Entry With Voucher Matching (batch type M)
- Entry Without Voucher Matching (batch type W)

See Also:

- Section 13.1, "Reviewing Vouchers"

39.2.2 Printing the Payment Journal

The processing time for this report, P04311, is related to the amount of history retained in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets in the F0911. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

This is a DREAM Writer report.

Figure 39–1 Manual Check Journal User/Batch report

```
 04311                                                                                                  Page -        2
        User                - DEMO                    Manual Check Journal                              Date -  4/11/17
        Batch Number        -    80208                     User/Batch
        Batch Date          - 04/11/17
        Bank Account        -    20053  Bear Creek National Bank

. . . Document . . .    Date    Co.  Name                Address Number              . . . . . . Amounts . . . . . . P LT
   Check                Check        Remark              G/L Account                 Applied Amount       G/L        C
Ty Voucher       Co     G/L          Account Description                               Discount      Distribution
-- ------------ ----- -------- ----- -------------------- ---------------------------- --------------- --------------- - --
PN     6002            07/05/17 00100 Gourmet & More          4010
PM    10619-000 00100 07/05/17                                                                  350.00

                              Miscellaneous Expenses              90.8700                                   350.00    AA

                                                                                        --------------- ---------------
                                                   Bank Acct Total - Gross/Posted                 350.00
                                                                   -Discount/Unposted                            350.00

                                                                                        --------------- ---------------
                                                   Batch Total     - Gross/Posted                 350.00
                                                                    -Discount/Unposted                           350.00

                                                                                        --------------- ---------------
                                                   User Total      - Gross/Posted                 350.00
                                                                    -Discount/Unposted                           350.00

                                                                                        --------------- ---------------
                                                   Total           - Gross/Posted                 350.00
                                                                    -Discount/Unposted                           350.00
```

39.2.2.1 What You Should Know About

Topic	Description
Printing tax information	To print tax information on the journal, VAT users should set the Maximum Form Width field to 150 using the printer overrides. From the versions list of Manual Payment Journal Report, enter a 6 for Printer Overrides in the Option column for the version you are running.

39.2.3 Data Selection for A/P Payment Journal Report

The DEMO versions of this program print the entire A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, batch number or any other criteria.

The user ID in the DEMO versions of this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

You can use this report for payments created from the automatic payment process by changing the Batch Type to K in the data selection.

39.3 Posting Manual Payments

This DREAM Writer program creates payment disbursement entries and offset entries to the general ledger for the payable account. The system typically debits an A/P liability account and credits a cash (or bank) account.

All JD Edwards World post programs work in the same way. There is only one post program for both types of manual payments. It has the processing option for batch selection set to M (manual payments), which selects:

- Payments With Matching Vouchers (batch type M)
- Payments Without Matching Vouchers (batch type W)

You should not change the batch selection in this processing option.

This DREAM Writer program creates payment disbursement entries and offset entries to the general ledger for the payable account.

See Also:

- Section 14.1, "About the Post Process for A/P"
- Section 15.1, "Posting Vouchers"

40

Void Manual Payments

This chapter contains these topic:

- Section 40.1, "Voiding Manual Payments"

40.1 Voiding Manual Payments

Navigation

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Void Payment Entry

You can void posted or unposted payments. Optionally, you can choose to void the vouchers associated with a payment. The process for voiding manual payments is the same as that for voiding automatic payments.

40.1.1 What You Should Know

- Voiding a posted payment creates a separate void record (PO) for the payment, whereas voiding an unposted payment will delete the payment record from the payment files entirely.
- When a posted payment has been voided, the payment batch must be posted again to create the reversing entries in the general ledger file, F0911.
- When voiding a payment, if the original G/L date for the payment is in a prior period, you may need to change the G/L date to the current date in order to avoid re-opening the prior period in order to post the void.
- You may choose to void vouchers at the same time as voiding the payment.
- If you have created and posted a manual payment and voucher from Payment without Voucher Match (P04106) voiding only the payment will create an integrity issue with the batch in regard to A/P to G/L by Batch (P04701). With W type batches the integrity is expecting the voucher and the payment to be in the same batch. When the payment has been voided and the voucher repaid with a new payment, the voucher will still be associated with the original W type batch but the payment will be in a separate, M type batch.
- If the payment is not posted the payment records will be deleted from the payment files (F0413/F0414). If the associated voucher(s) is not posted, the voucher record will be deleted from the AP Ledger (F0411).
- You can create a void payment for unposted manual checks. A processing option in both Manual Payment Programs (P04102 and P04106) can prevent deletion of an unposted manual check, which requires you to use the Void Payment program.

You can specify through the A/P Payment Functional server (XT0413) if you want to document the deleted payment (treat it like a void) or continue with the delete.

See Also:

- Section 35.1, "Voiding Automatic Payments"

Part VI

Payables and Receivables Netting

This part contains these chapters:

- Chapter 41, "Overview to Payables and Receivables Netting"
- Chapter 42, "Net Payables and Receivables"
- Chapter 43, "Print Netting Reports"

41

Overview to Payables and Receivables Netting

This chapter contains this topic:

- Section 41.1, "About Payables and Receivables Netting"

41.1 About Payables and Receivables Netting

If you have customers who are also your suppliers, you can use the A/P Standalone Netting program (P03455) to quickly determine your net position and offset the open Accounts Receivable and Accounts Payable transactions. When you evaluate your net position, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment. Using the Accounts Payables and Accounts Receivables Netting process, you can quickly process:

- Invoices by using them to offset what you owe your supplier.
- Payments to your suppliers that you can adjust, by subtracting what is due from them.

When you perform the netting process, the system closes transactions in one system and creates a corresponding original document in the other system for the negative amount.

For example, if you owe your supplier/customer 1,000 and your supplier/customer owes you 700, you can use the netting process to generate a debit memo in the Accounts Payable system for -700, and create a receipt document for 700 that closes the invoice in the Accounts Receivable system. When you process payments for the supplier, the system generates one payment for 300.

Receivables and payables netting consists of:

- Netting payables and receivables
- Printing netting reports

See Also:

- Netting Payables and Receivables in the*JD Edwards World Accounts Receivable Guide* for information about netting for receivables

42

Net Payables and Receivables

This chapter contains these topics:

- Section 42.1, "Understanding the Netting Program"
- Section 42.2, "Determining Liabilities"

42.1 Understanding the Netting Program

You use the A/P Standalone Netting program (P03455) to create net transactions that are from the Accounts Receivable system in the Accounts Payable system that you use to net for payables. You can create net transactions prior to making payments or at the time of payment.

42.1.1 Transaction Details

When you net open vouchers against open invoices, depending on which net amount is greater (payables or receivables), the system generates two documents:

- An original document, type NO, for each transaction that it closes. This document represents the open amount that the system uses to offset the greater due to/from amount from the customer/supplier.
- A matching document, type NM. This document represents the transaction the system closes on the side of the net position with the least due to/from amount.

If the voucher amount (due to the customer/supplier) is greater than the invoice amount (due from the customer/supplier), the system:

- Closes each of the invoices you choose
- Creates a matching document type of NM
- Generates an original document, type NO, in the A/P system to offset the open voucher amounts

The system assigns the NO and NM transactions the same document number so that an audit trail exists between the documents in the two systems. The system also assigns the netting documents the next invoice number from the Next Numbers program for Accounts Receivable (system code 03).

The following example illustrates how the system generates the net documents when the amount of open vouchers is greater than the amount of open invoices.

Transactions before netting:

A/R Documents	Gross Amount	Open Amount	A/P Documents	Gross Amount	Open Amount
RI 15341	700	700	PV 88541	1500	1500
RI 15452	500	500	PV 88556	600	600
RI 15702	325	325	PV 88572	400	400
Total A/R	1525	1525	Total A/P	2500	2500

Transactions after netting:

A/R Documents	Gross Amount	Open Amount	A/P Documents	Gross Amount	Open Amount
RI 15341	700		PV 88541	1500	1500
NM 15780	700-		NO 15780	700-	700-
RI 15452	500		PV 88556	600	600
NM 15781	500-		NO 15781	500-	500-
RI 15702	325		PV 88572	400	400
NM 15782	325-		NO 15782	325-	325-
Total A/R			Total A/P	975	975

In this example, you owe your supplier the net amount of 975.

42.1.2 Features

The A/P Standalone Netting program (P03455) includes several features that can assist you in the netting process.

Displaying Transactions, System Totals, Selected Totals, and Net Amounts

There are two methods to locate transactions in P03455. You can:

- Complete the fields in the header portion of the screen, such as Customer/Supplier, Company, and Due Date, to retrieve vouchers and invoices that meet your criteria.
- Choose Supplier Ledger Inquiry (A/P) (F15) or Customer Ledger Inquiry (A/R) (F16) to locate and retrieve transactions. On Supplier Ledger Inquiry or Customer Ledger Inquiry, enter 4 in the Option field and click Enter next to the records you want to include in the netting process. The program replaces the 4 with an * indicating you have chosen these records for netting. Exit (F3) to display these records in P03455 and continue the netting process.

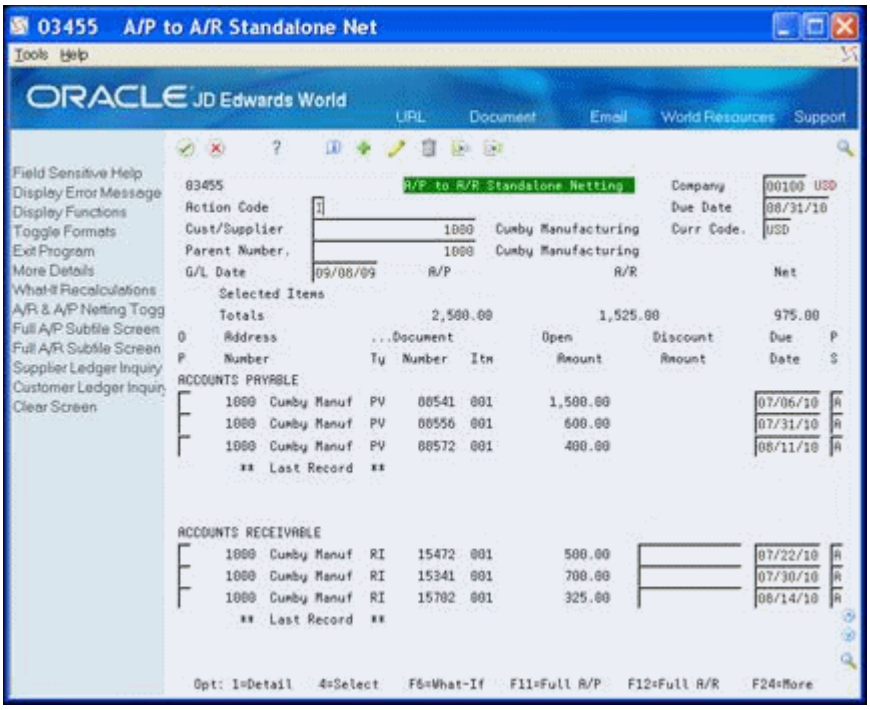
The system provides a total for A/P, A/R, and their net amount.

The system always derives the net amount by subtracting the A/R amount from the A/P amount so you can quickly determine whether you are netting for receivables or payables and which type of program to use. Use the Use A/R or A/P Netting processing option to choose the type of program you want to run.

- If the net amount is negative, you are netting for receivables and must use A/R Stand-Alone Netting.
- If the net amount is positive, you are netting for payables and must use A/P Stand-Alone netting.

In the following example, the Net Total field is 975, which indicates that you are netting for payables if you choose to net all of the transactions that display.

Figure 42–1 A/P to A/R Standalone Netting screen



42.1.2.1 What-If Recalculations for Select Transactions

If you do not want to net all of the transactions that display, you can choose individual transactions on which to perform what-if recalculations. When you enter 4 in the Option field next to the transactions and choose What-If Recalculations (F4), the program recalculates the totals based on the transactions you choose and validates that you are using the correct version of the program.

42.1.2.2 Toggle Between A/R & A/P Netting

If you do not have the Netting processing option set to launch the type of netting program that you intend to use (A/P or A/R) or if you attempt to use the wrong type of program to perform the netting process, the system displays the Invalid Netting Amount error message, and does not create the net transactions. You can choose A/R & A/P Netting Toggle (F10) to access the correct program. The program then displays **Mode Alert** and changes the program name to indicate the correct program for the netting process.

42.1.2.3 Subfile Display

The program displays the message ** Last Record ** after the last voucher or invoice record for the customer/supplier. You can continue to scroll through the vouchers in the upper part of the subfile detail area using Page Down. To scroll through the invoices in the lower part of the subfile detail area, place your cursor in the Option field next to an invoice and then Page Down.

You can toggle the screen to review only the voucher or invoice transactions. Choose:

- Full A/P Subfile Screen (F11) to display only vouchers

- Full A/R Subfile Screen (F12) to display only invoices

To return to the previous screen, choose Exit (F3), Full A/P Subfile Screen (F11), or Full A/R Subfile Screen (F12) again. You must return to the view that includes both vouchers and invoices before you can toggle to another full screen.

42.1.2.4 Changing the G/L Date

The program uses today's date as the G/L date. To net transactions using a different G/L date than today's date, you must first enter a date in the G/L Date field and then locate the customer/supplier transactions. You cannot change the G/L date after you locate the transactions because the system validates the G/L date you enter against the period number for the company you enter or Company 00000, as the default, to determine whether PBCO, PACO, or WACO messages apply.

42.1.3 Multicurrency

After you activate multicurrency for your system, the system can net transactions only when:

- The base currency code for the company that you enter in the transactions is the same for both the vouchers and invoices that you want to net.

  For example, if you enter an invoice in USD for a company with a currency code of CAD, you cannot net this transaction against a voucher in USD for a company with a currency code of CHL.

- The transactions must have the same transaction currency.

  If you enter an invoice in Canadian dollars for a company with a currency code of USD, you can only net it against a voucher in Canadian dollars for a company with a currency code of USD.

The system displays only the transactions that conform to the currency rules in the A/P Standalone Netting program (P03455).

42.2 Determining Liabilities

When you perform the netting process, you net for either receivables or for payables depending on where the liabilities exist. You can determine liabilities by:

- Printing the Receivables/Payables Netting report (P03450). This report prints only those customers/suppliers with open invoices and vouchers available to net. If this report includes a customer/supplier that has a potential A/P offset, the total amount of vouchers to pay exceeds the total amount of invoices to receive, you are netting for payables. If this report includes a customer/supplier that has a potential A/R offset, the total amount of invoices to receive exceeds the total amount of vouchers to pay, you are netting for receivables.

- Running the A/R or A/P Stand-Alone Netting program (P03455). When you locate a supplier/customer, the system displays the totals for A/P, A/R and their net. You can also choose to obtain totals for specific records. If the system displays a net total that is a positive number, you are netting for payables. If the system displays a negative total, you are netting for receivables.

- Printing the Netting - Aging Report (P03466). This report includes aging information as well as customers/suppliers who have open balances in both systems. Also, the Netting - Aging Report requires that you build netting workfiles to perform the aging function. See Section 43.2, "Creating the A/R and A/P Netting Report Workfile Table" f or more information.

See Chapter 43, "Print Netting Reports" for more information about the reports.

42.2.1 Before You Begin

- Designate one address book number as the customer/supplier record. The system cannot net vouchers and invoices from more than one address book record. You can assign a unique Search Type to this record, if necessary, to distinguish it as a netting address book record.
- Set the AR/AP Netting field to Y on the Address Book Control Revisions screen if you want to apply netting to specific address book records. You access this screen from the Address Book Revisions program (P01051) by choosing Address Book Control Revisions (F13). See Chapter 3, "Enter Suppliers".
- Run Update AR from Address Book (P03802) to update the AR/AP Netting Indicator field (RPAT2) with the value in the address book record, if necessary. When you enter invoices, the system updates the AR/AP Netting Indicator field (RPAT2) in the Accounts Receivable Ledger (F0311) invoice records according to the value you enter in the AR/AP Netting field in the Address Book system. If invoices exist prior to you setting this field or if you want to change the setting, you must run this program.
- Set the Override Address Book Authority processing option in the AP/AR Netting program (P03455) to override the system validating the value in AR/AP Netting Indicator field (RPAT2), if necessary.
- Set up the AAI for the netting suspense account NC for each company that you use to enter netting transactions. NC specifies the distribution account that the system uses when it generates the NO document and the G/L bank account on the receipt for the NM document. The system does not use a default NC for company 00000. See Section 67.1, "About AAIs for A/P"
- Set the processing options for the A/P Standalone Netting program (P03455).

42.2.2 Netting the Transactions

There are two methods you can use to net transactions. They include:

- Netting transactions in stand-alone mode
- Netting transactions during payment processing

42.2.3 Netting Transactions in Stand-Alone Mode

Typically, you use this method to net for payables when you are not ready to make payments. You net transactions in stand-alone mode using the A/P Standalone Netting program (P03455), which you access directly from a menu.

Netting transactions in stand-alone mode includes the following tasks:

- Create net transactions
- Review net transactions
- Delete unposted net transactions
- Post net transactions
- Process payments for net payables transactions

42.2.4 What You Should Know About

Topic	Description
Applying discounts	Netting has no effect on the way in which the system applies discounts. The system applies discounts to vouchers and invoices but not to netting original or netting matching documents. See Entering Invoices with Discounts in the *JD Edwards World Accounts Receivable Guide* for more information.

To create net transactions

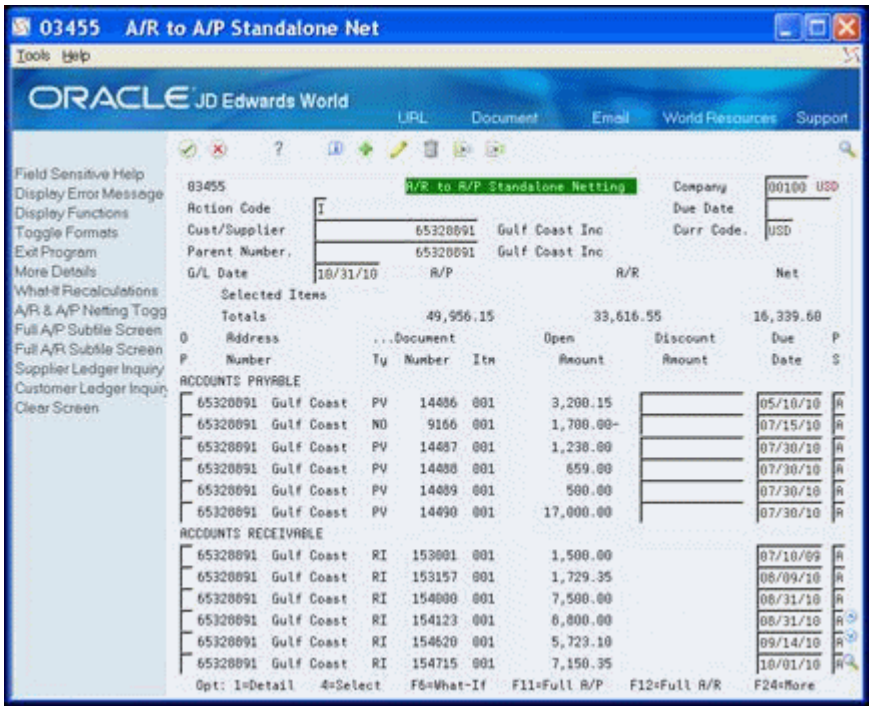
Navigation

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose A/P Stand-Alone Netting

1. On A/P Stand-Alone Netting, to locate transactions, complete either of the following fields and click Inquire:
   - Cust/Supplier
   - Parent Number
2. To narrow your search, complete the following optional fields:
   - Company
   - Due Date
   - Currency Code

Figure 42–2 A/P to A/R Standalone Netting screen (with more transactions)



3. Enter 4 in the Option field next to each transaction you want to net.
4. Choose What-If Recalculations (F6) to perform what if calculations.

Verify that the net total is correct for the program that you are using. If the net total is positive, you must use the AP Stand-Alone Netting program. If the net total is negative, you must use the AR Stand-Alone Netting program.

5. Choose A/R & A/P Netting Toggle (F10) to access the correct program, if necessary.
6. Click Change to net the transactions.

   The system creates the NO/NM netting transactions and clears the screen.

42.2.5 Processing Options

See Section 103.1, "A/P and A/R Netting (P03455)".

To review net transactions

1. On A/P Stand-Alone Netting, to locate net transactions, perform one of the following:
   - Choose Supplier Ledger Inquiry (A/P) (F15)
   - Choose Customer Ledger Inquiry (A/R) (F16)
2. On Supplier Ledger Inquiry or Customer Ledger Inquiry, review the transactions.

To delete unposted net transactions

You can delete net transactions only if you did not post the transactions. If you did post the net transactions, you must continue the payment process and then void the payment to reverse the net transactions.

1. On A/P Stand-Alone Netting, to locate transactions, complete either of the following fields and click Inquire:
   - Cust/Supplier
   - Parent Number
2. To narrow your search, complete the following optional fields:
   - Company
   - Due Date
   - Currency Code
3. Enter 9 in the Option field next to the NO netting documents that you want to delete.
4. Click Change.

To post net transactions

There are three methods to post net transactions. They include:

- Set the Automatic Posting processing option for P03455 to automatically post the net transactions.
- Use the A/P Netting Post program (P03853) on the Manual Payment Processing menu (G0412) to post both A/P and A/R net transactions simultaneously. You must enter both batch numbers. Ensure you leave the A/P Netting processing option blank.
- Use the Post program (P09800) to post the A/R and A/P batches separately.

The system creates the following entries in the Account Ledger table (F0911) when you post the original netting documents:

- An AE document to the A/P and A/R trade accounts. The value in the Offset Method field in the A/R and A/P constants determines whether the system generates one AE for the batch of transactions or one AE for each document.
- An NM document for each receipt to the account you specify in AAI item NC.
- An NO document for each original voucher to the account you specify in AAI item NC.

> **Note:** You cannot delete posted net transactions. You must include them in a payment/receipt process, void the payment/receipt and then void the net transactions.

When you net transactions, the system uses the account in the AAI item NC as the expense distribution account for the NO transaction that it creates for the voucher. The system generates an offset to the same account for the Account Ledger table (F0911) NM transaction that it creates for the net matching document that close the invoices.

To process payments for net payables transactions

There are two methods to process payments for net payables transactions. They include:

- Process A/P payments automatically. See Chapter 25, "Overview to Automatic Payment Processing" for more information.

> **Note:** If you use automatic payment processing, verify that the Data Selection and Processing Options for Create Payment Groups (P04570) are not set up to exclude processing amounts less than zero.

- Use the Payment with Voucher Match program (P04102).

  The system creates the PK/PN matching document for each NO voucher that is paid.

When you post payments for net transactions, the system creates the standard G/L bank account and trade account (offset) entries. The system does not generate entries to the netting account.

42.2.6 Netting Transactions during Payment Processing

You can create net transactions during the payment process. When you choose to create net transactions during the payment process, you must be aware of the following:

- The system automatically posts the net transactions even if you leave the Automatic Posting processing option in the A/P Stand-Alone Netting program blank.
- If you make a mistake during the netting process, you must continue with the payment process. After the program generates the payment, you must post the batch, void the payment, and then void the net transactions.

Netting transactions during payment processing includes the following tasks:

- Create net transactions using payment with voucher match
- Void payments and void net transactions

To create net transactions using payment with voucher match

Navigation

From Accounts Payable (G04), choose Manual Payment Processing

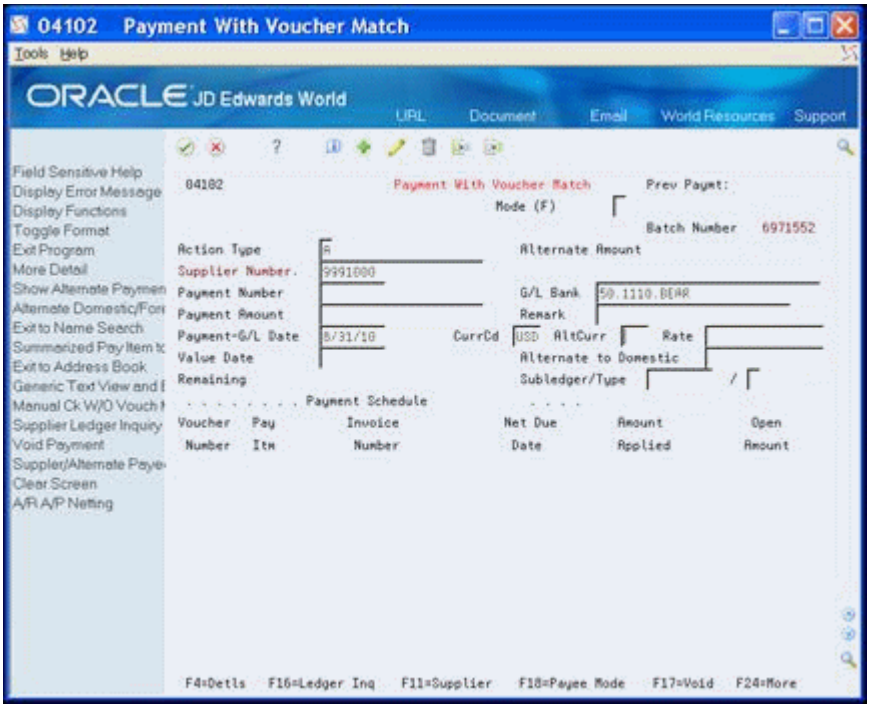
From Manual Payment Processing (G0412), choose Payment with Voucher Match

If you display the supplier vouchers before you choose A/R A/P Netting (F23), the system overwrites the vouchers that display with the vouchers and invoices you choose from the netting application. You cannot retrieve and display vouchers, and then append them with invoices from the netting application.

After you create net transactions, you must complete the payment entry process and post the payment.

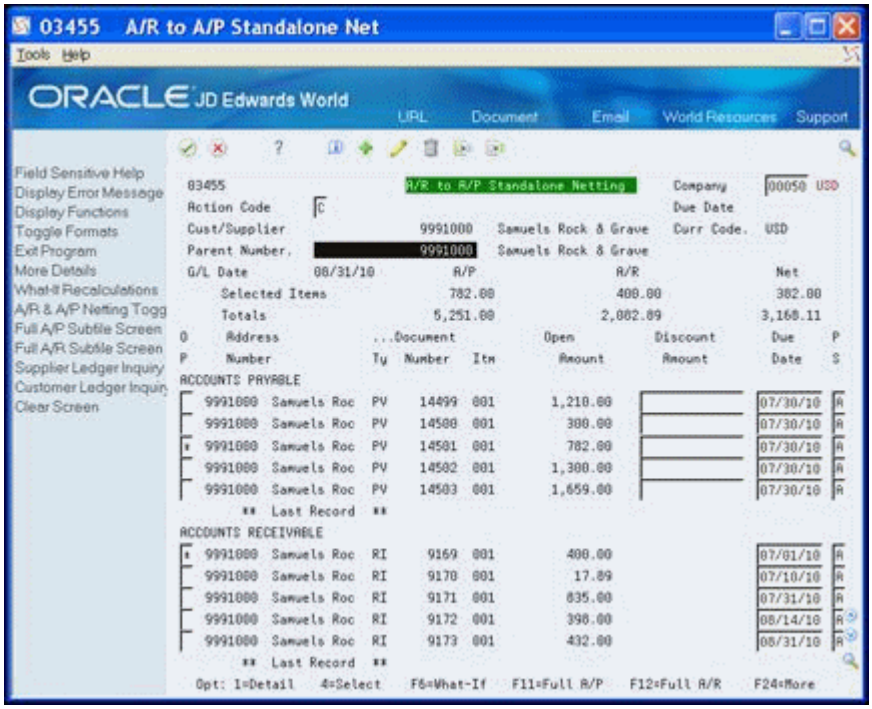
1. On Payment with Voucher Match, complete the following fields:
   - Supplier Number
   - G/L Bank
   - Currency Code (optional)
   - Payment G/L Date

Figure 42–3 Payment With Voucher Match screen



2. Choose the A/R A/P Netting (F23).
3. On A/R to A/P Standalone Netting, enter 4 in the Option field for each voucher and invoice you want to net.

Figure 42–4 A/R to A/P Standalone Netting screen



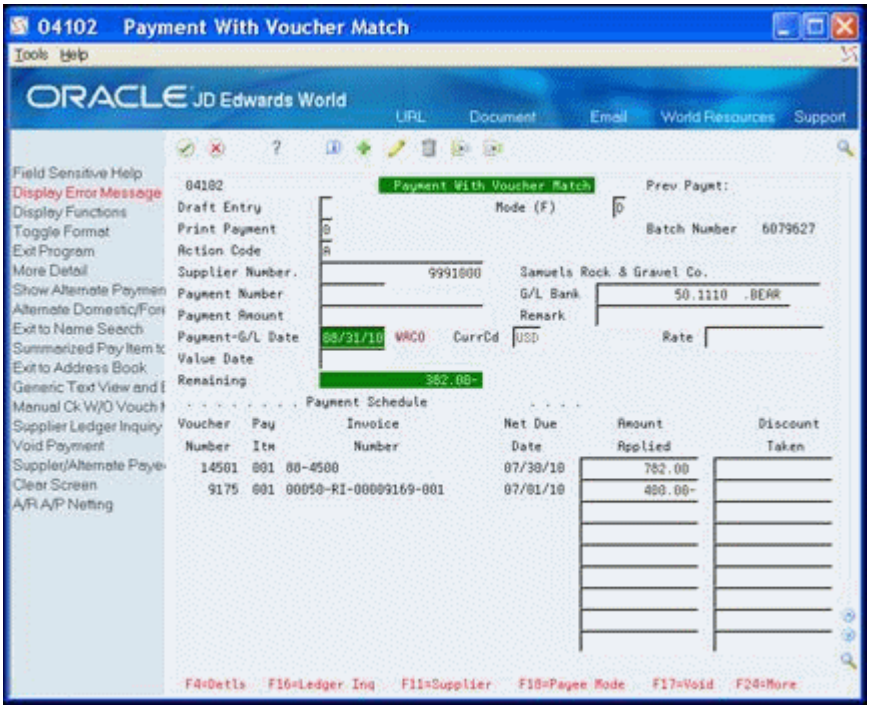
4. Choose What-If Recalculations (F6) to perform what if calculations.

   Verify that the net amount is positive, indicating that you are netting for payments.

5. Click Enter.

6. Exit (F3) to Manual Payments with Voucher Match.

Figure 42–5 Payment With Voucher Match screen



Verify the detail transactions display.

7. On Manual Payments with Voucher Match, enter the net amount due the supplier in the Payment Amount field and click Enter.

   The program creates the NO and NM netting documents. The program also posts the batch of net transactions when you exit this program, even if you leave the Automatic Posting processing option in the A/P Stand-Alone Netting program blank.

Field	Explanation
Display Acct	The address book number that identifies the customer/supplier associated with the transaction.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. *Screen-specific information* The Currency Code field in the header is for the currency code of the transactions you want displayed. The Currency field in the fold area displays the original currency code of the transaction. ■ If you leave this field blank, the system loads the currency code for the customer from the Address Book system. If the customer's/supplier's Address Book record is blank, the currency code is supplied from the company used in the transaction. ■ If you enter a specific currency code, the system displays only invoices with that currency. Combining a specific currency with D or F in the Currency Mode field displays the domestic or foreign side of currency invoices. ■ To display the domestic side of invoices that have different foreign currencies, enter * in the Currency Code field and D in the Mode field. All invoices will be displayed in the company's currency code. You can only net transactions that have the same currency.
Payment G/L Date	A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.

42.2.7 Voiding Payments and Voiding Net Transactions

You can void payments that include net transactions using the Void Payment Entry program (P04103). The program allows you to restore the open amount of the net transactions or void them. The system performs the following when you void payments:

- When you void the payment and do not void the net transactions, the system restores the open amount to the original NO netting documents.
- When you void the payment and void net transactions, the system
  - Generates the void payment record (PO)
  - Creates matching records for the NO and NM documents (PE and RO respectively)
  - Opens the original invoices and voucher transactions.

If the system issues date warnings for the void or warnings and errors for vouchers that you are trying to delete, it will not void the items until you click Enter for each warning or correct the errors

You cannot void unposted paid net transactions.

You must post the voided payment, voucher, and receipt batches.

To void payments and void net transactions

Navigation

From Accounts Payable (G04), choose Manual Payment Processing

From Manual Payment Processing (G0412), choose Void Payment Entry

1. On Void Payment, locate the payment.
2. Locate the NO transaction you want to delete.
3. Enter a 9 in the Option field and click Delete
4. Confirm the void.

43

Print Netting Reports

This chapter contains these topics:

- Section 43.1, "Printing Netting Reports"
- Section 43.2, "Creating the A/R and A/P Netting Report Workfile Table"
- Section 43.3, "Printing the Netting - Aging Report"

43.1 Printing Netting Reports

When you do business with another organization as both a customer and a supplier, you can print netting reports that show whether your company owes or is owed money.

These reports do not make adjustments to the account ledgers. The reports only list unusual conditions, such as:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

See Also:

- Section 103.1, "A/P and A/R Netting (P03455)"

43.2 Creating the A/R and A/P Netting Report Workfile Table

Navigation

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Build Netting Report File

Before you can print the Netting - Aging Report, you must create the work file it uses. When you do this, the system rebuilds the A/R and A/P Netting Workfile table (F03465) based on current information in the A/R Ledger and A/P Ledger tables.

43.2.1 Before You Begin

- Verify that the A/R and A/P Netting Workfile table (F03465) exists in your library. Unlike other programs, the program that builds the netting report work file does not create the table if it does not exist.

43.2.2 Processing Options

See Section 103.2, "Build A/P and A/R Netting File (P03465)"

See Section 103.1, "A/P and A/R Netting (P03455)"

43.2.3 Data Selection

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For both A/R and A/P, by changing the data selection for Build Netting Report Workfile (P03465)
- For A/R, by changing the data selection for A/R Netting File Refresh (P034651)
- For A/P, by changing the data selection for A/P Netting File Refresh (P034652)

43.3 Printing the Netting - Aging Report

Navigation

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose Netting - Aging Report

You print the Netting - Aging report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By selecting different versions of this report, you can review detailed or summary information. You can also review multi-currency or domestic currency only versions of the report.

This report lists information from the A/R and A/P Netting Workfile table (F03465).

When you print this report, the system:

- Totals the open A/R and open A/P details for each account.
- Ages the balances for each account as determined by the processing options.

43.3.1 Before You Begin

- See Section 43.2, "Creating the A/R and A/P Netting Report Workfile Table"

43.3.2 Data Selection

You can use data selection to limit the detail on the report. For example, you can include any fields in the Address Book (F0101), as well as many of the fields shared by the A/R Ledger and A/P Ledger tables.

43.3.3 Data Sequence

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

Part VII

A/P Draft Processing

This part contains these chapters:

- Chapter 44, "Overview to A/P Draft Processing"
- Chapter 45, "Select Paid Drafts"
- Chapter 46, "Post Outstanding A/P Drafts"

44

Overview to A/P Draft Processing

This chapter contains these topics:

- Section 44.1, "Objectives"
- Section 44.2, "About A/P Draft Processing"

44.1 Objectives

- To pay drafts
- To select drafts as paid
- To post outstanding drafts

44.2 About A/P Draft Processing

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

Because of the legal nature of the underlying liabilities, the steps for draft processing differ slightly from the steps for automatic payment processing. The tasks that have a different result in draft processing are:

- Writing payments
- Updating the A/P ledger

Draft processing also consists of the following additional tasks:

- Selecting paid drafts
- Posting outstanding A/P drafts

44.2.1 Set Up Draft Processing

44.2.1.1 Automatic Accounting Instructions:

Set up AAI item PD for the drafts payable account which the system uses as a tracking account until the draft is paid. You can also set up AAI item PDx, where x equals the user defined code for payment instrument, for each payment instrument. You may set up company-specific AAI's or use Company 00000 as a default.

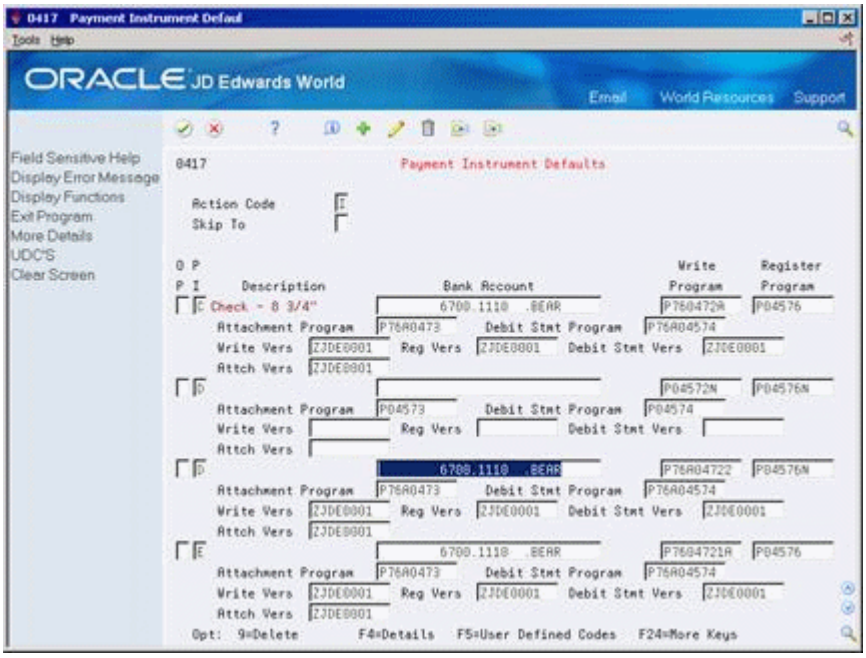
All other AAIs used are based on general voucher and payment processing.

44.2.1.2 User Defined Codes:

There are 3 User defined Codes (UDCs) required for draft processing:

Object	User-Defined Code
Document types (00/DV)	PV (voucher) P1 (draft)
Payment status (00/PS)	D (draft accepted) # (payment in process) P (paid)
Payment instruments (00/PY)*	A code for each payment instrument (JD Edwards World has set up the value D for Drafts) This payment instrument will need to be set up in Payment Instrument Defaults (P0417) as part of Auto Payment Setup. You must confirm that the A/P Drafts Write and Register programs are attached to the payment instrument of D per the example below.

Figure 44–1 Payment Instrument Defaults screen



44.2.2 How Does Draft Processing Differ from Automatic Payment Processing?

The following describes the steps for draft processing that are different from automatic payment processing or that have a different result.

44.2.2.1 Writing Payments

When you write payments, the system creates and prints drafts.

44.2.2.2 Updating the A/P Ledger

When you update payments to the A/P ledger, the system:

- Creates a payment batch. When the batch is posted, the journal entries debit the A/P trade account and credit the drafts payable account. The system uses AAI item PDx to identify the G/L account to use for drafts payable.
- Creates an original document record in the A/P Ledger, F0411, with a document type of P1 and a pay status of D (draft created). This document is the draft, which replaces the original voucher.
- Creates a matching document record in the A/P Ledger with a document type of P1. This matching document closes the voucher.
- Changes the pay status of the voucher from # (payment in-process) to P (paid).
- Creates a P1 record in the A/P Matching Document Summary file, F0413, for the amount of the draft.
- Creates P1/PV record(s) for each voucher paid by the draft in the A/P Matching Documents Detail file, F0414.

44.2.2.3 Selecting Paid Drafts

When you know a draft has been paid, you select it. This closes the draft and allows you to post it. This step has no equivalent in the automatic payment process.

44.2.2.4 Posting Outstanding A/P Drafts

After a draft has been paid, you post it to the general ledger. The system selects drafts with a pay status of draft selected, then generates and posts journal entries that debit drafts payable and credit the payables bank account. It also changes the pay status of the draft to paid and generates a post report. This step has no equivalent in the automatic payment process.

44.2.3 Example: Paying Drafts

The following chart shows how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	457	50,000		
	PV	456	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

44.2.4 Voiding Drafts

Voiding drafts utilizes the same process as voiding standard payments. Void Payment Entry (P04103) will be used to void a draft and should be selected from any one of the payment menus.

45

Select Paid Drafts

This chapter contains this topic:

- Section 45.1, "Selecting Paid Drafts"

45.1 Selecting Paid Drafts

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Draft Inquiry/Selection

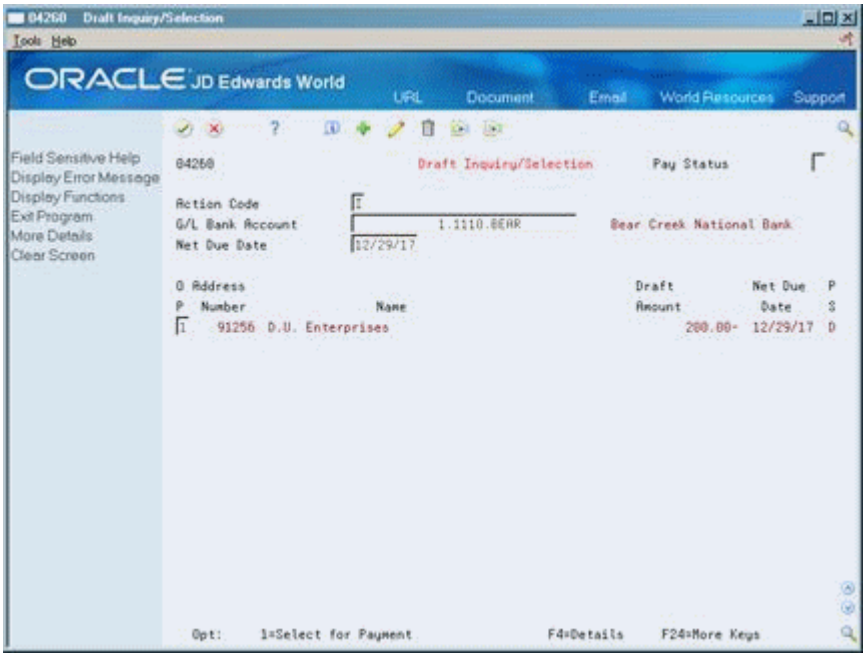
When you know a draft has been paid, either from your bank statement or based on the draft due date, you select the draft as paid. This closes the draft and allows you to post it.

You select drafts from a list of drafts against a particular bank account. You can review drafts with pay statuses of draft created and draft selected. When you select a draft as paid, the system changes its pay status to draft selected (#).

To select a paid draft

On Draft Inquiry/Selection

Figure 45–1 Draft Inquiry/Selection screen



1. Complete the following fields:
   - Pay Status (optional)
   - G/L Bank Account
   - Net Due Date (optional)
2. Drafts displayed will automatically be selected for payment (option field defaults to 1). To prevent a draft from being selected as paid, change the following field to blank:
   - Option
3. Use the Change action and enter to select the draft.

Field	Explanation
Pay Status Code	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are: P – Paid. The voucher or invoice is paid in full. A – Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. H – Hold pending approval. R – Retainage. % – Withholding applies. ? – Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code. *Form-specific information* In the context of drafts, the following codes apply: D – Draft accepted # – Draft selected P – Draft paid

46

Post Outstanding A/P Drafts

This chapter contains these topics:

- Section 46.1, "Posting Outstanding A/P Drafts"
- Section 46.2, "Voiding Drafts"

46.1 Posting Outstanding A/P Drafts

Navigation

From Accounts Payable (G04), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Post Outstanding Drafts

After you select paid drafts, you post them to the general ledger. This updates the general ledger with the final payment information.

Post Outstanding Drafts is a DREAM Writer program that selects all drafts with a pay status of draft selected (#). It uses the AAI item PDx to generate and post journal entries that debit the drafts payable account and credit the payables bank account. It also changes the pay status of the draft to Paid and generates a posting report. The journal entries are created with a batch type G and the batch number will not be directly associated to the Accounts Payable batch where the draft was created.

There are four DEMO versions of Post Outstanding Drafts (P04803):

Figure 46–1 Post Selected Drafts Payable report

```
»
 04803                                                                                    Page -            3
                                        Post Selected Drafts Payable                      Date -       4/12/17
                                              **  FINAL  **

Bank Account          70.1110.BBL        Banque Bruxelles Lambert
Batch Number    80743
G/L Date     07/06/17

 Address                  Alpha                   . Document .  Net Due        Amount       P
  Number                  Name                   Number  Ty Itm  Date                      I
 -------- ---------------------------------------- ---------- -------- -------------------- -
     7001 JD Edwards World Europe                               5500 P1 001 07/06/17             10,000- D
                                                                        --------------------
                                          Vendor Total . . . . . . . . .             10,000-
     7002 JD Edwards World France                               5600 P1 001 07/06/17             20,000- D
                                                                        --------------------
                                          Vendor Total . . . . . . . . .             20,000-
                                                                        --------------------
                                          Bank Acct/Draft Acct Total . .             30,000-
                                                                        --------------------
                                          Grand Total. . . . . . . . . .             30,000-
```

Report Version	Description
Post Selected Drafts Payable – Proof	This version runs a proof report, showing all drafts you have selected for posting on Draft Inquiry/Selection.
Post Selected Drafts Payable – Final	This version is similar to the proof version except that it posts those drafts to the general ledger.
Post Drafts Payable by Due Date – Proof	This version runs a proof report, showing all drafts eligible for payment as of the date you specify.
Post Drafts Payable by Due Date – Final	This version is similar to the proof version except that it posts those drafts to the general ledger.

46.1.1 Processing Options

See Section 104.1, "Post Outstanding Drafts (P04803)"

46.2 Voiding Drafts

Voiding drafts utilizes the same process as voiding standard payments. Void Payment Entry (P04103) will be used to void a draft and should be selected from any one of the payment menus.

If the system issues date warnings for the void or warnings and errors for vouchers that you are trying to delete, it will not void the items until you click Enter for each warning or correct the errors.

If the draft is updated and posted to the bank account, the system will update and create the following documents for the draft void:

- A matching document type PE with pay status P and posted code D. The AP Detail File (F0411) will display the original P1 record with a zero amount, and will show P1 with matching document type PE for the void with the amounts in reverse of the original entry. If the voucher is not voided at the same time, the original voucher will appear as open for payment again.
- A matching document type PO in the AP Matching Detail file (F0414) for the void payment. The AP Match Detail File (F0414) will have the PO document created for the void of the P1. The AP Matching file (F0413) will have the payment amount set to zero and the void GL date populated. The original P1 detail record in the AP Match Detail File will remain unchanged

Approve and post the voided payment batch. The system will create a debit to the bank account and credit to the accounts payable trade account.

If the draft is not updated and posted to the bank account, the system will update and create the following documents for the draft void:

- System will delete the P1 record located in the AP Detail File (F0411). If the voucher is not voided at the same time, the original voucher will appear as open for payment, again.
- System will also create PO document type in the AP Matching Detail file (F0414) for the void payment. The AP Matching file (F0413) will have the payment amount set to zero and the void GL date populated. The AP Match Detail File (F0414) will have the PO document created for the void of the P1. The original P1 detail record in the AP Match Detail File will remain unchanged.

Approve and post the void. The system will create a debit to drafts payable and credit to accounts payable trade.

Part VIII

Supplier Ledger and Payment Information

This part contains these chapters:

- Chapter 47, "Overview to Supplier Ledger and Payment Information"
- Chapter 48, "Review Supplier Ledger Information"
- Chapter 49, "Review Payment Information"

47

Overview to Supplier Ledger and Payment Information

This chapter contains these topics:

- Section 47.1, "Objectives"
- Section 47.2, "About Supplier Ledger and Payment Information"

47.1 Objectives

- To locate and review voucher and payment information
- To revise voucher information to prepare for payment

47.2 About Supplier Ledger and Payment Information

When you want to audit a supplier's transaction history, you can review the supplier's ledger and payment information.

Supplier ledger and payment information consists of:

- Reviewing supplier ledger information
- Reviewing payment information

At different times during the A/P process, you might need to view voucher and payment information for a specific supplier. To do this, review the supplier ledger for information such as:

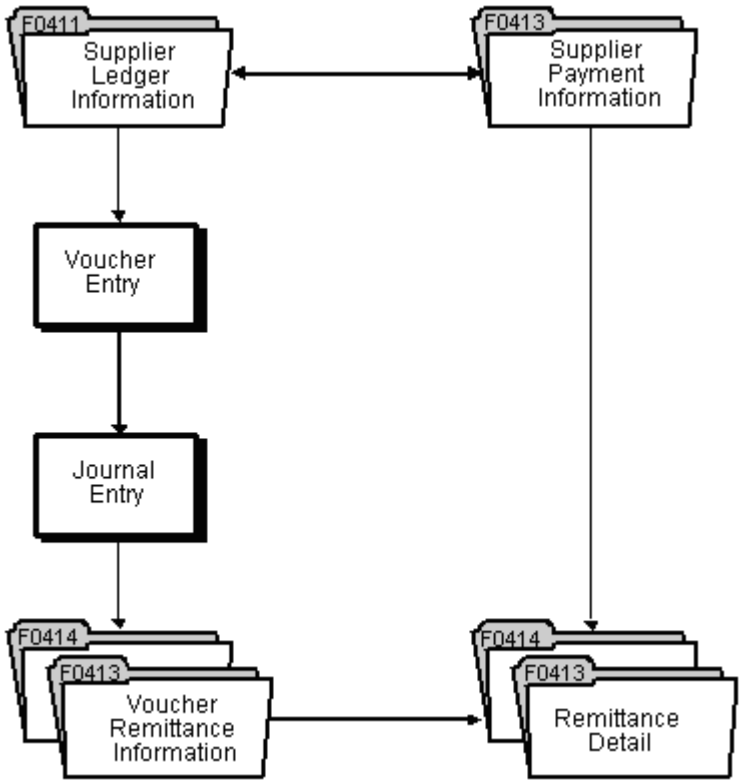
- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

You might need to view transaction history for a supplier (payee), payment number, or bank account. To do this, review the supplier's payment information, such as:

- Payment detail and associated journal entry information
- Remittance information
- A/P ledger information

The following graphic shows how you view supplier ledger information in conjunction with payment information.

Figure 47–1 How to View Supplier Ledger Information with Payment Information



48

Review Supplier Ledger Information

This chapter contains these topics:

- Section 48.1, "Reviewing Supplier Ledger Information"
- Section 48.2, "Locating Vouchers"
- Section 48.3, "Reviewing Vouchers and Voucher Information"
- Section 48.4, "Reviewing Voucher Journal Entries"
- Section 48.5, "Reviewing Voucher Payments"

When a supplier has questions about a transaction or its account, you need to be able to locate it quickly.

48.1 Reviewing Supplier Ledger Information

Navigation

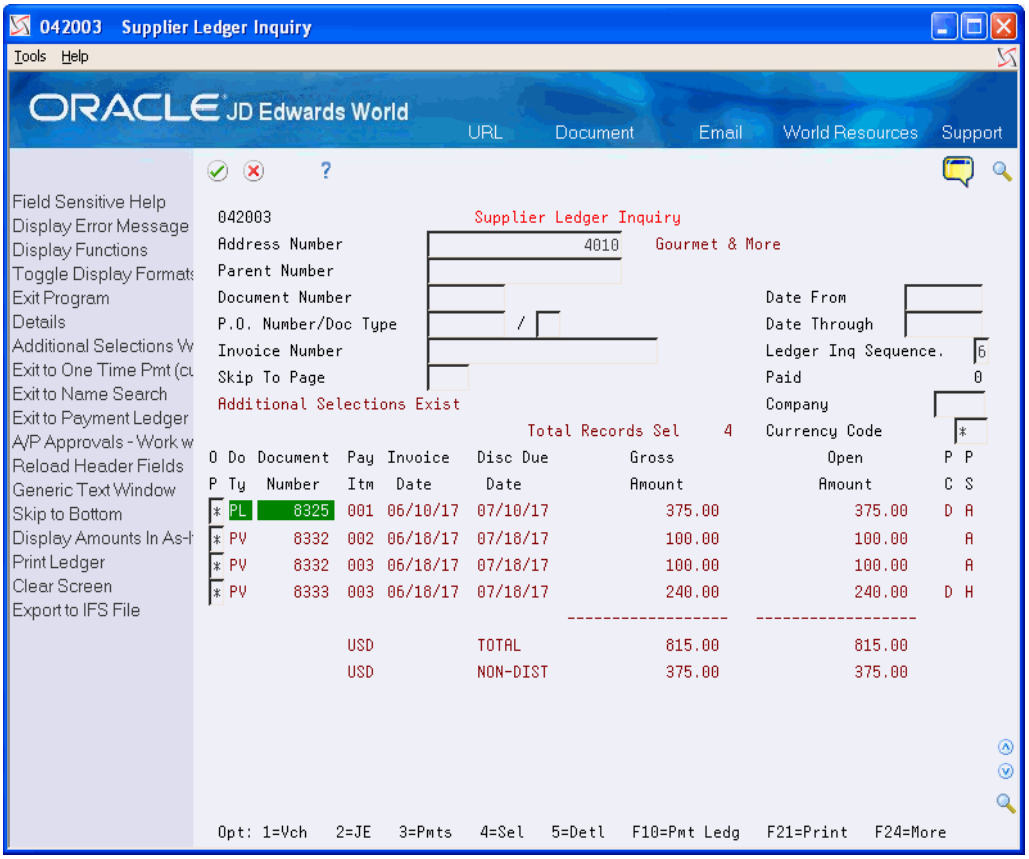
From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Supplier Ledger Inquiry

There are several formats and date sequences which allow different views of the data displayed. You may use the processing options for Supplier Ledger Inquiry to set up default criteria as to how information is display, how the formats are sequenced and what data may be pre-loaded.

When you work with supplier information, be aware the action code and search type security may affect your ability to inquire upon, add, or change customer/supplier information. You must have the appropriate combination of action code/search type security to work with Supplier Ledger information.

Figure 48–1 Supplier Ledger Inquiry screen



48.2 Locating Vouchers

In order to review voucher information, you must first locate a list of vouchers that meet your search criteria. From this list, you choose a voucher to review.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

To locate vouchers

On Supplier Ledger Inquiry

For amounts in currencies different from the currency of the company, use Voucher Detail to review the exchange rate that was effective when you entered the voucher.

1. Complete one or more of the following fields and press Enter:
   - Address Number
   - Document Number
   - Purchase Order Number
   - Purchase Order Document Type
   - Invoice Number
2. To limit your search, complete one or more of the following optional fields and press Enter:
   - From Date

- Thru Date
- Ledger Inquiry Sequence
- Paid
- Company

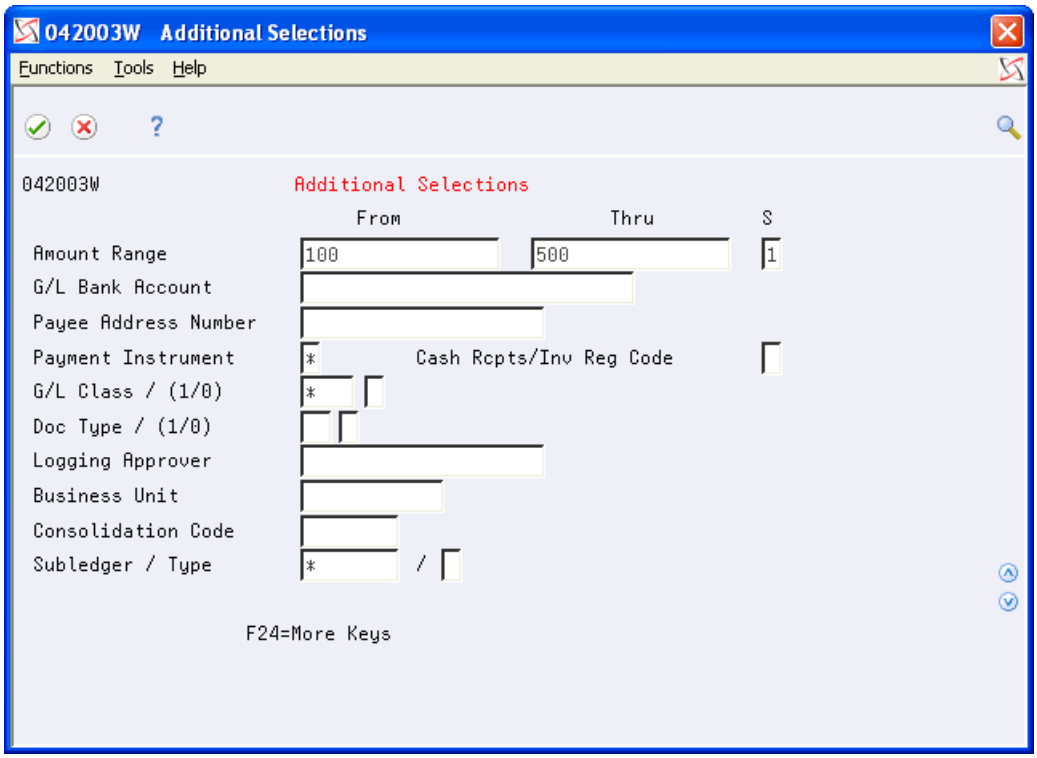
3. To locate vouchers that use a specific currency, complete the following optional field and press Enter.

   - Currency Code

   For amounts in currencies different from the currency of the company, use Voucher Detail to review the exchange rate that was effective when you entered the voucher.

4. Toggle the display (F2) to review other currency related fields (optional).
5. To refine your search, choose Additional Selections Window (F6 - optional).

Figure 48–2 Additional Selections screen



6. On Additional Selections, complete one or more of the following optional fields:

   - Amount From
   - Amount Thru
   - Sequence
   - G/L Bank Account
   - Payee Address Number
   - Payment Instrument
   - G/L Class

- Include/Exclude
- Document Type
- Include/Exclude
- Approver Number
- Business Unit
- Consolidation Code

Field	Explanation
Date From	The beginning date in the date range. This is the date starting with which you want the system to display information.
Thru Date	The end date through which you want to display information.
Ledger Inquiry Sequence	A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are: 1 – document number 2 – net due date 3 – invoice date 4 – statement number (A/R) or invoice number (A/P) 5 – purchase order number 6 – document type, document number 7 – matching document 8 – G/L date A – summarized by document B – summarized by due date and document C - gross amount. You *cannot* use this sequence when also asking for Paid = 2 or 3 to show matching documents
Paid	This field determines which types of transaction are displayed. Valid values are: ■ 0 or N – Only open transactions are displayed. ■ 1 or P – Only paid transactions are displayed. ■ 2 or Y – All transactions are displayed - open and paid. ■ 3 – Paid transactions and receipts are displayed.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. *Form-specific information* This is the currency code of the vouchers you want displayed. Values are: ■ Blank– The system supplies the currency code for the supplier from the Address Book system. It is the currency most commonly used by the supplier. Only vouchers entered in that currency are displayed. If the Address Book system has no currency code for the supplier, the currency of company 00000 is used. ■ A specific currency code – This can be any currency code defined on your system. Only vouchers entered in the specified currency are displayed. ■ * (asterisk) – All vouchers are displayed in all currencies for the supplier. Amounts are displayed in the domestic currency associated with the company. ■ + (plus) – All vouchers are displayed in all currencies for the supplier. Amounts are displayed in the foreign currency of the transaction. ■ - (minus) – Amounts are displayed in the currency of the transaction. Foreign amounts are displayed if the transaction was foreign. Domestic amounts are displayed if the transaction was domestic.

48.2.1 What You Should Know About

Topic	Description
Reviewing multi-currency voucher information	If your organization uses the same supplier for various companies, you can enter a company number to limit your selection. This ensures that all amounts display in the same currency when viewing all vouchers.
Date From and Date Thru	The Date From and Date Thru are used in conjunction with certain Ledger Inquiry Sequences. Press F1 on the Ledger Inquiry Sequence field to display a list of valid values.
Net Due Date	The program displays both the Discount and the Net Due Dates in the detail area.

See Also:

- Appendix D, "Structured Query Language (SQL)" for information on speeding processing time using IBM's Structured Query Language (SQL)

48.3 Reviewing Vouchers and Voucher Information

When you want to review information on a voucher, you can access the voucher or voucher information. For example, to find the G/L offset or exchange rate, access the voucher. To find the gross amount of the voucher and its due date, access summary information.

You can:

- Review a voucher
- Review voucher information

This program shows information in the A/P Ledger table (F0411).

48.3.1 What You Should Know About

Topic	Description
Revising a voucher	To change or delete a voucher from Supplier Ledger Inquiry, set the appropriate processing option. Otherwise, you can only view a voucher.

To review a voucher

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

   See Section 48.2, "Locating Vouchers"

2. Choose Voucher to access Voucher Entry.

To review voucher information

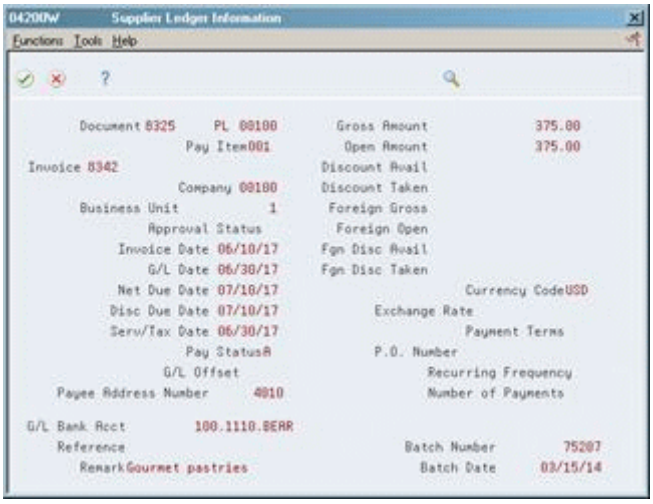
On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

   See Section 48.2, "Locating Vouchers"

2. Choose Detail option (5) for a voucher to access Supplier Ledger Information.

Figure 48–3 Supplier Ledger Information screen



48.4 Reviewing Voucher Journal Entries

To review the G/L distribution for a specific voucher, access the associated journal entry.

This program shows information in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

To review a voucher journal entry

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

   See Section 48.2, "Locating Vouchers"

2. Choose Journal Entry for a voucher to access AR and AP Journal Entries.

48.4.1 What You Should Know About

Topic	Description
Revising a journal entry	If you set the appropriate processing option, you can change a journal entry by accessing it through the individual voucher. You cannot change a journal entry by accessing it directly from Supplier Ledger Inquiry.

48.5 Reviewing Voucher Payments

When you want to review all vouchers paid by a specific payment, you can use payment information. For example, you can determine when a voucher was paid and the amount of the payment.

You can:

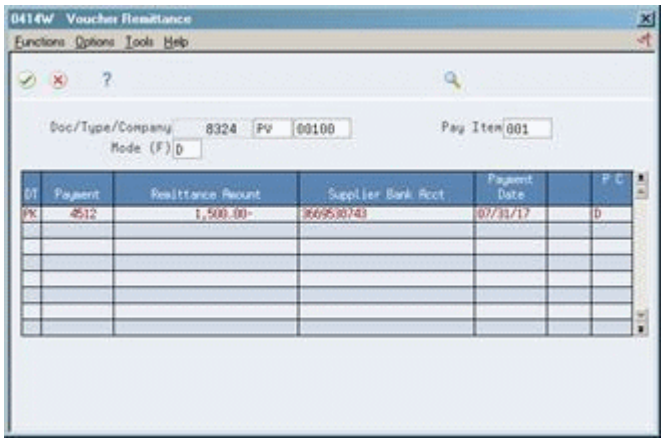
- Review voucher payments
- Review voucher payments for multiple children

To review voucher payments

On Supplier Ledger Inquiry

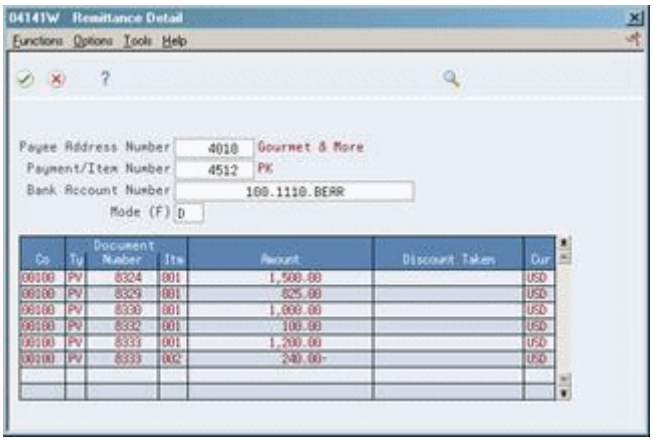
1. Complete the following fields:
   - Address Number
   - Paid
2. Choose Payments for a voucher to access Voucher Remittance.

Figure 48–4 Voucher Remittance screen



3. On Voucher Remittance, choose Payment Review for a payment to access Remittance Detail.

Figure 48–5 Remittance Detail screen



Field	Explanation
Paid	This field determines which types of transaction are displayed. Valid values are: 0 or N – Only open transactions are displayed. 1 or P – Only paid transactions are displayed. 2 or Y – All transactions are displayed - open and paid. 3 – Paid transactions and receipts are displayed.

To review voucher payments for multiple children

When you review information for a parent, you can review all of the children associated with that parent. The number of children is unlimited.

On Supplier Ledger Inquiry

1. Follow the steps for locating vouchers.

   See Section 48.2, "Locating Vouchers"

2. Complete the following field:

   - Parent Number

48.5.1 What You Should Know About

Topic	Description
Reviewing voucher and payment information	You can review voucher information along with payment information instead of using two separate programs. To do this, enter the appropriate value (2 or Y, 3) in the Paid field and set a processing option.

See Also:

- Reviewing Payment Information (P042004) for more information on remittance detail

48.5.2 Processing Options

See Section 105.1, "Supplier Ledger Inquiry (P042003)"

49

Review Payment Information

This chapter contains these topics:

- Section 49.1, "Reviewing Payment Information"
- Section 49.2, "Locating Payments"
- Section 49.3, "Reviewing Payments"
- Section 49.4, "Reviewing Payment Journal Entries"
- Section 49.5, "Reviewing Payment Remittances"

49.1 Reviewing Payment Information

Navigation

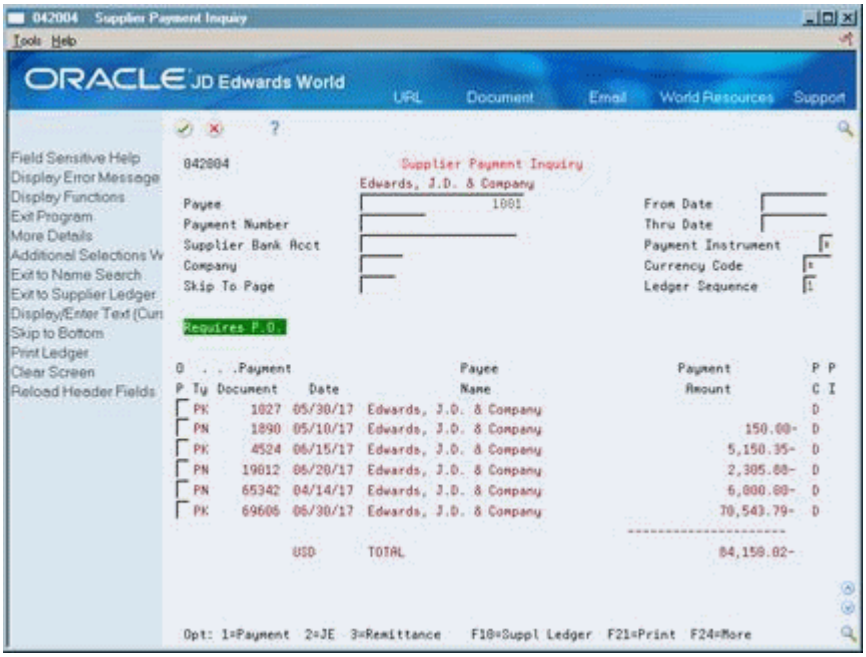
From Accounts Payable (G04), choose Supplier & Voucher Entry

From Supplier & Voucher Entry (G0411), choose Supplier Payment Inquiry

To verify a payment to a supplier or review a supplier's payment history, you need to locate the information quickly.

When you work with payment information, be aware the action code and search type security may affect your ability to inquire upon, add, or change supplier information. You must have the appropriate combination of action code/search type security to work with supplier and voucher information.

Figure 49–1 Supplier Payment Inquiry screen



49.2 Locating Payments

To review payment information you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

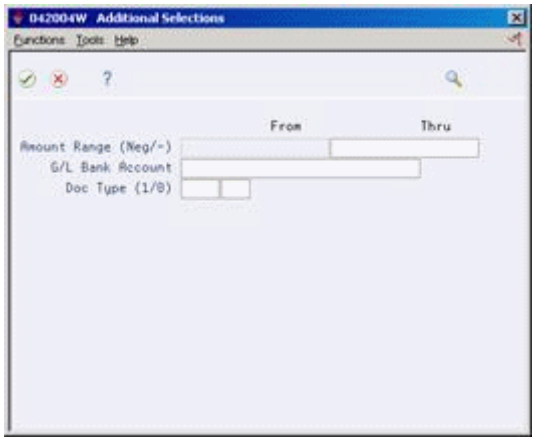
Supplier payment information is stored in the A/P Matching Document (F0413) and the A/P Matching Document Detail (F0414) tables.

To locate payments

On Supplier Payment Inquiry

1. Complete one or more of the following fields and press Enter:
   - Payee
   - Payment Number
   - Supplier Bank Account
2. To limit your search, complete one or more of the following optional fields and press Enter:
   - From Date
   - Thru Date
   - Payment Instrument
   - Currency Code
3. To refine your search, choose Additional Selections Window (optional).

Figure 49–2 Additional Selections window



4. On Additional Selections, complete one or more of the following optional fields:
   - Amount Range From
   - Amount Range Thru
   - G/L Bank Account
   - Document Type
   - Include/Exclude

Field	Explanation
Amount Range From	This field is used to specify the lower limit for selecting an amount range. *Form-specific information* Enter a negative amount to review credits.

49.3 Reviewing Payments

You can review information about a specific payment, such as the supplier's invoice number or the voucher number. To do so, access the payment.

To review a payment

On Supplier Payment Inquiry

1. Follow the steps for locating payments.

   See Locating Payments

2. Choose Payment to access the form where you created the payment.

49.3.1 What You Should Know About

Topic	Description
Deleting a payment	You cannot delete a payment on Supplier Payment Inquiry. To do so, use Void Payment Entry.

49.4 Reviewing Payment Journal Entries

When you want to verify the accounting distribution for a specific payment, access the payment's journal entry.

To view an associated journal entry

On Supplier Payment Inquiry

1. Follow the steps for locating payments.

   See Locating Payments

2. Choose Journal Entry for a payment to access AR and AP Journal Entries.

49.5 Reviewing Payment Remittances

To review detailed information on a payment, access remittance information. You can review:

- Bank account information
- Discount information
- Currency information
- Remittance information for another payment or supplier

To review payment remittances

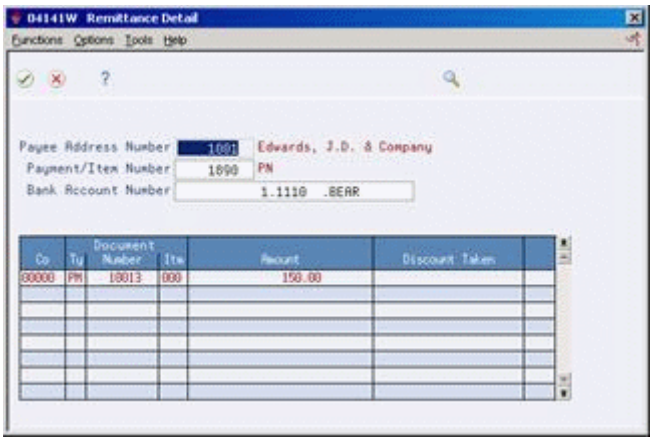
On Supplier Payment Inquiry

1. Follow the steps for locating payments.

   See Locating Payments

2. Choose Remittance for a payment to access Remittance Detail.

Figure 49–3 Remittance Detail screen



3. To view the remittance information for other payments or suppliers, on Remittance Detail change the information in any of the following fields and press Enter:

   - Payee Address Number
   - Payment/Item Number
   - Bank Account Number

4. To review the payment remark or exchange rate, access the detail area.
5. To review a voucher, choose Voucher Review to access Voucher Entry.

49.5.1 What You Should Know About

Topic	Description
Selecting a payment	If you do not specify a payment/item number on Remittance Detail, the Payment Selection Window appears. It also appears when one payment number is issued out of multiple bank accounts and the bank account is not specified.

49.5.2 Processing Options

See Payment Ledger Inquiry (P042004)

Part IX

A/P Reports

This part contains these chapters:

- Chapter 50, "Overview to A/P Reports"
- Chapter 51, "Print A/P Standard Reports"
- Chapter 52, "Print A/P Analytical Reports"

50

Overview to A/P Reports

This chapter contains these topics:

- Section 50.1, "Objectives"
- Section 50.2, "About A/P Standard and Analytical Reports"

50.1 Objectives

- To review and manage A/P information

50.2 About A/P Standard and Analytical Reports

To effectively manage A/P information about vouchers and suppliers, print A/P reports.

Printing A/P reports consists of:

- Printing A/P standard reports
- Printing A/P analytical reports

50.2.1 Why Would You Print a Standard Report?

Print standard reports to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier
- Multi-currency amounts

50.2.2 Why Would You Print an Analytical Report?

Print analytical reports to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/P amounts
- Year-to-date vouchered amounts
- G/L account detail

51

Print A/P Standard Reports

This chapter contains these topics:

- Section 51.1, "Printing Open A/P Summary Reports"
- Section 51.2, "Printing Open A/P Detail Reports"
- Section 51.3, "Printing Open A/P Reports with Foreign Amounts"
- Section 51.4, "One Time Payment Report"

You can print standard reports to review and manage A/P information such as vouchers to be paid, open balance amounts for suppliers, and total payment amounts for a selected supplier.

Navigation

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose an option

51.1 Printing Open A/P Summary Reports

To review current summary information about open voucher balances and aging records, print any of the following Open A/P Summary report versions:

- A/P Summary by Company
- A/P Summary by Supplier
- A/P Summary by Branch Office
- A/P Summary by Company - As Of
- A/P Summary by Company - Foreign

Specify your aging categories for this report by one of the following:

- A/P constants - Specify aging by due date.
- Processing options - Specify aging by aging method and by type of A/P date (due date, invoice date, or G/L date)

Figure 51–1 A/P Summary by Supplier report

```
04413                                                                                                  Page      -        3
                                                A/P Summary by Supplier                                Date      - 07/04/17
                                                                                                        As Of    - 08/15/17

   . . . . . . Supplier . . . . . . . .        Co                                  . . . . . . . . . . . . . . . . Aging . . . . . . . . . . . .
Number        Name        Phone Number                Balance Open  Current      31 -  60    61 -  90     91 - 120    Over 120
-------- ---------------- --------------- ----- --------------- ------------ ------------ ---------- ------------ ------------
    4010 Gourmet & More   303 488-4500    00001         100.00          100
    4010 Gourmet & More   303 488-4500    00100        6700.00          300         6400
    4010 Gourmet & More   303 488-4500    00200         100.00          100
                                                  --------------- ------------ ------------ ------------ ------------ ------------
00004010            Gourmet & More                   6900.00          500         6400
                                                  --------------- ------------ ------------ ------------ ------------ ------------
                    Grand Total                      6900.00          500         6400
```

51.1.1 Processing Options

See Section 106.1, "A/P Summary Reports (P04413)".

51.1.2 Data Sequence for Open A/P Summary

The report totals are dependent on the following sequence:

1. Company
2. Address Number
3. Currency Code (for correct totaling by currency)

51.2 Printing Open A/P Detail Reports

To view voucher information for one or more suppliers, print the Open A/P Detail report. This report shows aging information, net amounts, due dates, or remarks along with the open amount information.

Sorting the report by Company and Alpha Name lets you show subtotals for both Company and Alpha Name groups.

You can include open drafts (Document Type P1) in your report. Including data selection for Document Type = P1 will include open drafts.

Print any of the following versions:

- Open A/P Detail by Supplier with Remarks
- Open A/P Detail by Supplier - Net Amounts
- Open A/P Detail with Aging
- Retainages Payable with Aging
- Open A/P Detail by Supplier - As Of
- Open A/P Detail with Foreign Currency Aging
- Recurring Frequency Detail with Remarks
- Open A/P Detail with Aging with DRAFTS
- Open A/P Detail w/Foreign Currency Aging w/DRAFTS
- Open A/P Detail by Alpha Name w/Remarks
- Open A/P Detail by Supplier w/Remarks by Consolidation Code
- Open A/P Detail by Consolidation Code

Figure 51–2 Open A/P Detail by Supplier w/Remarks report

```
04423                                                                                                  Page . . . .    4
                                                Open A/P Detail by Supplier w/remarks                  Date . .  7/04/17
                                                                                                      As of. .   8/15/17

                                   . . . Document Reference . . .   . . . . . Balance . . . . .      Discount    P
        Invoice            Inv Date  Co.  Ty Document  Co   Itm Due Date   Original         Open    Available   S   Remark
------------------------ -------- ----- -- -------- ----- --- -------- -------------- -------------- ---------- - ------------------------------

 A Model Financial Co (Trng)    00001
 Gourmet & More                 00004010
 ---------------------------- -----------
89457                     06/18/17     1 PV     8332 00100 002 18.07.98        100.00         100.00                A French Pastries for Branches
                                                                          -------------- -------------- ----------
                    Gourmet & More                 00004010                       100.00         100.00
                                                                          -------------- -------------- ----------
                    A Model Financial Co (Trng)    00001                          100.00         100.00

 Model Finan/Distrib Co (Mktg)  00100
 Gourmet & More                 00004010
 ---------------------------- -----------
G264                      06/30/17   100 PV     8620 00100 001 30.06.98      1,500.00       1,500.00                A
8950                      06/01/17   100 PR     8326 00100 001 01.07.98      1,200.00       1,200.00                A
G123                      06/05/17   100 PV     8324 00100 001 05.07.98      1,500.00       1,500.00                A Customer Number-43058
8342                      06/10/17   100 PL     8325 00100 001 10.07.98        375.00         375.00                A Gourmet pastries
82597                     06/10/17   100 PV     8329 00100 001 10.07.98        825.00         825.00                A For Corporate Visitor Center
98765                     06/15/17   100 PV     8330 00100 001 15.07.98      1,000.00       1,000.00                A Travel Advance
89457                     06/18/17   100 PV     8332 00100 001 18.07.98        100.00         100.00                A French Pastries for Branches
98756                     06/18/17   100 PV     8333 00100 001 18.07.98      1,200.00       1,200.00                A Speciality Buffet Items
98756                     06/18/17   100 PV     8333 00100 002 18.07.98        240.00-        240.00-               A Backup Withholding
98756                     06/18/17   100 PV     8333 00100 003 18.07.98        240.00         240.00                H Backup Withholding
98765                     06/15/17   100 PV     8330 00100 002 22.07.98        500.00-        500.00-               H Prepayment Debit Memo
98765                     06/15/17   100 PV     8330 00100 003 22.07.98        500.00-        500.00-               H Prepayment Debit Memo
                                                                          -------------- -------------- ----------
                    Gourmet & More                 00004010                     6,700.00       6,700.00
                                                                          -------------- -------------- ----------
                    Model Finan/Distrib Co (Mktg)  00100                        6,700.00       6,700.00

 Model Manuf/Distrib Company    00200
 Gourmet & More                 00004010
 ---------------------------- -----------
89457                     06/18/17   200 PV     8332 00100 003 18.07.98        100.00         100.00                A French Pastries for Branches
                                                                          -------------- -------------- ----------
                    Gourmet & More                 00004010                       100.00         100.00
                                                                          -------------- -------------- ----------
                    Model Manuf/Distrib Company    00200                          100.00         100.00
                                                                          -------------- -------------- ----------
                    Grand Total:                                                6,900.00       6,900.00
```

51.2.1 Processing Options

See Section 106.2, "A/P Detail Reports (P04423)"

51.2.2 Data Sequence for Open A/P Detail

The report totals are dependent on the following sequence:

1. Company
2. Address Number

51.3 Printing Open A/P Reports with Foreign Amounts

To view voucher information for one or more suppliers using multiple currencies, print the Open A/P with Foreign Amounts report. This report is similar to the Open A/P Detail report. Use a processing option to print:

- Aged amounts. Prints the foreign amounts. If there are none, prints domestic amounts.
- Both foreign and domestic amounts.
- "As Of" report data.

This report includes:

- The base currency of the company as the original domestic and open amounts
- The original and open foreign balances

Foreign totals on this report use the decimals of the currency of the last transaction before the total.

Figure 51–3 Accounts Payable Detail Foreign & Domestic Amounts report

P04427 Page - 3
Date - 7/06/17

Accounts Payable Detail
Foreign & Domestic Amounts

Model Multi-National Corporate
. . . Address . . .

Number	Alpha Name / Invoice	Inv Date	Co	Base Curr	Curr Ty	Document . . . Number	Due Date	Tran Curr	Foreign . . . . . Original	Foreign . . . . . Open	. . . Discount	. . . . . Original	. . . . . Domestic Open	. . . . . Discount
7004	European Motors													
19803		03/20/17	00070	BEF	FV	431 000	04/19/17	GBP	422.00	422.00		25,198	25,198	
19804		04/20/17	00070	BEF	FV	432 000	05/20/17	GBP	166.45	166.45		9,939	9,939	
19805		05/20/17	00070	BEF	FV	433 000	06/19/17	GBP	391.17	391.17		23,357	23,357	
19806		06/20/17	00070	BEF	FV	434 000	07/20/17	GBP	158.95	158.95		9,491	9,491	
			GBP	Currency Code.					1,138.57	1,138.57		67,985	67,985	
			BEF	European Motors					1,138.57	1,138.57		67,985	67,985	
			BEF	Model Multi-National Corporate					1,138.57	1,138.57		67,985	67,985	

51.3.1 Processing Options

See Section 106.3, "Currency Detail Report (P04427)"

51.3.2 Data Sequence for Open A/P with Foreign Amounts

The report totals are dependent on the following sequence:

1. Company
2. Alpha Name
3. Address Number
4. Currency Code
5. Due Date

51.3.3 What You Should Know About

Topic	Description
"As Of" reporting	You can generate the Open A/P Foreign Amounts Report (P04427) using "As Of" files (F0411A). The As Of File Date displays in the upper right-hand corner of the heading on each page to show the date of the As OF File data. See Chapter 55, "Print A/P "As Of" Reports"

51.4 One Time Payment Report

This report will list mailing and voucher information, including gross and open amounts for each voucher, for all One Time Payments. Use one of the following versions:

- One Time Vendor Report
- One Time Vendor Report by Alpha Name
- One Time Vendor Report by Tax ID

Figure 51–4 One Time Payment Report

```
        044AB                                JD Edwards World                                  Page -        2
                                        One Time Payment Report                                Date - 10/02/16
Address
 Number  Mailing Address                          Phone Number
-------- ---------------------------------------- ---------------------------
   42690 Test One Time
         123 Main
         Denver                     CO  80212
 Document  Do   Doc          Gross                  Open                Currency           Foreien Amount
  Number   Ty   Co           Amount                 Amount               Amount                 Open
 --------  --  -----  --------------------  --------------------  --------------------  --------------------
 00090439  PV  00001
Address
  Number  Mailing Address                          Phone Number
-------- ---------------------------------------- ---------------------------
   42690 Alfred C. Packer                         303      2223333
         Flatiron Way
         Boulder                    CO  80214
 Document  Do   Doc          Gross                  Open                Currency           Foreien Amount
  Number   Ty   Co           Amount                 Amount               Amount                 Open
 --------  --  -----  --------------------  --------------------  --------------------  --------------------
 00090440  PV  00001
Address
 Number  Mailing Address                          Phone Number
-------- ---------------------------------------- ---------------------------
   42690 Test
 Document  Do   Doc          Gross                  Open                Currency           Foreien Amount
  Number   Ty   Co           Amount                 Amount               Amount                 Open
 --------  --  -----  --------------------  --------------------  --------------------  --------------------
 00090442  PV  00001
Address
```

52

Print A/P Analytical Reports

This chapter contains these topics:

- Section 52.1, "Printing Payment Detail Reports"
- Section 52.2, "Printing Payment Registers"
- Section 52.3, "Printing Suspected Duplicate Payments Reports"
- Section 52.4, "Printing Receivables/Payables Netting Reports"
- Section 52.5, "Printing Supplier Analysis Reports"
- Section 52.6, "Printing Supplier Totals by G/L Account Reports"

Print an analytical report to review and analyze supplier information.

The processing time for these reports depends on the amount of history retained in the Supplier Master (F0401), A/P Ledger (F0411), and Account Ledger (F0911) tables. Print the reports during off-peak hours.

Navigation

From Accounts Payable (G04), choose Accounts Payable Reports

From Accounts Payable Reports (G0414), choose an option

52.1 Printing Payment Detail Reports

The Payment Detail report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

The payment header and voucher detail information is from the A/P Matching Document join table (F0413JA), a join table of the Address Book Master (F0101), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

Figure 52–1 A/P Payment Detail report

```
P04424                                   A/P Payment Detail                                                    Page No. . . 2
                                                                                                               Date - . . 7/04/17

Payee Address Number . .      4010  Gourmet & More
Payment Type . . . . . .        PK  Automated Check
Payment Number . . . . .      4510
Payment Date . . . . . .  31.07.98
Payment Register Amount.            5,960.00-   USD

                                                                                                   P                                Supplier
   Invoice Number          Invoice  Doc.  Document Net Due   Payment Amount     Discount Taken    C      Check Remark              Number        Supplier Description
                            Date    Type   Number   Date
 ---------------------    -------  ----  -------- -------   --------------    ---------------   -   ----------------------    --------    ----------------------
 G123                     06/05/17  PV    8324   07/05/17      1,500.00-                         Customer Number-43058       4010 Gourmet & More
 8342                     06/10/17  PL    8325   07/10/17        375.00-                         Gourmet pastries            4010 Gourmet & More
 8950                     06/01/17  PR    8326   07/01/17      1,200.00-                                                     4010 Gourmet & More
 82597                    06/10/17  PV    8329   07/10/17        825.00-                         For Corporate Visitor Center 4010 Gourmet & More
 98765                    06/15/17  PV    8330   07/15/17      1,000.00-                         Travel Advance              4010 Gourmet & More
 89457                    06/18/17  PV    8332   07/18/17        100.00-                         French Pastries for Branches 4010 Gourmet & More
 98756                    06/18/17  PV    8333   07/18/17      1,200.00-                         Speciality Buffet Items     4010 Gourmet & More
 98756                    06/18/17  PV    8333   07/18/17        240.00                          Backup Withholding          4010 Gourmet & More
                                                                ----------------  ---------------
   Payment/Item Number. . 00004510                                5,960.00-
                                                                ----------------  ---------------
   Payee Address Number . 00004010                                5,960.00-
                                                                ----------------  ---------------
                                   Grand Total . . . .            5,960.00-
```

52.1.1 Processing Options

See Section 106.4, "A/P Payment Detail (P04424)"

52.1.2 Data Sequence for A/P Payment History Detail

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

52.2 Printing Payment Registers

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized, instead of detailed. This register also lists multi-stub payments and payments that were voided due to a reset.

You can choose whether to print the Alpha Name or the Mailing Name of the supplier as shown in the payment detail section of the report by processing option selection.

Use P09313 to select print options such as output queue, form type, and save or hold print file.

Figure 52–2 Payment Register Total by Address Number and Payment Date report

```
09313                                          JD Edwards World                                          Page -        2
                                                Payment Register                                         Date -  7/31/17
                                           Total by Address Number and
                                                 Payment Date

 . . . Check . . .   Address          Name                 LT     Account Number            Account Description          Amount
Ty  Number    Date    Number
-- -------- -------- -------- ------------------------- -- ------------------------- ------------------------- ---------------
PK     4508 07/31/17     4010 **VOID VOID VOID VOID VOID* AA          100.1110.BEAR        Bear Creek National Bank
                              Void Payment
PK     4509 07/31/17     4010 **VOID VOID VOID VOID VOID* AA          100.1110.BEAR        Bear Creek National Bank
                              Void Payment
PK     4510 07/31/17     4010 Gourmet & More              AA          100.1110.BEAR        Bear Creek National Bank       5,960.00-
                                                                                                                     --------------
                                                                                   Gourmet & More                       5,960.00-


                                                                                                                     --------------
                                                                                   Check Date . . . . . . . . . .       5,960.00-


                                                                                                                     --------------
                                                                                                                        5,960.00-
```

52.2.1 Data Sequence for Payment Register

The report totals are dependent on the following sequence:

1. Check Date
2. Document Type
3. Document Number
4. Document Company
5. Address Number

52.2.2 Processing Options

See Section 106.5, "Payment Register - Address & Payment Date (P09313)"

52.3 Printing Suspected Duplicate Payments Reports

Prior to payment processing, you might want to identify any duplicate vouchers. If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the A/P Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number

- Duplicate amount within an invoice

This report does not adjust the status of any vouchers listed.

Figure 52–3 Suspected Duplicate Payments report

```
04601                                JD Edwards World                                          Page -        2
                                Suspected Duplicate Payments                                   Date -  7/04/17


 . . . . . . . . Address . . . . . . . . Voucher        Invoice          Invoice      Invoice        Remark
Number                Name              D
                                         Document       Number            Date        Amount
-------- ------------------------------- -------- ------------------------ -------- --------------------- --------------------
   4005 A & D Parts Company                586 55242                       05/01/17              104.00
                                            626 55242                       06/01/17              104.00
   4005 A & D Parts Company                475 6550                        04/30/17            2,000.00
                                                                                        ---------------------

                                                                   Grand Total              2,208.00
```

See Also:

- Section 61.1, "Setting Up Constants for A/P"

52.3.1 Processing Options

See Section 106.6, "Suspected Duplicate Payments (P04601)"

52.3.2 What You Should Know About

Topic	Description
Duplicate vouchers	To avoid duplicate vouchers, set the A/P constants so that you either get an error message or are warned of a possible duplicate when you enter a voucher.

52.3.3 Data Sequence for Suspected Duplicate Payments

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

52.4 Printing Receivables/Payables Netting Reports

If you have an address book record for a company that is both a supplier and a customer, print the Receivables/Payables Netting report to show whether a company owes or is owed money.

Information on this report is from the A/R Ledger (F0311) and A/P Ledger (F0411) tables. Receivables/Payables Netting does not make adjustments to the account ledgers. It only lists unusual conditions, such as:

- The A/R balance is a credit.
- The A/P balance is a debit.

- The customer/supplier has both A/R and A/P balances.

When you print this report, the system:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Lists the potential offset in the corresponding column on the report. For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential A/R offset of 20,000. If the opposite is true, it lists the potential offset.
4. Nets the two offset fields and lists the grand total in the appropriate column, after calculating the potential offset for each address book number.

Use the Credit Note Reimbursement program to reclassify a credit memo or unapplied cash in the Accounts Receivable system to an open voucher in the Accounts Payable system.

52.4.1 Before You Begin

- Verify that the logical table (F03450) exists in your library. Unlike other reports, the Receivables/Payables Netting report does not create the table it does not already exist.

52.4.2 Data Selection and Sequence for Receivables/Payables Netting

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

This report is sequenced by address number and company. You should not change this.

See Also:

- Working with Credit Note Reimbursements (P03610) in the *JD Edwards World Accounts Receivable Guide*

52.4.3 Processing Options

See Section 106.7, "A/P and A/R Netting (P03455)"

52.5 Printing Supplier Analysis Reports

To view a supplier's transaction activity, print the Supplier Analysis report. This report lists suppliers in descending order according to their year-to-date vouchered amount. The voucher amounts on this report are gross amounts less any taxes.

Print this report after you run Update YTD Voucher Amount, P04820. If you do not, the Supplier Analysis report shows information only as of the last time it was run.

Information on this report is from the Address Book (F0101) and the Supplier Master table (F0401).

Figure 52–4 Supplier Analysis report

```
04602                                JD Edwards World                                Page -        2
                                     Supplier Analysis                               Date -  4/10/17


Currency Code. . USD
     . . . . . . . . Address . . . . . . . .          Vouchered            %   Rank    Vouchered
 Number                   Name                       Year to Date        Vouch        Previous Year
-------- ---------------------------------------- ---------------------- ----- ---- ----------------------
    4010 Gourmet & More                                       3,000.00  100.0    1            5,400.00
                                                   ----------------------                ----------------------
                                                              3,000.00                          5,400.00
```

52.5.1 Processing Options

See Section 106.8, "Supplier Analysis Report (P04602)"

52.5.2 Data Sequence for Supplier Analysis Report

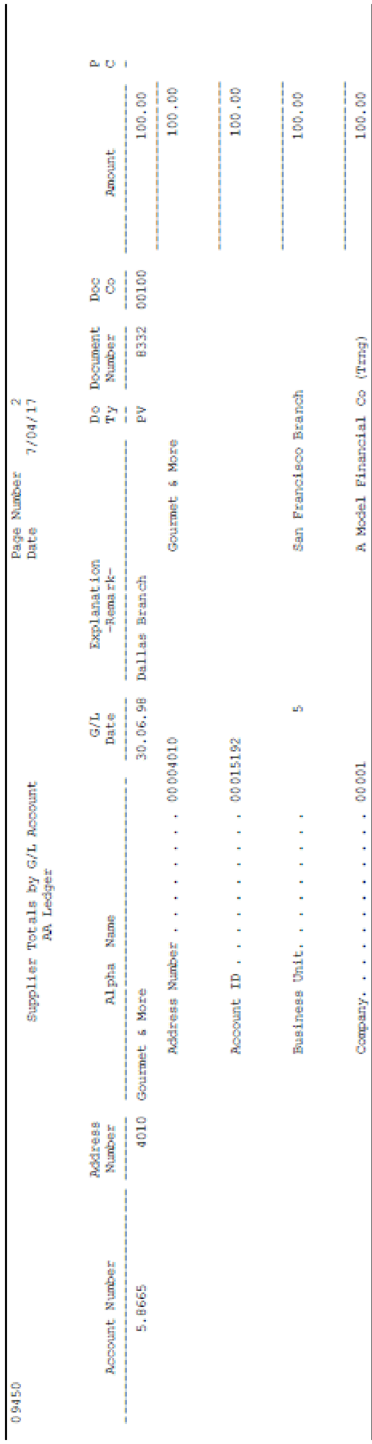
The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date
2. Address Number

52.6 Printing Supplier Totals by G/L Account Reports

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier Totals by G/L Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

Figure 52–5 Supplier Totals by G/L Account AA Ledger



09450 Supplier Totals by G/L Account AA Ledger Page Number 2 Date 7/04/17

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Co	Amount	P C
5.8665	4010	Gourmet & More	30.06.98	Dallas Branch	PV	8332	00100	100.00	
		Address Number	00004010	Gourmet & More				100.00	
		Account ID	00015192					100.00	
		Business Unit.	5	San Francisco Branch				100.00	
		Company.	00001	A Model Financial Co (Trng)				100.00	

52.6.1 Processing Options

See Section 106.9, "Supplier Totals by G/L Account (P09450)"

Part X

Period-End Processing

This part contains these chapters:

- Chapter 53, "Overview to Period-End Processing"
- Chapter 54, "Process A/P Integrity Reports"
- Chapter 55, "Print A/P "As Of" Reports"

53

Overview to Period-End Processing

This chapter contains these topics:

- Section 53.1, "Objectives"
- Section 53.2, "About A/P Integrity and "As Of" Reports"

53.1 Objectives

- To check the integrity of your A/P tables
- To review the information in your A/P ledger as of a specific date

53.2 About A/P Integrity and "As Of" Reports

As part of your internal balancing procedures, you need to verify that your data is correct.

This task consists of:

- Processing A/P integrity reports
- Printing A/P "as of" reports

53.2.1 Why Should You Run Periodic Reports?

Both of the following types of periodic reports help identify balancing problems and data inconsistencies between your accounts payable and general ledgers.

Run integrity reports to:

- Ensure that your A/P and general ledgers remain in balance
- Identify any problems and inconsistencies in a timely and efficient manner

Run "as of" reports to:

- View summary or detail information about your accounts payable
- Compare totals on the "As of" report to your A/P trade account balance in the general ledger to identify any balancing problems

54

Process A/P Integrity Reports

This chapter contains these topics:

- Section 54.1, "Processing A/P Integrity Reports"
- Section 54.2, "Running A/P Integrity Reports"
- Section 54.3, "Running A/P Payments to G/L by Batch (P04702)"
- Section 54.4, "Correcting A/P Out-of-Balance Conditions"
- Section 54.5, "Running A/P Payment Header to Detail (P04714)"

54.1 Processing A/P Integrity Reports

Navigation

From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose an option under the A/P Integrity Reports heading

Integrity reports help identify any problems and inconsistencies with your data so that you can resolve them and ensure that your JD Edwards World systems remain in balance. Use these reports to verify that your A/P data matches your G/L data and that your A/P payments have the correct pay status.

Processing A/P integrity reports consists of:

- Running A/P Integrity Reports
- Correcting A/P Out-of-Balance Conditions

You should:

- Submit one integrity report at a time
- Run these reports when other users are not accessing the system, to ensure accuracy

54.2 Running A/P Integrity Reports

To identify potential balancing problems and data inconsistencies, run A/P integrity reports. This task consists of:

- Running A/P Original Document to G/L by Batch
- Running A/P Payments to G/L by Batch
- Running A/P to G/L by Offset Account

- Running A/P Payment Header to Detail

Run these integrity reports:

- Weekly, so you do not risk compromising your accounting data
- As-needed during the conversion process at a new software installation site or during an initial learning period, so you can correct any errors promptly

When balancing to the general ledger, you can include both posted and unposted transactions.

54.2.1 What You Should Know About

Topic	Description
"As of" capabilities	Integrity reports do not have "as of" capabilities. That is, you cannot run the reports as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time. You can run the report only as of the current day.

54.2.2 Running A/P Original Document to G/L by Batch (P04701)

A/P Original Document to G/L by Batch verifies that each batch of A/P Ledger (F0411) gross amounts is in balance with the corresponding batch of Account Ledger (F0911) amounts. It also checks for an invalid pay status on every pay item.

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

54.2.2.1 Balance Test

This test performs the following for each batch:

- Compares the gross amount in the A/P Ledger table (F0411) to the Account Ledger table (F0911) G/L distribution amounts. These amounts should be equal.
- Compares the gross amount in the A/P Ledger table (F0411) to the Account Ledger table (F0911) G/L offset amounts. These amounts should net to zero.

If the tests are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain/loss transactions to the gross voucher amounts. It also does not add the discount taken or subtract the discount lost from the gross amount for the associated payment transaction.

The system adds the VAT to the voucher gross amount and subtracts the amount of use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

54.2.2.2 Pay Status Test

This test checks the pay status on every pay item in a batch. When documents are listed in the 'Invalid Pay Status' column, it means one of two conditions have been met:

- The document has a pay status of A and has no open amount or
- The document has a pay status of P and has an open amount.

If a voucher does not have an open amount, the pay status should be P (Paid). If a voucher has an open amount, the pay status should not be a P (Paid). If there are any discrepancies, the batch number, document number, document type, pay item and pay status prints on the integrity report.

Figure 54–1 A/P to G/L by Batch Integrity Invalid Pay Status Integrity report

04701 Page 2
A/P to G/L by Batch Integrity Date 4/03/17
Invalid Pay Status Integrity

B T	Batch Number	Gross Amount - F0411	Distribution Amount - F0911	Automatic Offset Amount - F0911	Document Type/Number	Pay Item	P S	Open Amount
K	3140		612,850-	612,850				
V	3370	25,998.96	25,998.96	37,499.21-				
V	3405	199,166.90	199,166.90	201,167.05-				
V	3411	80,279.47	77,813.34	77,813.34-				
V	3422	53,369.39	53,369.39	44,913.27-				
V	12192	15,988,653.13						
V	12321	2,800.00						
V	12330	3,300.00						
V	13436	18,131,924.43						
V	13699	4,679,561.70						
W	1901	520.00						
W	3496	600.00	1,825.00-					
W	4629	800.00						
W	4654	100.00						

54.3 Running A/P Payments to G/L by Batch (P04702)

This section discusses how to run reports.

54.3.1 Manual Payments With Match and Automatic Payments

The A/P Payments to G/L by Batch report, P04702, verifies that each batch of A/P Matching Document Detail (F0414) is in balance with the corresponding Account Ledger (F0911) Distribution and Automatic Offset amounts for batch types K and M.

This test performs the following for each batch:

- Compares the payment amount in the A/P Matching Document detail table (F0414) to the Account Ledger table (F0911) Automatic Offset amounts. These amounts should net to zero.
- Compares the payment amount in the A/P Matching Document detail table (F0414) to the Account Ledger table (F0911) Distribution amounts. These amounts should equal.

If all conditions are met, the batch will not appear on the report. If there is a difference, the batch will appear on the report displaying the variance.

Note: When the system totals the amounts, it ignores gain/loss transactions because there are no offset accounts in the G/L.

54.3.2 Manual Payments Without Match

For Manual Payments Without Match (type W) batches the integrity checks the A/P Detail Ledger table (F0411) gross amount to the A/P Matching Document Detail table

(F0414) payment amount, and the Account Ledger (F0911) Distribution and Automatic Offset amount because the vouchers are created at the same time as the check record.

This test performs the following for each batch:

- Compares the Account Ledger table (F0911) Distribution amount and Automatic Offset amount. These amounts should net to zero.
- Compares the voucher amount in the A/P Detail Ledger table (F0411) to the total voucher amounts in the Account Ledger table (F0911) Distribution amount. These amounts should equal.
- Compares the payment amount in the A/P Matching Document table (F0413) to the Account Ledger table (F0911) Distribution amounts. These amounts should equal.

If all three conditions are met, the batch will not appear on the report. If there is a difference, the batch will appear on the report displaying the variance.

Note: When the system totals the amounts, it ignores gain/loss transactions because there are no offset accounts in the G/L.

Figure 54–2 A/P Payments to G/L by Batch report

04702 Page - . . . 2
A/P Payments to G/L by Batch Date - . . . 03/17/17

Bt Ty	Batch Number	Gross Amount - F0414	Distribution Amount - F0911	Automatic Offset Amount - F0911
M	3276	14,456.12-	49,132.95-	49,132.95
W	1901	520.00-		
W	3496	600.00-		
W	4629	800.00-		
W	4654	100.00-		

54.3.3 Running A/P to G/L by Offset Account (P047001)

This integrity report offers a comparison of posted A/P Ledger tables (F0411, F0414) amounts and the corresponding A/P control offset (Trade) account amounts in the Account Balances table (F0902).

You can set processing options to zero in on only out-of-balance accounts and to select the detail to print. With the option to print ledger detail and to print only ledger records considered out-of-balance (calculated gross does not equal the ledger open amount), you can quickly focus on the documents that might be causing the out-of-balance condition.

The program uses the AAIs for all PC items to determine the offset accounts used for the vouchers entered. Next, it calculates the open balances for the vouchers, sorting by the G/L Offset field, and makes specific adjustments for balancing to the corresponding F0902 A/P trade account. If there is a discrepancy, the account is printed on the report along with the F0411 open voucher balance, the F0902 account balance, and the difference between the two amounts. This ensures that all offsets were posted correctly.

Technically, the program accumulates the total of all the vouchers' gross amounts, subtracts any payments and discount amounts, and makes adjustments for any unposted documents in the F0411 file to arrive at the posted open amount for the

F0411 column on the report. The F0902 A/P trade account total is a calculation of the current fiscal year's beginning balance and the sum of all period entries.

This test performs the following:

- Summarizes the AP ledger (F0411) gross amount field for vouchers where the open amount is not equal to zero for each AAI GL account. The GL class code points to the AP control offset account in the AAIs.
- Compares the GL account balance amount to the corresponding AP ledger amount. The net difference between these amounts should be zero, indicating that the accounts are in balance. If they are not, the difference is printed on the integrity report.
- Prints the sum of any GL class code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing or if it points to an invalid account.

54.3.3.1 DREAM Writer Requirements

Data Selection should be: Company EQ *ALL

Data Sequence must be:

Data Item	Sequence
Company	001
GL Offset	002
Document Company	003
Document Number	004
Document Type	005
Pay Item	006
Payment Item/Document Type	007

54.3.4 Processing Option Considerations

The AP to GL by Offset (P047001) processing options can be set to limit printing of accounts to only those that are out of balance, allow printing of detail information from the AP ledger files for those accounts, and will also limit the detail information printed to only those ledger records considered out of balance (calculated gross amount does not equal the ledger open amount). If all processing options are left blank, the program will show summary information for all accounts If the processing options are populated, the program works as described below:

Processing Option 1 - if the value is 1 the integrity report will only print accounts where the F0411 gross amount of open vouchers and the F0902 are out of balance. If the value is left blank, all accounts associated with the AAI item PC are printed.

Processing Option 2 - works in conjunction with processing option 1. If the value is 1 only the detail will print for an account that is out of balance. If the value is 2 the detail for all accounts will print (this could generate a very large report). If the value is left blank, no detail will print.

Processing Option 2a - if processing option 2 is left blank, this processing option is ignored. If the value is 1 only the detail will print where the F0411 gross, less payments, is NOT equal to the open amount. If the value is left blank, all detail will print.

HINT: For the integrity to show documents where the F0411 gross amount less payments is NOT equal to the open amount, set the processing options as follows:

- Processing Option 1 - blank
- Processing Option 2 - 2
- Processing Option 2a - 1

Figure 54–3 A/P to G/L by Offset Account report

```
 047001                                                                                                  Page          2
                                        A/P to G/L by Offset Account                                     Date  03/17/17

                                  Detail (F0411)          A/P Account
      Account                      Amount Open          Balance (F0902)          Difference
 ---------------------------- --------------------  -------------------  --------------------
           1.4110                       10,495.00          2,727,181.39-          2,716,686.39-
          50.4110                    3,956,378.57          3,932,938.94-             23,439.63
          50.4140                      467,067.50            467,067.50-
          50.4135                      715,775.00            353,250.00-            362,525.00
          70.4110                    6,075,740             8,645,328-             2,569,588-
          75.4110                      53,304,578            53,304,578-
         100.4110                    2,986,286.95          3,541,053.15-            554,766.20-
       15020.4110                        8,012.50              8,012.50-
       15210.4110                       20,000.00             20,000.00-
         200.4110                       47,916.00         17,965,174.64-         17,917,258.64-
                                  --------------------  --------------------  --------------------
 Total                                 8,805,734.70         29,634,177.18-         20,828,442.48-
```

54.3.5 Processing Options

See Section 107.1, "A/P to G/L by Offset Integrity Report (P047001)"

54.4 Correcting A/P Out-of-Balance Conditions

After running an integrity report, you must correct any errors that the system detects. Some typical errors, causes, and possible solutions for the A/P to G/L by Offset integrity are:

Issue	Solution
Batch was posted out of balance without automatic offset entries	This can occur when there is a power failure during posting or when there is more than one post program active at the same time. Research will be required to determine the necessary changes. The user should use the General Journal By Batch (P09301), Voucher Journal Report (P04305) and/or Manual Payment Journal Report (P04311).
Invalid journal entry was posted to an A/P account	Typically, the A/P control offset account (posting edit code = M) only includes machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem. To correct this, locate the journal entry. You will need to determine if correcting journal entries will be necessary or if the entry should be voided from the originating program.

Issue	Solution
Data records are damaged	This error can occur with any A/P integrity report due to a variety of reasons, including hardware failure. To correct this problem: It will be necessary to determine the extent of the issue. The user should use the General Journal By Batch (P09301), Voucher Journal Report (P04305) and/or Manual Payment Journal Report (P04311) to aid in researching the damaged data. If the damaged records are in the Account Balances table, you might need to repost the Account Ledger.
G/L class (offset) code was changed in the AAIs	This error occurs if you change the G/L class code that your vouchers are assigned to and the system cannot find a match for the A/P Ledger records that contain the old class code. The report prints the old PCyyyy (where yyyy equals the G/L class code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code. The report does not print the G/L account balance, because the system cannot find a match. To correct, ■ If the vouchers are open and can be changed to the new offset value, you may choose to create a journal entry to move the A/P balance to the new offset account. ■ Set up the old class code and retain it until you have paid all open vouchers that have the old code
A/P control account was changed	This error occurs if you change the AAIs for the A/P control account to which the voucher G/L class code is attached. The system cannot find a match in the Account Balances table because the association between the G/L class code and the old account number is lost. The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount. To correct this problem, locate the old AP control offset account total and create a manual journal entry to move the amount to the new account. Alternatively you may choose to create a journal entry to move the old A/R balance to the new offset account.

See Also:

- Updating Batch Header Amounts (P09930) in the *JD Edwards World General Accounting II Guide* for more information about posting out-of-balance
- Reposting the Account Ledger (P099102) in the *JD Edwards World General Accounting II Guide* for more information about reposting transactions

54.5 Running A/P Payment Header to Detail (P04714)

This integrity identifies any discrepancies or mismatches between the A/P Payment Header file (F0413) and the A/P Payment Detail file (F0414). Mismatches can occur due to incorrect purging of records or other unexpected database issues. If there are discrepancies for the payment information, a report will print displaying the specific Payment ID Number and whether the header or detail is missing for the payment.

This report does two integrity checks:

- Checks records in the Payment Header file (F0413) by payment id for associated records in the Payment Detail file (F0414).
- Checks records in the Payment Detail file by payment id for associated records in the Payment Header file.

55

Print A/P "As Of" Reports

This chapter contains these topics:

- Section 55.1, "Generating the "As Of" Date Tables"
- Section 55.2, "Reviewing A/P "As Of" Information"

"As of" reports are an excellent tool to help resolve any problems with your data. Prior to printing these reports, you must create a complete picture of the A/P ledger as of a specific period end date.

Navigation

From Accounts Payable (G04), choose Periodic Processes

From Periodic Processes (G0421), choose an option under "As Of " Reporting

55.1 Generating the "As Of" Date Tables

Run the Date File Generation program (P04901) to update your worktables. The system uses the date you specify in the "As Of" Date processing option to select records and creates the following:

- "As Of" A/P Ledger worktable (F0411A), based on the A/P Ledger table (F0411)
- "As Of" A/P Matching Document worktable (F0413A), based on the A/P Matching Document table (F0413)
- "As Of" A/P Matching Document Detail worktable (F0414A), based on the A/P Matching Document Detail table (F0414)

You can use the "As Of" A/P Matching Document and "As Of" A/P Matching Document Detail worktables to produce custom reports that include payment information as of a specific date.

The "As Of" Processing allows you to rebuild the F0411A by company. Create a different version of P04901 for each company that you want to build different "As Of" date tables. You can rebuild using a different "As Of" date for each company by setting the processing option for partial build. The system expects if the processing option is set to partial build, the company value in the data selection must have *VALUE or *RANGE. Input the correct company number(s) on the Value screen, even if you are only selecting one company.

Note: If more than 45 companies are needed for selection, simply add additional company selections. You can select up to 225 companies for the partial build, which is five separate Data Selection records separated with an OR statement.

The records are all included in the same F0411A file. If you choose to only include records for companies 00001 and 00050, existing records for those two companies will be deleted and the data will be rebuilt. The "As Of" date on each record is stored in the Date Updated (RPUPMJ) field. The data sequence on the reports sorts by the Date Updated (RPUPMJ) first.

55.1.1 What Happens When You Generate the Date Table?

The Date File Generation program selects vouchers and matching documents with a G/L date less than (before) or equal to the date you specify in the processing options. The program:

- Determines the open amount of the voucher based on the voucher's gross amount, adjustments and payment transactions processed on or before the "As Of" date.
- Writes the open amount to the "As Of" A/P Ledger worktable after all transactions for a voucher have been processed.
- Business Unit security will be used in this process. Only records with those Business Units allowed for the user will be updated in the process.

55.1.2 Before You Begin

- Determine if you will include paid items in the worktable. Including paid items increases the processing time significantly.
- Schedule this procedure after business hours to ensure adequate processing time.

55.1.3 What You Should Know About

The Pay Status code for your F0411A records will automatically be set to a P if there is no open amount existing in your Accounts Payable Ledger (F0411) record at the point in time of the "As Of" date. An A will default if an open amount exists in your F0411 record (A = Approved, P = Paid). No other Pay Status codes will be written to the F0411A file. For example, if the F0411 record has an open amount and pay status of H, the record will be written to the F0411A with a pay status of A.

This as of build supports up to 999 pay items per document.

55.1.4 Processing Options

See Section 107.2, "Create A/P "As-Of" Files (P04901)"

55.2 Reviewing A/P "As Of" Information

To review information in your A/P ledger as of a specific date, run the following "as of" reports:

- Open A/P Detail
- Open A/P Summary

These DREAM Writer reports are excellent problem-solving tools. For example, you can use the Open A/P Detail report to compare the A/P period end balance to the general ledger A/P trade account balance.

These reports include information as of the date you specify when you run the generation program. They are versions of the Open A/P Detail and Open A/P Summary reports and are based on a join logical table (F0411AJC) of the Address Book Master table (F0101) and the A/P Ledger "As Of" worktable (F0411A).

55.2.1 Before You Begin

- Verify the Based on File field on DREAM Writer Additional Parameters is set to F0411AJC
- Verify that the processing option for "As Of" Processing is set in the version of the Open AP Report you are running.

```
04423                                                                                                  Page . . . .    4
                                          Open A/P Detail by Supplier - As Of                          Date . .  7/04/17
                                                                                                     As of. .   6/30/17

                                      . . . Document Reference . . .   . . . . . Balance . . . . .      Discount     P
        Invoice          Inv Date  Co.  Ty Document  Co   Itm Due Date    Original          Open         Available    S   Remark
------------------------ -------- ----- -- -------- ----- --- -------- --------------- --------------- --------------- - ------------------------------

 A Model Financial Co (Trng)    00001
 Gourmet & More                 00004010
 ----------------------------- ------------
89457                     06/18/17     1 PV     8332 00100 002 18.07.98         100.00          100.00                   A French Pastries for Branches
                                                                            --------------- --------------- ---------------
                    Gourmet & More                 00004010                          100.00          100.00
                                                                            --------------- --------------- ---------------
                    A Model Financial Co (Trng)    00001                             100.00          100.00

 Model Finan/Distrib Co (Mktg)  00100
 Gourmet & More                 00004010
 ----------------------------- ------------
G264                      06/30/17   100 PV     8620 00100 001 30.06.98       1,500.00        1,500.00                   A
98756                     06/18/17   100 PV     8333 00100 003 18.07.98         240.00          240.00                   H Backup Withholding
98765                     06/15/17   100 PV     8330 00100 002 22.07.98         500.00-         500.00-                  H Prepayment Debit Memo
98765                     06/15/17   100 PV     8330 00100 003 22.07.98         500.00-         500.00-                  H Prepayment Debit Memo
                                                                            --------------- --------------- ---------------
                    Gourmet & More                 00004010                          740.00          740.00
                                                                            --------------- --------------- ---------------
                    Model Finan/Distrib Co (Mktg)  00100                             740.00          740.00

 Model Manuf/Distrib Company    00200
 Gourmet & More                 00004010
 ----------------------------- ------------
89457                     06/18/17   200 PV     8332 00100 003 18.07.98         100.00          100.00                   A French Pastries for Branches
                                                                            --------------- --------------- ---------------
                    Gourmet & More                 00004010                          100.00          100.00
                                                                            --------------- --------------- ---------------
                    Model Manuf/Distrib Company    00200                             100.00          100.00
                                                                            --------------- --------------- ---------------
                    Grand Total:                                                     940.00          940.00
```

55.2.2 Processing Options

See Section 107.3, "A/P Detail Reports (P04423)"

Part XI

1099 Preparation

This part contains these topics:

- Chapter 56, "Overview to 1099 Preparation"
- Chapter 57, "Review Address Book Information for 1099s"
- Chapter 58, "Choose a 1099 Method"
- Chapter 59, "Set Up AAIs for 1099s"

56

Overview to 1099 Preparation

This chapter contains these topics:

- Section 56.1, "Objectives"
- Section 56.2, "About 1099s"
- Section 56.3, "How Do You Prepare for 1099 Reporting?"

56.1 Objectives

- To highlight JD Edwards World 1099 capabilities
- To explain how to prepare your 1099 data for processing

56.2 About 1099s

The JD Edwards World World Accounts Payable system helps you produce 1099s, an income tax reporting form required by the U.S. federal government for many types of payments. Federal regulations require that you annually report payments made to suppliers using 1099 forms. You send 1099s to suppliers of goods and services who are not corporate entities, such as individuals and partnerships.

You can choose to produce 1099s using one of the following two methods:

- General Ledger (G/L) method
- A/P Ledger method

The method you choose depends on amount of data in the Account Ledger table (F0911).

The 1099 process requires you to complete the following tasks:

Figure 56–1 1099 Tasks

This section describes the first three tasks. These tasks, plus the fourth task, producing 1099s, are described in more detail in the United States 1099Year-End Processing Guide. JD Edwards World publishes this guide at the end of every calendar year. This guide includes specific information for the reporting year and detailed instructions for each 1099 program. You can access and download the guide from JD Edwards World Documentation.

1099 preparation consists of:

- Reviewing 1099 address book information
- Choosing a 1099 method
- Building the 1099 work files

56.3 How Do You Prepare for 1099 Reporting?

When preparing for 1099s it is important to consider the following:

- Begin preparing for 1099s by reviewing address book information before year end to allow plenty of time for researching and updating supplier and voucher information.
- You must have information in the G/L or A/P Ledger tables. The system requires this information to calculate 1099 information for specific suppliers. For this reason, you should not purge the following tables until after you print 1099s:

Table	Description
Address Book Master (F0101)	Do not purge address book records for any supplier with A/P activity in the calendar year you are reporting.
Supplier Master (F0401)	Do not purge supplier master records for any supplier with A/P activity in the calendar year you are reporting.
A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414)	If you are using the A/P Ledger method, do not purge vouchers paid in the calendar year you are reporting. You must have information in these tables for all vouchers paid in the 1099 reporting calendar year for which a 1099 might be required. If it is necessary to purge these tables, you must restore the A/P Ledger Purge (F0411P), A/P Matching Document Purge (F0413P), and A/P Matching Document Detail Purge (F0414P) tables before you produce 1099s.
Account Ledger (F0911)	In addition to the above, if you are using the G/L method, do not purge the Account Ledger for the calendar year you are reporting. You must have information in this table for all journal entries involving transactions in the 1099 reporting calendar year for which a 1099 might be required. If it is necessary to purge this table, you must restore the Account Ledger Purge table (F0911xx, where xx is the reporting year) before you produce 1099s.

57

Review Address Book Information for 1099s

This chapter contains these topics:

- Section 57.1, "Reviewing Address Book Information for 1099s"
- Section 57.2, "Reviewing Supplier and Company Information for 1099s"
- Section 57.3, "Verifying Supplier Information for 1099s"

Reviewing address book information is the first task in the 1099 process.

57.1 Reviewing Address Book Information for 1099s

Accurate 1099 reporting depends on setting up supplier and company records correctly. The information for suppliers must meet 1099 specifications to be accepted by the Internal Revenue Service (IRS).

Begin preparing for 1099s early enough to review address book information for your suppliers and companies, enter corrections, and still meet the 1099 deadline. Leave sufficient time for researching and updating supplier records.

Figure 57–1 1099 Tasks

57.2 Reviewing Supplier and Company Information for 1099s

Navigation

From Accounts Payable (G04), choose Annual Processes

From Annual Processes (G0422), choose Supplier Master Information

As part of the 1099 process, you must review address book records for your suppliers and companies to ensure that you have the necessary information and that your information meets IRS requirements. To do so, access the following forms:

- Supplier Master Information
- Company Numbers and Names
- Address Book Revisions

When you review your supplier and company information, ensure adherence to the following:

- Supplier address information guidelines
- Company information guidelines

57.2.1 Supplier Address Information Guidelines

When you review supplier address information for 1099s, consider that:

- The mailing name prints as the payee name on 1099 forms. If this is not the legal name of supplier, you must enter a mailing name on Who's Who and flag it as the legal name.
- The last non-blank line of the mailing address prints as the street address on 1099 forms.
- You must indicate which suppliers do not have a U.S. address.
- You must have a valid tax identification number (TIN) for each supplier.
- You must assign a Person/Corporation code of P (person) or N (non-corporate entity) to suppliers for whom you want to process 1099s.
- You can combine supplier records that collectively constitute a single legal entity by using one of the five alternate Address Number fields on Address Book-Additional Information. This lets you select the correct mailing name. This must be consistent, so you must use the same alternate Address Number field for every supplier. For example if you are using Alternate Address Number 3 for the combined supplier address number, then you must use that same field to combine other suppliers. This concept is the same for combining company address numbers, and uses the same alternate address number field.
- If a payee's legal name is different from the name under which the company is doing business, T (1099 legal name) should appear in the Type Code field.

See Also:

- Section 3.1, "Entering Suppliers"

57.2.2 Company Information Guidelines

When you review company information for 1099s, consider that:

- If the company number is different than the company's address book number, you must assign the company address book number to the company on Company Numbers and Names.
- You must have a valid TIN for each company. One TIN can be used for multiple companies.
- The address, name, TIN and phone number for the company prints on 1099 forms.
- You can combine company records that collectively constitute a single legal entity by using one of the five alternate Address Number fields on Address Book-Additional Information. This lets you select the correct mailing name. This must be consistent, so you must use the same alternate Address Number field for every company you are combining. For example if you are using Alternate Address Number 3 for the combined company address number, then you must use that same field to combine other company address numbers. This concept is the same for combining supplier address numbers, and uses the same alternate address number field.

57.3 Verifying Supplier Information for 1099s

A tax ID is required for each supplier. The system uses this information for the TIN on 1099 forms, which is required by the IRS for 1099 purposes.

You can verify the completeness and accuracy of your supplier tax ID information by:

- Reviewing the W-9 Exception Report
- Reviewing the W-9 Report with Tax ID

These reports list suppliers who are individuals (P) or non-corporate entities (N), as assigned on Supplier Master Information. After you review each report, make any corrections, then print and review the reports again.

57.3.1 Reviewing the W-9 Exception Report

Navigation

From Accounts Payable (G04), choose Annual Processes

From Annual 1099 Processing (G0422), choose W-9 Exception Report

You can verify the completeness and accuracy of your supplier tax ID reviewing the W-9 Exception Report.

To meet IRS requirements, you must have a tax identification number for each supplier. The W-9 Exception Report lists suppliers who are assigned this number.

This report lists suppliers who are individuals (P) or noncorporate (N), as assigned on Supplier Master Information. After you review the report, make any corrections, then print and review the report again.

See Also:

- Section 114.1, "A/P Annual Close - Calculate YTD Vouchered (P04820)"

014021 Page - 3

One Line per Address - W9 Exceptions Employees only Date - 10/18/17

Suppliers without Tax IDs

Address Number	Name	Phone Number	Mailing Name	Line 1	City	ST	Postal Code	Country
5776	A T & T Long Distance		A T & T Long Distance					USA
4006	A&B Electric Motor Service	(303) 744-7554	A&B Electric Motor Service	2455 Market St	Denver	CO	80204	USA
4175	Abernathy & Hitch	(212) 234-1887	Abernathy & Hitch	5907 Fifth Avenue	New York	NY	10019	USA
6584	Aerobelt Conveyance Systems	(303) 555-7855	Aerobelt Conveyance Systems	2330 Broadway	Denver	CO	80204	USA
2284	Airline Travels Inc	(303) 773-3711	Airline Travels, Inc	5107 DTC Pkwy	Denver	CO	80237	USA
6003	Akin, Dwight	(619) 555-1285	Dwight Akin	8321 Fillmore Circle	San Diego	CA	90027	USA
6001	Allen, Ray	(703) 893-5703	Mr. Raymond Allen	410 17th Avenue	Fairfax	VA	22040	USA
4008	Allied Steel	(303) 695-6200	Allied Steel	3800 Kalamath St.	Denver	CO	80204	USA
5557	Arapahoe County, Clerk of Cou	(303) 236-6485	Arapahoe County	Clerk of Court	Aurora	CO	80012	USA
5784	Arkla Gas Company	(602) 883-5602	Arkla Gas Company	1950 N.W. Expressway	Shrevesport	LA	70206	USA
6331	Atlantis Water and Sewer Co.	(303) 555-9577	Atlantis Water and Sewer Co.	6577 E. Waterford St.	Denver	CO	80222	USA
6171	Atrium Mall	(303) 270-1111	Atrium Mall	10000 East Airport Blvd	Denver	CO	80207	USA
6779	Austin, Michael	(303) 892-4859	Michael Austin	3925 S. Kalamath	Englewood	CO	80110	USA
6656	ABF Freight Systems	(303) 555-2795	ABF Freight Systems	4567 Navajo Blvd.	Denver	CO	80227	USA
5418	Balboa & Creede	(303) 320-1111	Balboa & Creede, Ltd	Property Managers,	Denver	CO	80206	USA
5231	Bestway Paving	(301) 225-7575	Bestway Paving	5600 E. Asphalt Road	Maryland,	VA	80561	USA
5178	Blue Cross Blue Shield	(303) 796-1711	Blue Cross Blue Shield	110 Speer Blvd	Denver	CO	80111	USA
6795	Bonjour Baking Company	(418) 697-1919	Bonjour Baking Company	5951 Jonquierre	Quebec City	QU	G1M 6K8	Canada
6533	Brookville Grille & Door Co.	(303) 555-2525	Brookville Grille & Door Co.	6500 E. Evans Ave.	Denver	CO	80222	USA
5805	Central Electric	(212) 455-5474	Central Electric	102 South Hilltop Drive	Washington	DC	10023	USA
3005	Centralized Apparel	(404) 629-3400	Centralized Apparel	Peachtree Center	Atlanta	GA	30303	USA
6648	Classic Copier Service		Classic Copier Service	4525 E. Evans Ave.	Denver	CO	80235	USA
5240	Cleantree Landscaping	(703) 355-4850	Cleantree Landscaping	3275 Oak Circle	Arlington	VA	80011	USA
5032	Cleartree Landscapers	(303) 555-7654	Cleartree Landscapers	1492 Columbus St.	Denver	CO	80237	USA
7501	Colombian Coffee Company	(57) 12136587	Colombian Coffee	Carrera 18 No. 94-67	Bogota			Colombia
2057	D'Angelo, Suzanne	(408) 392-9807	Ms. Suzanne D'Angelo	5672 Moraga Drive	San Jose	CA	95129	USA
7005	De Vydt S.A./N.V.	(32) 3-687.01.00	De Vydt S.A./N.V.	Frankrijklei, 118	Antwerpen			Belgium
5071	Denver City & County Tax	(303) 640-2644	City & County of Denver	Taxpayer Service Division	Denver	CO	80202	USA
7702	Derrick, Leslie	(416) 645-9800	Leslie Derrick	198 Pine Ave	North York	ON	M5R 6T5	Canada
2330	Dunlop Construction Co	(212) 545-5000	Dunlop Construction Co	75 Rockefeller Plaza	New York	NY	10019	USA
4431	Dynamic Works Incorporated	(619) 794-2331	Dyamic Works Incorporated	P.O. Box 44	San Diego	CA	91441	USA
4002	E.Z. Rentals	(713) 695-6200	E.Z. Rentals	4200 E. Greenway Blvd.	Houston	TX	47841	USA
6509	Eagle Insulation	(303) 555-8900	Eagle Insulation	1212 Kalamath St.	Denver	CO	80222	USA
6000	Easter, Melvyn	(303) 237-1254	Mr. Melvyn Easter	1601 Old Bayshore Highway	Burlingame	CA	94010	USA
3035	Elmer's Wood and Plastic		Elmer's Wood and Plastic	214 Potomac Circle	Washington	DC	10023	USA
5186	Equitable Insurance Company	(303) 445-1325	Equitable Insurance Company	414 So. Syracuse	Englewood	CO	80121	USA
7004	European Motors	(44) 71-340-6500	European Motors	50 Buckingham Gate	London		W2CH 9ED	United Kingdom
5010	EverReady Lumber Inc	(202) 773-3732	EverReady Lumber Co	4000 South Highway 5	Washington	DC	20237	USA
6592	Federal Mechanical	(303) 555-4100	Federal Mechanical	2600 Federal Blvd.	Denver	CO	80204	USA
5821	Fremont Furnishings	(212) 554-5811	Fremont Furnishings	1441 West Mainstreet	Wahington	DC	10023	USA
5830	Gilpin's Office Supply	(303) 769-2772 X1234	Gilpin's Office Supply	5432 Main Street	Englewood	CO	80237	USA
4010	Gourmet & More	(303) 488-4500	Gourmet & More	1234 Sunny Drive	Denver	CO	80237	USA
6314	Great Southwest Utilities	(303) 555-1034	Great Southwest Utilities	457 Electric Lane	Denver	CO	80220	USA
5856	Halliburton Services		Halliburton Services	123 W. Bitterroot	Dallas	TX	50043	USA
6752	Holiday Express	(303) 489-0022	Holiday Express	8900 South Dayton Avenue	Denver	CO	80014	USA
5549	Internal Revenue Service	(303) 825-7041	Internal Revenue Service	District Office	Denver	CO	80100	USA
5881	Johnson Wholesale Autos	(213) 789-2532 X1234	Johnson Wholesale Autos	432 Oak Street	Houston	TX	49876	USA
7575	JD Edwards - Chile	(56) (0)2 221.5555	JD Edwards World - Chile	Av. El Bosque Sur No. 156	Santiago			Chile
7001	JD Edwards World Europe	(32) 2-647.08.00	JD Edwards World Europe	Ave. Louise, 480	Brussels		B-1050	Belgium
7002	JD Edwards World France	(33) 1-40 90 08 07	JD Edwards World France	Ave du President Wilson, 70	Paris		92058	France
5899	Kaiser Medical Companies, Inc	(312) 555-6418	Kaiser Medical Companies, Inc.	The Kaiser Companies	Elk Grove Village	IL	65231	USA
5645	Laborer's Internatl Union of	(303) 425-2071	Laborer's Internatl Union of N	875 Elati	Denver	CO	80255	USA
7508	Mai, Tien	(303) 544-6750	Tien Mai	156 W. Dartmouth	Denver	CO	80101	USA
7570	Manderfield, Jake		Jake Manderfield					USA
7500	McDougle, Cathy	(303) 694-2116	Cathy McDougle	12662 E. Bates Circle	Aurora	CO	80014	USA

57.3.2 Data Selection for W-9 Exception Report

Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- If you ran the update program, Amount Vouchered PYE should not equal (NE) *ZERO.
- If you did not run the update program, Amount Vouchered YTD should not equal (NE) *ZERO.

See Also:

- Chapter 93.1, "Updating YTD Voucher Amounts"

57.3.3 Reviewing the W-9 Report with Tax ID

Navigation

From Accounts Payable (G04), choose Annual Processes

From Annual 1099 Processing (G0422), choose W-9 Report with Tax ID

The W-9 Report with Tax ID lists suppliers who are assigned a TIN. You can use this report to locate duplicate tax IDs.

```
014032                          JD Edwards World                          Page -       10
                        A/B with Tax ID and Person/Corp Code              Date - 10/18/17
                                 One Line Address


Address                Name                                Phone Number              Tax ID       P
 Number
--------  ---------------------------------------- ---------------------------  ----------------  -
    5282  Jackson, Andy                            (714)  879-3321

    5291  Jackson, Janice Bates                    (714)  879-3321

    2129  Jackson, John                            (714)  773-3748

    5274  Jackson, John Jr                         (714)  879-3321

     530  Jet Airlines                             (503)  777-8243

  198282  Joe Customer

 1862542  Johnson Freezing Specialists             (212)  456-8897

    5881  Johnson Whoesale Autos                   (213)  789-2532  X1234

    9002  Johnson, Debra                           (412)  985-1111

   11773  Jones Manufacturing Co                   (719)  473-1818

    8002  Jones, Grace                             (717)  902-7211

    7575  JD Edwards - Chile                       (56 )  (0)2 221.5555

    5194  Kaiser Companies, The                    (312)  555-6418

    5899  Kaiser Medical Companies, Inc.           (312)  555-6418

  198271  Kathleen's Address Error Test            (303)  555-7878

  198266  Kay's Tiny Tots

  198265  Kay's Wonderland

    2022  Kellerman, James                         (214)  541-8871

    7778  Klassen, Lisa M.                         (   )
```

57.3.4 What You Should Know About

Topic	Description
Abbreviated column headings	P indicates Person/Corporation code.

See Also:

- Chapter 114.1, "A/P Annual Close - Calculate YTD Vouchered (P04820)" for an explanation of amounts vouchered

57.3.5 Data Selection and Sequence for W-9 Report with Tax ID

Depending on whether you updated YTD voucher amounts for the 1099 calendar year you are reporting, the data selection should be as follows:

- If you ran the update program, Amount Vouchered PYE should not equal (NE) *ZERO.
- If you did not run the update program, Amount Vouchered YTD should not equal (NE) *ZERO.

You can use Tax ID as the first data sequence to locate suppliers with duplicate tax IDs.

58

Choose a 1099 Method

This chapter contains this topic:

- Section 58.1, "Choosing a 1099 Method"

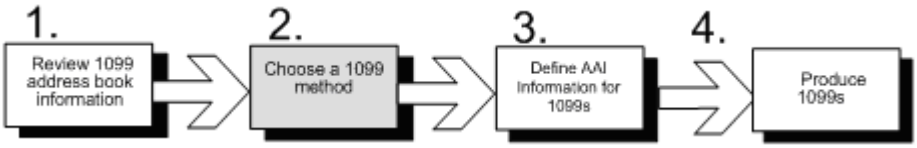
58.1 Choosing a 1099 Method

Before processing 1099s, you must decide which of the following 1099 methods you will use:

- G/L method
- A/P Ledger method

The method you choose depends on how complete the data is in your system.

Figure 58–1 1099 Method in the 1099 Task List



This is the second task in the 1099 process. The following table compares the two methods.

G/L Method	A/P Ledger Method
Use if you have information in the Account Ledger table (F0911) for all or most of the calendar year that you are reporting.	Use if you have only a small part of the year's information in the general ledger or if you have information from an external system. You might have a partial year if you started using the system mid-year or if you purged the Account Ledger table.
Uses information in the Account Ledger table (F0911).	Uses information in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.
Creates the 1099 G/L Worktable (F045141).	Creates the 1099 A/P Worktable (F045143).
Uses automatic accounting instructions (AAIs) to determine if account items should appear on the 1099.	Summarizes all of the payments for a supplier. You associate amounts with specific boxes on a form using Category Code 07 or the 1099 Flag field on Standard Voucher Entry.
Lets you review items and make changes, such as partial payments and retainages.	Lets you review items and make changes, such as partial payments and retainages.

G/L Method	A/P Ledger Method
Lets you repeat the process several times to ensure that each box on the 1099 form is correct.	Lets you repeat the process several times to ensure that each box on the 1099 form is correct.
Writes 1099s.	Writes 1099s.

The following factors might also affect your decision about which method to use:

- If you have a partial year of voucher information in the system, you can use a combination of the two methods.
- If you use three-way voucher matching (for example, matching system purchase orders to vouchers to payments), you can use either method.

59

Set Up AAIs for 1099s

This chapter contains these topics:

- Section 59.1, "Setting Up AAIs for 1099s"
- Section 59.2, "What Are AAI Object Accounts?"

59.1 Setting Up AAIs for 1099s

Navigation

From Accounts Payable (G04), choose Annual Processes

From Annual 1099 Processing (G0422), choose G/L Method

From the G/L Method (G04221), choose Automatic Accounting Instructions

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

Figure 59–1 Defining AAI Information in the 1099 Task List

This is the third task in the 1099 process.

You need to define the following AAI items, depending on the type of 1099 forms you will process:

Item	Description
PXAxxx	1099-MISC (Miscellaneous) form
PX1xxx	1099-DIV (Dividend and Distribution) form
PX6xxx	1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, PXA1xx is associated with Box 1 on the 1099-MISC form, PXA2xx is associated with Box 2, and so forth. Each pair of AAI items defines the beginning and end of a range of object accounts.

59.2 What Are AAI Object Accounts?

Object accounts and object account ranges determine which voucher payments are included in 1099 processing. Before processing 1099s using the G/L method, you need to determine which object accounts are eligible for 1099s. After you determine the accounts, you must define the following AAI information:

- AAI items
- Object accounts

You assign object or expense accounts to AAIs for 1099 processing. When deciding which object accounts to assign, do not include the following:

- Cash accounts
- A/P trade accounts
- A/R trade accounts

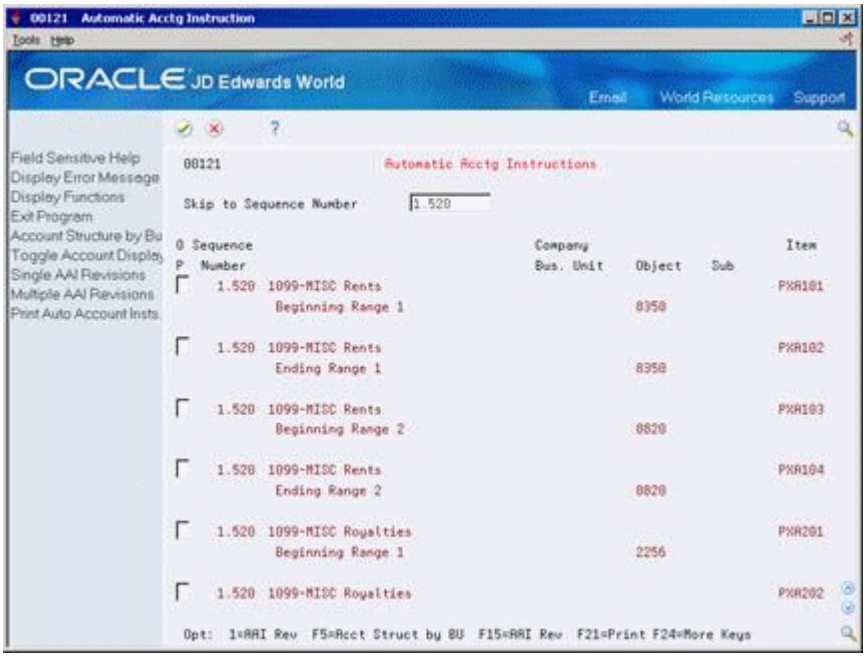
Follow these guidelines when you define object account ranges for your AAIs for 1099s:

- Set up AAIs for company 00000 only.
- Do not leave object account for any item blank.
- Use odd numbers to indicate the beginning of a range and even numbers to indicate the end of a range. For example, 01-02, 03-04, and so on.
- Do not overlap ranges.
- Do not skip ranges. For example, do not use 01-02 and 05-06 without also using 03-04.
- Enter the object and subsidiary for the end of the range.
- Use up to 49 ranges for each type of 1099.
- Delete any unused 1099 ranges. You cannot just clear the Business Unit, Object Account, and Subsidiary fields.

To set up AAIs for 1099s

On Automatic Accounting Instructions

Figure 59–2 Automatic Accounting Instructions screen



1. Choose one of the following:
   - Single AAI Revisions to access Single AAI Revisions
   - Multiple AAI Revisions to access Multiple AAI Revision
2. On either Single AAI Revisions or Multiple AAI Revision, complete the following fields:
   - Item Number
   - Company
   - Business Unit
   - Object Account
   - Subsidiary (optional)

   See Also:

   - Chapter 60, "Overview to System Setup"

Part XII

System Setup

This part contains these chapters:

- Chapter 60, "Overview to System Setup"
- Chapter 61, "Set Up Constants for A/P"
- Chapter 62, "Set Up Payee Control"
- Chapter 63, "Set Up Supplier Bank Account Information"
- Chapter 64, "Accounts Payable Approvals Setup"
- Chapter 65, "Set Up Payment Terms for A/P"
- Chapter 66, "Overview of AAIs"
- Chapter 67, "Understand AAIs for A/P"
- Chapter 68, "Work with AAIs"
- Chapter 69, "Understand User Defined Codes for A/P"
- Chapter 70, "Set Up User-Defined Codes"
- Chapter 71, "Set Up Category Codes for Vouchers"
- Chapter 72, "Set Up Next Numbers"

60

Overview to System Setup

This chapter contains these topics:

- Section 60.1, "Objectives"
- Section 60.2, "About A/P System Setup"

60.1 Objectives

- To understand how to set up the A/P controls that let you process payables information

60.2 About A/P System Setup

Before you use the Accounts Payable system, you need to define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of vouchers first and have the system verify the totals after you enter the batch.

System setup consists of:

- Setting up constants for A/P
- Setting up payee control for A/P
- Setting up approvals for A/P
- Setting up payment terms for A/P
- Understanding AAIs
- Understanding AAIs for A/P
- Working with AAIs
- Understanding user defined codes for A/P
- Setting up user defined codes
- Setting up voucher category codes
- Setting up next numbers

The following describes the Accounts Payable setup features:

Feature	Description
Constants	Establish system basics, such as: ■ Whether the system verifies through Batch Control that the amount and number of documents you expect to enter in a batch balance to the totals that you actually enter. ■ Whether you require management approval of batches of documents before posting ■ How you want the system to create automatic offsetting entries ■ Whether the system verifies that suppliers' invoice numbers are not duplicates ■ The number of days in the time intervals on your aging reports
Approvals	Define and control the conditions that will need specific approval in order to generate payments.
Payment terms	Identify the various types of payment terms that your suppliers use, such as net, net with discount, and due upon receipt
AAIs	Define accounting information and general ledger relationships for interacting with the General Accounting system, i.e., A/P Offset and Bank accounts.
User-defined codes	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
Voucher category codes	The voucher category code feature allows you to track voucher detail at the transaction level. To use this feature, you must first set up voucher category codes and then assign those codes to data dictionary items.
Next numbers	Establish an automatic numbering system for documents

61

Set Up Constants for A/P

This chapter contains this topic:

- Section 61.1, "Setting Up Constants for A/P"

61.1 Setting Up Constants for A/P

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Accounts Payable Constants

Constants provide a basic framework for how your Accounts Payable system works, based on your business needs.

Setting up accounts payable constants consists of:

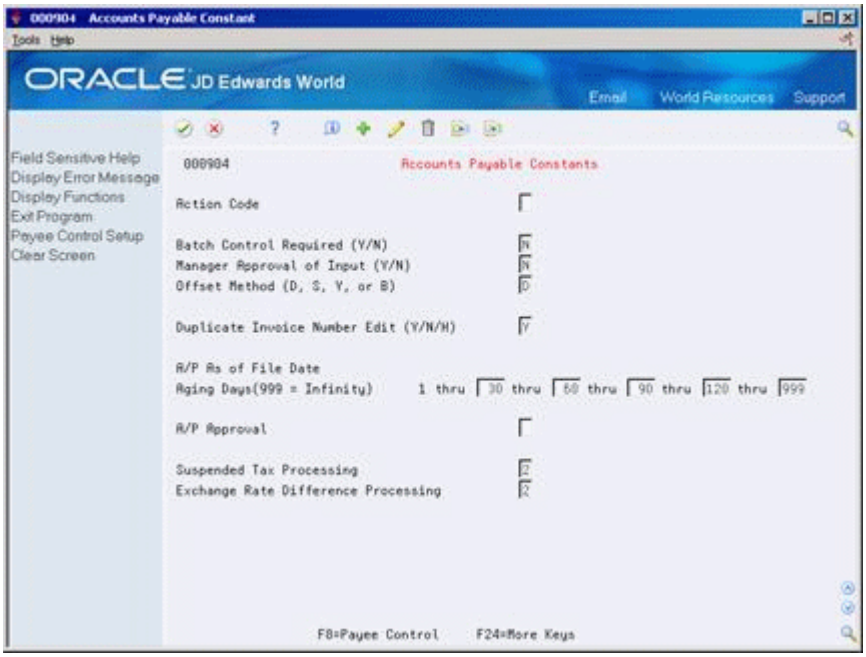
- Setting up batch control
- Setting up management approval
- Setting up the automatic offset method
- Setting up invoice number editing
- Setting up time intervals for A/P aging reports
- Setting up Suspended Tax Processing
- Setting up Exchange Rate Difference Processing

Information about constants is stored in the General Constants table (F0009).

61.1.1 Before You Begin

- Ensure that only authorized personnel can access and change accounts payable constants

Figure 61–1 Accounts Payable Constants screen



To set up batch control

You might want to track the total number of vouchers and total amount for a batch of vouchers and then verify those totals after you complete entering a batch.

On Accounts Payable Constants

Complete the following field:

- Batch Control Required

Field	Explanation
Batch Control Required	A code that generates automatic verification of the totals entered for each batch. Valid codes are: Y – Batch control on. A batch header control form appears when you select voucher or payment entry. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered. N – Batch control off.

To set up management approval

You can specify that management approves each batch of vouchers before they are posted. Management approval allows you to designate a default status for your batches. The default statuses are:

- Pending, which requires them to be approved before posting
- Approved

On Accounts Payable Constants

Complete the following field:

- Manager Approval of Input

Field	Explanation
Manager Approval of Input	A code that controls approval of batches for posting. Valid codes are: Y – Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch. N – Management approval is not required. The system approves all batches for posting.

To set up the automatic offset method

You need to designate how the system makes offsetting entries to the A/P liability and discount accounts when you post vouchers to the general ledger.

On Accounts Payable Constants

Complete the following field:

- Offset Method

Field	Explanation
Offset Method	A method for automatically offsetting an entry when it is posted to the general ledger. Valid codes are: D – Create an offset entry for each detail record (gross amount, discount amount, and tax accruals are separate offset entries) S – Create a summarized offset for each detail record (gross amount, discount amount and tax accruals are combined into one offset entry) Y – Create one offset per document (multiple items) B – Create an offset for each batch The system creates offsets against actual amount and multi-currency ledger types only.

The system creates offsets against actual amount and multi-currency ledger types only.

Note: If a batch contains multiple currencies it will post in detail (D), even if you have your offset method to post in batch (B).

61.1.1.1 Example: Journal Entry Created by Automatic Offset

The following report shows a journal entry that the system created as an automatic offset using the batch method. The system uses the batch number for the document number of the automatic offset, rather than the document number of the transaction as with the other Offset methods.

Figure 61–2 General Ledger Post - Voucher Entry screen

```
09801                                          JD Edwards World                                          Page          1
Batch Type        - V                   General Ledger Post - Voucher Entry                            Date    4/10/17
Batch Number      -    75206
Batch Date        - 04/10/17
                                                 Posting Journal

Post Out of Balance            :
Create Intercompany Settlements: *

Do Document    G/L    Co     Account Description     G/L Account                  . . . . . Amounts . . . . .    LT   Units
Ty             Date          Explanation               Subldgr-Ty/Asset Number        Debit         Credit
-- -------- -------- ----- ------------------------- ---------------------------- --------------  --------------  -- -------------
PV     8324 06.30.17 00100 Entertainment         USD          90.8665                 1,500.00                    AA
                            Gourmet & More
                             Customer Number-43058
AE    75206 06.30.17 00100 Accounts Payable-Trad USD        100.4110                                  1,500.00-  AA
                            Post Offset by Batc V 00080173


                                                                                   -------------- --------------
                                                Batch Total                            1,500.00       1,500.00-  AA
```

To set up invoice number editing

When you enter a voucher, you can have the system notify you if an invoice number is a duplicate for a supplier.

On Accounts Payable Constants

Complete the following field:

- Duplicate Invoice Number Edit

Field	Explanation
Duplicate Invoice Number Edit	A code that designates how an invoice number should be edited. The codes and handling are as follows: H – Edit the invoice number for duplication. The system issues an error message requiring you to enter a unique invoice number. Y – Edit the invoice number for duplication. The system issues a warning message, but does not require action. N – Do not edit the invoice number for duplication. To edit the number in batch, run the Suspected Duplicate Payments report (P04601).

To set up time intervals for A/P aging reports

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

On Accounts Payable Constants

Complete the following field:

- Aging Days

Field	Explanation
Aging Days	A field that lets you determine the time intervals for calculating aging. You can specify the numerical intervals to be used as aging categories for the columns on A/P aging reports. You can override these intervals by setting the processing options of the individual aging reports.

To set up suspended tax processing

Use this constant to intiate suspended tax processing either at the Accounts Payable or company level, so that taxes are accrued at time of payment rather than at the time of voucher-post.

On Accounts Payable Constants

Complete the following field:

- Suspended Tax Processing

Field	Explanation
Suspended Tax Processing	A code that specifies whether the Suspended Tax Processing is active for Accounts Payable. This code is used at a System level and, optionally, at a Company level. Valid values at the System level are: Blank Suspended Tax processing is not active. '0' – Suspended Tax processing is not active. '1' – Suspended Tax processing is active for all vouchers. '2' – Suspended Tax processing is activated at a Company level. **Note:** Refer to company constants as seen in Company Numbers and Names (P00105) for further indication of whether Suspended Tax processing is active for specific companies and associated vouchers. Valid values at the Company level are: Blank Suspended Tax processing is not active. '0' – Suspended Tax processing is not active. '1' – Suspended Tax processing is active for all vouchers. '2' – Suspended Tax processing is activated at a Tax Area level. **Note:** Refer to User Defined Code 00/XA for Tax Areas that require Suspended Tax processing.

To set up exchange rate difference processing

When foreign vouchers are paid and exchange rate differences cause a gain/loss to occur, it is required in some countries that the gain/loss amount be handled as a legitimate transaction. This would require a valid voucher to be entered and paid for the amount of the gain/loss. Set this constant for exchange rate processing either at the Accounts Payable level or only for specific companies.

On Accounts Payable Constants

Complete the following field:

- Exchange Rate Difference Processing

Field	Explanation
Exchange Rate Difference Processing	A code that specifies whether the Exchange Rate Difference processing is active for Accounts Payable. This code is used at a System level and, optionally, at a Company level. Valid values at the System level are: Blank – Exchange Rate Difference processing is not active. '0' – Exchange Rate Difference processing is not active. '1' – Exchange Rate Difference processing is active for all vouchers. '2' – Exchange Rate Difference processing is activated at a company level. **Note:** Refer to company constants as seen in Company Numbers and Names (P00105) for further indication of whether Exchange Rate Difference processing is active for specific companies associated vouchers. Valid values at the Company level are: Blank – Exchange Rate Difference processing is not active. '0' – Exchange Rate Difference processing is not active. '1' – Exchange Rate Difference processing is active for all vouchers.

62

Set Up Payee Control

This chapter contains these topics:

- Section 62.1, "Setting Up Payee Control"
- Section 62.2, "Setting Up Security for the Payee Control Server"

62.1 Setting Up Payee Control

Use Payee Control to control changes made to selected, critical payee and bank account information. It prevents payments to a payee pending review and approval of the changed information.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, and the address book number of the person who made the change.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The programs for creating payment groups and writing payments do not process these payments. However, the system does not prevent you from writing manual payments.

Setting up Payee Control consists of:

- Installing the Payee Control table (F0450) in your production environment
- Setting up security for the Payee Control Approval program (P0450)
- Setting up security for the Payee Control server (X0450)
- Setting the processing options for the Payee Control server

62.1.1 Control Fields

Field Name	Description
Alpha Name (F0101)	Changes to a supplier's alpha name can divert the physical payment. The alpha name can be changed on Address Book Information and the address Book Addition window.
Bank Account number (F0030)	Changes to a bank account number can divert an electronic payment. The bank account number can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
Bank Transit number (F0030)	Changes to a bank transit number can divert an electronic payment. The bank transit number can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.

Field Name	Description
Bank Type (F0030, F0411)	Changes to a bank account type can divert an electronic payment. The bank account type can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
Mailing Name (F0111)	Changes to the mailing name can divert the physical payment. The mailing name can be changed on Address Book Information and Who's Who.
Payee Name (F0411)	Changes to the payee can divert the payment after - or while - a voucher is being entered. The payee can be changed on Standard Voucher Entry, alternate voucher entry forms, Speed Release, and Supplier Ledger Inquiry.
Gross Amount (F0411)	Changes to the gross amount can increase the amount of the payment. The gross amount can be changed through Standard Voucher Entry.
Special Payee (F0101)	Changes to the special payee can divert a payment at the time a voucher is entered. The special payee can be changed on Address Book Revisions and Supplier Master Information.
SWIFT Code (F0030)	Changes to a SWIFT code can divert an electronic payment. The SWIFT code can be changed on Bank Account Information and the Bank Account Cross Reference window.
IBAN (F0030)	Changes to the IBAN number can divert electronic payments. The IBAN number can be changed on Bank Account Information and the Bank Account Cross Reference window.

62.1.2 Accessing the Payee Control Server

You can use Versions List to change the processing options for the payee control server (X0450). You can also access the server by choosing Payee Control function (F8) in the A/P Constants.

62.2 Setting Up Security for the Payee Control Server

Navigation

From Security Officer (G94), choose Report Version or Function Keys

To set up security for the payee control server:

- Set up report version security so a user cannot modify the version of the payee control server.
- Set up function key security so that a user cannot exit from A/P constants to the version of the payee control server to modify it.
- To make changes to the payee control server, you must change DEMO version ZJDE0001. If you change a different version, you must rename that version to ZJDE0001.

Security can be set up so only specified users can approve Payee Control records. There are two ways to set up security:

Function Key Security can be set up on the Approve option (3) to approve records:

Figure 62–1 Function Keys screen

```
9612                              Function Keys

Action Code. . I
Video Screen . V0450      Payee Control File Review
-OR-
User ID. . . .

User             Description          Field          Description            A
*PUBLIC         All Users             #S02          Approve Record          N
SSMITH          Susan Smith           #S02          Approve Record          Y
JJONES          Jenny Jones           #S02          Approve Record          Y
```

In Function Key Security (P9612) inquire on video V0450, set:

- User to *PUBLIC
- Field to #S02
- Column titled 'A' (Access) to N (prevent access)

This will prevent all users from using option '3' to approve Payee Control records.

To set up the authorized users, in Function Key Security, set:

- User ID to the authorized user id
- Field equal to #S02
- Column 'A' equal to Y (allow access)

These users will have authority to approve Payee Control records. The unauthorized users will not receive any kind of error, but the Approve option (3) won't work for them.

OR

Function Key Security can be set up so unauthorized users will get the following error when trying to access the menu item Payee Control Approval:

Figure 62–2 Security Violation Message

```
  00AUT                         Security Violation
V0450
You are not authorized to access this program because of one of the following
reasons:
    o  Function key/option security prohibits access
    o  Your software license does not include this program
Contact your company security officer for authorization to this program.
Press Enter to continue.
```

To set up Function Key Security

Figure 62–3 Function Keys screen

```
9612                              Function Keys

Action Code. . I
Video Screen . V0450      Payee Control File Review
   -OR-
User ID. . . .

   User             Description          Field          Description            A
 *PUBLIC         All Users               *ALL          Approve Record          N
 SSMITH          Susan Smith             *ALL          Approve Record          Y
 JJONES          Jenny Jones             *ALL          Approve Record          Y
```

In Function Key Security (P9612) inquire on video V0450, set:

- User to *PUBLIC
- Field to *ALL
- Column titled 'A' to N (prevent access)

Users will get a security error when trying to go into the Payee Control Approval.

To set up access for approved users, in Function Key Security, for each authorized user set:

- User ID to authorized user ID
- Field *ALL
- Column 'A' to Y (allow access)

These users will be able to access the program and approve the Payee Control records.

62.2.1 Processing Options

See Section 109.1, "Payee Control Server - Options Only (X0450)".

See Also:

- Configuration Planning and Setup Guide for information on system security and using Versions List to change processing options.
- Payee Control in the Advance and Technical section for information on how Payee Control works and its limitations.

63

Set Up Supplier Bank Account Information

This chapter contains these topics:

- Section 63.1, "Overview"
- Section 63.2, "Bank Type Code"

63.1 Overview

To transfer funds electronically, you must set up address book bank account information for your customers and suppliers. This information is necessary for processes such as Accounts Receivable drafts and automatic debits as well as Accounts Payable EDI and EFT payment processes.

You set up supplier bank account information by accessing either Bank Accounts by Address from Supplier Master Information (Bank Codes function) or by setting Up Bank Account Cross References. The program (P0030) is the same regardless of which method is used to set up the information. This program will allow you to do the following:

- Define and use more than one bank account per customer/ supplier.
- Provide a Pre-Note status for each bank account, rather than one per customer/supplier.
- Provide a mechanism to 'retire' one bank account using an expiration date while keeping it in the file as an audit trail.
- Provide additional bank account default by utilizing the currency code field as a key to the Payment Instrument Default file F0417.

63.2 Bank Type Code

The Bank Type Code associated with a bank account is used to:

- Distinguish external bank accounts from internal bank accounts.
- Define the type of external bank account, for example a customer or a supplier bank account.

63.2.1 Bank Type Code User Defined Table

Supplier's and Customer's must have valid Supplier bank type (V) and Customer bank type (D) accounts in order to process Drafts, EFT payments and other receipt and payment functions. You may only have one bank account per bank type. However,

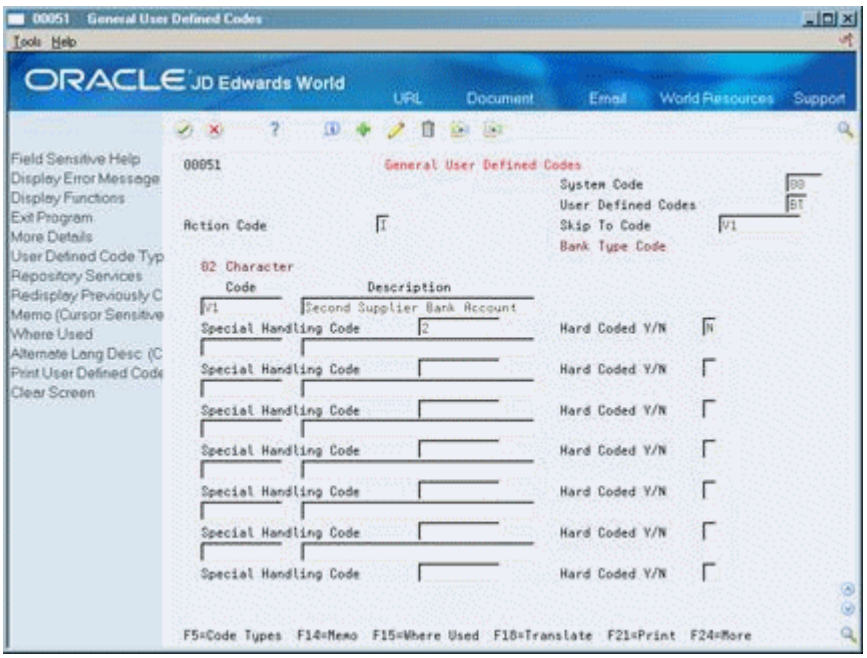
your customers and suppliers may use multiple bank accounts for different processes, locations or specific to a currency denomination.

To accommodate multiple bank accounts per bank type you can set up additional bank type codes to be used as alternative customer/supplier bank accounts. The Bank Type Code field is two characters, so an example of an alternative supplier bank type code could be V1. Bank Type codes are set up and defined in User Defined Codes (UDC) table 00/BT. The Special Handling code for the bank type is used to determine if the bank type code will be associated with A/R processes or A/P processes:

- Special Handling Code 1 = A/R processes
- Special Handling Code 2 = A/P processes

For example, you may have a supplier that uses two bank accounts, each for a different location. Bank type V is set up in the UDC table but you need to add an alternative bank code to accommodate the second bank account. As shown below, bank type V1 has been set up for the second supplier bank account.

Figure 63–1 General User Defined Codes screen



63.2.2 What You Should Know About

Topic	Description
Supplier Master Information (P01054)	You may assign a default bank type to your supplier master.
Standard Voucher Entry (P04105)	You may assign a bank type to individual transactions at the time of voucher entry.
Create Payment Groups (P04570)	You may designate an override bank type at the time of EFT/EDI payment processing. Enter the override Bank Type Code and/or effective date in the Electronic Funds Transfer processing option.

63.2.3 Bank Account by Currency

You may identify a bank type with a specific currency code. The Bank Type Code and the Currency Code make a unique combination allowing you to set up multiple customer or supplier bank accounts that are specific to currency transactions.

For example, your supplier may want EFT payments made in USD currency to be sent to a bank located in the U.S. whereas EFT payments made in Japanese Yen (JYP) are to be sent to a bank located in Tokyo. In this instance, you would set up two Supplier bank accounts, bank type code 'V', with the currency code USD assigned to the U.S. bank and the currency code JYP assigned to the Tokyo bank. When electronic payments are generated for the supplier, the payment transaction currency will determine which supplier bank account to use.

Note: The currency code field is displayed only if Currency processing is activated.

63.2.4 Pre-Note Code

The Pre-Note code is assigned to individual bank account records. When adding a new bank account, the pre-note code will automatically default to 'P', for pre-note. When an electronic payment process is run, the pre-note code will update to blank and the date of the automatic update will be recorded.

63.2.5 What You Should Know About

Topic	Description
Work with Payment Groups (P04257)	You may bypass the automatic update of the Pre-Note Code by setting the Update processing option for the bypass. Once you have confirmation from the bank that the information sent is correct for the supplier, you may manually update the Pre-Note code for the bank account. If you manually update the Pre-Note code, the date the code was updated will not be recorded.

63.2.6 Effective Date/Expiration Date

There may be instances where your supplier opens a new bank account and closes an existing account. You may retire a current bank account and designate an effective date for new accounts. Enter the appropriate date to start using a bank account in the Effective Date field for the bank account. To retire an account but keep the account information in the bank file for audit purposes, set the Expiration Date for the bank account that will be retired.

63.2.7 What You Should Know About

Topic	Description
Expiration Reason Code	When entering an Expiration Date, you must enter a valid reason code for the expiration. Expiration Reason Code values are set up and maintained in User Defined Table (UDC) 00/XC.

63.2.8 Additional Audit Information

From Bank Accounts by Address or Bank Account Cross Reference, there are options for additional information relating to each bank account record:

- Audit Information (Option 1): Provides audit information in regard to updating a bank account record.
- Additional Information (Option 2): This option allows you to enter Beneficiary and Corresponding bank account information for each bank account.

64

Accounts Payable Approvals Setup

This chapter contains these topics:

- Section 64.1, "Overview"
- Section 64.2, "Accounts Payable Constants"
- Section 64.3, "A/P Approval Control Revisions"
- Section 64.4, "Global Approver Update (P04840)"
- Section 64.5, "Re-evaluate Voucher Status"
- Section 64.6, "A/P Approval – Approval Controls"

64.1 Overview

The Accounts Payable Approvals process allows businesses to monitor and manage the outflow of cash through their A/P system. Approvals controls may be set up to determine the Approval Status for all vouchers entered or changed. These controls may be set up based on the voucher's gross or taxable amount, document type, business unit, company or any combination. When A/P Approvals is activated, the system will prevent payment on any voucher that does not have an appropriate Approval Status regardless of its pay status.

The system will use the AP Control file (F0453) when evaluating vouchers to determine if there will be a record created in the A/P Approval Detail File (F04531), and which approvers and status to be assigned. A record is written to the A/P Approval Detail File (F04531) for every voucher, whether it requires approval or not.

64.2 Accounts Payable Constants

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Accounts Payable Constants

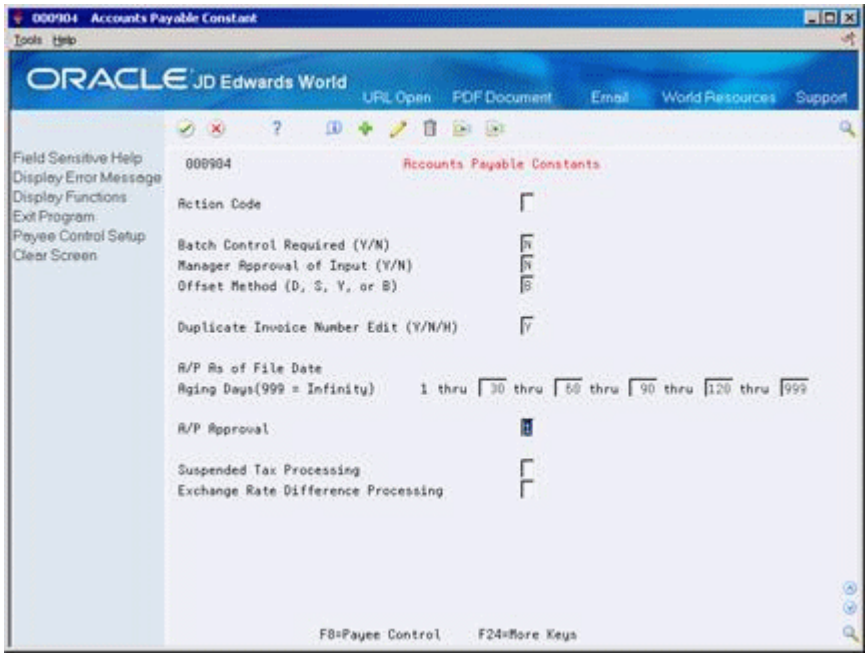
The A/P Approvals field (GCRMP) in A/P Constants (P000904), controls the use of A/P Approvals. The following are the valid values for the A/P Approvals field:

- Blank - A/P Approvals is not activated. Any voucher entered to the system may be included in the payment process.
- 1 – A/P Approvals is activated. The voucher amount to be evaluated for approval will represent the Gross Amount of the voucher.

- 2 – A/P Approvals is activated. The voucher amount to be evaluated for approval will represent the Taxable Amount of the voucher.

Set the value of the A/P Approvals to 1 or 2 to activate A/P Approval processing:

Figure 64–1 Accounts Payable Constants screen



64.3 A/P Approval Control Revisions

Navigation

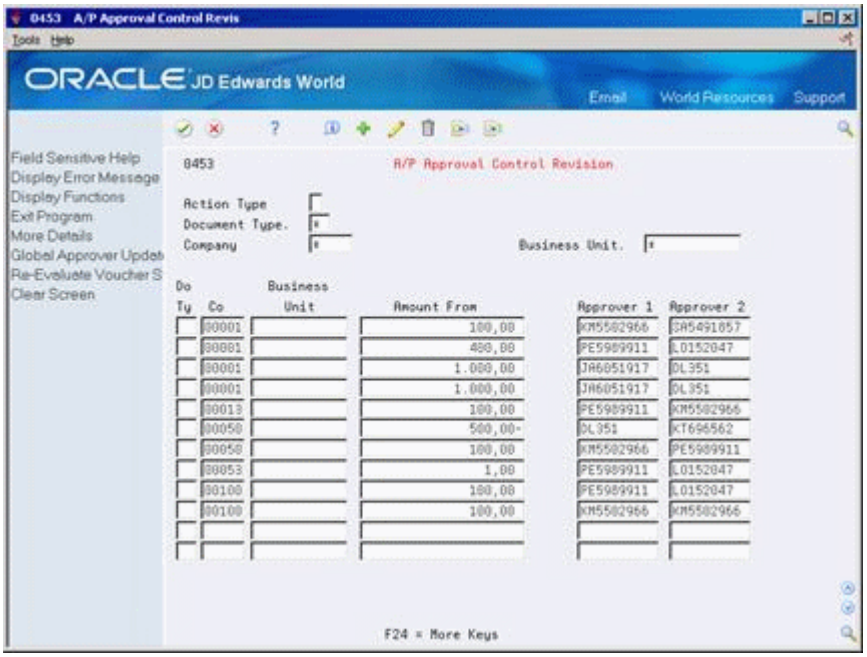
From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose A/P Approval Control Revisions

A/P Approval Control Revisions (P0453) has been established to set up the approval level controls used to determine the Approval Status for all vouchers entered or changed. This program allows you to set up Company, Business Unit, Document Type and or minimum amounts over which vouchers will need approval to be paid. Records set up within this program will be added to the A/P Approval Control File (F0453). You may inquire on these records by document type, business unit, company or any combination.

Credit/negative total vouchers are handled like the positive vouchers, except the evaluation uses LESS THAN logic. So, if the table has a value of 500.00-, any amount greater than 500.00-, such as 400.00- or 10.00-, will be set to "approved", and less than 500.00-, such as 800.00-, will be set to "unapproved."

Figure 64–2 A/P Approval Control Revision screen



You can set up the approval control by document type only, by company, by business unit or any combination. This is where you specify the minimum amounts and the approvers.

Note: The Approver 1 and Approver 2 fields use the IBM I-Series User ID. This is an important security feature used in A/P Approval - Work with Voucher program (P04531).

64.4 Global Approver Update (P04840)

From A/P Control Revision, choose the Global Approver Update function (F9) to access the DREAM Writer version list for Global Approver Update. This program uses the FROM and TO processing options to globally update Approver 1 and/or Approver 2 from one User ID to another in the A/P Approval Control file (F0453) and the A/P Approval Detail File (F04531). This update is necessary when users leave the company or change positions within the company and are no longer valid approvers. The Update Approver Version processing option allows you to select a specific version of the Global Update of Approver - Approval File (P04841). You may set up a specific version of P04841 to be called when you want to evaluate a specific subset of data from the A/P Approver file (F04531).

64.4.1 Processing Options

See Section 109.2, "A/P Approver - Global Update of Approvers (P04840)".

64.5 Re-evaluate Voucher Status

From A/P Control Revision, choose the Re-evaluate Voucher Status function (F10) to access the DREAM Writer version list for Evaluate Vouchers-Assign Approval Status. This program is designed to evaluate or re-evaluate a large group of vouchers for approval status based upon the information established in the Set Approval Flag for

Voucher program (X0453). Evaluate Vouchers-Assign Approval Status may be executed upon initial implementation of A/P Approvals process in order to assign an approval status for all existing open vouchers. You may also run this program if there have been additions or changes to approval control records so that vouchers are re-assessed based on the new controls.

You may use a processing option for this program to designate a specific version of the Approval Controls server (X0453) to be used to evaluate vouchers.

64.5.1 Processing Options

See Section 109.3, "A/P Approval - Evaluate Voucher (P04532)".

64.6 A/P Approval – Approval Controls

Navigation

From DREAM Writer (G81), choose Versions List

From DREAM Writer (G81), choose Versions List From Versions List, enter X0453

The A/P Approval - Approval Controls server (X0453) has been designed to handle functions related to A/P Approvals. If you are writing, deleting or changing payment related fields, the system will evaluate the voucher to set the proper approval status. The system will only utilize version ZJDE0001 for processing, except for the Evaluate Voucher program (P04532) which contains a processing option to specify a version. The following processing options are utilized in the evaluation of the vouchers, and must be set up prior to using the A/P Approval system. These options allow you to determine how to manage vouchers that fall outside the approval amount levels or do not have a control record assigned to the document type, business unit or company. In addition, vouchers with credit pay items may be set to unapproved for further review.

- Processing Option 1 - Less Than Minimum Defaults, designates whether the voucher is to be automatically approved if it is under the minimum amount established in the A/P Approval Control File (F0453). If vouchers are to be created as unapproved when below the minimum, set the value in the Approver 1 field to blank. It is recommended to designate an Approver 2 so that the voucher will be allowed approval at a later time by the person designated as Approver 2. When Approver 1 is left blank for automatic unapproved status, the Approver field in the AP Approval File (F04531) will be set to the value of DEFAULT. If Approver 2 is also left blank, the User ID field will be set to the value of NOAPPROVER and it will become necessary to update the Approver fields using Global Approver Update (P04840) to allow approval by a valid User ID. If there is a valid User ID in the Approver 1 field, this will designate that all vouchers processed will be set as approved.
- Processing Option 2 - No Control Record Found, designates whether the voucher is to be automatically approved if there is no control record found in the A/P Approval Control File (F0453). When vouchers are to be created as unapproved when no control record is found, set the value in the Approver 1 field to blank. It is recommended to designate an Approver 2 so that the voucher will be allowed approval at a later time by the person designated as Approver 2. When Approver 1 is left blank for automatic unapproved status, the Approver field in the AP Approval File (F04531) will be set to the value of DEFAULT. If Approver 2 is also left blank, the User ID field will be set to the value of NOAPPROVER and it will become necessary to update the Approver fields using Global Approver Update (P04840) to allow approval by a valid User ID. If there is a valid User ID in the

Approver 1 field, this will designate that all vouchers processed will be set as approved.

- Processing Option 3, Credit Alert, designates whether to automatically set any voucher that has a credit pay item to unapproved, regardless of any other criteria.
- Processing Option 4, One Time Payment Processing, provides tighter controls to the One Time Payment Process. If Approver 1 is blank, a One Time Payment voucher will go through the same approval assessment set for any other voucher. For example, if a One Time Payment voucher was created, the system will follow the AP Approval Controls in the table, or the processing options in X0453 will be used for below minimums and no control record. If you would like to monitor the One Time Payment processing, you should update Approver 1 with a valid User ID. Approver 2 is optional, but recommended if Approver 1 is blank. Approver 2 has no bearing on the approval process, it is used to allow a user to inquire and update the voucher for approval, if necessary.

Note: The processing options along with the records displayed in the A/P Approval Control Revisions (P0453) should be reviewed to ensure that all possible voucher combinations have been covered.

64.6.1 Processing Options

See Section 109.4, "A/P Approval - Approval Controls (X0453)"

65

Set Up Payment Terms for A/P

This chapter contains these topics:

- Section 65.1, "Setting Up Payment Terms for A/P"
- Section 65.2, "Setting Up Payment Terms"
- Section 65.3, "Setting Up Advanced Payment Terms"
- Section 65.4, "Setting Up Due Date Rules"
- Section 65.5, "Setting Up Work Day Calendars"
- Section 65.6, "Setting Up Payment Term Codes"
- Section 65.7, "Setting Up Installment Payments"
- Section 65.8, "Working with Payment Terms for Multi-Tiered Discounts"

65.1 Setting Up Payment Terms for A/P

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

You can set up codes for the various payment terms, such as net and due upon receipt, that your suppliers use. This makes entering your vouchers easier.

When you enter a supplier record, you specify the payment terms that the supplier uses most frequently. Then, when you enter or release a voucher, you can either:

- Accept the default payment term
- Designate a different payment term

The system calculates discounts and payment due dates based on the payment terms you set up.

Information about payment terms is stored in the Payment Terms table (F0014).

65.2 Setting Up Payment Terms

This section discusses setting up payment terms.

65.2.1 About Payment Terms Codes

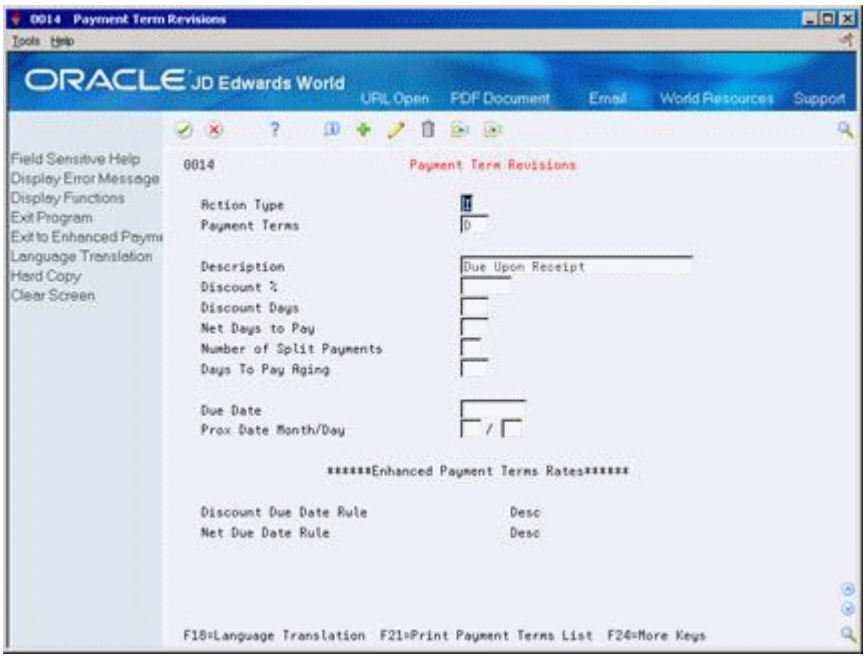
To set up a payment terms code, you use one, or a two- or three-character combination, of the following:

- Alphabetic (A – Z)
- Numeric (1 – 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a non-blank code for the same payment terms in case you need to change a supplier's payment terms later.

For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.

Figure 65–1 Payment Term Revisions screen



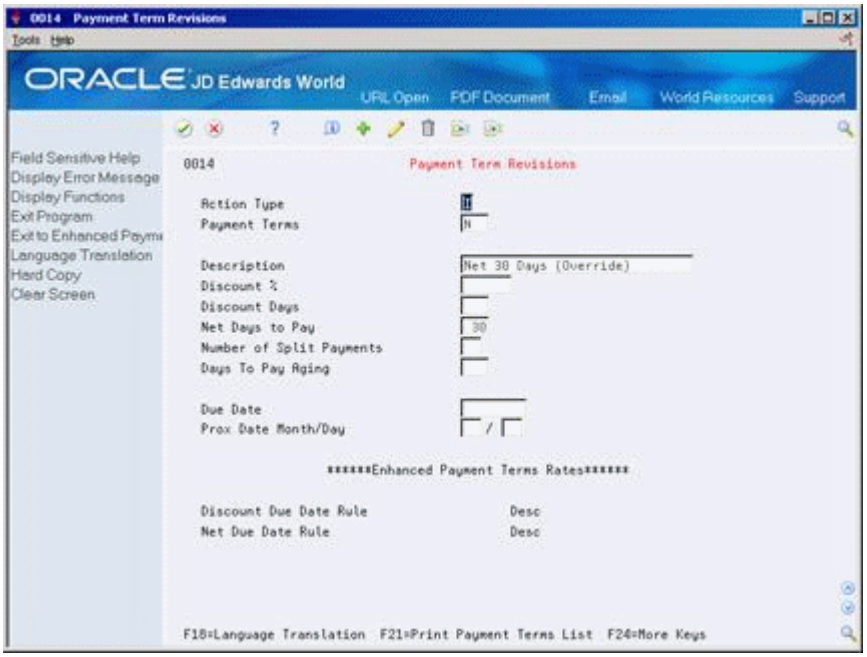
To set up net payment terms

A supplier might give you a specific number of days to pay an invoice. When you enter a voucher, the system calculates the net due date by adding the number of days to the invoice date.

For example, if the net days to pay is 30, and the invoice date is June 14, the due date is July 14.

On Payment Terms Revisions

Figure 65–2 Payment Term Revisions screen (with Net Days to Pay field completed)



1. Complete the following fields:
   - Payment Terms
   - Net Days to Pay
2. Complete the following optional field:
   - Description

Field	Explanation
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example: blank – Net 15 1 – 1/10 net 30 2 – 2/10 net 30 N – Net 30 P – Prox 25th Z – Net 90
Net Days to Pay	The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the supplier has 10 days to pay and receive a 2% discount, or pay the full amount within 30 days (net 30). Payments after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the supplier is using that option.
Description	The text that describes the payment terms code, for example, 2/10, net 30 Prox 25.

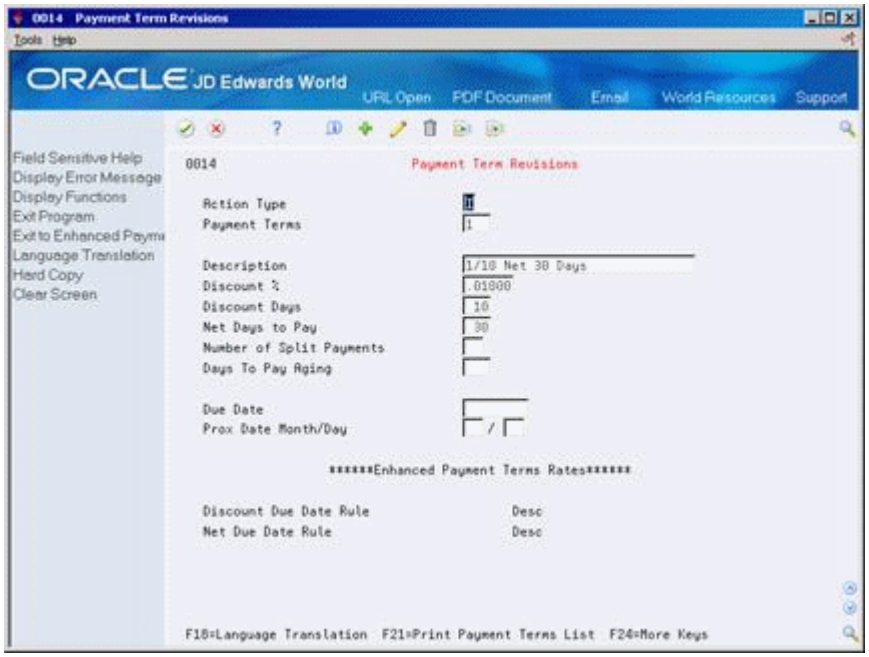
To set up net with discount payment terms

A supplier might allow a discount if you pay a voucher within a certain number of days. The system calculates the due date by adding the invoice date to the number of discount days.

For example, if a voucher has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if you pay the voucher within 10 days of the date entered for invoice date. If you do not pay within 10 days, you have 30 days to pay the net amount.

On Payment Terms Revisions

Figure 65–3 Payment Term Revisions screen (with Discount Days field completed)



1. Complete the following fields:
   - Payment Terms
   - Discount %
   - Discount Days
   - Net Days to Pay
2. Complete the following optional field:
   - Description

Field	Explanation
Discount Percent	The percent of the total voucher that will be discounted if the voucher is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.
Discount Days	A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date.

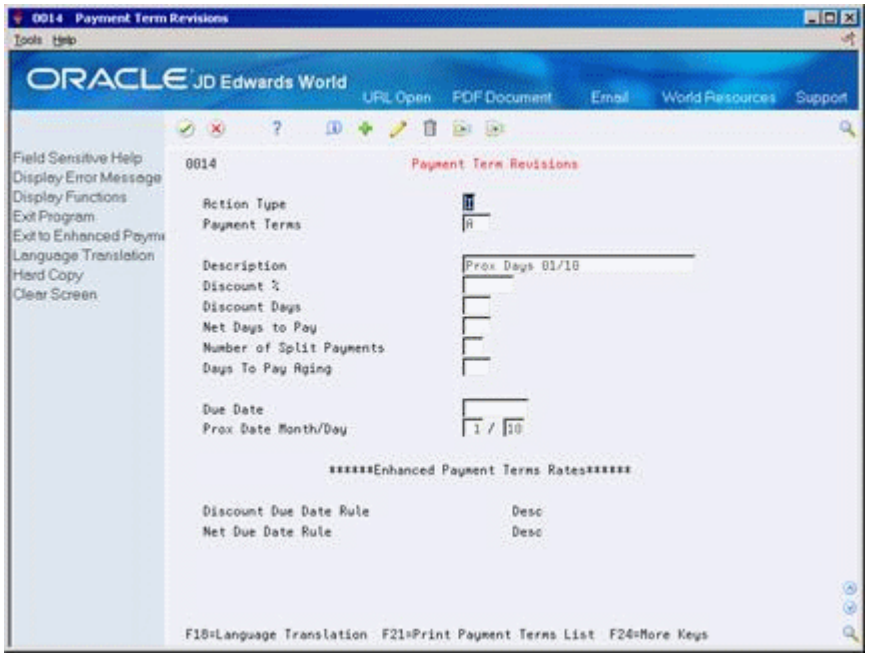
To set up proximate date payment terms

A supplier might specify a voucher due date by indicating the proximate, or subsequent, month and day. The system calculates the month that the voucher is due by adding the proximate month to the month of the invoice date. The proximate day is the date in that month.

For example, an invoice date is May 20, the proximate month is 1, and the proximate day is 10. In this case, the payment is due on June 10.

On Payment Terms Revisions

Figure 65–4 Payment Term Revisions screen (with Prox Date field completed)



1. Complete the following fields:
   - Payment Terms
   - Proximate Date Month
   - Proximate Date Day
2. Complete the following optional field:
   - Description

Field	Explanation
Proximate Date Month	This field represents the month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.
Proximate Date Day	This field represents the day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.

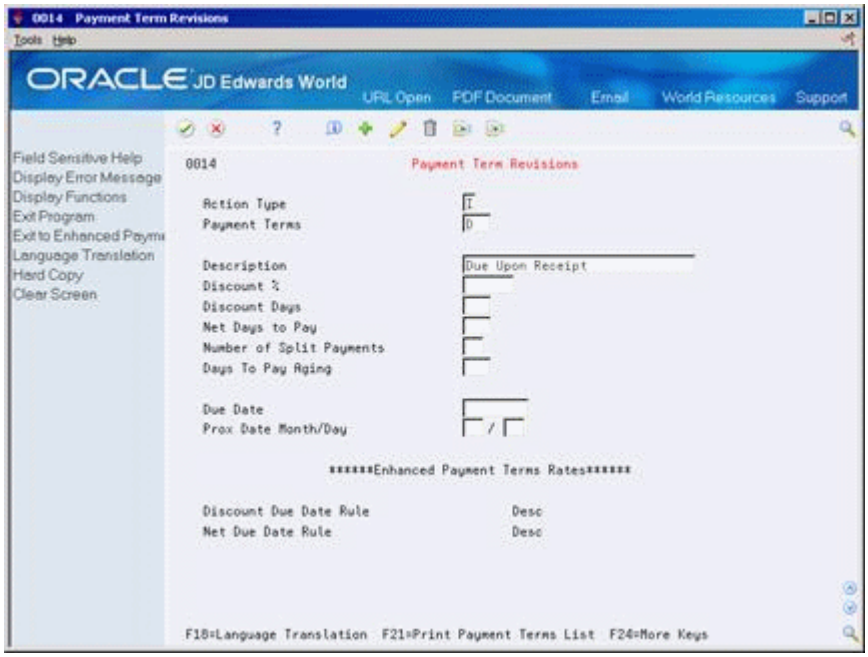
To set up due upon receipt payment terms

A supplier might expect payment upon receipt of a voucher/invoice. For due upon receipt payment terms, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If there is no invoice date, the system uses the G/L date.

On Payment Terms Revisions

Figure 65–5 Payment Term Revisions screen



1. Complete the following field:
   - Payment Terms
2. Complete the following optional field:
   - Description
3. Leave the following fields blank:
   - Due Date
   - Net Days to Pay

To set up split payment terms

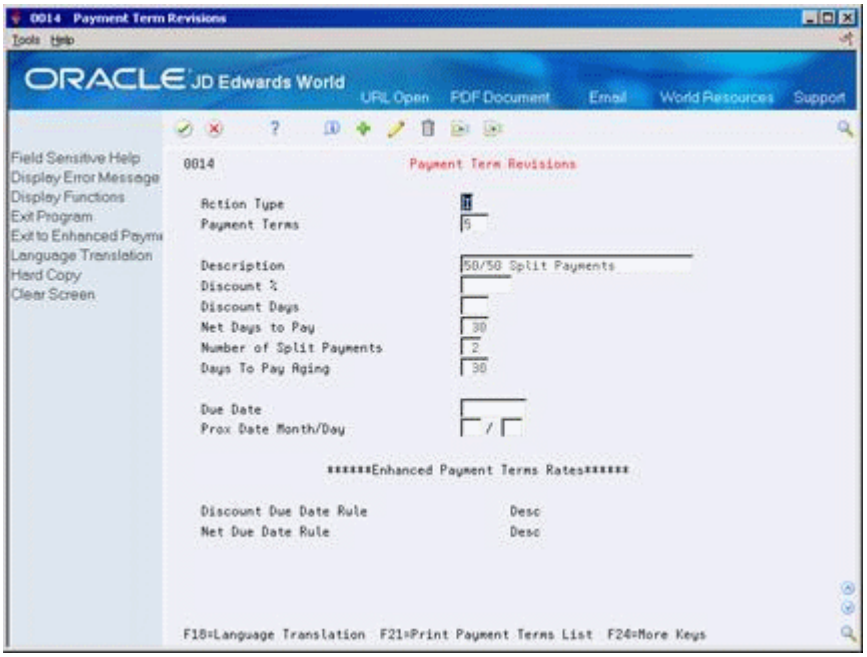
Instead of paying all of a voucher at one time, you might arrange with a supplier to pay a voucher with equal, consecutive payments. To do this, set up split payment terms.

For example, a voucher has an invoice date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date.

If the supplier allows a discount, the system applies the entire discount to the first pay item.

On Payment Terms Revisions

Figure 65–6 Payment Term Revisions sreen



1. Complete the following fields:
   - Payment Terms
   - Net Days to Pay
   - Number of Split Payments
   - Days to Pay Aging
2. Complete the following optional fields:
   - Description

Field	Explanation
Number of Split Payments	The number of equal, consecutive payments that the system divides the voucher into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30. You can use split payments only if the number of days between payments is a constant number, such as 30.
Days to Pay Aging	The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments). You can use split payments only if the number of days between payments is a constant number, such as 30.

65.3 Setting Up Advanced Payment Terms

Payment terms can range from simple to complex, depending on the policy of your organization. For example, you might set up a simple payment term such as 1/10, net

30 to encourage early payment. You might also set up a more complex or advanced payment term to allow an invoice or a voucher to be split into multiple payments with a different discount percentage for each payment.

Payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can either be a net due date or a discount due date. Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system add 10 days to the based on date, which might be the G/L date, when calculating the discount due date of an invoice.

After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. You can specify a due date rule as either a discount due date or a net due date. This enables you to link the rules together with a discount percent to define the:

- Default payment term code for a customer or supplier
- Payment term code of a specific invoice or voucher

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)

65.4 Setting Up Due Date Rules

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

Before you set up specific payment terms, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

A due date rule can consist of any of the following components:

Rule Component	Description
Based on Date	This can be an invoice date, G/L date, a service tax date, and so on.
Days to Add	This is the number of days that the system adds to the based on date.
Months to Add	This is the number of months that the system adds to the based on date.
Fixed Days	This is the same day every month, such as the 10th or 15th of each month.
Date Range	This is a range of days that the system uses in conjunction with other components.

Rule Component	Description
Work Day Calendar	This is a calendar that you can use to ensure that the due date is on a work day.
Work Day Rule	This is a rule that you can use to ensure that if a due date is on a non-work day, the system moves it forward or backward to an actual working day. It also determines whether to count non-work days when calculating the due date.

By using a combination of these components, you can set up a variety of payment terms. For example, you might set up date rules as follows:

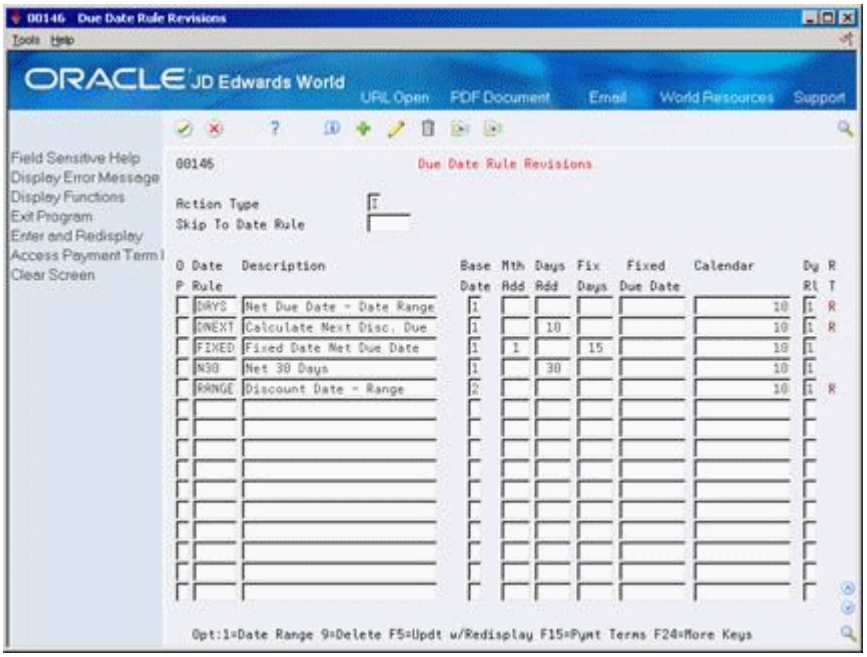
- Use the invoice date as the based on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based on date, set up a day range, specify a number of days to add to the day range and a month to add. For example, if the G/L date is June 2nd, the month to add is 1, and the date ranges are:
  - The 1st through the 10th, add 5 days
  - The 11th through the 31st, use the 31st as the fixed day

  Since the based on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the payment is July 15th. This is commonly known as a "swing payment term," and is most often used in Germany.

To set up due date rules

On Due Date Rule Revision

Figure 65–7 Due Date Rule Revision screen

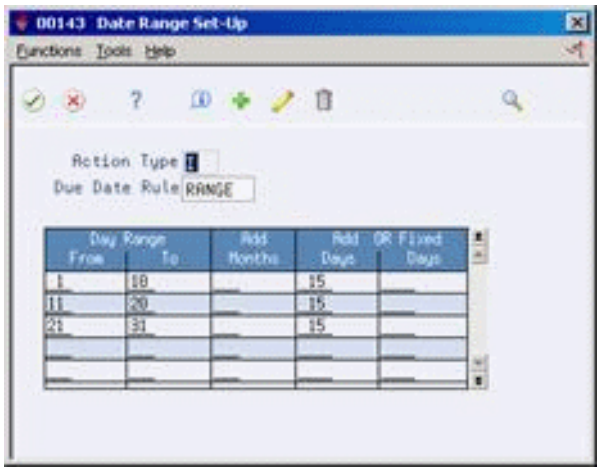


1. Complete the following fields:

- Date Rule
- Description

2. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Months to Add
   - Days to Add
   - Fix Days to Use
3. To specify information about a work day calendar, complete the following fields:
   - Calendar
   - Work Day Rule
4. To set up a date range as part of your due date rule, choose the Date Range option next to the rule.

Figure 65–8 Date Range Set-Up screen



5. On Date Range Setup, complete the following fields:
   - From Day Range
   - To Day Range
6. Complete the following optional fields, and press Enter:
   - Add Months
   - Add Days
   - Fixed Days
7. Choose the Update function to update and redisplay the due date rule.

Field	Explanation
Date Rule	The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark.

Field	Explanation
Based on Date	The initial date from which the net due date and discount due date is calculated. **Note:** The based on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date.
Mth Add	This field indicates the number of months to add to the based on date to determine the net due date or the discount due date.
Days Add	This field indicates the number of days to add to the based on date to determine the discount or net due date.
Fix Days	This indicates the fixed day which will be used during the date calculation.
Calendar	The calendar name to be used in work day calculations. It will be validated against the Work Day table (F0007).
Work Day Rule	A code that controls how the system determines the due date when the due date falls on a non-working day. The work day rule operates in conjunction with the fixed days, add days, and date range. Valid values: blank – When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday. 1 – When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day. 2 – When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day. 3 – When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day.
From	This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value.
To	This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value.

65.4.1 What You Should Know About

Topic	Description
Date ranges	If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, days to add, or a fixed day. If you do not specify a month to add, days to add, or a fixed day, the system assigns the due date as the last day of the range. For example, if you set up a date range from the 10th to the 25th of June and you do not specify a fixed day or months/days to add, the due date of the payment is June 25th. The ranges must not overlap, and they must include a full month (days 1 through the 31st). Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed days number. However, you can specify the number of months to add along with the number of days to add or the fixed days. The system adds the days to add, months to add, and fixed days to the last day in the range on the Due Date Rule Revision form. To determine the date range, the system adds the days to add, months to add, and fixed days to the based on date.

See Also:

- Section 65.5, "Setting Up Work Day Calendars"

65.5 Setting Up Work Day Calendars

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Work Day Calendar

When setting up due date rules for your payment terms, you can set up workday calendars. These calendars enable you to specify the actual work days, weekends, holidays, and so on of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

After you set up a work day calendar, you specify which action to take if the system calculates the due date on a non-work day. You do this on the Due Date Rule Revisions form. For example, you can instruct the system to:

- Ignore non-work days when counting the days to calculate the due date and not allow the due date to occur on a non-work day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

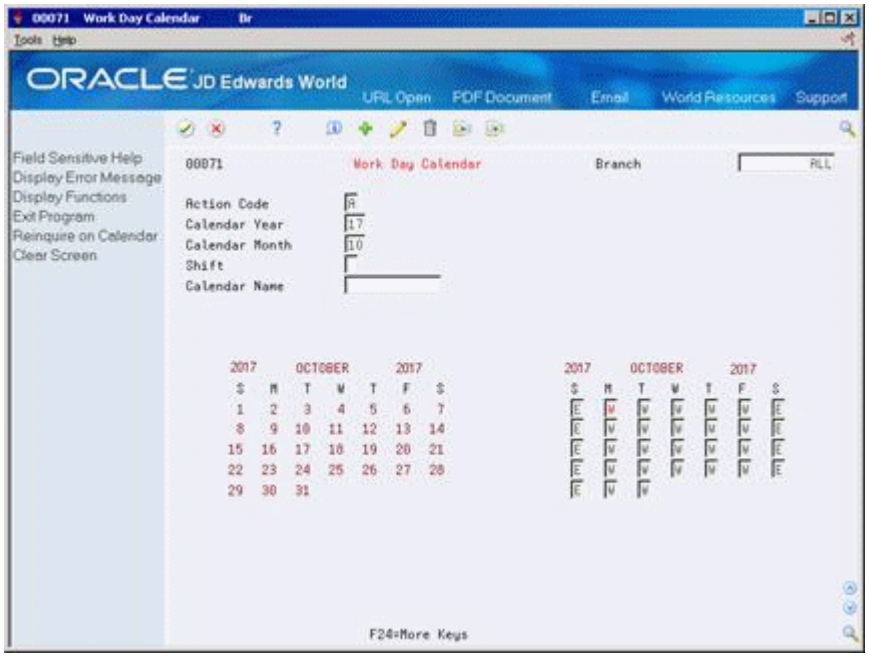
If you specify a work day rule, you can adjust the payment's due date to correspond with your working days. For example, you can prevent unintended "grace periods" that might occur if the due date falls on a Saturday and your business is closed. In

addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

To set up work day calendars

On Work Day Calendar

Figure 65–9 Work Day Calendar screen



1. Complete the following fields:
   - Branch
   - Calendar Year
   - Calendar Month

   The calendar for the month and year displays twice. The left portion of the form shows the numerical days, and the right portion of the form shows the workdays and non-workdays.
2. In the right portion of the form, change the default values as necessary for each day of the week.

65.5.1 What You Should Know About

Topic	Description
Specifying the type of day	Some examples of the type of day you can specify on the calendar are as follows: ■ W (workday) ■ E (weekend) ■ H (holiday) ■ S (shut-down)

Topic	Description
The Work Day Calendar program (P00071)	The Work Day Calendar program is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the work day calendar for your due date rules. Therefore, when you set up a work day calendar, the system accesses it from the Work Day Calendar table (F0007), not the Business Unit table (F0006).

See Also:

- Section 65.4, "Setting Up Due Date Rules" for information about specifying work day rules

65.6 Setting Up Payment Term Codes

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Advanced Payment Terms

You can set up codes for various payment terms, which determines the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

- Accept the default payment term code
- Designate a different payment term code

65.6.1 Payment Term Codes

When you set up a payment term code, you can use a one-, two- or three-character combination of the following:

- Alphabetic (A – Z)
- Numeric (1 – 999)
- Special characters (including blank)

You should set up a blank code for the most commonly used payment terms. If you do this, you must also set up a non-blank code for the same payment terms in case you need to change a supplier's payment terms later.

For example, you have a supplier with a payment terms code of D (due upon receipt). The supplier changes the terms to net 30 days, which is set up as a blank code. Because you cannot replace the existing code of D with a blank, you must use a non-blank code, such as N for net 30 days.

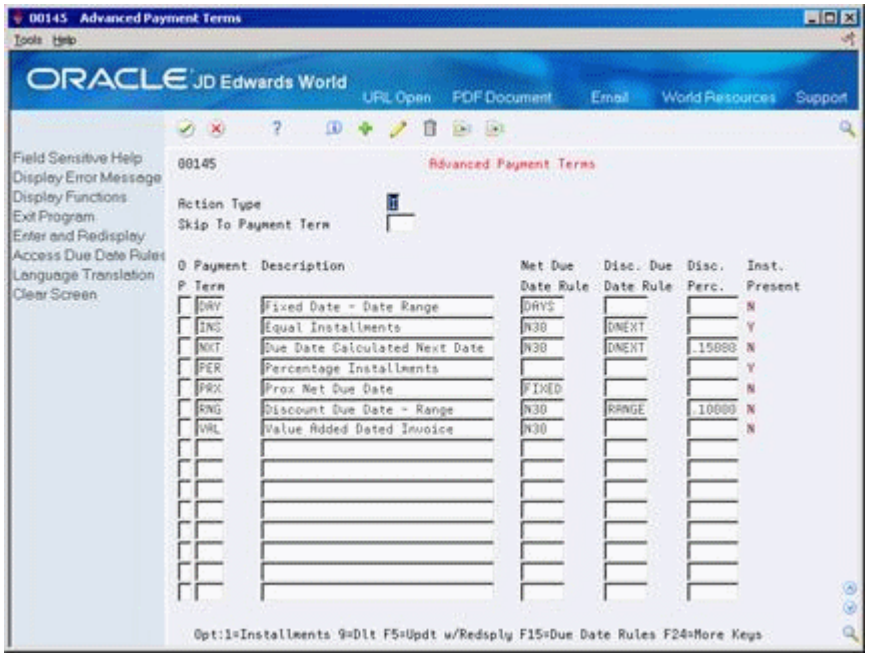
65.6.2 Before You Begin

- Set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See Section 65.4, "Setting Up Due Date Rules".

To set up payment term codes

On Advanced Payment Terms

Figure 65–10 Advanced Payment Terms screen



1. Complete the following fields:
   - Payment Term
   - Description (optional)
2. To attach a due date rule to the payment term, complete the following fields:
   - Net Due Date Rule
   - Discount Due Date Rule
3. To specify a discount percentage for the invoice, complete the following field:
   - Discount Percentage

Field	Explanation
Payment Term	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example: blank – Net 15 1 – 1/10 net 30 2 – 2/10 net 30 N – Net 30 P – Fixed day of 25th Z – Net 90 This code prints on customer invoices.
Description	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rules Revisions form.
Disc. Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rules Revisions form.
Disc Perc	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.

65.7 Setting Up Installment Payments

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Installment Payment Revisions

Instead of a customer or you paying all of an invoice or voucher at one time you can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

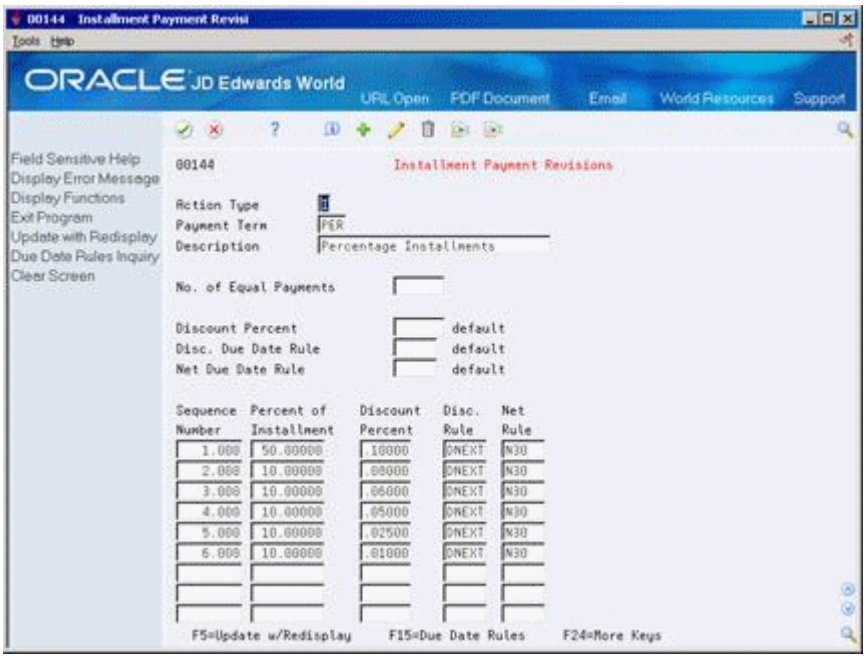
The following describes two examples of installment payment terms:

Term	Description
Equal payments with a discount due date	You might set up five equal payments. Each payment includes a ten percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.
Unequal payments with a discount due date	You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a five percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.

To set up installment payments

On Installment Payment Revisions

Figure 65–11 Installment Payment Revisions screen



1. Complete the following fields:
   - Payment Terms
   - Description (optional)
2. To set up equal installment payments with the same due date rules, complete the following fields in the header area:
   - Number of Equal Payments
   - Discount Percent
   - Discount Due Date Rule

- Net Due Date Rule

3. To set up unequal installment payments or to apply different due date rules, complete the following fields for each installment in the detail area:
   - Sequence Number
   - Percent of Installment
   - Discount Percent
   - Discount Due Date Rule
   - Net Due Date Rule

Field	Explanation
No. of Equal Payments	This field indicates the number of equal installments to be initially generated by the system. Using default values, the system uses this fast path method to create equal installments.
Discount Percent	The default value for the percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02. **Note:** This field is only available the first time that installments are entered for a payment term. It is the value which will initially be replicated for the generated installments.
Disc. Due Date Rule	The default value of the discount due date rule that the system uses when generating equal installments. **Note:** This field is only available for use when first generating new equal installments for a payment term.
Net Due Date Rule	The default value for the Net Due Date rule when generating equal installments. **Note:** This field is only available for use when first generating new equal installments for a payment term.
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.
Percent of Installment	The percentage of the invoice that is going to be split to generate one installment. The total of all installments must add up to 100.00 % of the invoice total amount. This is different than the split payment concept where the split is a fixed percent. Here you create installments using variable percentages. If the percent of the installment is 20%, you enter it as 20.
Discount Percent	The percent of the total invoice that will be discounted if the invoice is paid within the discount period. This is entered as a decimal, for example, a 2% discount is .02.

65.7.1 What You Should Know About

Topic	Description
Verifying installment payments	To verify that installment payments are attached to the appropriate payment term, locate the payment term on Advanced Payment Term Revisions and choose the Update function.

65.8 Working with Payment Terms for Multi-Tiered Discounts

You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days.

After you set up payment terms for multi-tiered discounts, you can assign the payment terms to the applicable vouchers or invoices. You run the multi-tiered batch update program to recalculate the discount available for your vouchers or invoices based on the number of days that have passed and the current tier.

For example, you might set up a multi-tiered payment term for which the first tier is 30 percent for 10 days and the second tier is 20 percent for 20 days. You assign the payment term to an invoice. When the invoice is 11 days old and you run the multi-tiered batch update program, the system replaces the discount amount at 30 percent with the discount amount at 20 percent. The discount due date becomes 20 days from the date of the invoice.

Working with payment terms for multi-tiered discounts consists of:

- Setting up a multi-tiered due date rule
- Updating the discount available for multi-tiered terms

65.8.1 Before You Begin

- Set up or choose a net due date rule for multi-tiered discounts. The net date rule cannot be multi-tiered.
- Set up a payment term code for multi-tiered discounts

65.8.2 Setting Up a Multi-Tiered Due Date Rule

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

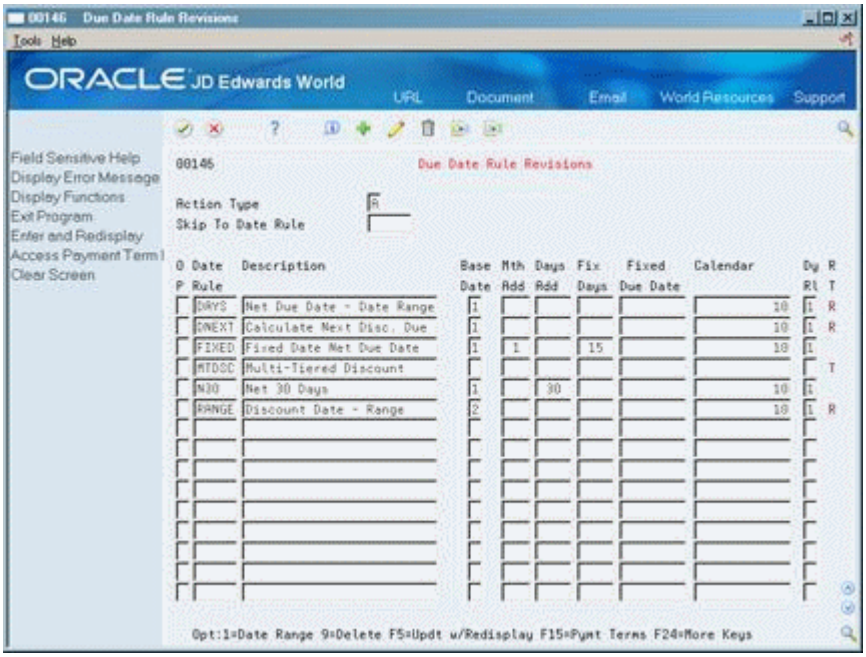
From Payment Terms Revisions (G00141), choose Due Date Rule Revisions

Set up multi-tiered due date rules for payment terms that allow multiple discount percentages.

To set up a multi-tiered due date rule

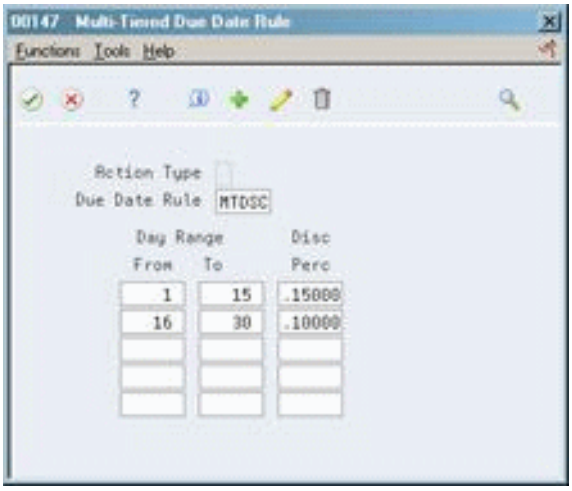
On Due Date Rule Revisions

Figure 65–12 Due Date Rule Revisions screen



1. Complete the following fields:
   - Date Rule
   - Description
2. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Months to Add
   - Days to Add
   - Fix Days to Use
3. To specify information about a work day calendar, complete the following fields:
   - Calendar
   - Work Day Rule
4. Choose the Add Multi-Tiered Information option.

Figure 65–13 Multi-Tiered Due Date Rule screen



5. On Multi-Tiered Due Date Rule, complete the following fields:
   - Day Range From
   - Day Range To
   - Discount Percent

Field	Explanation
From Day	Enter the from day value for the first tier. This must be equal to 1 as it is the first tier.
To Day	Enter the day value for the end day of the first tier. This must be greater than the from day value for this tier. There must be no overlaps and no gaps.
Discount % - Payment Terms	The percent of the total invoice that will be discounted if the invoice is paid within the discount period specified by the first tier. This is entered as a decimal, for example, a 2% discount is .02.

65.8.3 What You Should Know About

Topic	Description
Date ranges	Multi-tiered due date rules cannot include date ranges. You can set up a date rule with a range or a tier, but not both.

65.8.4 Updating the Discount Available for Multi-Tiered Terms

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Payment Terms Revisions

From Payment Terms Revisions (G00141), choose Update A/P Vouchers

To update the discount available for invoices and vouchers that you assign multi-tiered discount payment terms, you run the multi-tiered batch update programs. The update programs recalculate the discount available for your vouchers or invoices.

When you update the discount available for multi-tiered terms, the system verifies the date of the invoice or voucher to determine whether the document has crossed a tier defined in the date rules for the assigned payment term. If it has, the system recalculates the available discount based on the number of days that have passed and the current tier.

66

Overview of AAIs

This chapter contains these topics:

- Section 66.1, "About AAIs"
- Section 66.2, "What Are Default AAIs?"
- Section 66.3, "How Does the System Search for AAIs?"

66.1 About AAIs

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the JD Edwards World General Accounting system has AAIs.

The system uses a company/AAI item combination to determine which account to use. For example, AAIs tell the system to credit an A/P trade account when posting vouchers or to make a payment from a bank account when posting payments.

To allow for more flexibility, some AAI items have one of the following user defined suffixes:

- x suffix - The x suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AAI types for each company.
- y suffix - The y suffix indicates a G/L class code. Some AAIs have a suffix of yyyy to accommodate one- to four-character class codes. For example, the object account for notes payable (A/P class NOTE) can be different from the one for trade accounts payable (A/P class TRAD).
- z suffix - The z suffix indicates a payment term code for the discount AAI items RKD/RKL only.

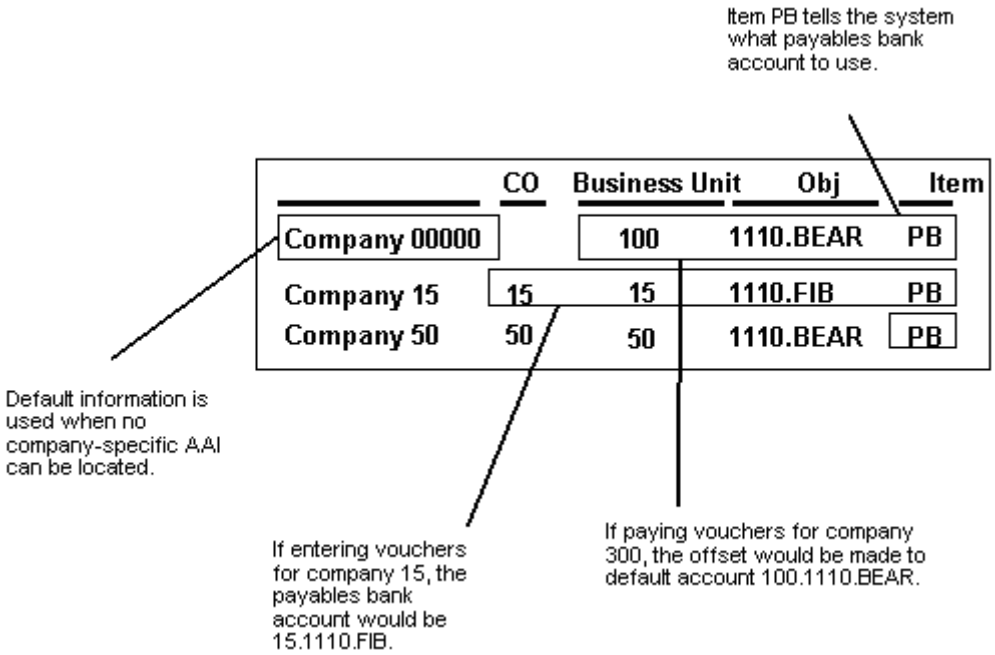
Information about AAI items is stored in the Automatic Accounting Instructions Master table (F0012).

66.2 What Are Default AAIs?

Your system includes AAIs that are already assigned to company 00000. You must customize these AAIs to fit your company, business unit, or object account setup.

You must assign a valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000. You do not need to set up an AAI for any company that uses the default AAI.

Figure 66–1 AAI Information Is Used in Many Areas



66.3 How Does the System Search for AAIs?

The following example uses company 00100 and A/P class code TRAD to show the sequence that the system uses to search for AAIs:

1. Search for company 00100, item PCTRAD.
2. If not found, search for company 00000, item PCTRAD.
3. If not found, search for company 00100, item PC____.
4. If not found, search for company 00000, item PC____.

If none of these AAI items are found, there is an error in the AAI setup.

67

Understand AAIs for A/P

This chapter contains these topics:

- Section 67.1, "About AAIs for A/P"
- Section 67.2, "What AAIs Are Available?"

67.1 About AAIs for A/P

AAI items for A/P always start with the letter P. For example, PC is the AAI item for payables class and PB is the AAI item for payables bank.

The name of an AAI item, such as PC, is hard coded. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

67.2 What AAIs Are Available?

The following is a brief description of the AAI items available in the Accounts Payable system. AAI items may have suffixes of yyyy, designating a G/L Offset, xxx, designating a transaction Currency Code, or zzz designating a payment term code (applicable to AAI item PKD only).

- Default Bank Account (PByyyy or PBxxx)
- Trade Accounts Payable (PCyyyy or PCxxx)
- Payable Discounts Available (PKDzzz)
- Payable Discounts Lost (PKLzzz)
- Preliminary Distribution for Voucher Logging (PPyyyy)
- Suspense A/P Trade Account (PQyyyy)
- Payables Tax (PTyyyy)
- Drafts Payable (PDx)
- AP/AR Netting (NC)
- Gain on Foreign Currency (PGxxx)
- Loss on Foreign Currency (PLxxx)
- Unrealized Gain on Foreign Currency (PVxxx)
- Unrealized Loss on Foreign Currency (PWxxx)
- Unrealized Gain/Loss Offset on Foreign Currency (PRyyyy or PRxxx)

- Alternate Currency Gain (PYxxx)
- Alternate Currency Loss (PZxxx)
- Alternate Currency Clearing Account (P7)

Note: Do not use code 9999 as it is reserved for the post program and indicates that offsets should not be created.

67.2.1 Payables Bank Accounts – PB

An AAI item for default bank account (PB) is required. These AAIs define the default bank accounts that the system assigns when paying a voucher if you do not enter a bank account number during voucher entry.

If some suppliers or invoices must be paid from a specific bank, you must set up a bank-specific PBxxx or PByyyy item. If currency processing is turned on, the item PBxxx will be looked at before item PByyyy.

67.2.1.1 Example

Gourmet and More must be paid from OMNI National Bank, which is not the default payables bank. Set up the G/L class code of OMNI in the supplier master record or on each voucher for Gourmet and More.

The following example illustrates how to set up a PB item:

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PByyyy)	OMNI bank-specific code		100	1110	OMNI	4.015

The following example uses company 00070 (a company that works with multiple currencies) to show the sequence that the system uses to search for different types of AAIs:

1. Search for company 00070, item PCUSD, where USD is the currency code.
2. If not found, search for company 00000, item PCUSD.
3. If not found, search for company 00070, item PCTRAD, where TRAD is the default G/L class from the supplier master information.
4. If not found, search for company 00000, item PCTRAD.
5. If not found, search for company 00070, item PC____.
6. If not found, search for company 00000, item PC____.

If none of these AAI items are found, the post program will generate an error that the AAI item is not set up.

67.2.2 Payables Class Accounts – PC

An AAI item for trade accounts payable (PC) is required. These AAIs act as a holding or clearing account until you pay the voucher. The payables class AAIs specify the default trade accounts that the system uses.

For the payables class, you may need to set up the following:

- Default AAI item for company 00000

- Company-specific AAI items
- Class codes PCyyyy for company 00000
- Company-specific class codes
- Company-specific currency codes PCxxx

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

67.2.2.1 Example

The following example illustrates how to set up PC items:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC (PC____)	Defaults Payables Class		100	4110		4.020
PC (PC____)	Company 200-specific Payables Class	200	200	4110		4.020
PCNOTE (PCyyyy)	Default Notes Payables Class Code		100	4110		4.020
PCNOTE (PCyyyy)	Company 200-specific Payables Class	200	200	4110		4.020
PCUSD (PCxxx)	Company-specific Currency Class	70	70	4110		4.020

67.2.3 Payable Discounts Available – PKD

An AAI item for payable discounts available (PKD) is required if you are taking discounts. This item defines the profit and loss accounts for discounts available. The system uses PKD for the automatic offsets that it creates when posting a payment.

Discounts taken are the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number.

Set up the default AAI item for company 00000 for all companies using the same discount taken account or a specific AAI per company with a different discount taken account.

You may also set up a discount taken AAI item specific to a payment term code, both company specific and/or for company 00000. This is similar to AAI items that use G/L offsets or currency codes in the hierarchy. For example, you may set up PKDzzz where zzz is equal to the payment term code. The system will look first for item PKD company specific, then PKDzzz company specific; if no items are found it does the same search for company 00000.

67.2.4 Payable Discounts Lost – PKL

An AAI item for payable discounts lost (PKL) is required if you are taking discounts. This item defines the profit and loss accounts for discounts lost. The system uses PKL for the automatic offsets that it creates when posting a payment.

Set up a default PKL account or a specific PKL account per company.

You may also set up a discount lost AAI item specific to a payment term code, both company specific and/or for company 00000. This is similar to AAI items that use G/L offsets or currency codes in the hierarchy. For example, you may set up PKLzzz where zzz is equal to the payment term code. The system will look first for item PKL company specific, then PKLzzz company specific; if no items are found it does the same search for company 00000.

67.2.5 AP Discount AAI's with Job Cost

When using the Job Cost module along with voucher that carry discounts, additional AAI set up may be needed. In the discount process, the software searches first for the Job Cost AAIs (PKJ, PKJL). The Job Cost discount AAIs direct the programs to post the discount to individual jobs, by using the Business Unit from the voucher. If there are no Job Cost AAIs set up, the system uses the PKD and PKL AAIs.

67.2.6 Preliminary Distribution for Voucher Logging – PP

An AAI item for preliminary distribution (PPyyyy) is required if you are using voucher logging. This item defines the preliminary expense suspense account that the system uses during voucher logging.

67.2.7 Suspense A/P Trade Account – PO

The AAI item for suspense A/P trade account (PQyyyy) is optional. This item defines the A/P trade account that the system uses during voucher logging.

You designate the use of the suspense trade account on Company Numbers and Names by accessing A/R-A/P with the F4 key:

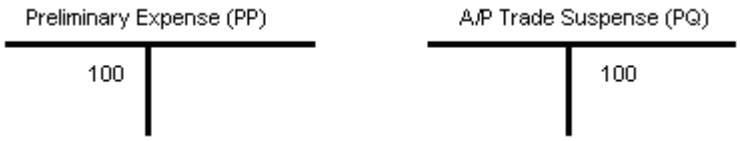
- If you enter 0 (zero), the system uses the A/P payables class (PC) AAI item to post the liability to a regular trade account.
- If you enter 1, the system uses the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

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

67.2.7.1 Example

You enter a voucher in the amount of 100 in Voucher Logging Entry. If the suspense flag is set to 1, the system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ.

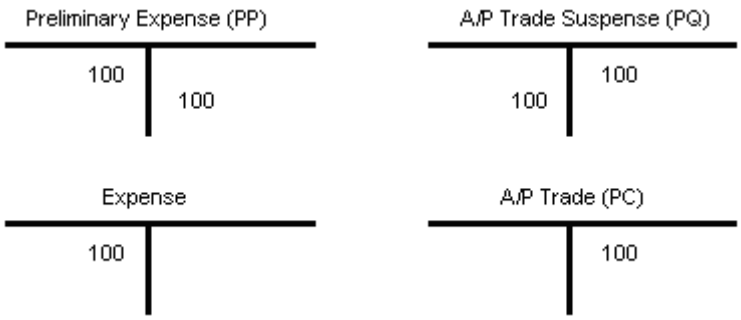
Figure 67–1 Voucher Logging Entry Notation with Suspense Flag Set to 1



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

- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)

Figure 67–2 Voucher JE Redistribution



67.2.8 Payables Tax – PT

The AAI item PT is used with A/P tax information. The system either uses PT or PTyyyy (where yyyy = value in G/L Offset entered in the tax rate area for a specific tax rate/area) depending on which tax explanation code is used. Tax explanation codes for Use tax use item PT. Tax explanation codes for VAT tax use item PTyyyy. Tax explanation code B (which is a combination of VAT and Use tax) use both PTyyyy and PT. In the tax rate area, the first line is used for VAT (which requires a G/L Offset) and the second line is used for Use (which ignores any G/L Offset).

See Also:

- *JD Edwards World Technical Foundation Guide*

67.2.9 Drafts Payable – PD

An AAI item for drafts payable (PDx - where x represents the payment instrument) is required if you are using drafts.

67.2.10 AP/AR Netting – NC

AAI item NC defines the suspense account used in AP/AR Netting.

67.2.11 Gain/Loss on Foreign Currency – PG/PL

An AAI item for realized gain (PGxxx) and realized loss (PLxxx) on foreign currency is required if you are using multiple currencies. These items:

- Defines the account the system uses to track foreign currency gains/losses
- Creates the gain/loss when you enter payments
- Are available by company and currency
- Represents the currency code using xxx (optional)

Set up default item PGxxx and PLxxx for company 00000 and/or specific AAI items PGxxx and PLxxx per company.

67.2.12 Unrealized Gain/Loss on Foreign Currency – PV/PW/PR

An AAI item for unrealized gain (PVxxx) and unrealized loss (PWxxx) on foreign currency is required if you are using multiple currencies.

- Unrealized Gain/Loss Offset on Foreign Currency

An AAI item for unrealized gain/loss offset on foreign currency (PRyyyy or PRxxx) is required if you are using multiple currencies.

The following applies to AAI items PVxxx and PWxxx:

- Create reversing entries for unrealized gains or losses on open items due to changes in the exchange rates since the original entry was made
- Determine the offset account to use when creating unrealized gains/losses.
- To create a reversing (offsetting) journal entry, AAI item PR is used.

Set up default AAI items for company 00000 or specific AAIs for a company

67.2.13 Gain/Loss on Alternate Currency – PY/PZ/P7

An AAI item for realized gain/loss for payments in an alternate currency is required (PYyyyy, or PYxxx and PZyyyy, or PZxxx, respectively). AAI item PZ defines the clearing account for differences in the foreign ledger.

See Also:

- Setting Up AAIs for Multi-Currency in the*JD Edwards World Multi-Currency Guide*

68

Work with AAIs

This chapter contains this topic:

- Section 68.1, "Working with AAIs"

68.1 Working with AAIs

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Accounting Instructions

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Working with AAIs consists of:

- Reviewing AAIs
- Revising AAIs
- Setting up AAIs

68.1.1 Before You Begin

- Set up your chart of accounts. See Creating Your Chart of Accounts (P0901) in the *JD Edwards World General Accounting I Guide*.
- Set up your chart of accounts. See Creating Your Chart of Accounts in the *JD Edwards World General Accounting I Guide*

68.1.2 What You Should Know About

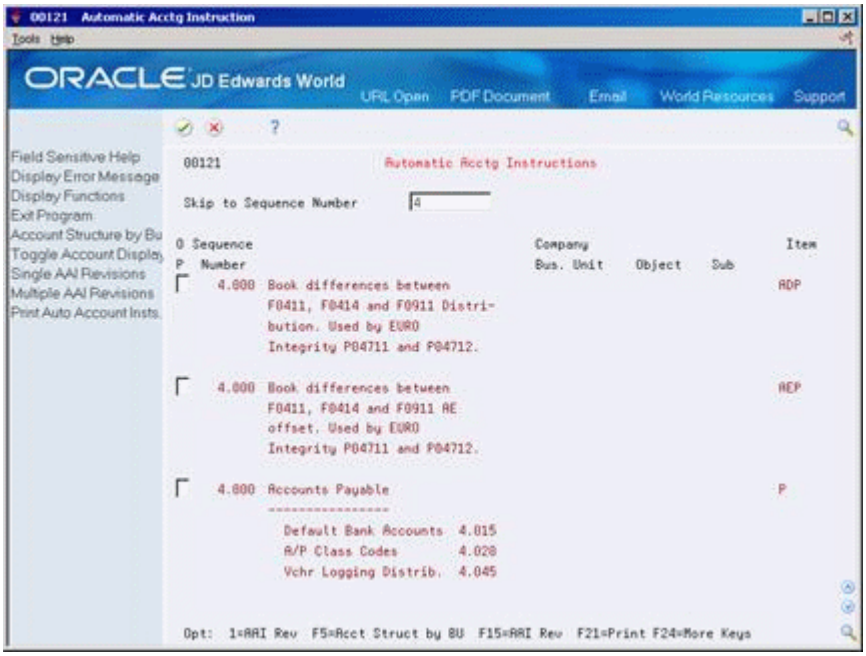
Topic	Description
Item numbers	You must use a valid item number when setting up AAIs. See the *JD Edwards World Technical Foundation Guide*for information about adding item numbers.

To review AAIs

Before you add or revise AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exists.

On Automatic Accounting Instructions

Figure 68–1 Automatic Accounting Instructions screen



1. Complete the following optional field:
   - Skip to Sequence Number
2. Locate the appropriate AAI item.

Field	Explanation
Skip to Sequence Number	A field that controls the sequencing of information on the form.

68.1.3 What You Should Know About

Topic	Description
Sequence numbers	This Skip to Sequence Number field lets you begin the display of AAIs with a specific sequence number. AAIs for the Accounts Payable system have sequence numbers that start with 4. You can use this field to advance to account ranges associated with this sequence number.

To revise AAIs

Depending on your needs, you can revise AAIs on either of the following forms:

- Single AAI Revisions, if you want to revise one AAI
- Multiple AAI Revision, if you want to revise more than one AAI

On Automatic Accounting Instructions

1. Do one of the following:
   - Choose the AAI Revision option to access Single AAI Revisions
   - Choose Multiple AAI Revisions

Figure 68–2 Single AAI Revisions screen

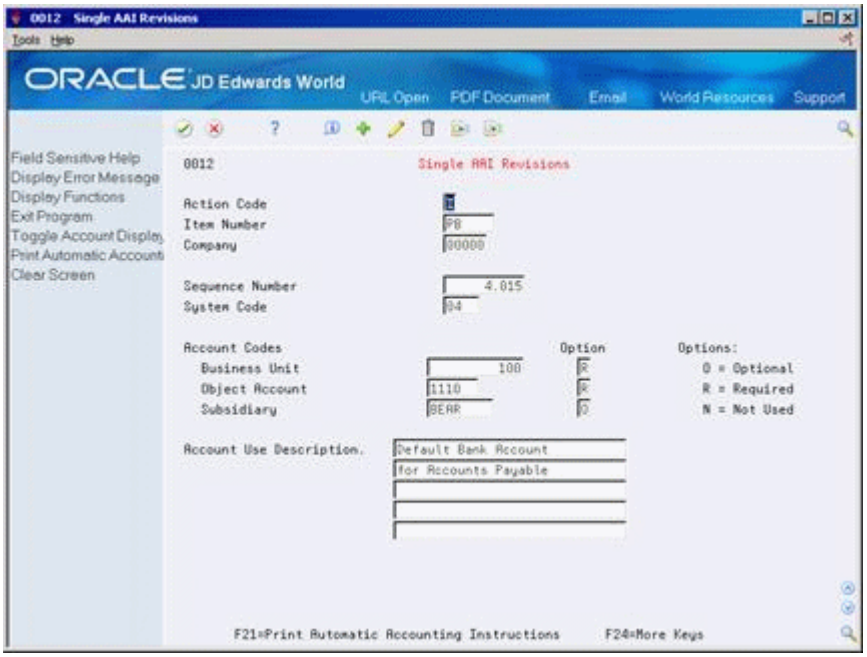
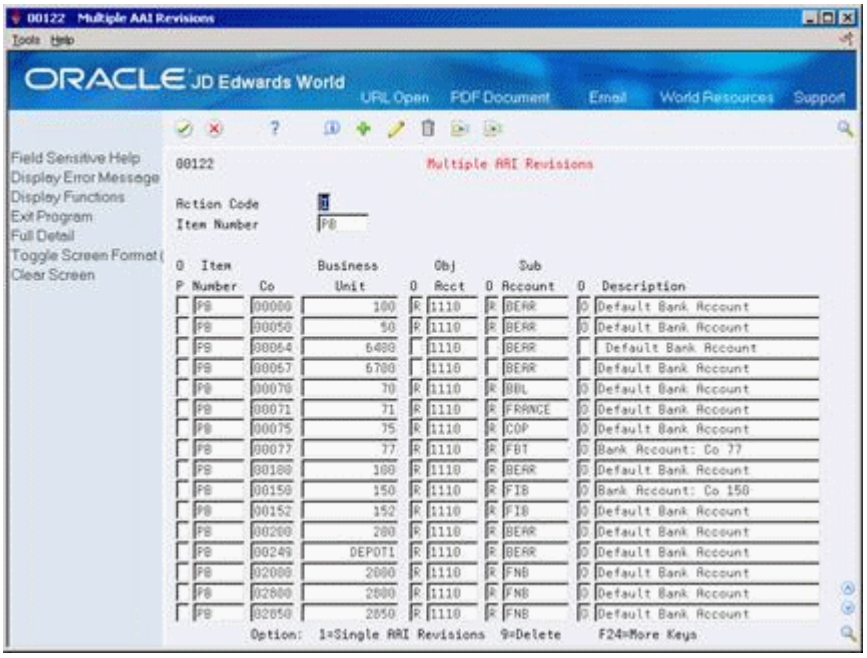


Figure 68–3 Multiple AAI Revisions screen



2. Change any of the following fields:
   - Business Unit
   - Object Account
   - Subsidiary
3. Do not change the following fields:
   - Item Number

- Option

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. **Note:** The system uses this value for Journal Entries if a value is not entered in the AAI table. *Form-specific information* Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use a business unit number associated with the company number for the transaction.
Object Account	The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, JD Edwards World recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. *Form-specific information* This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.

Field	Explanation
Option	A code that specifies whether the object account is required for this AAI. Codes are: O – Optional R – Required N – Not used *Form-specific information* Do not change this field.

To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
   - Item Number
   - Company
   - Business Unit
   - Object Account
   - Subsidiary (optional)
   - Description (optional)
2. Use the Add action.

68.1.4 What You Should Know About

Topic	Description
Optional fields	The subsidiary and description fields are optional for all A/P AAIs. Business Unit is optional for discounts available (PKD) and discounts lost (PKL). Object Account is optional for voucher logging expense (PP).

69

Understand User Defined Codes for A/P

This chapter contains these topics:

- Section 69.1, "About User Defined Codes for A/P"
- Section 69.2, "Which User Defined Codes Are Available?"

69.1 About User Defined Codes for A/P

You need to set up and customize user defined codes for your business needs. Many fields in the Accounts Payable system accept only user defined codes. For example, when you enter a supplier's invoice, you must enter a user defined code to specify a voucher's payment status. The system does not accept a payment status that is not in the user defined list of valid payment statuses.

Each user defined code in the Accounts Payable system is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs, and you can set up additional codes that are soft-coded. You cannot customize a hard-coded user defined code.

A type of user defined code is identified by the system code and the user defined code list. For example, 00/DV represents system 00 and user defined code list DV.

69.2 Which User Defined Codes Are Available?

The user defined codes in the Accounts Payable system are:

- Document type codes
- Payment status codes
- Payment instrument codes
- Tax calculation codes
- Aging Vocabulary Codes
- Special handling codes

Information about user defined codes is stored in the User Defined Codes table (F0005).

69.2.1 Document Type Codes

When you enter a transaction, such as a voucher or a draft, you must specify the document type.

The document type code, document number and company, and G/L date are the link between the Accounts Payable system and the General Accounting system.

The system maintains two groups of document type codes:

- Voucher document type codes
- Matching document type codes

69.2.1.1 Voucher Document Type Codes

Voucher document types (00/DV) are also known as original documents. Original documents can exist by themselves. You must attach (or match) a matching document to an original document. All original documents are hard-coded.

Set up a code for each type of original document that you use when you enter vouchers.

Voucher Type	Description
PV (voucher)	The system creates this voucher when you enter a supplier's invoice during voucher entry. You can associate this document type with matching document types PE, PK, PN, PT, and PO.
PR (recurring voucher)	The system creates this voucher for a specific number of payments.
PM (manual voucher)	The system creates this voucher when it creates the corresponding payment.
PD (debit memo)	The system creates this voucher when you enter a supplier's credit.
PL (voucher logging)	The system creates this voucher when you enter a supplier's invoice using a suspense account.
P1 (draft)	The system creates this draft voucher when you use draft processing. This replaces the original (underlying) voucher.
NO (AP netting)	The original document created to offset an open receivable.

69.2.1.2 Matching Document Type Codes

Matching Document Types (00/DT) represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding original document. For example, a manual payment is a matching document that must have a corresponding voucher as the original document. All matching documents are hard-coded.

The system provides the following codes for the matching documents that you use when you enter vouchers.

Document Type	Description
PE (change the voucher amount)	The system creates an audit trail record by changing the amount of a posted voucher or voiding the voucher.
PK (automatic payment)	The system creates an offsetting payment, using the automatic payment process.
PN (manual payment)	The system creates an offsetting payment during manual payment entry.
PT (electronic funds transfer)	The system creates an offsetting payment, using the electronic payment process.

Document Type	Description
P1 (draft)	The system creates an offsetting payment, using draft processing.
PO (void payment)	The system creates a negative amount voucher and an audit trail record when voiding a payment.
NM (AP netting)	The matching document created when offsetting open payables.

69.2.2 Payment Status Codes

Payment status codes (00/PS) indicate if a voucher is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. Payment status codes are hard-coded.

The system provides the following payment status codes:

Payment Status Code	Description
A (hard-coded)	Approved for payment.
D (hard-coded)	Draft accepted.
E (hard-coded)	Draft expired.
H (soft-coded)	Held/pending approval. You can set up additional codes for each type of hold status for vouchers.
P (hard-coded)	Paid in full.
R (hard-coded)	Retainage.
% (hard-coded)	Withholding tax applies.
# (hard-coded)	Payment in-process. The system marks any vouchers you select during pre-payment processing with # (pound sign). This prevents any changes to the voucher until payment processing is complete.

69.2.3 Payment Instrument Codes

Payment instrument codes (00/PY) indicate various methods of payment, such as draft, check, and electronic funds transfer. You assign a payment instrument code to each voucher. Set up a code for each type of payment instrument that you use.

Payment Instrument Code	Description
B (soft-coded)	BACS (UK EFT processing)
C (soft-coded)	Check (8.75 inches)
D (soft-coded)	Draft
N (soft-coded)	Note
T (hard-coded)	Electronic funds transfer (EFT - CTX format)
V (hard-coded)	Electronic funds transfer (EFT - PPD format)
W (soft-coded)	Check (8.5 inches)
X (hard-coded)	Electronic data interchange (EDI) check
Y (hard-coded)	EDI wire
Z (hard-coded)	EDI

69.2.4 Tax Calculation Codes

You assign codes (00/EX) for various methods of calculating taxes, such as sales tax and VAT. You then use AAIs to direct each code to a different account. The first letter of the code is hard-coded. You cannot change it. Set up a code for each type of tax calculation method that you use.

Calculation Code	Description
B	VAT + use tax
C	VAT + sales tax
S	Sales tax
U	Use (self-assessed) tax
V	VAT

See Also:

- Section 67.1, "About AAIs for A/P"
- Tax Explanation Codes for A/P (P00051) in the *JD Edwards World Tax Reference Guide*

69.2.5 Aging Vocabulary Codes

You can assign codes to specify the terminology on your A/P aging reports. Examples are:

Special Handling Code	Description
1	Over
2	Previous
3	Future
4	Current

69.2.6 Special Handling Codes

You assign codes (00/HC) for various types of special handling instructions, such as remittance attachment. Special handling codes are soft-coded. Set up a code for each type of special handling instructions that you use.

Special Handling Code	Description
1	Remittance attachment
2	Application form attachment
3	Return payment to tax department

70

Set Up User-Defined Codes

This chapter contains this topic:

- Section 70.1, "Setting Up User-defined Codes"

To access a user-defined code, enter UDC on the command line of any menu. On General User-defined Codes, enter the system code, such as 00, and the user-defined code list, such as DV for voucher document types. Alternatively you can access User-defined Codes from menu G00.

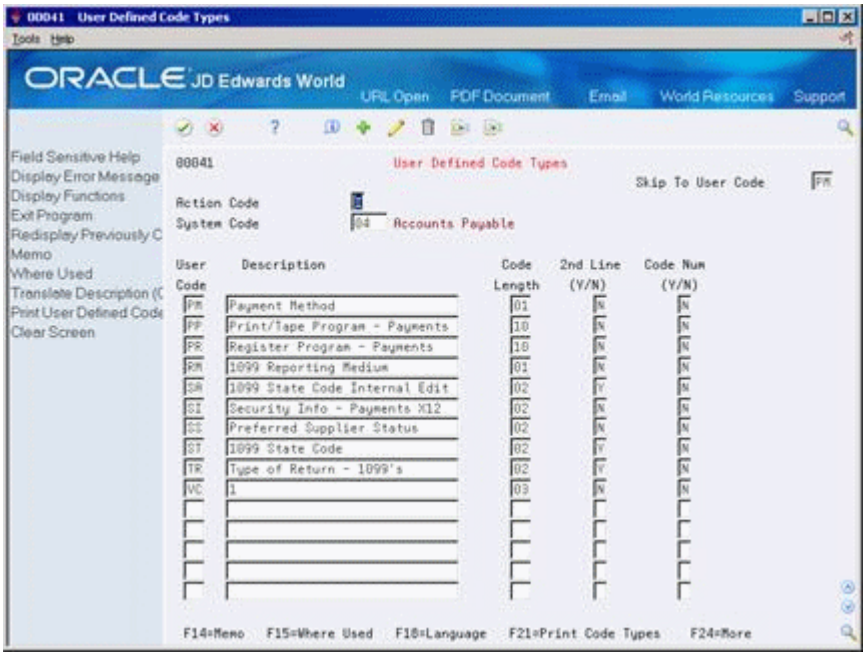
70.1 Setting Up User-defined Codes

Because the Accounts Payable system already has some user-defined codes in place, you need to verify that they are appropriate for your business needs. You can set up additional user-defined codes as needed.

To set up a user-defined code

On the appropriate user-defined codes form

Figure 70–1 User Defined Code Types screen



1. Complete the following fields:

- Character Code
- Description
- Description-2 (optional)

2. Use the Add action.

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user-defined code table. The number of characters permitted for a code appears in the column title.
Description	A user-defined name or remark that describes a field.

70.1.1 What You Should Know About

Topic	Description
User-defined code forms	Depending on the user-defined code, the following applies: ■ The Code field accepts 1, 2, 3, or 10 characters ■ The Description 02 field might not appear
Deleting a user-defined code	To delete a user-defined code, remove the information in the Character Code and Description fields. The Delete action deletes the entire list.
Printing a list of user-defined codes	Choose User-defined Codes List from the Accounts Payable Setup menu (G0441) and run the appropriate DREAM Writer version.

71

Set Up Category Codes for Vouchers

This chapter contains this topic:

- Section 71.1, "Setting Up Category Codes for Vouchers"

71.1 Setting Up Category Codes for Vouchers

Your company might want the flexibility to track detailed information about a voucher transaction, and not be limited to tracking information by supplier only. For example, if a division of your company purchases a wide variety of products from suppliers, you might want to classify each transaction by the specific product you purchased. In this example, if you purchase materials to manufacture, you could classify the transactions by grains, processing chemicals, and product packaging.

By classifying your voucher transactions, you can print reports such as A/P aging and open balances reports showing activity by product. You can also avoid using or creating G/L distribution accounts for each type of product that you purchase.

To classify your voucher transactions, you must set up voucher category codes. You can use ten of the 30 address book category codes for this purpose. However, before you can classify your transactions using voucher category codes, you need to ensure that you have completed the following tasks:

- Setting up a voucher category code
- Assigning a voucher category code to a data dictionary item

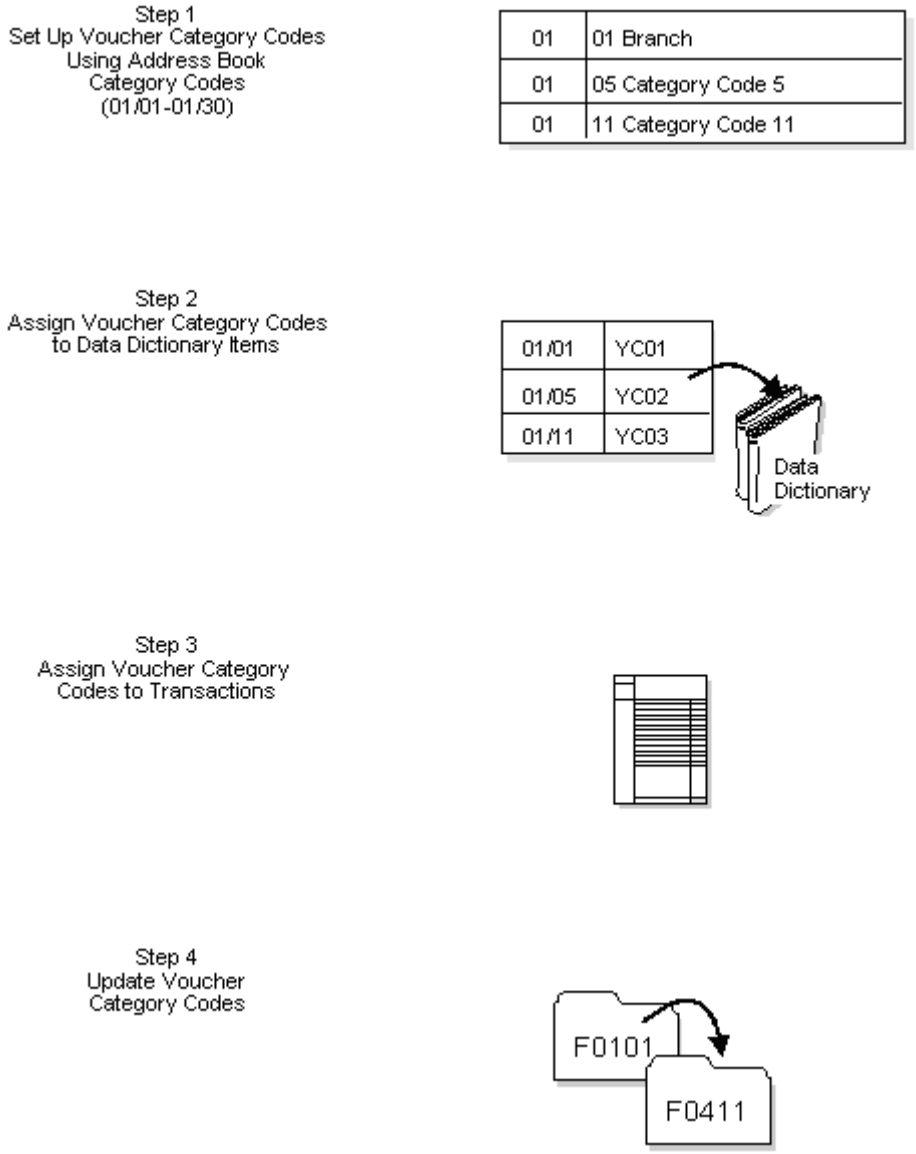
See Also:

- Section 8.1, "Entering Standard Vouchers" for information about assigning voucher category codes to transactions
- Update Category Codes in *JD Edwards World Address Book and Electronic Mail Guide*for information about updating voucher category codes that you have changed

71.1.1 Process Flow for Using Voucher Category Codes

The following graphic illustrates the steps involved in setting up and working with voucher category codes. The Address Book category codes are stored in the Address Book Master (F0101), fields AC01-AC30. The values for each category codes are set up in User Defined Codes (UDC) table 01/01– 01/30.

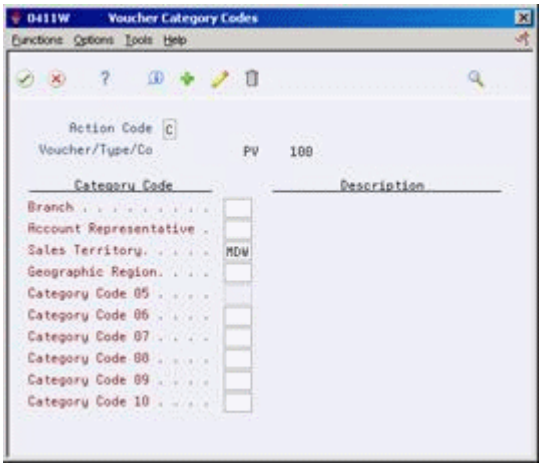
Figure 71–1 Process Flow for Using Voucher Category Codes



71.1.2 Example: Voucher Category Codes Screen

After you are set up to use voucher category codes, you can assign, change, or review a category code for a transaction from the Voucher Category Codes screen. The voucher entry programs that use voucher category codes are Speed, Standard, Logged, Recurring, and Prepaid vouchers.

Figure 71–2 Voucher Category Codes screen



71.1.3 Before You Begin

- Set the Format Control processing option for each voucher entry program for which you want to classify and review voucher category codes when adding or changing voucher information.

To set up a voucher category code

Navigation

From Address Book (G01), enter 29

From Address Book Setup (G0141), choose Address Book Category Codes

From Address Book Category Codes (G01411), choose a category code

You can use up to ten address book category codes (user defined codes 01/01-30) to classify voucher transactions. You do not have to set up consecutive codes. For example, you could set up category codes 02, 04, 09, 11, 22, and so on, for your voucher category codes.

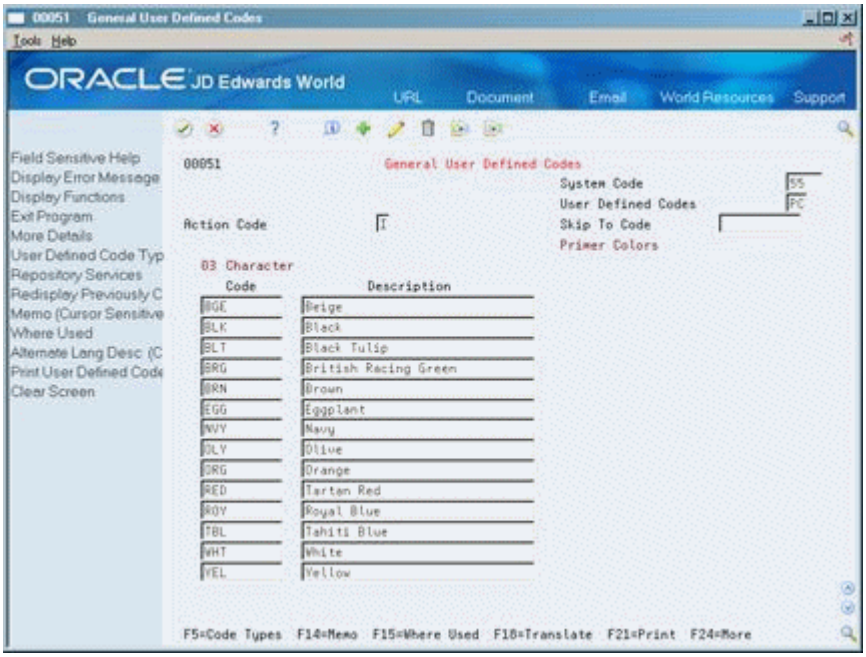
An alternative to setting up voucher category codes is to use existing user defined codes. If you choose to do this, give careful thought about which ones have values that are appropriate to use as voucher category codes. Then do the following:

- Identify which existing user defined codes you want to use
- Assign the codes to the appropriate data dictionary items

For example, you might choose to use codes that exist for system 55 as your voucher category codes. These user defined codes are set up by businesses that customize codes specifically for their business needs and are protected from future use by JD Edwards World software.

On General User Defined Codes

Figure 71–3 General User Defined Codes screen



Follow the steps for setting up category codes.

See Setting Up Category Codes for Address Book in the *JD Edwards World Address Book and Electronic Mail Guide*

To assign a voucher category code to a data dictionary item

Navigation

From Advanced and Technical Operations (G9), choose Run Time Setup

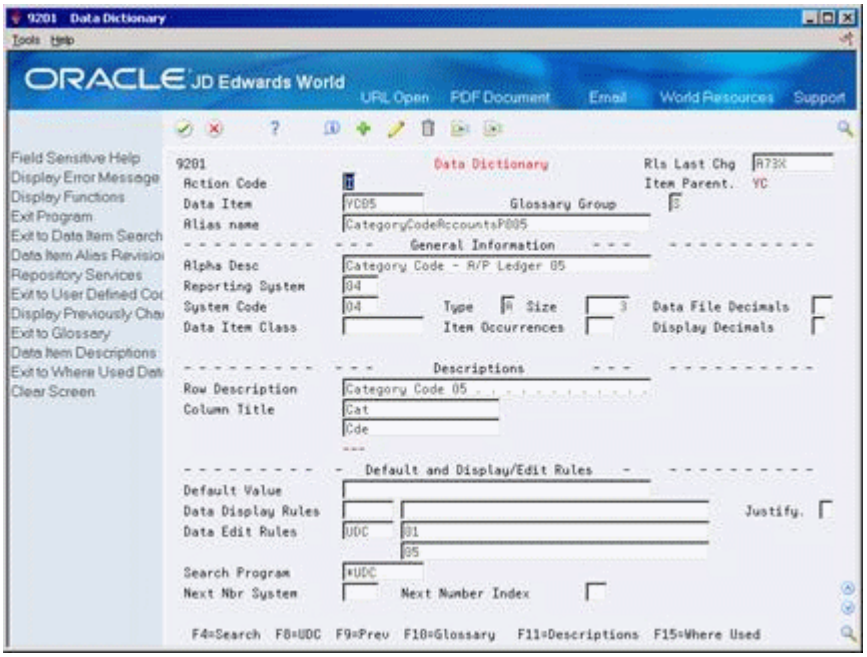
From Run Time Setup (G90), choose Data Dictionary Alternatively, enter DD on a command line

After you set up voucher category codes, you must create the link from the codes, which are stored in the Address Book Master table (F0101), to the Accounts Payable Ledger table (F0411). You do this by assigning voucher category codes to data dictionary items.

The data dictionary items YC01-YC10 provide a link to each of the ten category codes that you use specifically for voucher transactions. To create the link, you specify the user defined code table in the data item so that the system accesses the appropriate category code for your vouchers.

On Data Dictionary

Figure 71–4 Data Dictionary screen



1. Locate the data dictionary item (YC01 - YC10).
2. Use the Change action.
3. In the three fields for Data Edit Rules, do the following:
   - Enter UDC in the first field
   - Enter 01 (system code) in the second field
   - Enter the user defined code (that is, the number of a voucher-specific category code) in the field below the second field
4. To save the changes, press Enter or click OK.

71.1.4 What You Should Know About

Topic	Description
Alternatives	In addition to assigning a voucher category code, you can use other user defined codes for voucher transactions and then assign the codes to the data dictionary items (YC01-YC10). If you choose this alternative, you must enter the code when you create the voucher.
Unused data dictionary items for voucher category codes	If you do not use a YC01-YC10 data dictionary item, leave the Data Edit Rules fields blank.

72

Set Up Next Numbers

This chapter contains this topic:

- Section 72.1, "Setting Up Next Numbers"

72.1 Setting Up Next Numbers

Navigation

From Master Directory (G), enter 29

From General Systems (G00), choose Next Numbers

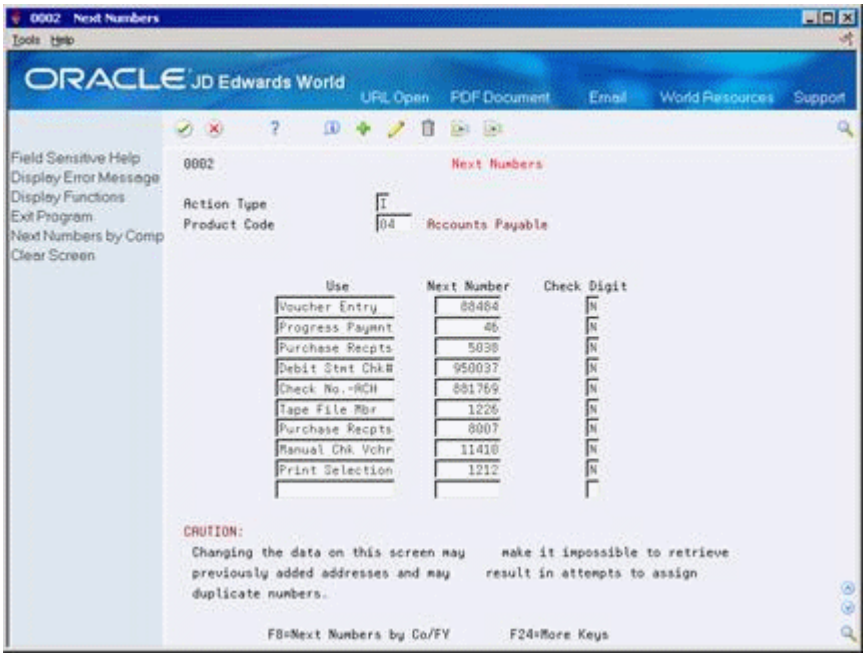
When you enter a document, such as a voucher, you can assign a document number or you can let the system assign it using next numbers. The next numbers program assigns numbers to accounts, journal entries, and other documents using either or both of the following:

- Standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year

Figure 72–1 Next Numbers screen



72.1.1 What You Should Know About

Topic	Description
Changing next numbers	Do not change the next numbers after you start using the JD Edwards World systems. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.
Changing the sequence of next numbers	Do not change the sequence of the next numbers on the form. Each next number must remain on its current line because programs use a specific line. For example, in the General Accounting system, the next number for journal entries must be on the second line.

See Also:

- *JD Edwards World Technical Foundation Guide* for a complete explanation of next numbers.

To review standard next numbers

You can review the next numbers that the system will assign to vouchers and other documents.

On Next Numbers

1. Complete the following field:
   - System Code
2. Review the following field:
   - Next Number

Field	Explanation
System Code	A user defined code (98,/SY) that identifies a JD Edwards World system.
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

To activate check digits for standard next numbers

You can have the system assign check digits for any set of standard next numbers. Check digits prevent transposition errors on next numbers, such as supplier master numbers. Do not use check digits for general accounting next numbers.

On Next Numbers

1. Complete the following field:
   - System Code
2. For each set of next numbers, complete the following field:
   - Check Digit
3. Use the Change action.

Field	Explanation
Check Digit	A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated. Valid codes are: Y – Yes, add a check digit to this next number N – No, do not add a check digit Use this field only for address book numbers.

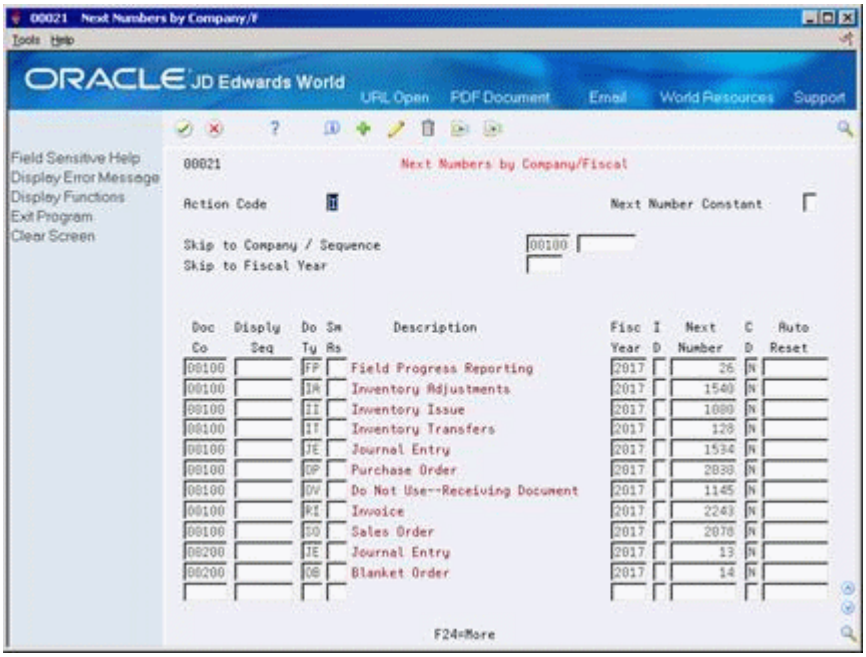
To assign next numbers by company and fiscal year

You can have the system assign a unique set of next numbers to vouchers and other documents for a specific company and fiscal year.

On Next Numbers

1. Choose Next Numbers by Company/Fiscal.

Figure 72–2 Next Numbers by Company/Fiscal screen



2. On Next Numbers by Company/Fiscal, complete the following field:
   - Next Number Constant
3. Complete the following optional fields:
   - Fiscal Year
   - Document Company
   - Same-As Document Type
   - Imbed Digits
   - Check Digit
   - Auto-Reset Next Numbers

Field	Explanation
Next Number Constant	A code that specifies which processing option to implement for next numbers. Valid codes are: 0 – Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup. 1 – Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1. 2 – Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used. If you leave this field blank, the system uses 0. This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).

Field	Explanation
Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 2017 and ending September 30, 2018 is fiscal year 2017.
Document Company	A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Same As Document Type	If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses. For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.
Imbed Digits	The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are: 1 – Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 70012345, represents the 7 from 2017 and 0012345 is the next number. 2 – Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 17012345, represents the 17 from 2017 and 012345 is the next number.
Auto Reset	The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.

Part XIII

Automatic Payment Setup

This part contains these chapters:

- Chapter 73, "Overview to Automatic Payment Setup"
- Chapter 74, "Set Up Bank Account Information for A/P"
- Chapter 75, "Set Up Print Sequence for Payments"
- Chapter 76, "Set Up Payment Instruments"
- Chapter 77, "Set Up Business Unit Information"
- Chapter 78, "Set Up Company Information"
- Chapter 79, "Set Up Bank Account Cross Reference"

73

Overview to Automatic Payment Setup

This chapter contains these topics:

- Section 73.1, "Objectives"
- Section 73.2, "About Automatic Payment Setup"

73.1 Objectives

- To set up automatic payment processing

73.2 About Automatic Payment Setup

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Setting up automatic payment processing consists of the following required tasks:

- Setting up bank account information for A/P
- Setting up print sequence for payments
- Setting up payment instruments
- Processing options for payment instruments

Setting up automatic payment processing consists of the following optional tasks:

- Setting up business unit information, if you produce payments by business units
- Setting up company information, if you produce payments by company or if you want to print company information on your payments
- Setting up bank account information for A/P, if you use bank tapes to transmit payments
- Setting up draft processing for A/P, if you use draft payment instruments

74

Set Up Bank Account Information for A/P

This chapter contains this topic:

- Section 74.1, "Setting Up Bank Account Information for A/P"

74.1 Setting Up Bank Account Information for A/P

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

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

You must set up information for each bank account from which you make payments. Bank account information is required in both the Accounts Payable and Accounts Receivable systems, for making payments and entering receipts, respectively.

When you transmit electronic payments, you must set up your internal bank account information.

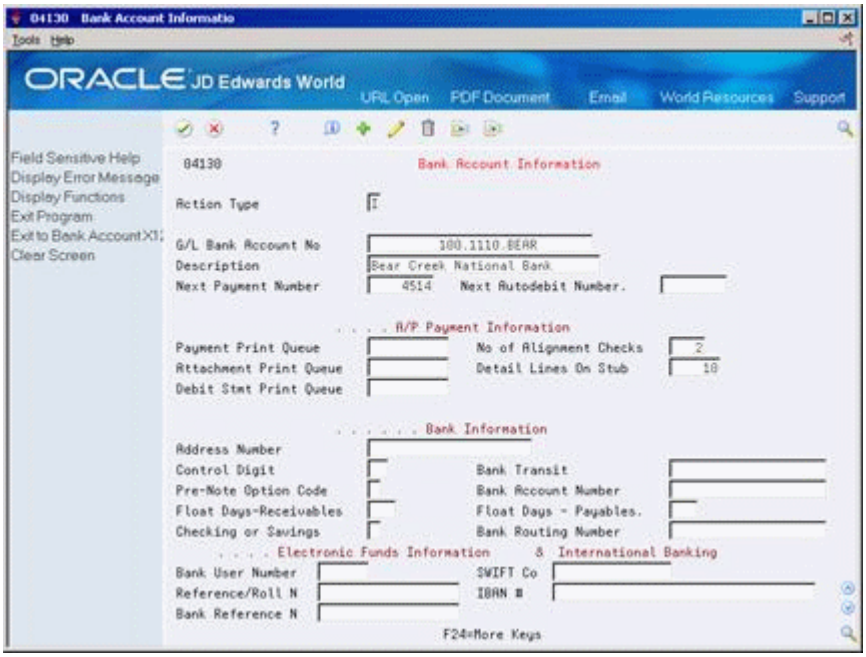
74.1.1 Before You Begin

- Set up the G/L account for each bank account

To set up bank account information for payments

On Bank Account Information

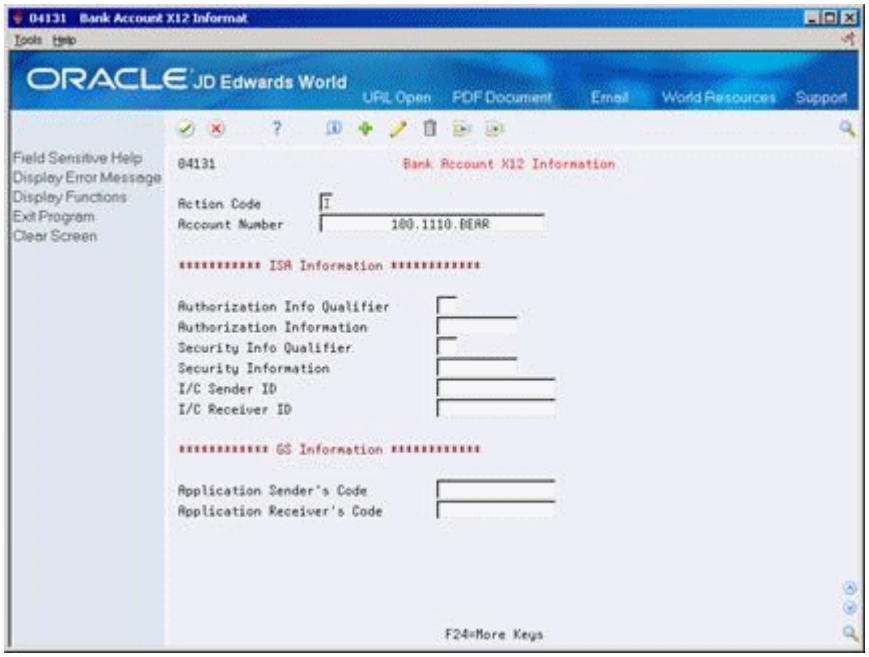
Figure 74–1 Bank Account Information screen



1. Complete the following fields:
   - G/L Bank Account Number
   - Description
2. Complete the following optional fields:
   - Next Payment Number
   - Next Auto Debit Number
   - Payment Print Queue
   - Attachment Print Queue
   - Debit Statement Print Queue
   - Number of Alignment Checks
   - Detail Lines on Stub
   - Address Number
   - Control Digit
   - Bank Transit
   - Pre-Note Option Code
   - Bank Account Number
   - Float Days - Receivables
   - Float Days - Payables
   - Checking or Savings
   - Bank Routing Number
   - SWIFT Code
   - IBAN

3. If you use drafts or BACS, complete the following fields:
   - Bank User Number
   - Reference/Roll Number
   - Bank Reference Name
4. To enter account information for CTX bank tapes, choose the Bank Account X12 Information function.

Figure 74–2 Bank Account X12 Information screen



5. Complete the following fields:
   - Authorization Information Qualifier
   - Authorization Information
   - Security Information Qualifier
   - Security Information
   - I/C Sender ID
   - I/C Receiver ID
   - Application Sender's Code
   - Application Receiver's Code
6. On Bank Account Information, use the Add action.

Field	Explanation
Next Payment Number	The system updates the next available payment number during automatic payment print processing.

Field	Explanation
Payment Print Queue	This is the print output queue for A/P payments. *Form-specific information* You can define three print queue fields on this form: ■ Payment Print Queue ■ Attachment Print Queue ■ Debit Statement Print Queue If you leave a print queue blank, the system uses the print queue specified by your user profile.
No of Alignment Checks	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines On Stub	Detail Lines per A/P Payment Stub (SDTL) field controls the number of detail lines that appear on an A/P payment stub. The JD Edwards World hardcopy payment formats are written and formatted to a specific form size. For example, the payment formats, such as S04572 and S04572C allow a maximum of 10 detail lines per stub. Although the Detail Lines on Stub field accepts any two digit numeric value, you must create a custom check format program to utilize this feature.
Control Digit	This is an optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
Bank Transit	The routing and transit number for a particular bank account.
Pre-Note Option Code	The code used to override the Pre-Note processing for electronic funds transfers. Valid values are: blank Use the Pre-Note code assigned to the supplier. 1 – Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.
Bank Account Number	The bank account number for a company,customer, or supplier.
Float Days - Payables	Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date. The value date is calculated by adding the float days to the payment date.
Checking or Savings	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments. Valid values: blank – checking account 0 – checking account 1 – savings account
Bank Routing Number	The Bank Routing Fraction Number in an identifier that typically appears in the upper right-hand corner of the check. It is usually in the format 9999- 9999/9999 and identifies the bank and bank branch. Similar to the Transit Number.

Field	Explanation
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
Bank User Number	The number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user.
Reference/Roll Number	The recipient's reference number. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.
Bank Reference Name	The name of the account associated with the user number (within the particular bank system).
Authorization Info Qualifier	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.
Security Info Qualifier	Code to identify the type of information in the Security Information. X12 standards for payments.
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
I/C Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
I/C Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Application Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Application Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

74.1.2 What You Should Know About

Topic	Description
Preventing fields from appearing on the form	You can prevent electronic funds and bank system field information from appearing on the form by setting processing options.
Time Stamp on F0030	All programs that update the Bank Account Information File (F0030) will update the time stamp in that file.
Changing the Address Number	To change the Bank Address Number, choose Exit to Bank Account Addresses (F8) to access the Bank Account Addresses program (P00302).

Topic	Description
BACS and IAT Payments	If you process payments using BACS or IAT, see Chapter 34, "BACS and IAT Payment Processing" for more information.

74.1.3 Processing Options

See Section 110.1, "Bank Account Information (P04130)"

75

Set Up Print Sequence for Payments

This chapter contains this topic:

- Section 75.1, "Setting Up Print Sequence for Payments"

75.1 Setting Up Print Sequence for Payments

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Sequence Review

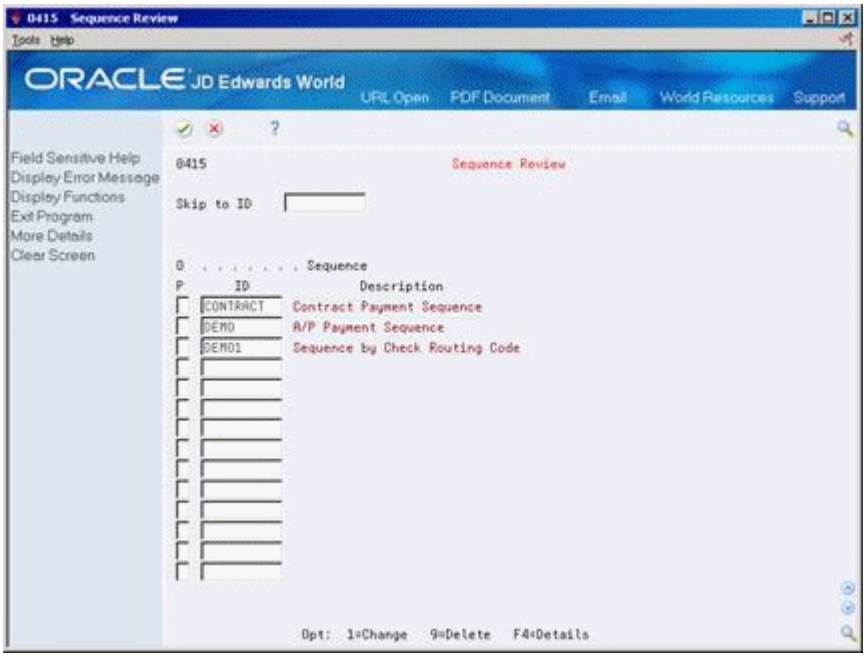
You must set up the order in which you want payments to print within a payment group. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first.

The system uses the sequence ID that you set up to establish the printing order when you create payment groups. A sequence ID contains up to six data items from the fields in the A/P payments worktable.

To set up a print sequence for payments

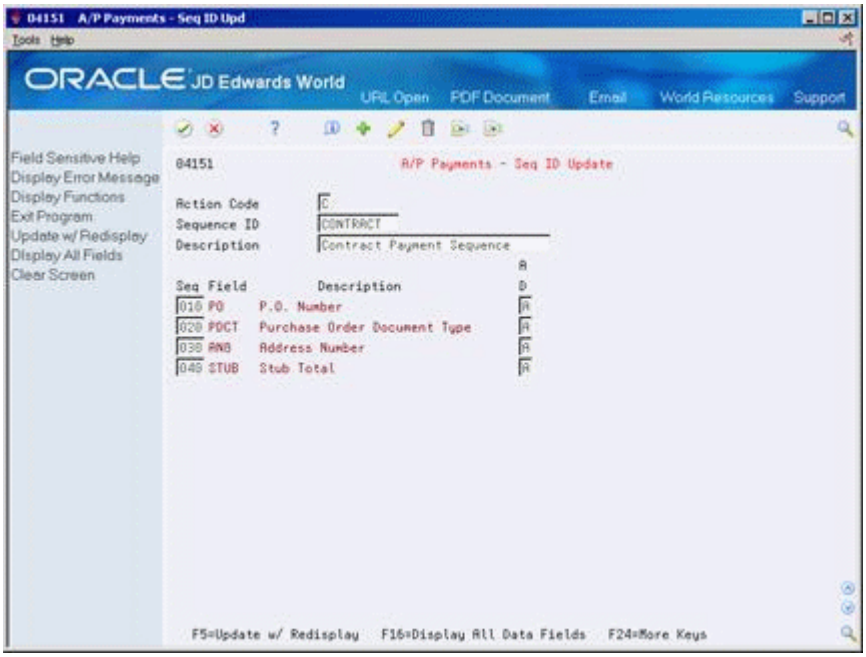
On Sequence Review

Figure 75–1 Sequence Review screen



1. Complete the following field:
   - Sequence ID
2. Choose Change (option 1) for a sequence ID to access A/P Payments - Sequence ID Update for an existing sequence. To create a new sequence, choose the Change option for a blank line.

Figure 75–2 A/P Payments - Sequence ID Update screen



3. On A/P Payments - Sequence ID Update, update the order in which the fields are sequenced and/or the ascending/descending sort. To enter a new sequence, choose the Display All Data Fields function. Complete the following fields:
   - Sequence ID
   - Description
   - Sequence - select your fields and define the sequence order
   - Ascending/Descending

Field	Explanation
Sequence ID	The sequence ID used during A/P payment processing to determine in which order the payments should be processed.
Sequence (A/D)	A code that determines the sorting sequence. The following codes are allowed: A – Ascending D – Descending Ascending is the default sorting sequence.

75.1.1 What You Should Know About

Topic	Description
Using the payment handling code	If you add Payment Handling Code (CRC) as the first field to sequence, you can use the Payment Handling field on Standard Voucher Entry to assign a voucher a user defined code (00/HC) that is meaningful to your organization.
Creating payment groups	When you create payment groups, you can enter a sequence ID in the processing option under Print Control. You can either set up different versions for each sequence review or change the processing option each time you create a payment group.

76

Set Up Payment Instruments

This chapter contains these topics:

- Section 76.1, "Setting Up Payment Instruments"
- Section 76.2, "Verifying and Assigning Programs to a Payment Instrument"
- Section 76.3, "Defining Formats of Payment Instruments"
- Section 76.4, "Assigning Payment Instruments to Suppliers"
- Section 76.5, "Setting Up Debit Statements"
- Section 76.6, "Processing Options for Payment Programs"

76.1 Setting Up Payment Instruments

You must define your payment instruments. Payment instruments can be checks (of different sizes), tapes, drafts, BACS, and so on. Clients outside the U.S. must set up automatic payments for country-specific payment instruments. You determine the format of each payment instrument by choosing the programs that produce its component parts:

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

76.1.1 Before You Begin

- Determine what payment instruments you use
- Set up a code on the user defined code list (00/PY) for each payment instrument, if necessary

76.2 Verifying and Assigning Programs to a Payment Instrument

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Payment Instrument Defaults

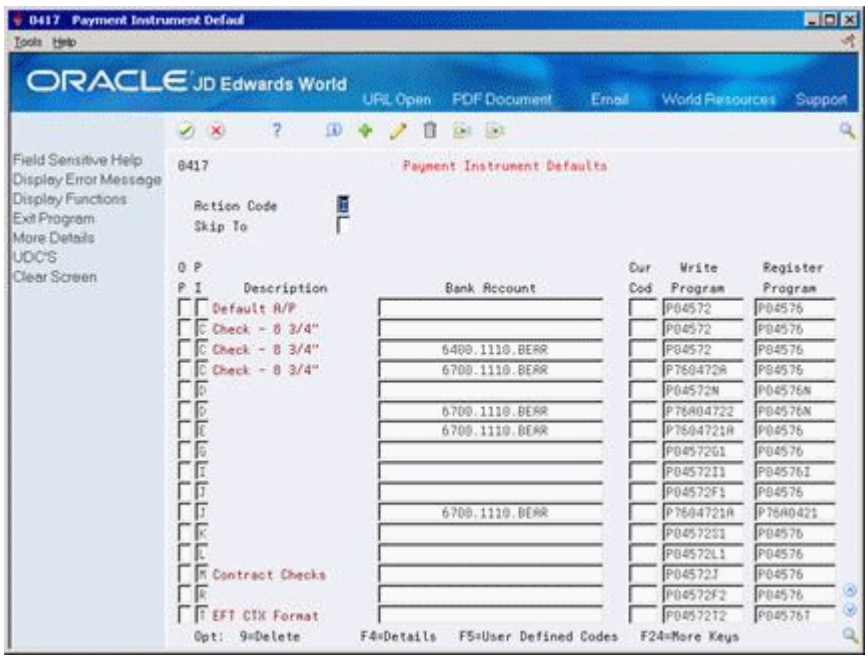
You choose the programs that produce each component part of a payment instrument. Typically, you set up the most commonly used payment instrument as the default so you do not have to define a payment instrument for each supplier.

You can limit a payment instrument by assigning a specific bank account to it. For example, you can set up two payment instruments for drafts (payment instrument D) with each drawn on a different bank account.

To verify and assign programs to a payment instrument

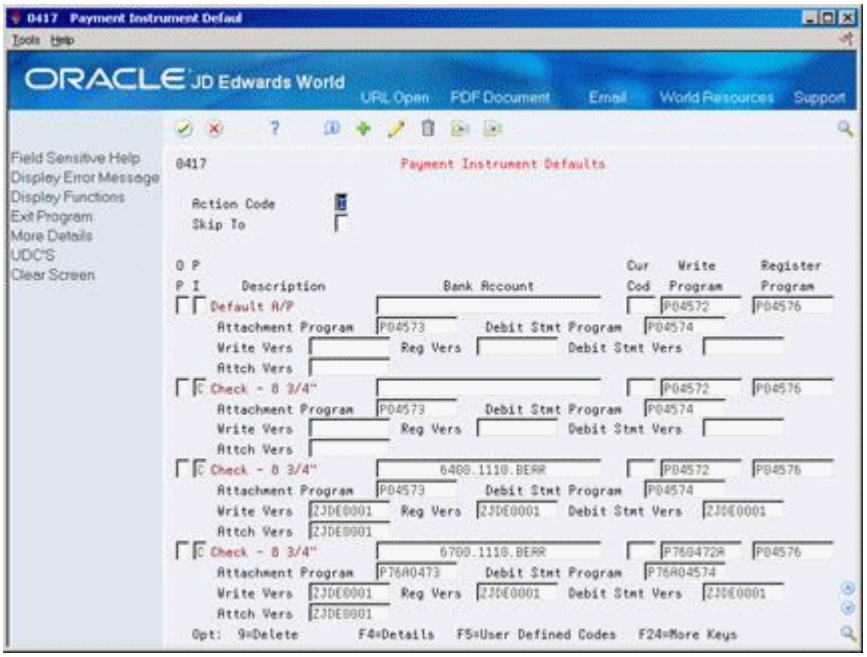
On Payment Instrument Defaults

Figure 76–1 Payment Instrument Defaults screen



1. Complete the following optional fields:
   - Bank Account
   - Currency Code (will display when Currency processing is activated)
2. Verify the following fields:
   - Write Program
   - Register Program
3. Access the detail area (F4).

Figure 76–2 Payment Instrument Defaults screen (Details area)



4. Verify the following fields:
   - Attachment Program
   - Debit Statement Program
   - Specific version to be called for the Write, Register, Attachment and Debit Statement programs. If left blank, the ZJDE0001 version of the respective program will be called.
5. To change a program, access the field level help for a list of choices.

Field	Explanation
Bank Account	You may assign a specific bank account to a payment instrument. This creates a unique combination so that you may set up different payment programs/versions to be used depending on the bank account. For example, you may set up multiple Drafts payment instruments (D) per country-specific bank account. The bank account for the payment will determine which payment instrument is used.
Currency Code	You may assign a currency code to a payment instrument. This creates a unique combination so that you may set up different payment programs/versions to be used depending on the currency. For example, you may set up multiple default payment instruments (where 'blank' is the default) per currency code. The currency for the payment will determine which payment instrument is used.
Write Program	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.

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

76.2.1 What You Should Know About

Topic	Description
Setting up BACS	There are two additional requirements for setting up a BACS payment instrument: ■ Set a processing option for Work with Payment Groups (P04257) to display the BACS processing date. ■ Set a processing option for Copy Bank Tape File to Tape (P0457) to display the BACS format.
IBAN wire payments	Companies making wire payments within the European Union can include the IBAN number on the tape file.

76.3 Defining Formats of Payment Instruments

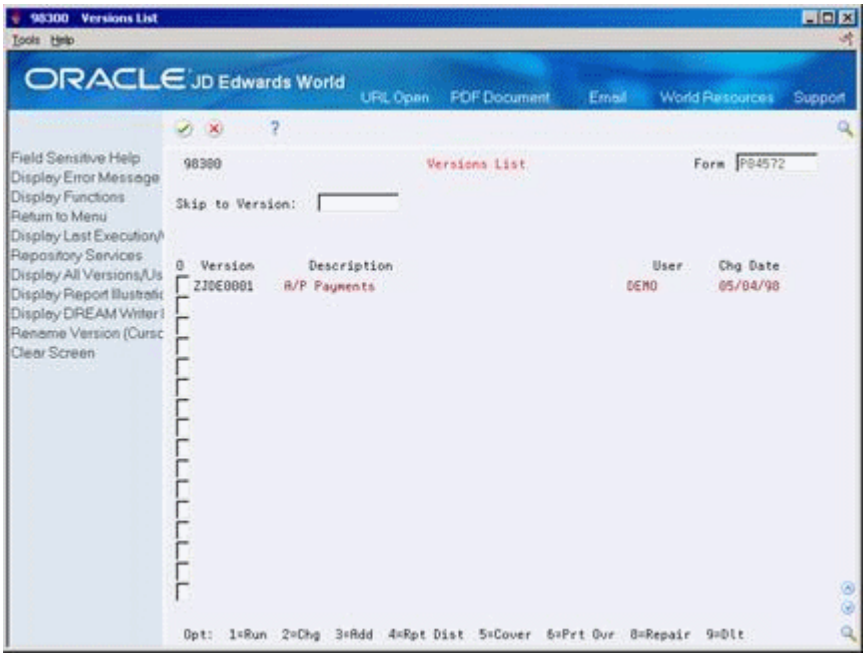
To access the versions list, enter VL on the command line of any menu.

Each program associated with a payment instrument has processing options that further define the format of each component of a payment instrument. Review these processing options before using each program.

To define the format of a payment instrument

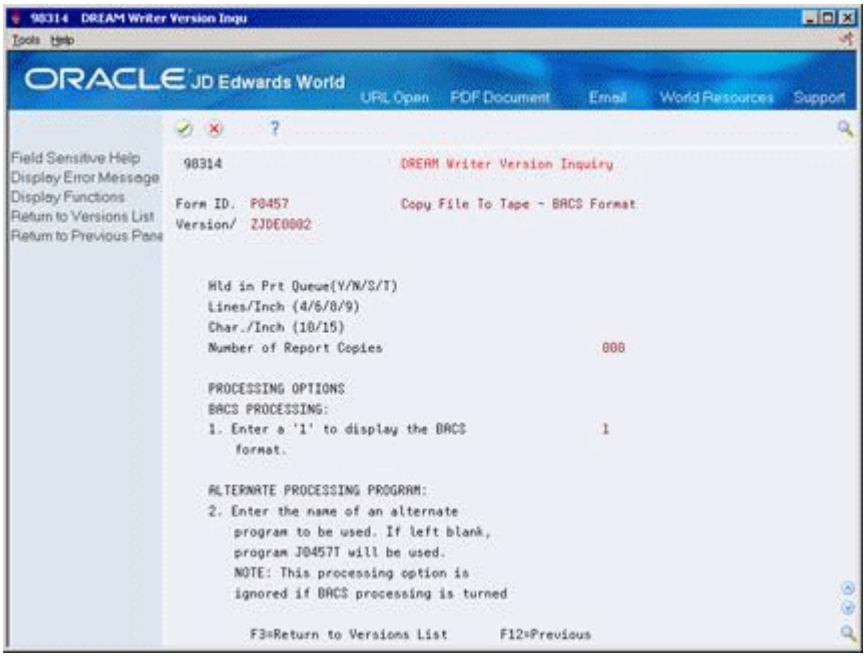
On Versions List

Figure 76–3 Versions List screen



1. Complete the following field and press Enter:
   - Form
2. Choose Change for a version.

Figure 76–4 DREAM Writer Version Inquiry screen



3. On Processing Options Revisions, complete changes to the processing options, if necessary.

76.3.1 What You Should Know About

Topic	Description
Written payment amounts	The payment numeric amount that is translated to words can be up to two lines or 168 characters of text.

76.4 Assigning Payment Instruments to Suppliers

Navigation

From Accounts Payable (G04), choose Supplier & Voucher Entry

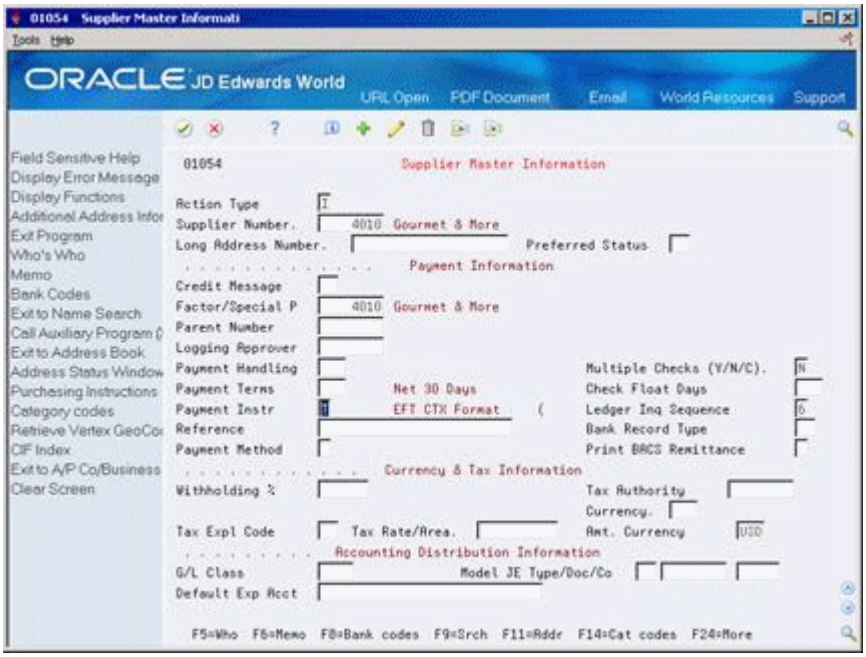
From Supplier & Voucher Entry (G0411), choose Supplier Master Information

When you print payments, the system uses the payment instrument defined in the supplier record. If the payment instrument is not defined, the system uses the default payment instrument.

To assign a payment instrument to a supplier

On Supplier Master Information

Figure 76–5 Supplier Master Information screen



1. Locate the supplier.
2. Complete the following fields:
   - Payment Instrument

76.5 Setting Up Debit Statements

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Payment Instrument Defaults

You can create debit statements to notify your suppliers that you have overpaid them. To handle debit statements, you can:

- Print a separate debit statement form
- Include a debit memo amount with a payment

To set up debit statements

On Payment Instrument Defaults

1. Access the detail area.
2. Complete the following field with a debit statement program:
   - Debit Statement Program
   - Version (optional)
3. Choose User Defined Codes.
4. On User Defined Code Revisions, change the following field to 04:
   - System Code
5. Change the following field to PD and press Enter.
   - User Defined Codes
6. To add a debit statement program, complete the following fields:
   - 10 Character Code
   - Description

76.6 Processing Options for Payment Programs

The following payment program processing options are representative of a hard-copy payment (P04572) and an electronic format (P04572T1). There are several specific electronic formats for you to choose from depending on the ACH format or country for which you are creating EFT payments. Inquire on the specific payment program to review the processing options for each program.

76.6.1 Processing Options

See Section 110.2, "A/P Payments (P04572)"

See Section 110.3, "A/P Payments - PPD Bank Tape (P04572T1)"

77

Set Up Business Unit Information

This chapter contains this topic:

- Section 77.1, "Setting Up Business Unit Information"

77.1 Setting Up Business Unit Information

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Business Unit Information

You set up business unit information if the following conditions apply:

- You produce payments by business unit.
- Each business unit has its own checking account (optional).

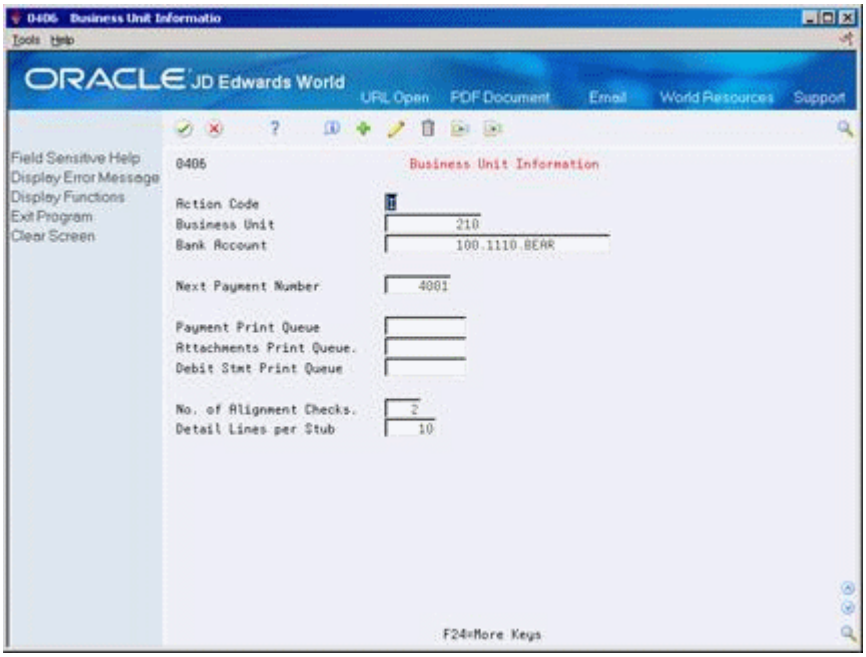
If you use this feature, the business unit information overrides the bank account information. The system processes payments using the following:

- Business unit information from the voucher information in the A/P Ledger table (F0411)
- Bank account information from the business unit

To set up business unit information for A/P

On Business Unit Information

Figure 77–1 Business Unit Information screen



1. Complete the following field:
   - Business Unit
   - Bank Account
2. Complete the following optional fields:
   - Next Payment Number
   - Payment Print Queue
   - Attachments Print Queue
   - Debit Statement Print Queue
   - Number of Alignment Checks
   - Detail Lines per Stub

78

Set Up Company Information

This chapter contains this topic:

- Section 78.1, "Setting Up Company Information"

78.1 Setting Up Company Information

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Company Information

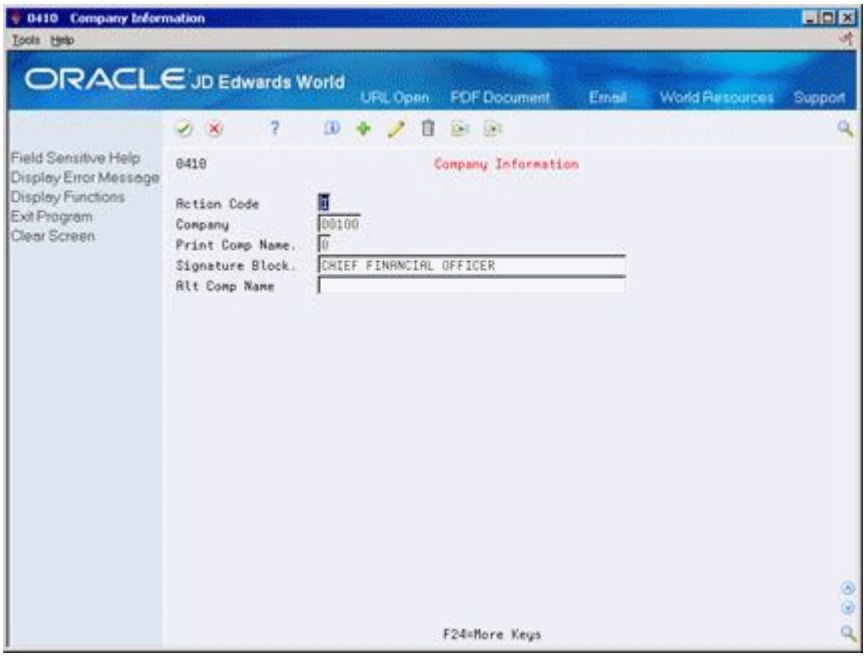
Set up company information if you produce payments by company, or if you want to print your company name on checks.

This program creates records in the Company Constants table (F0010).

To set up company information for A/P

On Company Information

Figure 78–1 Company Information screen



Complete the following fields:

- Company
- Print Company Name
- Signature Block (optional)
- Alternate Company Name (optional)

Field	Explanation
Print Company Name	This data item is used in A/P payment processing to print the company name on checks. Valid values are: 0 – Print the company name on the checks (default) 1 – Do not print the company name 2 – Print programs If you leave this field blank, the system uses 0.
Signature Block	Denotes the title of the authorized payor whose signature appears on the check. For future use.
Alternate Company Name	This data item represents the alternative company description that can be printed on the checks. For future use.

79

Set Up Bank Account Cross Reference

This chapter contains these topics:

- Section 79.1, "Setting Up Bank Cross Reference"
- Section 79.2, "Setting Up Bank Account Cross-References for A/P"
- Section 79.3, "Verifying Cross-References for A/P"

79.1 Setting Up Bank Cross Reference

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

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

You must set up account bank account cross-references for suppliers to whom you transfer funds electronically. These cross-references supply bank account information for your suppliers. You can also add this information on Supplier Master Information, Bank Accounts by Address. Although accessed differently, the program (P0030) is the same.

Bank account cross-references link supplier addresses in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030). Both the Accounts Payable and Accounts Receivable systems maintain this information.

79.1.1 Before You Begin

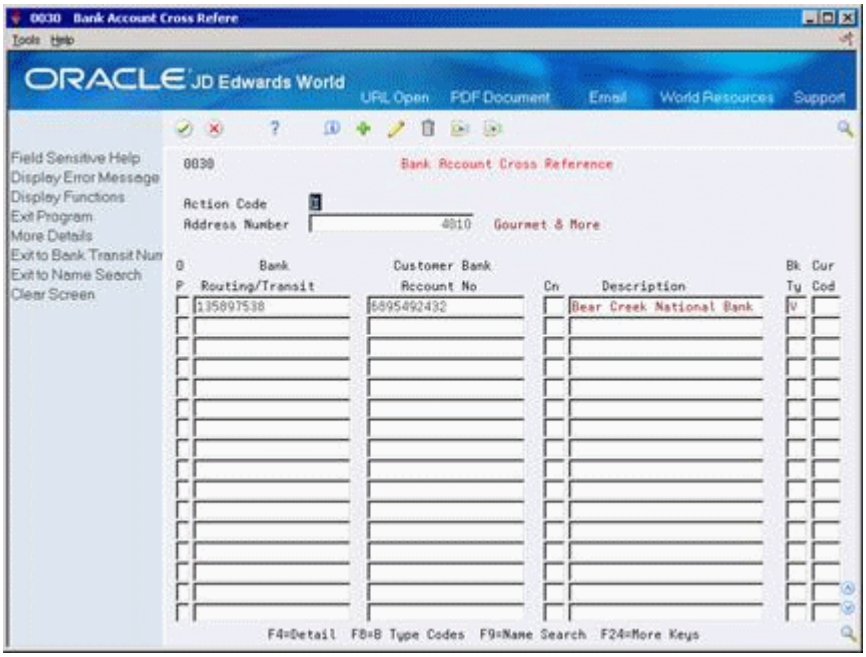
- On Supplier Master Information:
  - Set the payment instrument to the appropriate value for EFT processing for each supplier to whom you want to transfer funds electronically.

79.2 Setting Up Bank Account Cross-References for A/P

To set up a bank account cross-reference for A/P

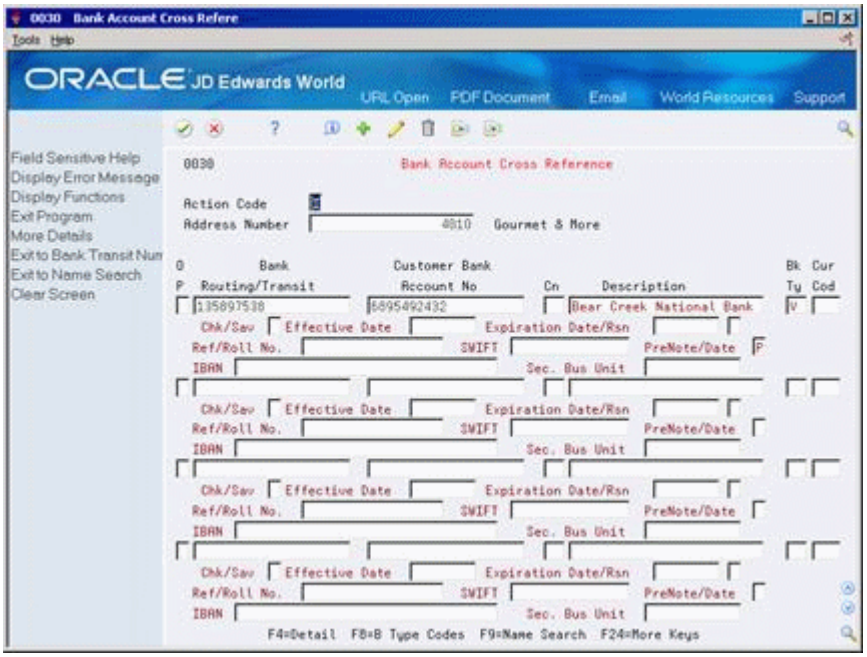
On Bank Account Cross Reference

Figure 79–1 Bank Account Cross Reference screen



1. Complete the following fields:
   - Address Number
   - Routing/Transit
   - Account Number
   - Control Digit (optional)
   - Description (optional)
   - Bank Type
   - Currency Code (optional - the currency code field will only be displayed if currency processing is activated)
2. Access the detail area (F4).

Figure 79–2 Bank Account Cross Reference screen (Detail area)



3. Complete the following optional fields:

- Check/Savings
- Effective Date
- Expiration Date/Expiration Reason Code
- Reference/Roll Number
- IBAN
- SWIFT Code
- Pre-Note Code
- Secondary Business Unit

Field	Explanation
Routing/Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique. *Form-specific information* The combination of account number and transit number must be unique.
Account Number	The account number for a supplier's bank account.
Account Description	A user defined name or remark that describes a field. *Form-specific information* The name of the bank where you will deposit funds.
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).

Field	Explanation
Checking or Savings	A flag that indicates whether the account is a checking or savings account. This indicator is only meaningful on the G type bank account records and is used during bank tape processing for automatic payments. Valid values: blank – checking account 0 – checking account 1 – savings account
Effective Date	The date a bank account becomes available for use.
Expiration Date	The date the bank account is no longer active and available for use.
Expiration Reason Code	Reason code for the expiration of a bank account. Valid reason codes must be set up in UDC table 00/XC.
Bank Type	A code used to distinguish external bank accounts from internal bank accounts. Examples of valid values are: C – Customer Bank Accounts G – Internal G/L Bank Accounts V – Supplier Bank Account for payment via bank tape D – Default Bank Account for A/R Drafts and Auto Debits B – Valid Bank Transit Numbers M – G/L Bank Account/Business Unit used to define print information in A/P payments You may define and set up your own bank type codes. See Section 74.1, "Setting Up Bank Account Information for A/P"
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
Reference/Roll Number	The recipient's reference number. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.
IBAN	The International Bank Account Number or IBAN is a series of alphanumeric characters that uniquely identifies a customer's/supplier's account held at a bank anywhere in the world. The IBAN has a maximum of 34 alphanumeric characters:

Field	Explanation
Pre-Note Code	A code that indicates whether a supplier is in a setup or pre-note status for electronic funds transfer. Valid codes are: P – Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N – Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payment to this supplier through electronic funds transfer. If you leave this field blank, the system uses N. **Note:** The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information. The date is recorded when the pre-note status changes.
Secondary Business Unit	A business unit may be assigned to bank accounts so that Business Unit Security may be set up to prevent unauthorized users from accessing or changing bank account information. The Business Unit must be set up in the Business Unit Master (F0006)

79.2.1 What You Should Know About

Topic	Description
Audit Information (Opt 1)	Provides audit information in regard to updating a bank account record.
Additional Information (Opt 2)	This option allows you to enter Beneficiary and Corresponding bank account information for each bank account.

See Also:

- Section 74.1, "Setting Up Bank Account Information for A/P"

79.3 Verifying Cross-References for A/P

Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose an option under Exception Reports

After you set up bank account cross-references, run two exception reports to verify the information before you produce your first batch of automatic payments.

Verifying cross-references consists of:

- Printing the Bank Account Exception Report
- Printing the Address Book Exception Report

These DREAM Writer reports compare information in the Address Book Master table (F0101) and the Bank Transit Number Master table (F0030).

79.3.1 Printing the Bank Account Exception Report

This exception report edits all the addresses for each cross-reference on Bank Account Cross Reference. The report lists any record that does not exist in the Address Book Master table and bypasses bank account records that have a blank address number.

This report does not update any information. You must either enter missing address records in the address book master or remove them from Bank Account Cross References.

Figure 79–3 Bank Account/Address Book Exception report

```
00310                                        JD Edwards World                        Page      -         2
                                   Bank Account/Address Book Exception Rpt           Date      -   4/11/17

  Address          Bank              Cust Bank        R       Ref/Roll
   Number        Transit               Acct #                   Number
  --------  --------------------  --------------------  -  ------------------

   1891896  123456789             5896752               V
```

79.3.2 Printing the Address Book Exception Report

This report lists any suppliers and customers in the Address Book Master table that do not have a corresponding bank account record on Bank Account Cross References. The system only edits customers and suppliers with a method of payment that requires a bank account record. For example, A/P bank tape processing requires bank account records.

This report does not update any information. You must either enter missing bank account records in the Bank Transit Number Master table (F0030) or change the payment instrument code for the address in the supplier master or the customer master.

Figure 79–4 Address Book/Bank Account Exception report - Suppliers

```
00311                                        JD Edwards World                        Page      -         2
                                   Addr Book/Bank Acct Excpt - Suppliers             Date      -   04/11/17

  Address       Description                          P  S
   Number                                            I  T
  --------  ---------------------------------------  -  -

      4010  Gourmet & More                           T  V
```

Part XIV

A/P Tax Setup and Forecasting

This part contains these chapters:

- Chapter 80, "Overview to A/P Tax Setup"
- Chapter 81, "Overview to A/P Cash Forecasting,"
- Chapter 82, "Forecast A/P Cash Flow."

80

Overview to A/P Tax Setup

This chapter contains these topics:

- Section 80.1, "Objectives"
- Section 80.2, "About A/P Tax Setup"

80.1 Objectives

- To understand the types of taxes you work with in A/P
- To set up tax authorities (agencies and governments) that assess taxes
- To set up tax rates and areas (jurisdictions and rates for the tax authorities)
- To control how taxes are assessed using tax explanation codes
- To understand which AAIs are used by taxes
- To set up tax rules for companies in your organization

80.2 About A/P Tax Setup

Various tax authorities assess and collect taxes. In order to comply with governmental tax regulations, you need to set up tax information in your Accounts Payable system. After you set up this information, you can:

- Track taxes according to different tax rates and areas
- Assign a default tax rate to a supplier
- Apply a tax rate to an entire voucher or individual pay items
- Enter a tax amount or have the system calculate the amount
- Track tax history in a separate table

A/P tax setup consists of:

- Setting up tax authorities for A/P
- Setting up tax rates and areas for A/P
- Understanding tax explanation codes for A/P
- Setting up AAIs for A/P taxes
- Setting up tax rules by company for A/P

Alternatively you can set up your taxes with Vertex(tm). This consists of:

- Working with Vertex for A/P

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After you set up your tax information, you designate tax amounts in the supplier master record or when you enter a supplier's invoice.

80.2.1 What Are the Different Types of Taxes?

You might be assessed one of the following types of taxes:

Tax Type	Description
Sales Tax	This tax is calculated on the gross sales price of the goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Suppliers who buy goods for resale do not pay sales tax.
Use Tax	This tax is a sales tax, calculated and self-assessed by the buyer. A use tax might be levied when a company keeps the goods it manufactures for its own use. For example, a pencil manufacturer might owe a use tax when it keeps some of the pencils it manufactures for the use of its own employees. A use tax might also be levied when a buyer in one tax area is responsible for direct payment of local sales taxes on goods and services purchased outside the local tax area. For example, a catalog company in New York does not collect sales taxes from buyers in Colorado, but the buyers must pay the Colorado tax authorities directly.
Value Added Tax (VAT)	This tax is collected at each stage in the production and distribution of goods and services as value is added. As a business adds value to a product, the business pays VAT on the added value.
Canadian Goods and Services Tax (GST) and Provincial Sales Tax (PST)	In Canada, the federal government assesses a GST. The provincial governments assess a PST. The tax rates vary from province to province and are calculated using the value of the goods or the value plus GST.

Tax types are not exclusive to a single country. For example, VAT is used worldwide and encompasses a variety of value added taxes, such as:

- IVA in Italy
- TVA in Belgium
- GST in Singapore

See Also:

- *JD Edwards World Tax Reference Guide* for more detailed information about taxes and related tax reports

81

Overview to A/P Cash Forecasting

This chapter contains these topics:

- Section 81.1, "Objectives"
- Section 81.2, "About A/P Cash Forecasting"

81.1 Objectives

- To summarize open vouchers for cash forecasting purposes

81.2 About A/P Cash Forecasting

As part of your cash forecasting activities, you might find it helpful to review a summary of your open vouchers.

82

Forecast A/P Cash Flow

This chapter contains the following topic:

- Section 82.1, "Forecasting A/P Cash Flow"

82.1 Forecasting A/P Cash Flow

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose A/P Cash Forecasting

A/P Cash Forecasting is a DREAM Writer program that generates a Cash Summarization table (F0032). The information in this table consists of:

- Total amount of all open vouchers
- Due dates of open vouchers
- Amount required to pay vouchers

The Cash Summarization table contains summary information from G/L, A/P, and A/R. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. The default cash type for A/P records is 04. JD Edwards World recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, there will be two sets of A/P information in the Cash Summarization table.

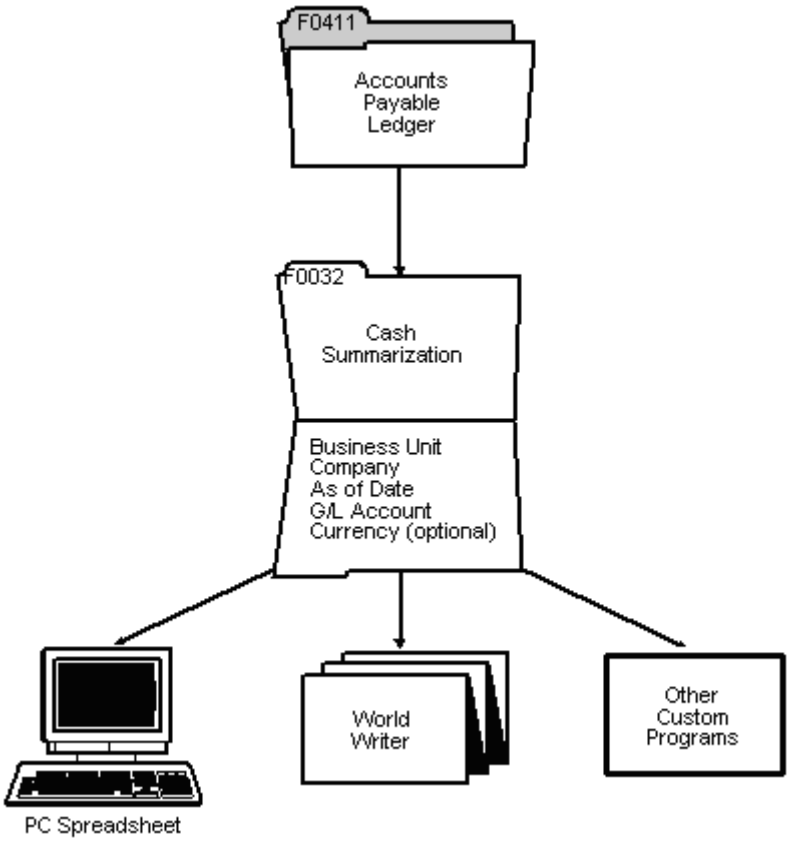
You can use World Writer to view the information created by this program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis.

When you run A/P cash forecasting, the system:

- Consolidates open vouchers from the A/P Ledger table (F0411).
- Summarizes information by business unit, company, due date, and currency.
- Deletes existing records in the Cash Summarization table with the cash type you specify in a processing option.
- Updates the Cash Summarization table with the new information.

The following graphic illustrates the cash forecasting process.

Figure 82–1 Cash Forecasting Process



cash forecasting process.

****

82.1.1 What You Should Know About

Topic	Description
Multi-Currency	When using multiple currencies, vouchers are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic vouchers, the foreign amount and currency code are the same as the domestic amount and currency code.

82.1.2 Processing Options

See Section 111.1, "A/P Cash Forecasting (P04520)"

Part XV

Batch Voucher Processing

This part contains the following chapters:

- Chapter 83, "Overview to Batch Voucher Processing"
- Chapter 84, "Review Batch Vouchers"
- Chapter 85, "Work with Batch Vouchers"
- Chapter 86, "Process Batch Vouchers"
- Chapter 87, "Purge Processed Batch Vouchers"

83

Overview to Batch Voucher Processing

This chapter contains these topics:

- Section 83.1, "Objectives"
- Section 83.2, "About Batch Voucher Processing"

83.1 Objectives

- To understand batch voucher processing and its requirements
- To revise batch vouchers prior to processing
- To process batch vouchers
- To purge processed batch vouchers

83.2 About Batch Voucher Processing

In order to use the process, you must write a custom program to load A/P transaction information from your system into the F0411Z1 file and corresponding distribution information into the F0911Z1 file. Batch Voucher Processing will edit the information entered and create records in the A/P Detail file, F0411, and the General Ledger detail file, F0911. Additionally, records will be created in the A/P Payment Summary file, F0413, and the A/P Payment detail file, F0414 , if you are processing paid vouchers.

Batch Voucher processing allows you to upload information from an outside system directly into JD Edwards application files. By using the Batch Voucher Processing for Accounts Payable transactions, you are ensured voucher records are created as consistently as if they were entered manually. Batch processing provides all the default information necessary to process vouchers successfully.

Batch voucher processing consists of:

- Reviewing batch vouchers
- Revising batch vouchers
- Processing batch vouchers
- Purging processed batch vouchers

83.2.1 What Happens During Batch Voucher Processing?

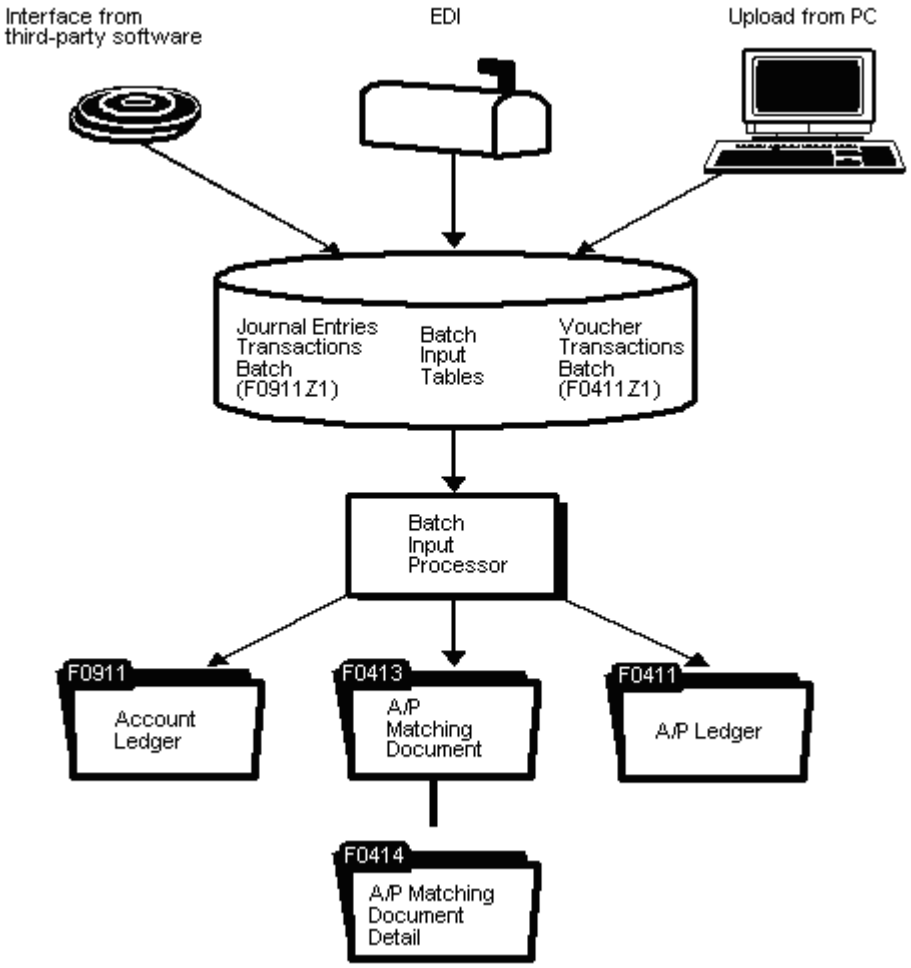
After you transfer, review, and revise batch vouchers, you process the batch of voucher, which creates the following:

- Voucher information in the A/P Ledger table (F0411)

- Associated accounting distribution information in the Account Ledger table (F0911)
- Payment information in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables

The following graphic illustrates the batch voucher process.

Figure 83–1 Batch Voucher Process



83.2.2 Before You Begin

- Map vouchers from their external source into the JD Edwards World system in the appropriate format

83.2.3 What You Should Know About

Topic	Description
Multi-Currency	Use Batch Voucher Processing to process foreign-currency vouchers in the same way you enter vouchers directly into the JD Edwards World Accounts Payable system.

See Also:

- Appendix C, "Batch Input Setup" for technical information about setting up vouchers for batch voucher processing.

84

Review Batch Vouchers

This chapter contains these topics:

- Section 84.1, "Reviewing Batch Voucher Information"
- Section 84.2, "Reviewing Batch Voucher Detail"

After you transfer batch vouchers, you might want to verify the accuracy of information before you process them. Alternatively, you can set a processing option to automatically review batch vouchers before you revise an existing one or enter a new one. You can also review a batch voucher in proof mode, prior to final processing.

Batch voucher information is stored in the Voucher Transactions - Batch (F0411Z1) and Journal Entry Transactions - Batch (F0911Z1) tables.

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Batch Voucher Processing

From Batch Voucher Processing (G04311), choose Batch Voucher Review

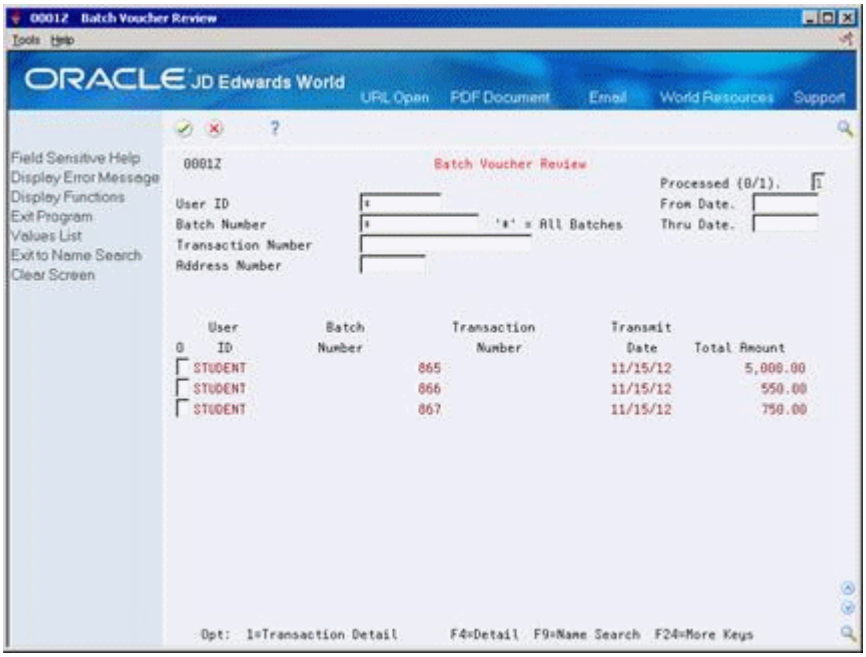
84.1 Reviewing Batch Voucher Information

After you transfer vouchers, you can review specific information about the batch. For example, you might want to verify the number of vouchers in a batch for a specific date.

To review batch voucher information

On Batch Voucher Review

Figure 84–1 Batch Voucher Review screen



1. Locate all batch vouchers entered by all users by pressing Enter, or limit your search by completing the following fields:
   - User ID
   - Batch Number
2. To further limit the vouchers displayed, complete one or more of the following fields and press Enter:
   - Processed
   - From Date
   - Thru Date
   - Transaction Number
   - Address Number

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.

Field	Explanation
Processed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values are: 0 – Unprocessed only 1 – Processed and unprocessed
From Date	The beginning date in the date range. This is the date starting with which you want the system to display information. *Form-specific information* Enter the beginning date of the batches you want to review. This is the date that the transactions were entered into the batch input table, regardless of the original source or the method of transfer.
Thru Date	The ending date in the date range. This is the date through which you want the system to display information. If you leave this field blank, the system uses the current period.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards World document number.

84.2 Reviewing Batch Voucher Detail

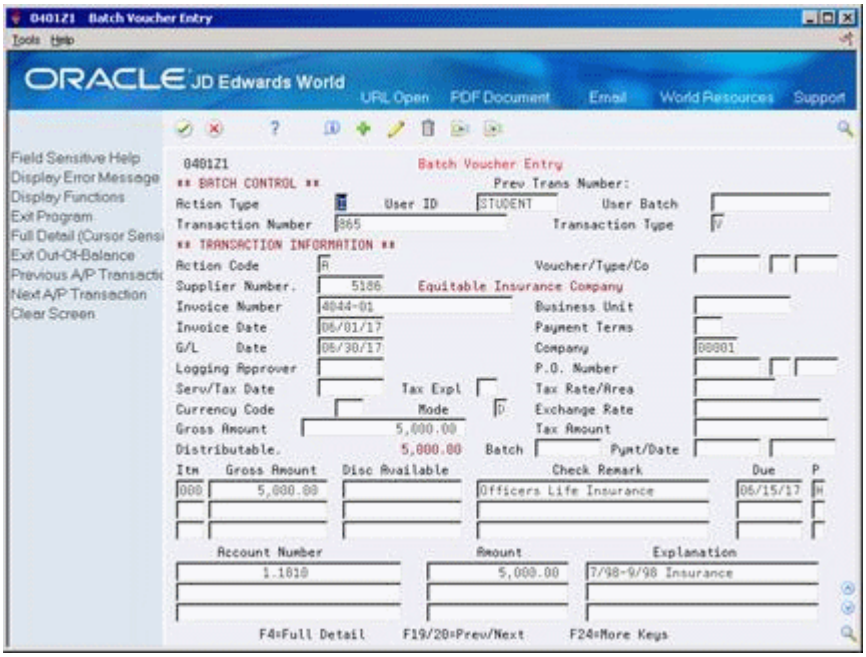
When viewing information about your batch vouchers, you might want to see the supplier number and G/L distributions associated with a voucher. To do so, review the detail of the batch voucher.

To review batch voucher detail

On Batch Voucher Review

1. Locate the necessary batch information.
2. Choose Transaction Detail for a voucher to access Batch Voucher Entry.

Figure 84–2 Batch Voucher Entry screen



84.2.1 Processing Options

SeeSection 112.1, "Batch Voucher Entry (P0401Z1)"

85

Work with Batch Vouchers

This chapter contains these topics:

- Section 85.1, "Working with Batch Vouchers"
- Section 85.2, "Adding Vouchers to Batches"
- Section 85.3, "Creating Payment Information"
- Section 85.4, "Revising Unprocessed Batch Vouchers"

85.1 Working with Batch Vouchers

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Batch Voucher Processing

From Batch Voucher Processing (G04311), choose Batch Voucher Revision

After you transfer vouchers to the JD Edwards World Accounts Payable system from another source, you might need to correct or delete them. Revise batch vouchers by manually entering a new one, or by changing or deleting an existing one.

Typically, you should not need to add a voucher to a batch. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the voucher you manually enter to the voucher that the interface system creates.

When you revise a batch voucher, you update information in the Voucher Transactions - Batch (F0411Z1) and the Journal Entry Transactions - Batch (F0911Z1) tables.

85.1.1 What You Should Know About

Topic	Description
Multi-Currency	You can enter a batch voucher in foreign currency, domestic currency, or both. When you leave the mode blank (domestic), the system uses ledger type AA and calculates amounts in domestic currency. When you use 3 as the mode, you can enter both the domestic and foreign amounts without either amount being recalculated. When you enter a currency code different from the domestic currency, the system uses ledger type CA and calculates domestic amounts (ledger type AA).
Pre-assigning document and batch numbers	The system uses next numbers to automatically assign document and batch numbers during final processing. JD Edwards World recommends you use next numbers so that duplicate documents are not created. You can, however, manually assign the document number to facilitate a smooth transition between two systems.

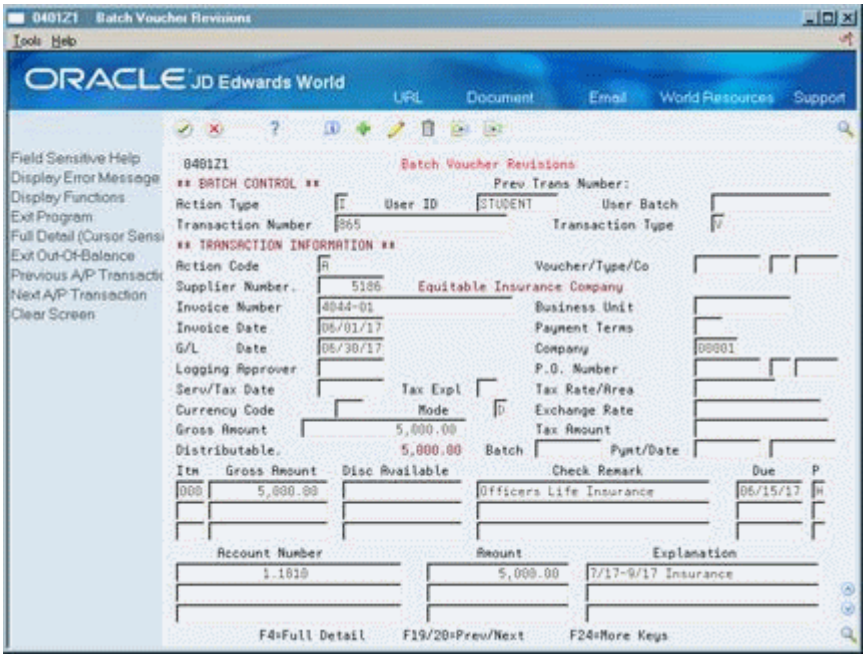
85.2 Adding Vouchers to Batches

When you add a voucher to a batch, you supply limited information and the system supplies the remaining data. The transaction information you enter creates JD Edwards World vouchers in the batch A/P ledger and the batch account ledger. Vouchers remain in the batch table until you process and purge them from the Voucher Transactions - Batch table.

To add a voucher to a batch

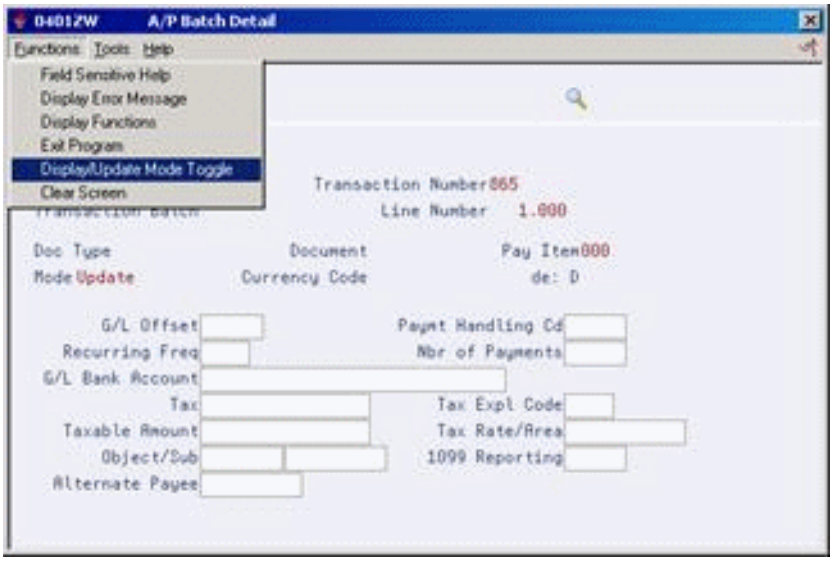
On Batch Voucher Revisions

Figure 85–1 Batch Voucher Revisions screen



1. To uniquely identify a batch, complete the following key fields:
   - User ID
   - User Batch Number
   - Transaction Number
2. Complete the following fields for the first voucher in the batch:
   - Supplier Number
   - Invoice Number (optional)
   - Invoice Date (optional)
   - G/L Date
   - Company
   - Gross Amount
3. Complete the following fields and press Enter:
   - Payment Number/Date (if uploading paid vouchers)
   - Gross Amount
   - Check Remark
   - Due Date
   - Pay Status Code
4. Position your cursor on a pay item line and choose Full Detail to access A/P Batch Detail.

Figure 85–2 A/P Batch Detail screen

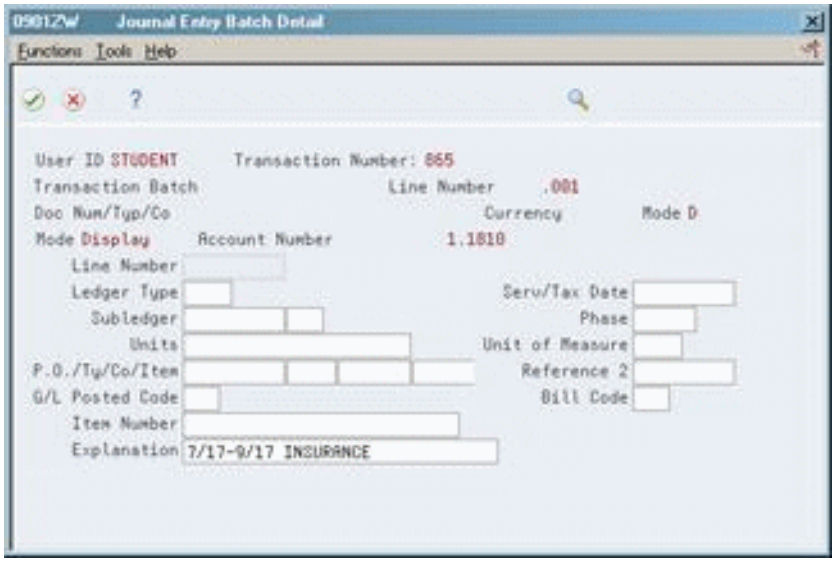


5. On A/P Batch Detail, choose Display/Update Mode Toggle to change to update mode.
6. Complete the necessary voucher detail information.

   Voucher detail varies, depending on how you map information to your JD Edwards World Accounts Payable system.

7. Press Enter.
8. On Batch Voucher Revisions, complete the following fields:
   - Account Number
   - Amount
   - Explanation
9. Position your cursor on a G/L distribution line and choose Full Detail to access Journal Entry Batch Detail.

Figure 85–3 Journal Entry Batch Detail screen



10. On Journal Entry Batch Detail, choose Display/Update Mode Toggle to change to update mode.
11. Complete the necessary journal entry detail information.

    Journal entry detail varies, depending on how you map information to your JD Edwards World Accounts Payable system.

85.3 Creating Payment Information

You may process voucher payment information by loading the check number into the Payment Item/Number field (VLDOCM). Information in this field will automatically generate payment records in the F0413 and F0414 files. You do not need to activate a processing option.

Payment records must have a one-to-one relationship to vouchers. In other words, one check may not pay multiple vouchers. If you have this situation, you will need to process the payments manually.

85.4 Revising Unprocessed Batch Vouchers

When you find an error in an unprocessed batch voucher, change or delete it. In order to revise transaction information for a batch voucher, it must include a:

- Voucher type

- Voucher number
- Document company
- Company

To revise an unprocessed voucher

On Batch Voucher Revisions

In the batch control information, do one of the following:

- Make changes to the unprocessed voucher
- Delete the unprocessed voucher

See Also:

- Section 112.1, "Batch Voucher Entry (P0401Z1)" for information on processing options.

86

Process Batch Vouchers

This chapter contains these topics:

- Section 86.1, "Submitting Vouchers for Batch Processing"
- Section 86.2, "Verifying Batch Voucher Information"
- Section 86.3, "Correcting Batch Vouchers"
- Section 86.4, "Posting Batch Vouchers"

This process creates records in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

After you review and revise your batch vouchers, you can process them.

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Batch Voucher Processing

From Batch Voucher Processing (G04311), choose Batch Voucher Processing

86.1 Submitting Vouchers for Batch Processing

When you are ready to process your batch vouchers, submit the Batch Voucher Processing Dream Writer program, P04110Z. You can process batch vouchers in proof or final mode.

Mode	Description
Proof mode	In proof mode, the system: ■ Verifies the data ■ Produces an exceptions report, if there are errors

Mode	Description
Final mode	In final mode, the system: ■ Creates JD Edwards World vouchers in the A/P Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911) ■ Creates JD Edwards World payments in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables, if you supply a payment number and date ■ Assigns document and batch numbers ■ Supplies default information ■ Validates voucher information Produces an exceptions report, if there are errors

Use processing options to automatically perform the following tasks in final mode:

- Post vouchers and payments to the A/P Ledger
- Post journal entries to the general ledger
- Purge posted and processed vouchers from the Voucher Transactions - Batch (F0411Z1) and Journal Entry Transactions - Batch (F0911Z1) tables.

86.1.1 What You Should Know About

Topic	Description
Discount Handling default value	If the Discount Handling field is blank, there is no easy way to update the value. A processing option in the Batch Voucher Processing program (P04110Z) allows you to specify a default value for this field if it is blank in the file.

86.2 Verifying Batch Voucher Information

When the system cannot process a batch voucher, it lists the voucher on an exceptions report. Use this report to detect the errors and verify batch voucher information.

The system produces this report in proof mode, prior to final processing.

Figure 86–1 Batch File Entry - Exceptions report

```
 00110Z                                                                                    Page No. . .        4
                                          Batch File Entry - Exceptions                    Date - . . . 10/04/17

                                          A/P Voucher Entry - PROOF

     Batch          Transaction      Line       Tran           T T P Fld in
    Number            Number       Number      Set   Supplier T C R  Error      Description        Field Value
--------------- ------------------- ---------- ------ -------- - - - ------ --------------------- ------------------------
Batch File -      F0411Z1

User ID:  STUDENT

                865                      1.000            5186 V C 0
                                                                          Error:     2344  Batch File Action Invalid

                         F0411 : Updates                   Transactions
                                                           Records


                         F0411Z: Errors                 1  Transactions
                                              4,000.00

                         F0911 : Updates                   Transactions
                                                           Records


                         F0911Z:    Errors                 Transactions
```

In the example above, the invalid batch action shows that the transaction code has been changed to C. This code should always be A.

86.2.1 What You Should Know About

Topic	Description
Abbreviated column headings	TT (EDI Transaction Type). This column is used to identify the type of transaction: V – Voucher D – Debit memo I – Invoice J – Journal Entry TC (EDI Transaction Code). This column is used to identify how the system should process a transaction during final processing: A – Add a new transaction C – Change a transaction D – Delete an unprocessed transaction PR (EDI Successfully Processed). This column is used to indicate if a record has been successfully processed: 0 – Unprocessed record 1 – Processed record

86.2.2 Processing Options

See Section 112.2, "A/P Batch File Processing (P04110Z)".

86.3 Correcting Batch Vouchers

If any errors occur during the processing they will be noted on the edit report. The errors may be corrected and the batch reprocessed. If one transaction in the batch is in error, the entire batch will not process. Once the batch has been successfully processed, the field, processed (VLEDSP) will be updated from 0 to 1. These records will remain in the F0411Z1 and F0911Z1 files until they are purged.

To correct batch vouchers

1. Do one of the following:
   - Change the voucher data at its source and re-transmit the batch to the JD Edwards World Accounts Payable system
   - Update the individual batch records on Batch Voucher Revisions
2. Submit your batch of vouchers for processing again.

86.3.1 What You Should Know About

Topic	Description
Revising a processed batch voucher	Use standard voucher entry to revise or delete a voucher processed in final mode or an invoice for a different accounting period.

See Also:

- Chapter 84, "Review Batch Vouchers"
- Section 8.1, "Entering Standard Vouchers" for more information about changing or deleting unposted vouchers
- Section 16.1, "Revising Posted Vouchers" for more information about revising posted vouchers
- Section 38.1, "Working with Manual Payments" for more information about changing and deleting manual payments

86.4 Posting Batch Vouchers

After you process your batch vouchers, post them to the general ledger.

To post batch vouchers

Do one of the following:

- On Post Vouchers to G/L, submit the post
- On Batch Voucher Processing, set the appropriate processing option to automatically post vouchers after processing

87

Purge Processed Batch Vouchers

This chapter contains this topic:

- Section 87.1, "Purging Processed Batch Vouchers"

87.1 Purging Processed Batch Vouchers

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Batch Voucher Processing

From Batch Voucher Processing (G04311), choose Processed Batch Voucher Purge

Processed vouchers will remain in the tables until purged. You may purge the file automatically after processing (via a processing option in P04110Z) or execute the Processed Batch Voucher Purge program, P00PURGE, from the menu.

Processed Batch Voucher Purge is a DREAM Writer program that removes all processed vouchers from the Voucher Transactions - Batch table (F0411Z1). You can use Data Selection to limit which transactions or batches to be purged.

Purging only removes batch vouchers and does not affect A/P ledger (F0411) vouchers.

87.1.1 Processing Options

See Section 112.3, "Batch File Purge (P00PURGE)"

Part XVI

Payee Control

This part contains the following chapters:

- Chapter 88, "Overview to Payee Control"
- Chapter 89, "Review and Approve Changes to Controlled Data"
- Chapter 90, "Print Changes to Controlled Data"
- Chapter 91, "Purge Approved Payee Control Records"

88

Overview to Payee Control

This chapter contains these topics:

- Section 88.1, "Objectives"
- Section 88.2, "About Payee Control"

88.1 Objectives

- To audit changes to vouchers

88.2 About Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical transaction information. When changes are made to a transaction, this feature holds payments to the payee pending review and approval of changed information. One person enters the change and another approves it. Thus, the involvement of two people is required to affect changes to transactions.

Depending on how you set the processing options for the payee control server, you can control changes, or additions and changes to each of the following fields (and corresponding tables):

Field	Description
Alpha name (F0101)	Changes to a supplier's alpha name can divert the physical payment. The alpha name can be changed on Address Book Information and the Address Book Addition window.
Bank account number (F0030, F0411)	Changes to a bank account number can divert an electronic payment. The bank account number can be changed on Bank Account Cross Reference, the Bank Account Cross Reference window and at the voucher level.
Bank transit number (F0030)	Changes to a bank transit number can divert an electronic payment. The bank transit number can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
Bank account type (F0030)	Changes to a bank account type can divert an electronic payment. The bank account type can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.

Field	Description
Mailing name (F0111)	Changes to the mailing name can divert the physical payment. The mailing name can be changed on Address Book Information, the Address Book Addition window, and Who's Who.
Payee (F0411)	Changes to the payee can divert the payment after - or while - a voucher is being entered. The payee can be changed on Standard Voucher Entry, alternate voucher entry forms, Speed Release, and Supplier Ledger Inquiry.
Special payee (F0101)	Changes to the special payee can divert a payment at the time a voucher is entered. The special payee can be changed on Address Book-Additional Information and Supplier Master Information.
SWIFT code (F0030)	Changes to a SWIFT code can divert an electronic payment. The SWIFT code can be changed on Bank Account Cross Reference and the Bank Account Cross Reference window.
IBAN number (F0030)	Changes to the IBAN number assigned to a Supplier's Bank Account Information will affect the validation of The International Bank Account Number. The IBAN number can be changed on the Bank Account Cross Reference and the Bank Account Cross Reference window.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, and the address book number of the person who made the change.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The programs for creating payment groups and writing payments do not process these payments. However, the system does not prevent you from writing manual payments.

Payee control consists of:

- Reviewing and approving changes to controlled data
- Printing changes to controlled data
- Purging approved payee control records

88.2.1 Example: How Payee Control Works

In this example, Gourmet & More is set up as follows:

Supplier number = 4010

Alternate payee number = 4010

You add a voucher for supplier number 4010 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the alternate payee numbers (4010 and 5910) do not match. This record must be approved by another person before payment can be issued.

88.2.2 What You Should Know About

Topic	Description
Limitations	Payee control is not a fail-safe system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the: ■ Payee Control table (F0450). Deleting this table disables the audit trail. ■ Payee Control server. Changing the processing options for this server affects the way the system monitors changes. ■ Manual payments program. You can write manual payments to payees for whom controlled information has been changed.

89

Review and Approve Changes to Controlled Data

This chapter contains these topic:

- Section 89.1, "Reviewing and Approving Changes to Controlled Data"

89.1 Reviewing and Approving Changes to Controlled Data

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Payee Control Approval

In order to remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including:

- The data that existed before the change
- The data that existed after the change
- The user ID of the person who made the change
- The date and time of the change

When you approve a change, the system records:

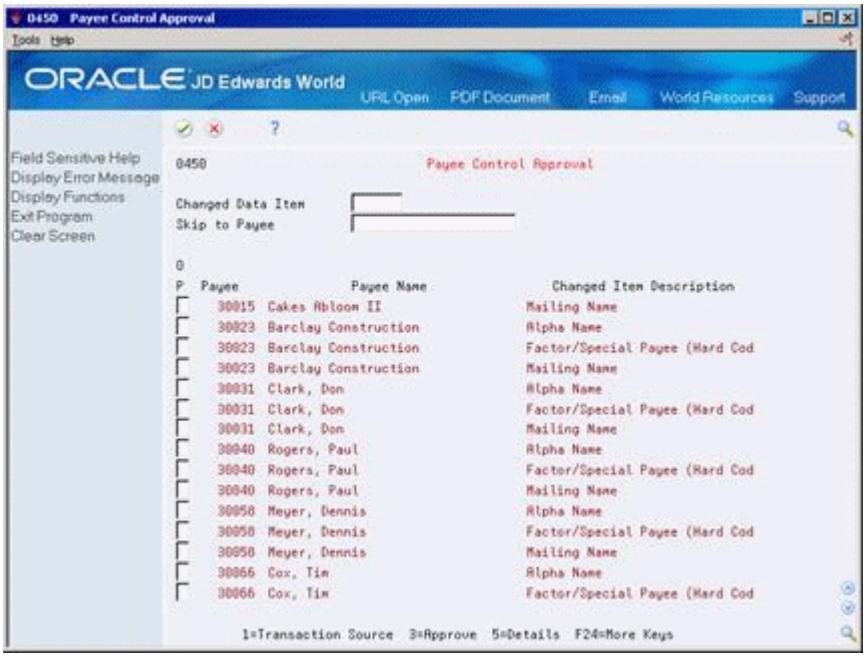
- The user ID of the person who approved the change
- The date and time that the change was approved

This program reads information in the Payee Control table (F0450).

To review and approve changes to controlled data

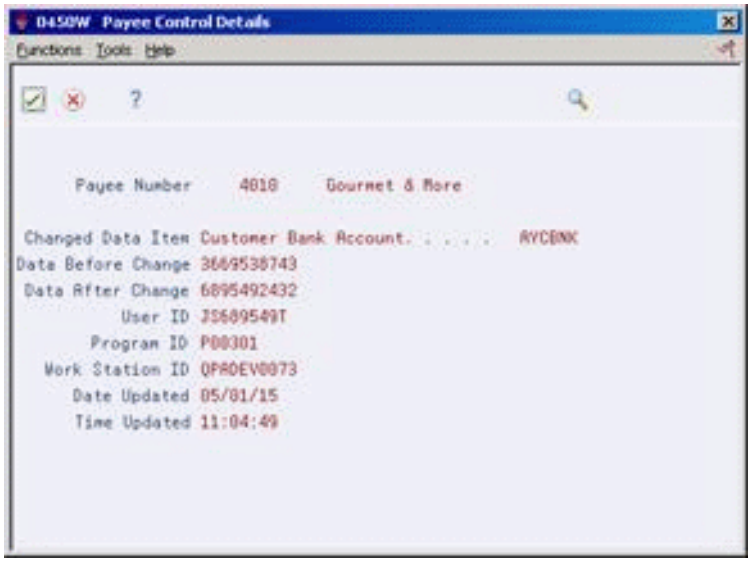
On Payee Control Approval

Figure 89–1 Payee Control Approval screen



1. Review all records by pressing Enter, or limit your search by completing the following fields:
   - Changed Data Item
   - Skip to Payee
2. To review the form where the change was made, choose Transaction Source for an item.
3. Return to Payee Control Approval.
4. To access Payee Control Details, choose Detail for an item.

Figure 89–2 Payee Control Details screen



5. Return to Payee Control Approval.

6. On Payee Control Approval, choose Approve for an item.

Field	Explanation
Changed Data Item	The data item that was subject to data changes and has been monitored by the payee control program.

90

Print Changes to Controlled Data

This chapter contains this topic:

- Section 90.1, "Printing Changes to Controlled Data"

90.1 Printing Changes to Controlled Data

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Payee Control Approval Report

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report shows information such as:

- The data that existed before the change
- The data that existed after the change
- The user ID of the person who made the change
- The user ID of the person who approved the change
- The date and time of the change
- The date and time the change was approved

This is a DREAM Writer report.

It retrieves information from the Payee Control table (F0450).

Figure 90–1 Payee Control Approval Report

```
04505                                   JD Edwards World                          Page - . . .        2
                                  Payee Control Approval Report                    Date - . . .  3/08/17

     Payee                                                                                User
     Number         Name                        Changed Item       Previous/Revised Value        /Approver   Date
    -------- ----------------------------- ---------------------- ------------------------------------ --------

Payee Address Number . . . . .  00000460     Highway Contractors Inc.
Data Item. . . . . . . . . . .  ABALPH
          460 Highway Contractors Inc.       Alpha Name . . . . . . .  Acme Drilling Co.           RA144266T  02/21/16
                                                                       Highway Contractors, Inc.   J3689549T  02/22/16

          460 Highway Contractors Inc.       Alpha Name . . . . . . .  Highway Contractors, Inc.   RA144266T  02/21/16
                                                                       Highway Contractors Inc.    J3689549T  02/22/16

Payee Address Number . . . . .  00000461      Rocky Mountain Paving Inc.
Data Item. . . . . . . . . . .
          461 Rocky Mountain Paving Inc.     Alpha Name . . . . . . .  Bestway Paving, Inc.        RA144266T  02/21/16
                                                                       Rocky Mountain Paving Inc.  J3689549T  02/22/16

Payee Address Number . . . . .  00004010      Gourmet & More
Data Item. . . . . . . . . . .  AYCBNK
         4010 Gourmet & More                 Customer Bank Acct # . .  3669538743                  J3689549T  02/09/16
                                                                       6895492432

Data Item. . . . . . . . . . .  AYTNST
         4010 Gourmet & More                 Bank Transit . . . . . .  107004381                   J3689549T  02/09/16
                                                                       135897538
```

91

Purge Approved Payee Control Records

This chapter contains this topic:

- Section 91.1, "Purging Approved Payee Control Records"

91.1 Purging Approved Payee Control Records

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Purge Approved Payee Control Records

After you approve changes to controlled data, purge the control records. This purge is a version of the generic purge program. It selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail.

This is a DREAM Writer program.

See Also:

- Section 112.3, "Batch File Purge (P00PURGE)" for the processing options for this program

91.1.1 Processing Options

See Section 112.3, "Batch File Purge (P00PURGE)"

Part XVII

Technical Processes

This part contains these chapters:

- Chapter 92, "Overview to Technical Processes"
- Chapter 93, "Work with YTD Voucher Amounts"
- Chapter 94, "Update A/P Records with Address Book Information"
- Chapter 95, "Purge A/P Records"
- Chapter 96, "Supplier Master Conversion"
- Chapter 97, "Global Update Supplier Company/Business Unit"

92

Overview to Technical Processes

This chapter contains this topic:

- Section 92.1, "About Technical Processes"

92.1 About Technical Processes

Periodically, you may need to update supplier information or purge A/P information to create more disk space. To do so, complete the following:

- Purge Closed A/P information
- Purge Approved A/P Control records
- Update YTD voucher amounts
- Update A/P records with Address Book information
- Convert Supplier Master currencies
- Update Supplier Company/BU information

93

Work with YTD Voucher Amounts

This chapter contains these topics:

- Section 93.1, "Updating YTD Voucher Amounts"
- Section 93.2, "Correcting YTD Voucher Amounts"
- Section 93.3, "Reviewing YTD Voucher Amounts"

As part of your cash management procedures, you might want to see the total vouchered amount for a supplier. To see accurate totals, update the supplier's year-to-date (YTD) voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

93.1 Updating YTD Voucher Amounts

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update YTD Voucher Amount

When you run Update YTD Amount, P04820, the system does the following for all suppliers across all companies based on the beginning and ending date you specify:

- Calculates total voucher amounts from the A/P Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
  - Year-to-date voucher amounts
  - Prior year-end voucher amounts

Updating YTD Voucher Amounts is a DREAM Writer process.

93.1.1 How It Works

The program uses beginning and ending G/L dates entered in processing options 1 and 2 in conjunction with a method entered in processing option 4 to update the file.

93.1.1.1 Computation Method 1

This method uses the dates entered in the processing options to calculate the prior year vouchered amounts and update the Amount Vouchered PYE field; therefore it is critical that A/P transactions from the prior year exist in your environment. Any transactions with G/L dates after those entered in the processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2018 and I wish to calculate vouchered year-to-date amounts (based on a calendar year), I would enter a beginning date of 1/01/17 and an ending date of 12/31/17. These dates identify the prior year, so all transactions after 12/31/17 will be updated for the current year. If I entered dates beginning with 1/01/18 and ending 12/31/18, the Amount Vouchered PYE field would be updated and any transactions after 12/31/18 would be updated in the Amount Vouchered YTD field.

You may run this process as often as desired, but it can only be accurate if A/P vouchers between the beginning date range to the current date have not been purged from the A/P Detail file (F0411).

93.1.1.2 Computation Method 2

This method assumes that transactions from the prior year have been purged or are missing. You still enter the dates of the prior fiscal year, but the program uses the information differently. Since there aren't any records for the prior year, the program calculates the Vouchered YTD amount by adding the amounts of vouchers with G/L date after the Thru Date (entered in the processing options), then subtracts this total from the existing Amount Vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is simply replaced with the newly calculated year-to-date amount.

For example, my supplier, ABC Company, has a current Amount Vouchered YTD total of $10,000 (since the last time the program was run). My company is on a calendar year for 2018, and the From and Thru Dates are entered as 01/01/17 and 12/31/17, respectively. All the vouchers with a GL date after 12/31/17 would comprise my new year-to-date amount (let's use $6500). The new prior year amount is calculated by subtracting $6500 from the original $10,000. Therefore, the new Amount Vouchered PYE is $3500 and the new Amount Vouchered YTD is $6500. Of course if I had been on the system for more than two years, the Amount Vouchered PYE would include all years prior to the current year.

Beware! If you run this process more than once (using Computation Method 2) you will end up with zero in your Amount Vouchered PYE field.

93.1.2 Before You Begin

- Enter all vouchers for all companies for the period or fiscal year

93.1.3 What You Should Know About

Topic	Description
Multi-Currency	If you use multiple currencies, you must enter an amount currency for each supplier in the supplier master.
Purging A/P records	If you purge your A/P records more than once a year, update your supplier YTD voucher amounts prior to purging the first time that year.

93.2 Correcting YTD Voucher Amounts

Navigation

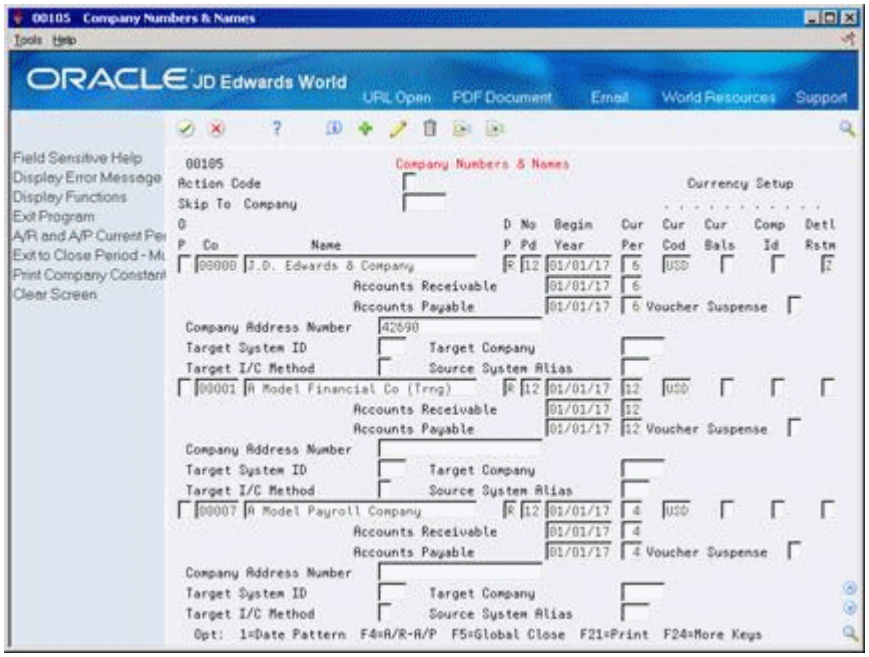
From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update YTD Voucher Amount

If the system cannot update a supplier's balances, it lists the supplier on the A/P Annual Close report as an error. Use this report to review and correct the problems.

After you update YTD voucher amounts, run Rework A/P Annual Close. Use data selection to select only those suppliers not updated.

Figure 93–1 Company Numbers and Names screen



93.2.1 Processing Options

See Section 114.1, "A/P Annual Close - Calculate YTD Vouchered (P04820)".

93.3 Reviewing YTD Voucher Amounts

After you update YTD voucher amounts, you might want to review the updated information. You can:

- Review supplier balances online
- Review supplier balances on a report

93.3.1 Before You Begin

- Update YTD voucher amounts to update supplier records with year-to-date and prior year-end amounts

To review supplier balances online

Navigation

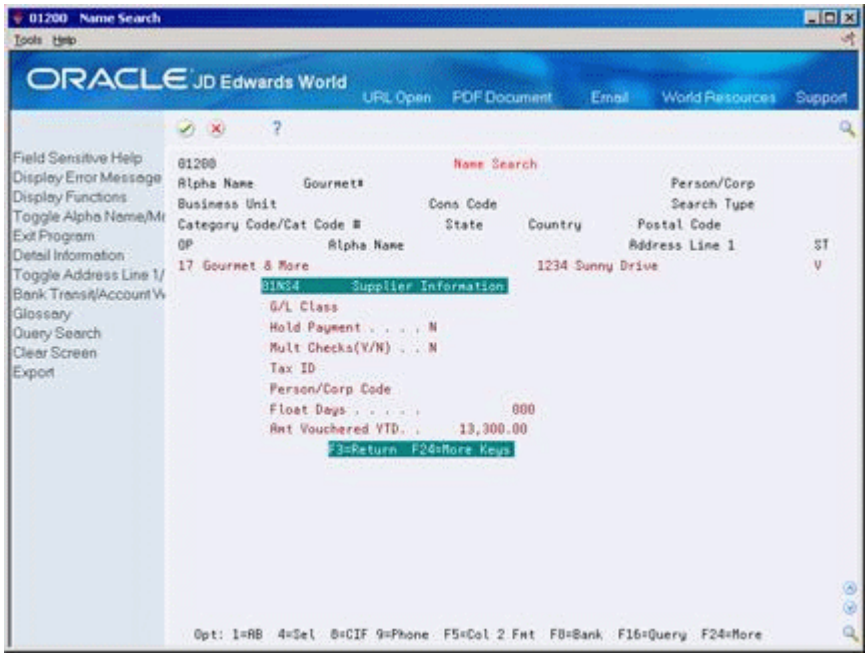
From Accounts Payable (G04), choose Supplier & Voucher Entry

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

On Supplier Master Information or any form that displays the supplier number

1. Position your cursor in the following field and choose Field Sensitive Help:
   - Supplier Number
2. On Name Search, complete the following field (or portion thereof) and press Enter:
   - Alpha Name
3. Enter 17 in the Option field for a supplier to access Supplier Information.

Figure 93–2 Name Search screen



4. On Supplier Information, scroll down to review additional information.

To review supplier balances on a report

From the A/P Reports menu

Print a version of the Supplier Analysis report.

94

Update A/P Records with Address Book Information

This chapter contains this topic:

- Section 94.1, "Running Update A/P Records with A/B Information"

94.1 Running Update A/P Records with A/B Information

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Update A/P Records w/AB Info

You should update A/P information periodically if you use:

- An approver number when entering logged vouchers
- Category code 7 (AC07) when entering vouchers with 1099 information
- Voucher category codes (YC01 - YC10)
- Consolidation codes
- Parent number
- Bank transit number

If you change specific information for a supplier record or a voucher category code, you should update your A/P ledger to ensure that you are working with current information in the A/P ledger (F0411).

Note: Plan to run this process during off-peak hours.

See Also:

- Using Category 07 in the 1099 Processing Guide
- Section 20.1, "Working with Logged Vouchers" for information on approver numbers

94.1.1 What Happens if You Do Not Update Approver?

This example illustrates a problem you might encounter if you do not update the approver number for existing vouchers in the A/P ledger.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. You set a processing option to display the Approver Number field on Voucher Logging Entry. On June 1, you enter two vouchers for A & D Parts. Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following shows the information in the A/P Ledger table.

Date	Transaction Records	Approver Number
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

Melvyn Easter enters his approver number (6000) on Voucher J. E. Redistribution. The system displays all vouchers that have Melvyn Easter (number 6000) as approver depending on the following:

- If you do not update approver information, Voucher J. E. Redistribution only displays PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver information, Voucher J. E. Redistribution displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

Note: Running Update A/P Records with A/B Information will automatically update both the Approver number and the value for category code 7 unless you set the processing option for P04820 to protect category code 7 from being updated.

94.1.2 Updating Voucher Category Codes

After you set up voucher category codes, any program that you use that updates the accounts payable ledger automatically updates the corresponding category code values for vouchers. You run Update A/P Ledger with A/B Information if you make any of the following changes:

- You change one of the values for an Address Book category code (AC01-AC30). For example, the category code 05 is Manufacturing Materials. Within that code, you change the value from PRC (Processing Chemicals) to PPK (Product Packaging) for your supplier.
- You change the UDC value (01/01 - 01/30) for a category code. For example, you change the UDC description for category code 05 (UDC table 01/05) for Manufacturing Materials to Materials to Manufacture.
- You change the user defined code table assigned to a data dictionary item in the YC01-YC10 range. For example, you change YC05 to link to user defined code 01/06 instead of 01/09.

When you run Update A/P with A/B Information, you specify in a processing option which voucher category codes that you want to update. This program updates the voucher category codes from the Address Book Master (F0101) to the Accounts Payable Ledger (F0411).

94.1.3 Before You Begin

- Ensure that users are not on the system

94.1.4 Processing Options

See Section 114.2, "Update A/P from Address Book (P04802)".

95

Purge A/P Records

This chapter contains these topics:

- Section 95.1, "Purging Closed A/P Records"
- Section 95.2, "Purging Approved Payee Control Records"

95.1 Purging Closed A/P Records

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Purge Closed A/P Records

To conserve system disk space, purge your paid A/P records periodically. Run the Purge Closed A/P Records program (P04800) to reduce the number of A/P transactions within your active A/P Ledger files, and to update those records to history in the A/P Purge files. Disk space should be evaluated prior to executing the purge program. Since you will initially be copying records from the A/P Detail files (F0411, F0413 and F0414) to the A/P Purge files (F0411P, F0413P and F0414P) you will be utilizing more disk space until the purged files can be removed from the drive and transaction files can be reorganized.

Be careful not to purge A/P ledger information that may be needed by other systems, such as Procurement.

The system locates, copies, and purges all A/P records (F0411, F0413, F0414) with a G/L date that is on or before the date entered in the processing option.

When you purge A/P records, you run a DREAM Writer that:

- Removes paid transactions from the A/P Ledger, A/P Matching Document, and A/P Matching Document Detail tables if:
  - The G/L date of the transaction is on or before the "as of" date set in a processing option.
  - The open amount is zero.
- Removes A/P payment summary information from the A/P Matching Document table if the payment date of a record is on or before the payment date set in a processing option
- Copies purged records to the following tables:
  - Purge-A/P Ledger (F0411P)

- Purge-A/P Matching Document (F0413P)
- Purge-A/P Matching Document Detail (F0414P)

For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

After you purge A/P records, contact your System Administrator to run Reorganize Files. This reorders the remaining records, maximizes system disk space, and speeds system processing.

Note: If the voucher or payment records have generic text associated with them, the system does not copy generic text to another file; it just deletes the associated records.

To maintain file integrity among the F0411, F0413 and F0414 files, the system must evaluate each voucher and payment record independently:

- If a voucher does not meet the purge criteria, none of its corresponding payment records are purged.
- If a payment does not meet the purge criteria, none of the vouchers it paid are purged.

By purging only completed sets of records, the system does not orphan records in any file.

The system uses the following criteria to determine purge eligibility for each voucher and payment transaction:

- The G/L date is less than or equal to the date entered in the processing option of the purge program.

  Note: The payment/check date (DMTJ) is the G/L date of the payment record.

- The pay status (PST) of the voucher is P and the open amount (AAP) is blank.
- The posted code (POST for F0411 and F0414, ISTP for F0413) on the transaction is D.

95.1.1 Before You Begin

- Complete 1099 processing for the fiscal period, if applicable
- Back up the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables
- Update YTD voucher amounts

95.1.2 What You Should Know About

Topic	Description
Purging associated journal entries	When you purge A/P records, the system does not purge the associated journal entries. Contact your System Administrator to develop a program to purge the Account Ledger table (F0911).
Removing tables of purged records	To remove the tables of purged records from your system, use IBM AS/400 commands to copy the tables to another medium and then delete them from the system.

95.1.3 Processing Options

See Section 114.3, "Purge Closed A/P Records (P04800)"

95.1.4 Data Selection and Sequence for Purge Closed A/P Records

To prevent the system from purging recurring vouchers, set the Number of Payments to equal (EQ) ZERO in the data selection. To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

95.1.5 Working with Purge Files

If you have the disk space, you might want to purge records without removing them from your system. This allows you to report on those records, if necessary. Since records for multiple years could be written to the F0411P, F0413P and F0414P files, you may wish to rename this file to differentiate it from A/P transactions purged for a different date. If the files remain in your library and the purge is run again, the system appends the newly purged records to the existing purge files.

Important! One risk to appending newly purged records to existing purge files is that the system might return a duplicate key error on the payment ID. When payment records are purged, the system reassigns those payment IDs to new payment records. If these new payment records are subsequently purged and appended to existing purge files, this returns an error and does not complete the purge. To avoid duplicate key errors, do one of the following:

- If you want to keep the purge files in your production library, rename them. For example, use the format F0411Pmmyy, where mm = the month and yy = the year.
- Copy the purge files to a different library.
- Copy the purge files to a tape or CD.

95.1.6 Post Purge Tasks

After you successfully purge transactions, there are several related tasks to complete. You might need to contact your system administrator to perform some of these tasks:

- Develop a plan to purge related F0911 records. If you have not purged the corresponding Account Detail (F0911) records, the system will report an out of balance condition on all of the purged batches when you run the A/P Orig Doc to

G/L Batch (P04701) and A/P Payments to G/L by Batch (P04702) integrity reports.

Either purge the corresponding F0911 transactions (batch types V, K, M, and W) or use Data Selection in the integrity reports to process transactions for specific years only.

- Reorganize the transaction files. The system does not automatically regain the disk space left from the purged records. To regain this space, you must run the Reorganize Files program (P98999), which reorganizes the data in the file to remove the used space and rebuilds the file indices.
- Copy the purged files (F0411P, F0413P and F0414P) to another library or to a tape or CD.
- Clear the purged files, if they are copied to another medium.

95.2 Purging Approved Payee Control Records

After you approve changes to controlled data, purge the control records.

Run version ZJDE0024 of the generic purge program (P00PURGE). This program selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail. This is a batch program.

95.2.1 Processing Options for P00PURGE

SAVE PURGED RECORDS

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

   This processing option allows you to retain the purged data in a file that is generated in a special purge library. The system generates the library name by concatenating JD Edwards World to the date on which the purge is run. The format of the date conforms to the format that the system uses, without date separators. For example, if you purge the payee control file on May 1, 2007, the system generates the library, JDE050107. The system creates the purge file with the same name that it uses for the library.

   REORGANIZE FILE

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

This processing option allows you to automatically reorganize the purged file (F0450) to regain the disk space. The system does not remove the space regained from purging records until the file is reorganized.

96

Supplier Master Conversion

This chapter contains these topics:

- Section 96.1, "Overview"
- Section 96.2, "Conversion"

96.1 Overview

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Supplier Master Conversion

The Supplier Master program (P0401E) will allow you to convert the Currency Code only, the Amount Currency only or both. Additionally, the program allows you to update the amount balances in the Supplier Master file (F0401), based on the new Amount Currency.

96.2 Conversion

Supplier Master Conversion (P0401E) can update the following fields in the Supplier Master file (F0401):

- Currency Code (CRRP)
- Amount Currency (CRCA)
- Amount Vouchered YTD (AYPD)
- Amount Vouchered PYE (APPD)
- Address Book Amount (ABAM)
- Address Book Amount (ABA1)
- Open Order Amount (APRC)
- Minimum Order Value (MINO)
- Maximum Order Value (MAXO)

Note: If you are converting the Currency Code field (transaction currency code), keep in mind that the update will only occur in the Supplier Master files (F0401), not the AP Ledger files (F0411) which store transaction detail records. This means that history in the ledger files for a Supplier will have the original transaction currency code, and all transactions from the point of conversion forward will have the new currency code.

96.2.1 Processing Options

See Section 114.4, "F0401 Supplier Master Conversion (P0401E)"

97

Global Update Supplier Company/Business Unit

This chapter contains this topic:

- Section 97.1, "Overview"

97.1 Overview

Navigation

From Accounts Payable (G04), enter 27

From A/P Advanced & Technical Operations (G0431), choose Global Update Supplier Co/BU

There may be times when you would like to update a large group of Supplier Company/Business Unit records (F04015). The Global Update Supplier Company/BU (P044905) is designed to help you do a batch update to a large number of records automatically, increasing your efficiency and accuracy.

You may use this program to recode any of the data elements specified in the processing options. It will update all records you have selected through the DREAM Writer Data Selection.

Caution: We caution you to review both your Processing Option values and Data Selection criteria before submitting this program. You may even wish to complete a current backup of the data in case of error so you can easily restore the previous information.

97.1.1 Processing Options

See Section 114.5, "Supplier Global Update - CO/BU Defaults (P044905)".

Part XVIII

Processing Options

This part contains these chapters:

- Chapter 98, "Supplier Information Processing Options"
- Chapter 99, "Voucher Processing - Processing Options"
- Chapter 100, "Other Voucher Entry Methods Processing Options"
- Chapter 101, "Automatic Payment Processing - Processing Options"
- Chapter 102, "Manual Payment Processing - Processing Options"
- Chapter 103, "Payables and Receivables Netting Processing Options"
- Chapter 104, "A/P Draft Processing - Processing Options"
- Chapter 105, "Supplier Ledger and Payment Information Processing Options"
- Chapter 106, "A/P Reports Processing Options"
- Chapter 107, "Period-End Processing - Processing Options"
- Chapter 108, "1099 Preparation Processing Options"
- Chapter 109, "System Setup Processing Options"
- Chapter 110, "Automatic Payment Setup Processing Options"
- Chapter 111, "A/P Forecasting Processing Options"
- Chapter 112, "Batch Voucher Processing - Processing Options"
- Chapter 113, "Payee Control Processing Options"
- Chapter 114, "Technical Processes - Processing Options"

98

Supplier Information Processing Options

This chapter contains these topics:

- Section 98.1, "Supplier Master Information (P01054)"
- Section 98.2, "Name Search (P01200)"

98.1 Supplier Master Information (P01054)

Processing Option	Processing Options Requiring Further Description
ADDITIONAL MAINTENANCE:	
1. Enter a '1' to automatically display the Controls Revisions screen on an add.	
2. Enter a '1' to automatically display the category codes screen on an add.	
3. Enter a '1' to automatically display bank information on an add.	
4. Enter a '1' to automatically display the purchasing instructions screen on an add.	
5. Enter a '1' to display the Company/ Business Unit Default screen on an add. This feature is optional and if the file F04015 is not found, the screen will not be displayed.	
AUDIT LOG FILE:	
6. Enter a '1' to utilize the Audit Log file (F0101A).	
SEARCH TYPE:	
7. Enter the search type value for suppliers. Default is 'V'.	
CURRENCY PROCESSING:	
8. Enter the currency code that should default into the amount currency code field when adding a Supplier. If left blank, the amount currency code will default from the Company associated with Security Business Unit from the Address Book.	
DREAM WRITER VERSIONS: Enter the version for each program. If left blank, ZJDE0001 will be used.	

Processing Option	Processing Options Requiring Further Description
9. Control Revisions (P010513)	

98.2 Name Search (P01200)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order. If all are left blank, all formats will appear in the order shown below. **Note:** These are used with your format function key F5. Addr Line One City Phone Number Address Book No. Credit Message	
DEFAULT SEARCH TYPE:	
2. Enter the default Search Type that should appear upon entry into Name Search.	

99

Voucher Processing - Processing Options

This chapter contains these topics:

- Section 99.1, "Voucher Entry (P04105)"
- Section 99.2, "Speed Voucher Entry (P041015)"
- Section 99.3, "General Ledger Post (P09800)"
- Section 99.4, "Voucher Journal Report (P04305)"
- Section 99.5, "A/P Approvals - Work with Vouchers (P04531)"

99.1 Voucher Entry (P04105)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL:	
1. You may activate certain capabilities by entering a '1' for the following: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax Approver Number Entry Category Code 07 Entry Payment Instrument	
FORMAT CONTROL:	
2. Select the default screen format: ' ' = Standard Voucher Entry '1' = Voucher Entry with Taxes '2' = Alternate Payee	
3. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
TWO CYCLE OPTION:	
4. Enter a '1' for 2 Cycle data entry.	
PREPAYMENT OPTIONS:	
5. Enter the G/L offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items.	

Processing Option	Processing Options Requiring Further Description
6. Enter the default payment status for prepayment pay items. If blank, prepayment pay items will default to a payment status of 'H'.	
7. Enter the number of days to add to the due date of the prepayment pay items.	
VOUCHER LOGGING:	
8. Enter a '1' if you wish to perform Voucher Logging from within Voucher Entry. **Note:** When doing Voucher Logging, processing options for Prepayments will be ignored.	
9. Enter a '1' if you want the system date to be defaulted to the G/L date and protected from being overridden.	
DREAM WRITER VERSIONS:	
10. Enter the version for each program: If left blank, ZJDE0001 will be used. A/R and A/P Journal Entries (P03101) A/P Voucher Processing (XT0411Z1) Supplier Ledger Inquiry (P042003) Supplier Master Information (P01054) Name Search (P01200) Voucher Category Code Review (P0411W) Organization Structure Revs (P0150)	
FIELD PROTECTION CONTROL:	
11. Enter a '1' to protect the Pay Status field. If left blank the Pay Status field will be unprotected.	
12. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

99.2 Speed Voucher Entry (P041015)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL:	
1. Enter '1' to select the following capabilities of this program: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax	

Processing Option	Processing Options Requiring Further Description
2. You may activate certain capabilities by entering a '1' for the following: Approver Number Entry Category Code 07 Entry Alternate Payee Payment Instrument	
FORMAT CONTROL:	
3. Enter sequence numbers (1-5) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below: Standard Speed Voucher Entry Voucher Entry with Subledger Voucher Entry with F/A Number Voucher Entry with Units Voucher Entry with Phase Code **Note:** This is used with the Format Selection function key.	
4. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
TWO CYCLE OPTION:	
5. Enter a '1' for 2 Cycle processing.	
DREAM WRITER VERSIONS: Enter the version of each program: If left blank, ZJDE0001 will be used.	
6. A/P Voucher Processing (XT0411Z1)	
7. Journal Entry Processing (XT0911Z1)	
8. Supplier Ledger Inquiry (P042003)	
9. Supplier Master Information (P01054)	
10. Name Search (P01200)	
11. Voucher Category Code Review(P0411W)	
12. Organization Structure Revs (P0150)	
FIELD PROTECTION CONTROL:	
13. Enter a '1' to protect the Pay Status field. If left blank the Pay Status field will be unprotected.	
14. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

99.3 General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	

Processing Option	Processing Options Requiring Further Description
1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION:	
2. Identify how to print amount fields on Post Journal: '1' = to Millions (w/ commas) '2' = to Billions (w/o commas) Blank (Default) = No Journal Printed.	
3. Identify which account number to print on report: '1' = Account Number '2' = Short Account ID '3' = Unstructured Account '4' = (Default) Number Entered During Input	
FIXED ASSETS:	
4. Enter a '1' to post F/A entries to Fixed Assets. **Note:** DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.	
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING:	
6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)	
7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	
8. Enter a '1' for 52 Period Post. **Note:** DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018): '1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File **Note:** When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT:	
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	
13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT:	
14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT:	
15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. **Note:** The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	

Processing Option	Processing Options Requiring Further Description
18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period. Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
BATCH TYPE SELECTION: **Note:** This option should NOT be changed by User.	

99.4 Voucher Journal Report (P04305)

Processing Option	Processing Options Requiring Further Description
PRINT FORMAT CONTROL:	
1. Enter a format to print: ' ' = 132 characters. '1' = 198 characters, including tax amounts and Journal Entry remarks.	
SUBHEADING CONTROL:	
2. Enter a '1' to print the User ID from the Batch Header file (F0011) in the report subheading. If left blank, the User ID from the A/P Ledger file (F0411) will be printed.	
ACCOUNT NUMBER DISPLAY MODE:	
3. Enter which account number to print on the Journal: ' ' = Number entered during input '1' = Account number '2' = Short account ID '3' = Unstructured account	
ROUNDING FACTOR:	
4. Enter desired rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 Amounts are rounded to the nearest whole number. Actual amounts are used to accumulate totals.	
TAX PROCESSING:	

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts and also to balance A/P Ledger and General Ledger amounts with Use and VAT taxes (for posted vouchers). If left blank, only the tax amount from the A/P Ledger file (F0411) will be printed. **Note:** This option is only valid when option 1 is set to '1' (Print 198 character format).	

99.5 A/P Approvals - Work with Vouchers (P04531)

Processing Option	Processing Options Requiring Further Description
PRELOADED DATA SELECTIONS:	
1. Any values entered into the following options will be loaded upon entry to the program: * Approver Approver 1/2/Either/Both Flag Document Type Approved Status Approved By FROM Approved Date Company * Enter 'USERID' to get your User ID preloaded.	

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Other Voucher Entry Methods Processing Options

This chapter contains these topics:

- Section 100.1, "Voucher Logging Review & Redistribution (P042002)"
- Section 100.2, "A/P Detail by Approver with Aging (P04428)"
- Section 100.3, "Recycle Recurring Vouchers (P048101)"
- Section 100.4, "Multi-Company Voucher Entry (P041016)"
- Section 100.5, "Multi Voucher Single/Multi Supplier (P041017)"

100.1 Voucher Logging Review & Redistribution (P042002)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
1. Enter the sequence numbers (1-3) to indicate which formats will appear and in what order. If all are left blank; all formats will appear in the order shown below. **Note:** These are used with the format selection function key. Supplier Name Supplier Invoice Number Approver Name	
DEFAULT PROCESSING:	
2. Enter the APPROVER Number to be used for voucher selection. Enter an '*' to display all vouchers requiring redistribution.	
3. Enter the Pay Status code to be assigned to the voucher after it has been redistributed. If left blank, the voucher's Pay Status will not be changed.	
DW VERSION FOR VOUCHER LOGGING ENTRY:	
4. Enter the DREAM Writer version of Voucher Entry (P04105) to be called when the selection option for Voucher Logging is selected. If left blank, version ZJDE0002 will be called.	

Processing Option	Processing Options Requiring Further Description
DW VERSION FOR P/O VOUCHER MATCH:	
5. Enter the DREAM Writer version of Purchase Order Voucher Match (P4314) to be called when the selection option for Redistribute P/O is selected. If left blank, version ZJDE0003 will be called.	
DW VERSION FOR JOURNAL ENTRY REDISTR:	
6. Enter the DREAM Writer version Journal Entry (P03101) to be called when the selection option for JE Redistribution is selected. If left blank, version ZJDE0001 will be called.	

100.2 A/P Detail by Approver with Aging (P04428)

Processing Option	Processing Options Requiring Further Description
PRINT FORMAT:	
1. Enter a '0' to print aging information. Enter a '1' to print discount and remark information.	
HOLD PAYMENT CODE:	
2. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. Enter '1' or those that are Inactive. If left blank, all suppliers will print.	
AGING:	
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging. **Note:** If selected, all other aging processing options will be ignored.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
5. Specify one of the following dates to age accounts from: D = Due Date I = Invoice Date G = General Ledger Date (If blank, "D" is the default)	
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	

Processing Option	Processing Options Requiring Further Description
7. Enter the following aging category information (for method "1" only): Aging Days: Beginning thru thru thru	
CREDIT AGING:	
8. Enter a '1' to age credits or leave blank to apply credits to the current column.	

100.3 Recycle Recurring Vouchers (P048101)

Processing Option	Processing Options Requiring Further Description
INVOICE NUMBER DEFAULT:	
1. Enter a '1' to leave the invoice number blank. Default of blank will duplicate the invoice number.	
INVOICE DATE DEFAULT:	
2. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.	
3. Enter the currency code that represents the euro currency in your system.	
DOCUMENT TYPE DEFAULT:	
4. Enter one of the following values to determine the Document Type of the newly created voucher. blank = 'PR' (Default) '*' = Same Document Type as the originating voucher. XX = Where 'XX' is a valid Document Type (UDC 00/DT and 00/DV).	

100.4 Multi-Company Voucher Entry (P041016)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL:	
1. Enter a '1' to select the following capabilities for this program: Sales/Use/Vat Tax Processing PO Number Entry Extra Date for Service/Tax Approver Number Entry	
TWO CYCLE OPTION:	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' for 2 cycle data entry	
FORMAT CONTROL:	
3. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
DREAM WRITER VERSIONS: Enter the version of each program: If left blank, ZJDE0001 will be used.	
4. A/P Voucher Processing (XT0411Z1)	
5. Journal Entry Processing (XT0911Z1)	
6. Voucher Category Code Review(P0411W)	
FIELD PROTECTION CONTROL:	
7. Enter a '1' to protect the Pay Status field. If left blank the Pay Status field will be unprotected.	
8. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

100.5 Multi Voucher Single/Multi Supplier (P041017)

Processing Option	Processing Options Requiring Further Description
SUPPLIER NUMBER INCLUSION:	
1. Enter a '1' to include the supplier number on each voucher entry line. This will allow you to assign a unique supplier to each voucher entry.	Enter a '1' to allow entry of multiple vouchers for multiple suppliers. A blank will allow entry of multiple vouchers for a single supplier.
FIELD DISPLAY CONTROLS:	
2. Enter '1' to select the following capabilities of this program: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax	
TWO CYCLE OPTION:	
3. Enter a '1' for 2 Cycle processing.	
DW VERSION FOR A/P PROCESSOR:	
4. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
DW VERSION FOR G/L PROCESSOR:	
5. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
EXCHANGE RATE:	

Processing Option	Processing Options Requiring Further Description
6. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

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Automatic Payment Processing - Processing Options

This chapter contains these topics:

- Section 101.1, "Calculate Withholding (P04580)"
- Section 101.2, "A/P Detail Reports (P04423)"
- Section 101.3, "Cash Requirements (P04431)"
- Section 101.4, "A/P Speed Release (P04114)"
- Section 101.5, "Create Payment Groups (P04570)"
- Section 101.6, "Payment Analysis Report (P04578)"
- Section 101.7, "A/P Payments - Work with Payment Groups (P04257)"
- Section 101.8, "Copy File to Tape - A/P Payments (P0457)"
- Section 101.9, "Manual with Match Check Processing (P04102)"
- Section 101.10, "A/P Payments - PPD Bank Tape (P04572T1)"
- Section 101.11, "A/P Payments - CTX Bank Tape (P04572T2)"
- Section 101.12, "A/P Payments - Batch Void/Delete (P04503)"
- Section 101.13, "A/P Payments - Positive Pay Tape Create (P04586)"
- Section 101.14, "Batch File Purge (P00PURGE)"

101.1 Calculate Withholding (P04580)

Processing Option	Processing Options Requiring Further Description
PAY STATUS:	
1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned.	
2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.	
G/L OFFSET:	

Processing Option	Processing Options Requiring Further Description
3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. This offset should represent the withholding account and is required.	
4. Enter the G/L account for the zero balance records if any are created. (This must be the SHORT account number and is required.)	
TAX AUTHORITY:	
5. Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry. Leave blank to retrieve Tax Authority from supplier's address book record.	
6. Enter a '1' to assign a different G/L Date to the new voucher pay items. The new voucher pay items created would be created for a new voucher in the same batch.	
6a. Enter the G/L Date. If left blank, today's date will be used.	
GROSS VS. NET (Gross less Tax):	
7. Enter a '1' to calculate the withholding amount using the net amount (taxable). If left blank, the withholding will be calculated using the gross.	
DW VERSION FOR A/P VOUCHER PROCESSOR:	
8. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
9. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

101.2 A/P Detail Reports (P04423)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
1. Specify one of the following print formats: ' ' = Standard 132 characters with remarks. (Default) '1' = Standard 132 characters with net amounts. '2' = Long 198 characters with aging. '3' = Long 198 characters with foreign currency aging.	
BYPASS HELD SUPPLIERS:	
2. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y" or those that are Inactive. If left blank, all suppliers will print.	
AGING: (if Aging format is selected)	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging. **Note:** If selected, all other aging processing options will be ignored.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
5. Specify one of the following dates to age accounts from: D = Due Date I = Invoice Date G = General Ledger Date (If left blank, "D" is the default.)	
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	
7. Enter the following aging category information: (for method "1" only) Aging Days: Beginning thru thru thru	
8. Enter a '1' to age credits. If left blank, credits will be applied to the "Current" aging column.	
"AS OF" PROCESSING:	
9. Enter a '1' to use "As Of" date processing. **Note:** The DREAM Writer Based on File must be F0411AJC.	
PAYMENT PROCESSING:	
10. Enter a '1' to print payment information. If left blank only original voucher information will be printed.	
11. Enter a '1' to include payment amounts in the Original amount column total on the report. If left blank, only original document amounts will be totaled in this column. This option is only valid if payment information is being printed (option 10).	
ROUNDING FACTOR:	

Processing Option	Processing Options Requiring Further Description
12. Enter the desired rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 '6' = divide by 1000000 Actual amounts are used to accumulate totals.	
RECURRING FREQUENCY:	
13. Enter a '1' to print the recurring voucher information on the report. If left blank, no recurring information will be printed. (This applies to all formats except the foreign aging.)	
14. Enter the number of remaining payments to highlight on the report. Any vouchers with this number of remaining payments or less will be flagged on the report.	
GENERIC TEXT:	
15. Enter a '1' to print the generic text for pay items in a 40 character width Enter a '2' to print text in an 80 character width. If left blank, generic text will not be printed.	
16. Enter a '1' to print only the summarized generic text. Enter a '2' to print both the pay item generic text and the summarized generic text. If left blank, only pay item generic text will print.	

101.3 Cash Requirements (P04431)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Specify one of the following print formats: ' ' = Standard format. (Default) '1' = Format print with Alternate Payee. '2' = Format print with Foreign Currency Aging.	
2. Specify which account format to print on report: '1' = Short Account ID (Default) '2' = Account Number '3' = Unstructured Account	
3. Enter a '1' to print the Supplier Invoice Number. If left blank, the invoice number will not appear.	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to print negative total amounts. If left blank, a negative total amount will display as blank.	
AGING:	
5. Enter the 'As Of' date for processing. If left blank, the current date will be used.	
6. Enter the Aging Days. If left blank, 7 days will be calculated.	
DISCOUNT ALLOWANCE:	
7. Enter the cutoff date for allowing discounts. Pay Items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken regardless of the due date.	
BYPASS SUPPLIERS:	
8. Enter a '1' to bypass suppliers whose payments are on hold (Hold Payment code in Supplier Master is set to either 'Y', '1', or '2') or those that are Inactive. If left blank, then all suppliers will be included on the report.	
BYPASS UNAPPROVED VOUCHERS:	
9. Enter a '1' to bypass vouchers with an Unapproved Status. If left blank, or if A/P Approvals is not active, all vouchers will be included.	
ROUNDING FACTOR:	
9. Enter the desired rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 Any value of 0 through 5 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate total fields.	

101.4 A/P Speed Release (P04114)

Processing Option	Processing Options Requiring Further Description
TOTAL DISPLAYS:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display the Pay Status 'A' Total and the Grand Total in the header portion of the screen. **Note:** This may require additional processing time. These totals will still appear at the end of the screen detail.	
FORMAT CONTROL:	
2. Enter format numbers (1-4) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below. Discount Amount Approver Number Supplier Invoice Number Net Due Date **Note:** These are used with the format selection function key.	
PRE-LOADED DATA SELECTIONS:	
3. Any values that are entered for the following fields will be loaded on screen. Pay Status Document Type G/L Offset (*=All) Currency Code (*=All) Payment Instrument (*=All) Approver Number (*=All)	
PRE-LOADED ADDITIONAL SELECTIONS:	
4. Any values that are entered for the following fields will be loaded into the Additional Selections. Total Inquiry Amount Supplier Invoice Number Consolidation Code Bank Record Type	
DREAM WRITER VERSION:	
5. Enter the Version of Vendor Ledger Inquiry to be called. If left blank, the default of ZJDE0001 will be used.	
EDIT ON BANK ACCOUNT:	
6. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account's Currency.	

101.5 Create Payment Groups (P04570)

Processing Option	Processing Options Requiring Further Description
PAYMENT SELECTION:	

Processing Option	Processing Options Requiring Further Description
1. Enter in either a Pay Thru date or the number of displacement days from today. Pay Thru Date Displacement Days	
2. Enter a '1' to include all Credit Memos in this payment run regardless of Due Date.	
3. Enter one of the following values: '1' = Omit Prenote vouchers '2' = Select ONLY Prenote vouchers ' ' = Select all regardless of Prenote status (Default)	
DISCOUNT DATE:	
4. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken.	
5. Enter a '1' to bypass the voucher if the discount cut off is missed and the Net Due Date is later than the Pay Thru date. If left blank, the Net Due Date will not be considered.	
AMOUNT RANGE:	
6. Enter the payment amount range to be included in this pre-payment run. Also enter the pay instrument to be assigned to payments outside of the amount range. If currency conversion is turned on, enter the currency code for the amount range. Enter your amount range in whole numbers. Minimum Amount Min Pay Instrument Maximum Amount Max Pay Instrument Currency Code	
COMPANY PROCESSING:	
7. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment.	
DUE DATE PROCESSING:	
8. Enter a '1' to print a separate payment by due date. If left blank a separate payment by due date will not be printed. **Note:** If choosing this option, the DREAM Writer sequence should be set to include Due Date after Alternate Payee Address Number.	
PAYEE PROCESSING:	
9. Enter a '1' to create one payment per payee regardless of supplier.	

Processing Option	Processing Options Requiring Further Description
PRINT CONTROL:	
10. Enter a '1' to print a special attachment when payment detail information will not print on the stub.	
11. Enter the sequence ID which will order the payments when printed.	
12. Enter a '1' to print the full address for each payee on the Edit report. Leave blank to only print the payee alpha name.	
13. Enter a '1' to print contract information on the report.	
14. Enter a '1' to print job information on the report. **Note:** If choosing either option 10 or 11, payments should be sequenced by contract number.	
PAY ITEM SUMMARIZATION:	
15. Enter one of the following values to summarize the document on the pay stub and/or attachment. If left blank, no summarization will occur. '1' - By Document and Due Date '2' - By Document	
16. Enter a '1' to have the summary description on the pay stub default from the first pay item's remark. If left blank, the description will be retrieved from the vocabulary overrides for this program.	
BANK ACCOUNT:	
17. Enter an override bank account to be used for payment. If left blank the bank account in the Accounts Payable detail record will be used. **Note:** This must be a Short Acct ID.	
CURRENCY PROCESSING:	
18. Enter one of the following values to indicate which currency should be used for payment. ' ' - Bank Account Monetary Unit '1' - Voucher Domestic Currency '2' - Voucher Foreign Currency '3' - Current Domestic Amount '4' - Alternate Currency Payment If Alternate Currency payment, enter the currency code of the payment. If Current Domestic payment, enter Effective Date to retrieve exchange rate. If blank, the system date will be used.	
BUSINESS UNIT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
19. Enter a '1' to use the business unit as a selection criterion in the creation of a Payment Control Group. If left blank, business unit will not be considered and one PCG may include vouchers with different business units.	
ELECTRONIC FUNDS TRANSFER/EDI ONLY:	
20. Enter a '1' if you will be using tape output and would like to see tape information on the edit report. If left blank, no tape information will appear on the report.	
21. Enter a '1' if using tape output and you would like to be notified if Supplier is set to Pre-Note status. **PRE will print under Supplier Name.	
22. Enter a '1' to issue an error on the edit report if the Payee's EFT/EDI bank information does not exist.	
23. Enter a '1' to issue an error on the edit report if a G/L Bank Account's X12 information does not exist.	
24. Enter an override Effective Date and Bank Type to use to retrieve Bank Account/Transit data. If left blank, the System Date and the Bank Type on the voucher will be used. Effective Date Bank Type	
25. Enter a '1' to validate the IBAN/BIC values on Payor and Payee banks and that the payment is being made in EUROs for SEPA payments. If left blank, no SEPA edits will be performed.	
26. Enter the currency code that represents EURO currency. If left blank, EUR will be used.	
27. Enter '1' to print IBAN & Swift/BIC on the report if available. If left blank, IBAN/Swift will not print.	
CALCULATE WITHHOLDING:	
28. Enter a '1' submit the Calculate Withholding program (P04580) prior to running Pre-Payments. If left blank, Calculate Withholding will not be run. **Note:** The voucher withholding pay items created will not be posted.	
29. Enter the DREAM Writer version number of the Calculate Withholding program to be run. If left blank, version ZJDE0001 will be used.	
USER EXIT OPTION:	
30. Enter the User Exit program name. If left blank the name 'X04570E' will be used.	

101.6 Payment Analysis Report (P04578)

Processing Option	Processing Options Requiring Further Description
DETAIL VOUCHER INFORMATION:	
1. Enter a '1' to see all detail voucher information displayed, summary lines included. Enter a '2' to see detail voucher info displayed, summary lines NOT included. If left blank, only payment information will print.	
BUSINESS UNIT:	
2. Enter a '1' if you are processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.	

101.7 A/P Payments - Work with Payment Groups (P04257)

Processing Option	Processing Options Requiring Further Description
INTERACTIVE OR BATCH:	
1. Enter a '1' to process the payments interactively. Leave blank to submit the write or update in batch mode without a submittal message.	
1a. Enter Job Queue for Batch Process	
1b. Enter '1' to submit job on Hold	
BUSINESS UNIT PROCESSING:	
2. Enter a '1' to display the business unit fields. If left blank, the business unit fields will not display. **Note:** The selection and display of the business unit would only be applicable if you ran your Payment Control Group using business unit as a control field.	
PRINT OPTIONS:	
3. Enter '1' to use the first voucher's exchange rate (thus ignoring any gains/losses) or an effective date to use to retrieve the exchange rate. If both options are blank, the G/L date assigned to the payment will be used to retrieve the exchange rate. Voucher Exchange Rate Or Effective Date	
4. Enter a '1' to allow Currency Spot rates to be entered when Writing payments. If left blank, no spot rates will be allowed.	When this option is activated, you will be able to manually enter an exchange rate at the time of update.
5. For BACS, enter a '1' to allow entry of BACS processing dates. If left blank, BACS processing will not function.	

Processing Option	Processing Options Requiring Further Description
6. Enter one of the following options for output: ' ' - Each Payment Control Group(PCG) will be output to a separate tape file or spool file. '1' - Group PCGs for the same bank account into one file. '2' - Group all selected PCGs into one file regardless of account.	
7. Enter a '1' to request the following: Save Spool File Hold Spool File	
8. Enter the version number for the Write program. If left blank, the Payment Instrument Default version will be used. **Note:** This processing option will override any entry to the Controls Window also.	
9. Enter a '1' to force the assignment of payment numbers to be in sequential order. This option is only valid if you have selected to output separate PCGs or those with the same bank account to one spool file. (Option 5 is a blank or '1'). **Note:** This option is only valid for hard-copy payments and reserves the bank account payment number from the bank account file (F0030). If working with EFT, segregate PCGs by Prenote Code and use this option on only those PCGs with Prenote Vendors.	
UPDATE OPTIONS:	
10. Enter a '1' to bypass clearing the Prenote code in Vendor Master.	Use this option when you do not want the prenote code to automatically update during the payment process. Once you have confirmation from the bank that the prenote information is correct, you will have to manually update the prenote code.
11. Enter the version number for the register program. If left blank, the Payment Instrument Default version will be used. **Note:** This processing option will override any entry to the Controls Window also.	
12. Enter a '1' to submit the A/P payment post after the payments have been updated. If left blank, the post WILL NOT be automatically submitted. This will allow you to review the payment batch and post it at a more convenient time.	
13. Enter a '1' to process void payments through the system (post to G/L, and the bank reconciliation). If left blank, void payments will not be processed.	
PRELOADED DATA SELECTIONS:	

Processing Option	Processing Options Requiring Further Description
14. Any values entered into the following options will be loaded upon entry into the program: Bank Account Version Originator Payment Instrument Print Queue Currency Code Business Unit Write/Update Sequence (Payment Review)	
DW VERSION FOR BANK TAPE REVIEW:	
15. Enter the version number for the Bank Tape Review program. If left blank, ZJDE0001 will be used.	
DW VERSION FOR A/P PAYMENT PROCESSOR:	
16. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
DISPLAY OF ALTERNATE CURRENCY AMOUNTS:	
17. Enter a '1' to display the payment control group amounts in the alternate currency amount. Exchange rate effective date if blank, default is system date	
DW VERSION FOR G/L PROCESSOR:	
18. To override standard G/L processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
WRITE PAYMENT WINDOW OPTIONS:	
19. Enter a '1' to protect the Next Payment Number from change. If left blank, you may change the Next Payment Number.	
20. Enter one of the following options for handling the G/L Date: ' ' = No Date Restriction (Default) '1' = Current or Future Date Only '2' = System/Current Date Only	

101.8 Copy File to Tape - A/P Payments (P0457)

Processing Option	Processing Options Requiring Further Description
BACS PROCESSING:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display the BACS format.	
ALTERNATE PROCESSING PROGRAM:	
2. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. **Note:** This processing option is ignored if BACS processing is turned on.	

101.9 Manual with Match Check Processing (P04102)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter a '1' to summarize pay items by Voucher number and Due Date when viewing open items. **Note:** A function key exists to toggle summarized pay items.	
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number if field is left blank. Enter a '2' to automatically assign payment number and prohibit manual entry of payment number. If left blank, you will be required to enter a payment number.	
3. Enter a '1' to prevent deletion of an unposted payment. If left blank, you may delete unposted payments.	
FORMAT CONTROL:	
4. Select the default screen format: " " = Discount Amount "1" = Open Amount	
FIELD DISPLAY CONTROL:	
5. Enter a '1' to allow display and update of Value Date.	
6. Select the default screen mode: ' ' = Supplier Mode '1' = Alternate Payee Mode - Not allowed for One Time Payment suppliers.	
7. Enter a '1' to allow display and update of Subledger/Subledger Type fields.	When using subledger/subledger types with manual payments, the account associated with the subledger will always be the account designated in the G/L Bank Account field.
DRAFT PROCESSING:	
8. Enter a '1' to display the draft entry field.	
DUPLICATE PAYMENT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
9. Enter a '1' to issue a warning when a duplicate payment number within the same bank account has been entered for different suppliers. If left blank, an error will be given for duplicate payment numbers entered against the same bank account.	
NEGATIVE PAYMENT PROCESSING:	
10. Enter a '1' to allow negative payments to be created.	
AUTOMATIC PRINT PROCESSING:	
11. Enter in the following default information for automatic print processing: Payment Instrument Print Program Version Number Save Spool File ('1' = yes) Hold Spool File ('1' = yes) Retain Print Field Value	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 12. Name Search (P01200) 13. Manual Ck w/o Voucher Match (P04106) 14. Supplier Ledger Inquiry (P042003) 15. Void Payment (P04103) 16. A/R A/P Netting (P03455) 17. A/P Netting Void Payment (P04456)	
EXCHANGE RATE:	
18. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	
ALTERNATE PAYMENT PROCESSING:	
19. Enter a '1' to display the alternate currency code field. If the currency code in this field does not match the currency code inquired upon, an alternate currency payment will be recorded.	
20. If alternate currency is turned on, enter a '1' to display the Foreign to Alternate Exchange Rate. Blank (Default) will display the Alternate to Domestic Exchange Rate.	

101.10 A/P Payments - PPD Bank Tape (P04572T1)

Processing Option	Processing Options Requiring Further Description
ELECTRONIC FUNDS TRANSFER:	

Processing Option	Processing Options Requiring Further Description
1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.	
2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.	
3. Enter the Immediate Origin (10 pos.). (Header Record 1, positions 14-23) In most cases you should enter only 9 characters/digits and we will right justify your information and place a blank in the first position of the field (unless otherwise directed by ODFI to enter 10 characters/digits). If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available, the tape will be rejected by the Clearing House.	
4. Enter the Company ID Number.(10 pos). (Rec 5, 41-50 and Rec 8, 45-54). The ID Number MAY be preceded by one of the following ID Code Designators (ICDs) or a value of your own. '1' = IRS Employer Id No. (EIN) '3' = Data Universal No. System(DUNS) '9' = User Assigned Number If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available OR less than 10 chars, the tape will be rejected by the Clearing House.	
5. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header Record (Rec 5, position 21-40). Enter an asterisk '*' to have the Bank Acct (CBNK) loaded to this field.	
6. Enter a '1' to retrieve the Vendor's Bank Account Reference Roll Number to be placed in the Individual ID Number (Rec 6, pos 40-54). If left blank, the Payment Number will be used.	
7. Enter a '1' to print a balancing debit entry (Record 6) to the current bank account. If left blank, no balancing record will be written. **Note:** If a record is written, the routing and account numbers for the bank account will be used (specified in file F0030).	
8. Enter a '1' to mask all but the last four characters of the Customer Bank Account that appears on the remittance advice. If left blank, no masking will occur.	
9. Enter a '1' to use the Mailing Name for the customer. If left blank, the Alpha Name will be used.	

Processing Option	Processing Options Requiring Further Description
PRINT PROGRAM:	
10. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.	
10a. Enter the version of the print program to call.	
BANK TAPE:	
11. Enter the following default values: Device Name Tape Density Label Name Blocksize New Volume Name New Owner ID File Name	
PRINTER OVERRIDES FOR REMITTANCE ADVICE:	
12. Enter the Print Output Queue.	
13. Enter '1' to SAVE Spool File.	
14. Enter '1' to HOLD Spool File.	
15. Enter the Forms Type for Spool File.	

101.11 A/P Payments - CTX Bank Tape (P04572T2)

Processing Option	Processing Options Requiring Further Description
ELECTRONIC FUNDS TRANSFER:	
1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.	
2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.	
3. Enter the Immediate Origin (10 pos.). (Header Record 1, positions 14-23) In most cases you should enter only 9 characters/digits and we will right justify your information and place a blank in the first position of the field (unless otherwise directed by ODFI to enter 10 characters/digits). If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available, the tape will be rejected by the Clearing House.	

Processing Option	Processing Options Requiring Further Description
4. Enter the Company ID Number.(10 pos). (Rec 5, 41-50 and Rec 8, 45-54). The ID Number MAY be preceded by one of the following ID Code Designators (ICDs) or a value of your own. '1' = IRS Employer Id No. (EIN) '3' = Data Universal No. System(DUNS) '9' = User Assigned Number If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available OR less than 10 chars, the tape will be rejected by the Clearing House.	
5. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header Record (Rec 5, position 21-40). Enter an asterisk '*' to have the Bank Acct (CBNK) loaded to this field.	
6. Enter a '1' to retrieve the Vendor's Bank Account Reference Roll Number to be placed in the Individual ID Number (Rec 6, pos 40-54). If left blank, the Payment Number will be used.	
7. Enter a '1' to print a balancing debit entry (Record 6) to the current bank account. If left blank, no balancing record will be written. **Note:** If a record is written, the routing and account numbers for the bank account will be used (specified in file F0030).	
8. Enter a '1' to use the Child Support Deduction Addenda records. If left blank, Deduction Segments will not be written.	
9. Enter '1' to write out Child Support Addenda dates in YYMMDD format. If left blank, these dates will be written in CCYYMMDD format. (CC = century)	
10.Enter a '1' to mask all but the last four characters of the Customer Bank Account that appears on the remittance advice. If left blank, no masking will occur.	
11. Enter a '1' to use the Mailing Name for the customer. If left blank, the Alpha Name will be used.	
PRINT PROGRAM:	
12. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.	
12a. Enter the version of the print program to call.	
BANK TAPE:	

Processing Option	Processing Options Requiring Further Description
13. Enter the following default values: Device Name Tape Density Label Name Blocksize New Volume Name New Owner ID File Name	
PRINTER OVERRIDES FOR REMITTANCE ADVICE:	
14. Enter the Print Output Queue.	
15. Enter '1' to SAVE Spool File.	
16. Enter '1' to HOLD Spool File.	
17. Enter the Forms Type for Spool File.	

101.12 A/P Payments - Batch Void/Delete (P04503)

Processing Option	Processing Options Requiring Further Description
PROOF/FINAL:	
1. Enter a '1' to run the report in FINAL mode. If left blank, no payments will be deleted/voided. **Caution:** If run in FINAL mode, all payments in this batch will be deleted/voided and you cannot recover this information.	
BATCH NUMBER:	
2. Enter the batch number for the Payment Batch you would like to delete or void.	
VOID G/L DATE:	
3. Select one of the following options to assign the Void G/L Date: blank = Current System Date 1 = Specific Date (see below) 2 = Original Payment Date Void G/L Date (if '1' above):	
PRINT DETAIL:	
4. Enter a '1' to print the Payment Detail. If left blank, Payment IDs and Numbers in each batch will NOT be printed. We recommend you print detail when Deleting a batch.	
DREAM WRITER VERSION:	
5. Enter the version to be used for the Payment Functional Server (XT0413). If left blank, version ZJDE0001 will be used.	

101.13 A/P Payments - Positive Pay Tape Create (P04586)

Processing Option	Processing Options Requiring Further Description
PAYMENT INFORMATION:	
1. Enter a '1' to format the Payment Date in Gregorian (MDY) format. If left blank, the date will be Julian.	
2. Enter a '1' to write out the Mailing Name to the Positive Pay file. If left blank, the Alpha Name will be used.	
HEADER/TRAILER RECORDS:	
3. Enter a '1' to bypass writing the Header and Trailer records to the file. If left blank, Header and Trailer records will be written.	
BANK TAPE:	
4. Enter the following default values: Device Name Tape Density Label Name Blocksize New Volume Name New Owner ID File Name	

101.14 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

102

Manual Payment Processing - Processing Options

This chapter contains these topics:

- Section 102.1, "Manual with Match Check Processing (P04102)"
- Section 102.2, "Manual Payments without Match (P04106)"
- Section 102.3, "Speed Manual Checks (P041065)"
- Section 102.4, "Manual Payment Journal Report (P04311)"

102.1 Manual with Match Check Processing (P04102)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter a '1' to summarize pay items by Voucher number and Due Date when viewing open items. **Note:** A function key exists to toggle summarized pay items.	
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number if field is left blank. Enter a '2' to automatically assign payment number and prohibit manual entry of payment number. If left blank, you will be required to enter a payment number.	
3. Enter a '1' to prevent deletion of an unposted payment. If left blank, you may delete unposted payments.	
FORMAT CONTROL:	
4. Select the default screen format: " " = Discount Amount "1" = Open Amount	
FIELD DISPLAY CONTROL:	
5. Enter a '1' to allow display and update of Value Date.	

Processing Option	Processing Options Requiring Further Description
6. Select the default screen mode: ' ' = Supplier Mode '1' = Alternate Payee Mode - Not allowed for One Time Payment suppliers.	
7. Enter a '1' to allow display and update of Subledger/Subledger Type fields.	When using subledger/subledger types with manual payments, the account associated with the subledger will always be the account designated in the G/L Bank Account field.
DRAFT PROCESSING:	
8. Enter a '1' to display the draft entry field.	
DUPLICATE PAYMENT PROCESSING:	
9. Enter a '1' to issue a warning when a duplicate payment number within the same bank account has been entered for different suppliers. If left blank, an error will be given for duplicate payment numbers entered against the same bank account.	
NEGATIVE PAYMENT PROCESSING:	
10. Enter a '1' to allow negative payments to be created.	
AUTOMATIC PRINT PROCESSING:	
11. Enter in the following default information for automatic print processing: Payment Instrument Print Program Version Number Save Spool File ('1' = yes) Hold Spool File ('1' = yes) Retain Print Field Value	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 12. Name Search (P01200) 13. Manual Ck w/o Voucher Match (P04106) 14. Supplier Ledger Inquiry (P042003) 15. Void Payment (P04103) 16. A/R A/P Netting (P03455) 17. A/P Netting Void Payment (P04456)	
EXCHANGE RATE:	
18. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	
ALTERNATE PAYMENT PROCESSING:	
19. Enter a '1' to display the alternate currency code field. If the currency code in this field does not match the currency code inquired upon, an alternate currency payment will be recorded.	

Processing Option	Processing Options Requiring Further Description
20. If alternate currency is turned on, enter a '1' to display the Foreign to Alternate Exchange Rate. Blank (Default) will display the Alternate to Domestic Exchange Rate.	

102.2 Manual Payments without Match (P04106)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Select the default Service/Tax date: 'Y' = use Invoice Date ' ' = G/L Date	
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number if the field is left blank. Enter a '2' to automatically assign next payment number and prohibit manual entry of the payment number. If left blank, you will be required to enter a payment number.	
3. Enter a '1' to prevent deletion of an unposted payment. If left blank, you may delete unposted payments.	
FIELD DISPLAY CONTROL:	
4. You may suppress certain capabilities of this program by placing a 'Y' next to the following: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax	
FORMAT CONTROL:	
5. Select the default screen format: ' ' = Standard Manual Payments '1' = Manual Payments with Taxes	
6. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
TWO CYCLE OPTION:	
7. Enter a '1' for 2 Cycle data entry.	
CURRENCY PROCESSING:	
8. Enter a 'Y' to allow Value Added Tax on currency entries.	
WITHHOLDING EDIT:	
9. Enter a '1' to bypass the Withholding Tax edit. If left blank, the error will be issued and the voucher/payment will not be created if withholding is required for the supplier.	

Processing Option	Processing Options Requiring Further Description
PREPAYMENT OPTIONS:	
10. Enter the G/L offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items.	
11. Enter the default payment status for prepayment pay items. If blank, prepayment pay items will default to a payment status of 'H'.	
12. Enter the number of days to add to the voucher G/L date to calculate the due date of the prepayment pay item.	
DATE EDITS:	
13. Enter a value to select Date Edit processing. Valid values are as follows: Blank = No Edit 1 = Warning 2 = Hard Error Invoice Date > Today's Date Invoice Date > G/L Date Prev Doc G/L Date > New Doc G/L Date	
DUPLICATE PAYMENT PROCESSING:	
14. Enter a '1' to issue a warning when a duplicate payment number within the same bank account has been entered for different suppliers. If left blank, an error will be given for duplicate payment numbers entered against the same bank account.	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 15. Name Search (P01200) 16. Supplier Ledger Inquiry (P042003) 17. Void Payment Entry (P04103) 18. Voucher Category Code Review (P0411W) 19. A/P Journal Entry (P03101)	
EXCHANGE RATE:	
20. Enter a '1' to protect the Exchange Rate field. If left blank, the Exchange Rate will not be protected.	

102.3 Speed Manual Checks (P041065)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
1. Select the default Service/Tax Date: 'Y' = use Invoice Date ' ' = G/L Date	
2. Enter a '1' to automatically assign payment numbers based on the bank account next payment number if the field is left blank. Enter a '2' to automatically assign next payment number and prohibit manual entry of the payment number. If left blank, you will be required to enter a payment number.	
FIELD DISPLAY CONTROL:	
3. You may suppress certain capabilities of this program by placing a 'Y' next to the following: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax	
FORMAT CONTROL:	
4. Select the default screen format: '1' = Standard Speed Manual Payments '2' = Manual Payments with Subledger '3' = Manual Payments with F/A Number '4' = Manual Payments with Units '5' = Manual Payments with Phase Code	
5. Enter sequence numbers (1-5) to indicate the order in which formats will appear. If all are left blank, all formats will appear in the following order: Standard Speed Manual Payments Manual Payments with Subledger Manual Payments with F/A Number Manual Payments with Units Manual Payments with Phase Code	**Note:** When using subledger/subledger type with manual payments, the account associated with the subledger will always be the account designated in the G/L Bank Account field.
6. Enter a 1 to review the Voucher Category Codes with an Add or Change.	
TWO CYCLE OPTION:	
7. Enter a '1' for 2 Cycle data entry.	
DATE EDITS:	
8. Enter a value to select Date Edit processing. Valid values are as follows: Blank = No Edits 1 = Warning 2 = Hard Error Invoice Date > Today's Date Invoice Date > G/L Date	
DUPLICATE PAYMENT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
9. Enter a '1' to issue a warning when a duplicate payment number within the same bank account has been entered for different suppliers. If left blank, an error will be given for duplicate payment numbers entered against the same bank account.	
WITHHOLDING EDIT:	
10. Enter a '1' to bypass the Withholding Tax edit. If left blank, the error will be issued and the voucher/ payment will not be created if withholding is required for the supplier.	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used.	
11. Name Search (P01200)	
12. Supplier Ledger Inquiry (P042003)	
13. Voucher Category Code Review (P0411W)	

102.4 Manual Payment Journal Report (P04311)

Processing Option	Processing Options Requiring Further Description
1. To select which account number to print on the journal, enter a: '1'- account number '2'- short account ID '3'- unstructured account '4'- number entered during input If left blank, default will be number entered during input.	

103

Payables and Receivables Netting Processing Options

This chapter contains these topics:

- Section 103.1, "A/P and A/R Netting (P03455)"
- Section 103.2, "Build A/P and A/R Netting File (P03465)"
- Section 103.3, "A/P and A/R Netting Report (P03466)"

103.1 A/P and A/R Netting (P03455)

Processing Option	Processing Options Requiring Further Description
NETTING PROCESS OPTIONS:	
1. Enter a '1' to perform A/R Netting when called from a stand-alone menu.	The net total for A/P payments is a positive number and a negative number for A/R.
If left blank, A/P Netting will be called from a stand alone menu.	You must ensure you set this processing option to launch the type of netting program from the menu that you intend to use. If you do not set this processing option properly and attempt perform the netting process, the system displays the Invalid Netting Amount error message, and does not calculate the net amounts. You must also set the A/P & A/R Netting processing option in Receipts Entry (P03103) and Payment with Voucher Match (P04102) programs. If you encounter the error, you can access the correct version of the netting program by choosing A/R & A/P Netting Toggle (F10). For example, if you are in the A/P netting program, but your liabilities are actually in A/R, you can choose A/R & A/P Netting Toggle (F10) to toggle to the AR version of the netting program.
2. Enter a '1' for Inquiry mode only. If left blank, the program will be called in update mode.	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to override the address book authority and allow Netting. If left blank, the address book value will be used.	1 - Allow netting regardless of the setting of the AR/AP Netting field in the address book master record. Blank - Do not allow netting unless the value of the AR/AP Netting field in the address book master record is set to Y. If you leave this processing option to blank, you must be set the AR/AP Netting field in the address book master record to Y prior to entering invoices in the system. If invoices exist before you set the AR/AP Netting field to Y, the system does not display them in the netting application unless the value in this processing option is 1.
4. Enter a valid Pay Status code to override all A/P netted transaction records. This override is ignored when netting Manual Checks.	
5. Enter a valid Payment Instrument code to override all netted transaction records. (A/P use only).	
6. Enter a value to default into the Alternate Payee in A/P ledger for Payments: " " = Vendor Number "1" = Fifth Address from Address Book	
AUTOMATIC POSTING :	
7. Enter a '1' to enable the automatic posting of netted batches on exit of program. If left blank, the user will be responsible for the postings.	1 - Post automatically. The system posts the transactions it generates as a result of the netting program, when you exit this program. Blank - Do not post automatically. This processing option applies only to the A/P Standalone Netting program (P03455) that you access from one the A/R or A/P menu. **Note:** You can not reverse posted net transactions. If net transactions are posted, you must complete the payment process, and then void the payment and reverse the net transaction. JD Edwards World recommends that you leave this processing option blank. If you create net transactions using the Receipts Entry (P03103) or Payment Match with Voucher (P04102) programs, the system posts the net transactions regardless of the setting of this processing option.
VOUCHER ENTRY MODE:	
8. Enter '1' to allow changes in Voucher Entry. If left blank, Voucher Entry will be restricted to Inquiry mode.	
INVOICE ENTRY MODE:	
9. Enter '1' to allow changes in Invoice Entry. If left blank, Invoice Entry will be restricted to Inquiry mode.	
PROTECT INPUT FIELDS:	

Processing Option	Processing Options Requiring Further Description
10. Enter a '1' to protect the following fields from updates. Pay Status Payment Instrument Due Date G/L Bank Account Header G/L Date (Today's Date will default)	
GENERAL LEDGER OFFSET:	
11. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Vendor Master File will be used.	
12. Enter an override G/L offset for the A/R account. If left blank, the G/L Class from the Customer Master File will be used.	
REMARK IN A/P & A/R LEDGER:	
13. Enter remark for A/P & A/R ledger. (RPRMK).	
VALIDATION OF TRANSACTIONS:	
14. Enter a '1' to limit A/P to Vouchers that have been Redistributed ONLY.	
15. Enter a '1' to restrict A/P & A/R Netting to Posted transactions ONLY.	
DEFAULT POSTING VERSIONS FOR AUTO POST:	
16. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default.	
17. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default.	
18. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default.	
19. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default.	
DEFAULT VERSION A/P NETTING VOID:	
20. Enter a Version of the A/P Netting Void Payment program (P04456). If left blank, version ZJDE0001 will be used.	

103.2 Build A/P and A/R Netting File (P03465)

Processing Option	Processing Options Requiring Further Description
A/R BUILD OPTION:	

Processing Option	Processing Options Requiring Further Description
1. Enter the DREAM Writer version for the Netting Workfile build for Accounts Receivable (DREAM Writer form P034651). If left blank, a default of ZJDE0001 will be used.	
A/P BUILD OPTION:	
2. Enter the DREAM Writer version for the Netting Workfile build for Accounts Payable (DREAM Writer form P034652). If left blank, a default of ZJDE0001 will be used.	

103.3 A/P and A/R Netting Report (P03466)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL OPTIONS:	
1. Enter one of the following format options: ' ' = Domestic Only aging '1' = Foreign Currency aging (198 Characters)	
2. Enter a '1' to print the Supplier's Invoice Number beneath the document information on the report. If left blank, the invoice number will not be printed.	
COMPANY CONSTANTS AGING:	
3. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing options for aging will be used. **Note:** Report MUST be sequenced and set to page break by company if company defaults are requested.	
AGING "AS OF" DATE:	
4. Enter the "As of" date to age open balances. If left blank the current date is used as the default.	
AGING DATE METHOD:	
5. Specify one of the following dates to age accounts from: D = Due Date (Default) I = Invoice Date G = G/L Date **Note:** The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report. If "S" is specified, the Due Date method "D" will default.	
AGING CALCULATION METHOD:	

Processing Option	Processing Options Requiring Further Description
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	
AGING CATEGORY INFORMATION:	
7. Enter the following aging category information: (for method "1" only) (Aging Days) Beginning Thru Thru Thru Thru	
AGING CREDITS:	
8. Enter a '1' to age credits. If left blank, all credits will apply only to the current aging column.	
AGING DAYS MAXIMUM:	
9. Enter the maximum amount of aging days for a transaction to be included on the report. If left blank, all transactions will be included regardless of aging days.	
FILE BUILD OPTIONS:	
10. Enter one of the following values to control the workfile build: Blank = No file build (Default) '1' = Build permanent file '2' = Build temporary Workfile **Note:** Temporary file will be cleared at the completion of the report.	
A/R BUILD OPTION:	
11. Enter the DREAM Writer Version for the Accounts Receivable workfile build (DREAM Writer Form P034651). If left blank, a default of ZJDE0001 will be used.	
A/P BUILD OPTION:	
12. Enter the DREAM Writer Version for the Accounts Payable workfile build (DREAM Writer Form P034652). If left blank, a default of ZJDE0001 will be used.	
ROUNDING FACTOR:	

Processing Option	Processing Options Requiring Further Description
13. Enter desired rounding factor: ' ' = No rounding (Default) '0' = Round to decimals only '1' = Divide by: 10 '2' = Divide by: 100 '3' = Divide by: 1000 '4' = Divide by: 10000 '5' = Divide by: 100000 **Note:** Values '0' through '5' will also round amounts to whole numbers without decimals. Amounts are divided with 4/5 rounding. Actual recorded amounts (unrounded) are used to accumulate the report totals.	

104

A/P Draft Processing - Processing Options

This chapter contains this topic:

- Section 104.1, "Post Outstanding Drafts (P04803)"

104.1 Post Outstanding Drafts (P04803)

Processing Option	Processing Options Requiring Further Description
JOURNAL ENTRY CREATION:	
1. Enter a '1' to create Journal Entries. Default of blank will print a report only.	
2. Enter a '1' to create summary Journal Entries. Default of blank will create detail Journal Entries for each draft.	
OVERRIDE AUTOMATIC BATCH APPROVAL:	
3. Enter a '1' to override the automatic approval of the Journal Entries batch for payment and have it follow the batch management approval setup defined in the A/P Constants.	
PAY THRU DATE:	
4. Enter the pay thru date to process. If left blank, the system date will be used.	
G/L DATE:	
5. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.	
FOR FOREIGN CURRENCY:	
6. Enter the override exchange rate. **Note:** The DREAM Writer selection criteria must include currency code if an exchange rate is entered.	

105

Supplier Ledger and Payment Information Processing Options

This chapter contains these topics:

- Section 105.1, "Supplier Ledger Inquiry (P042003)"
- Section 105.2, "Payment Ledger Inquiry (P042004)"

105.1 Supplier Ledger Inquiry (P042003)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
1. Enter sequence numbers (1-8) to indicate which formats will appear and in what order. If all are left blank, all formats will appear in the order shown below. Due Date Payee Number Invoice Number P.O. Number G/L Date Currency Code Document Company Foreign/Domestic One Time Payment **Note:** These are used with the format selection function key.	
2. Enter a '1' to display the Payment Instrument field.	
3. Enter a '1' to suppress commas from amount fields.	
4. Enter a '1' to display payment detail along with voucher detail when paid items are selected.	
DATE SEQUENCE:	
5. If sequencing by Due Date, Invoice Date or G/L Date, enter a '1' to display dates in descending order, (latest to earliest date). If left blank, dates will display in ascending order.	

Processing Option	Processing Options Requiring Further Description
VOUCHER ENTRY MODE:	
6. Enter a '1' to allow changes in Voucher Entry (Option 1). If left blank, Voucher Entry will be restricted to inquiry mode when accessed from this program.	
DEFAULT SEQUENCE:	
7. Enter the Default Sequence to be used if there is no default in the Address Book or Data Dictionary for the entry.	
PRE-LOADED DATA SELECTIONS:	
8. Any values entered in the following options will be loaded upon entry into the program: Sequence Paid Company Currency Code Additional Selection Window: G/L Class Code (*=All) - Include/Exclude (1) Document Type - Include/Exclude (1) Payment Inst. (*=All) Consolidation Code	
SQL OPTIONS:	
9. Enter a '1' to only allow inquiries that are compatible with existing logical files. If left blank, SQL will be used for inquiries that cannot be processed with a logical file.	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used.	
10. A/R and A/P Journal Entries (P03101)	
11. Standard Voucher Entry (P04105)	
12. Voucher Entry-Multi Company (P041016)	
13. Progress Payment Entry (P43105)	
14. Customer Ledger Inquiry (P032002)	
15. Supplier Payment Inquiry (P042004)	
16. Purchasing Receipts Review (P43214)	
17. Name Search (P01200)	
18. Voucher Entry with Logging (P04105) If 18 is left blank, ZJDE0002 defaults.	
AS-IF CURRENCY DISPLAY:	

Processing Option	Processing Options Requiring Further Description
19. Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This option is activated by function key F19. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency.	
20. Enter the "As Of" date for processing the current exchange rate for the as-if currency. If left blank, the Thru date will be used. **Note:** A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.	

105.2 Payment Ledger Inquiry (P042004)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
1. Enter a '1' to allow display and selection of the Payment Instrument.	
2. Enter a '1' to suppress commas in the amount fields.	
PRE-LOADED DATA SELECTIONS:	
3. Enter values in the following options to be loaded upon entry into the program: Payment Inst. (*=All) Currency Code Company Sequence	
DREAM WRITER VERSIONS: Enter the version for each program. If left blank, ZJDE0001 will be used.	
4. A/R and A/P Journal Entry (P03101)	
5. Voucher Payment w/out Match (P04106)	
6. Customer Ledger Inquiry (P032002)	
7. Supplier Ledger Inquiry (P042003)	
8. Name Search (P01200)	

106

A/P Reports Processing Options

This chapter contains these topics:

- Section 106.1, "A/P Summary Reports (P04413)"
- Section 106.2, "A/P Detail Reports (P04423)"
- Section 106.3, "Currency Detail Report (P04427)"
- Section 106.4, "A/P Payment Detail (P04424)"
- Section 106.5, "Payment Register - Address & Payment Date (P09313)"
- Section 106.6, "Suspected Duplicate Payments (P04601)"
- Section 106.7, "A/P and A/R Netting (P03455)"
- Section 106.8, "Supplier Analysis Report (P04602)"
- Section 106.9, "Supplier Totals by G/L Account (P09450)"

106.1 A/P Summary Reports (P04413)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Specify one of the following print formats: ' ' = Standard 132 character format with aging. (Default) '1' = Long 198 character format with foreign currency aging. '2' = Short 132 character format with Offset and Remarks.	
BYPASS SUPPLIERS:	
2. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y' or those that are Inactive. If left blank, all suppliers will print.	
AGING:	
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	

Processing Option	Processing Options Requiring Further Description
5. Specify one of the following dates to age accounts from: D = Due Date (Default) I = Invoice Date G = General Ledger Date	
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	
7. Enter the following aging category information: (for method "1" only) Aging Days: Beginning thru thru thru thru	
8. Specify one of the following for aging credits: ' ' = Apply Credits to Current Column (Default) '1' = Age Credits	
"AS OF" DATE PROCESSING:	
9. Enter a '1' to use the "As Of" date process. **Note:** DREAM Writer Based On File must be F0411AJC.	
SUMMARY PAGE:	
10. Enter a '1' to print the company summary page at the end of the report. If left blank, no summary page will be printed.	
ROUNDING FACTOR:	
11. Enter rounding factor for Non-Aging: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 '6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are rounded using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for NON-AGING amounts.	
ROUNDING FACTOR:	

Processing Option	Processing Options Requiring Further Description
12. Enter Rounding factor for Aging: ' ' = no scaling '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 '6' = divide by 1000000 Any value of 0 through 6 will round decimals to whole numbers. Amounts are divided using 4/5 rounding. Actual amounts are used to accumulate the total fields. This is for AGING amounts.	

106.2 A/P Detail Reports (P04423)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
1. Specify one of the following print formats: ' ' = Standard 132 characters with remarks. (Default) '1' = Standard 132 characters with net amounts. '2' = Long 198 characters with aging. '3' = Long 198 characters with foreign currency aging.	
BYPASS HELD SUPPLIERS:	
2. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y" or those that are Inactive. If left blank, all suppliers will print.	
AGING: (if Aging format is selected)	
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging. **Note:** If selected, all other aging processing options will be ignored.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
5. Specify one of the following dates to age accounts from: D = Due Date I = Invoice Date G = General Ledger Date (If left blank, "D" is the default.)	

Processing Option	Processing Options Requiring Further Description
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	
7. Enter the following aging category information: (for method "1" only) Aging Days: Beginning thru thru thru	
8. Enter a '1' to age credits. If left blank, credits will be applied to the "Current" aging column.	
"AS OF" PROCESSING:	
9. Enter a '1' to use "As Of" date processing. **Note:** The DREAM Writer Based on File must be F0411AJC.	
PAYMENT PROCESSING:	
10. Enter a '1' to print payment information. If left blank only original voucher information will be printed.	
11. Enter a '1' to include payment amounts in the Original amount column total on the report. If left blank, only original document amounts will be totaled in this column. This option is only valid if payment information is being printed (option 10).	
ROUNDING FACTOR:	
12. Enter the desired rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 '6' = divide by 1000000 Actual amounts are used to accumulate totals.	
RECURRING FREQUENCY:	
13. Enter a '1' to print the recurring voucher information on the report. If left blank, no recurring information will be printed. (This applies to all formats except the foreign aging.)	

Processing Option	Processing Options Requiring Further Description
14. Enter the number of remaining payments to highlight on the report. Any vouchers with this number of remaining payments or less will be flagged on the report.	
GENERIC TEXT:	
15. Enter a '1' to print the generic text for pay items in a 40 character width Enter a '2' to print text in an 80 character width. If left blank, generic text will not be printed.	
16. Enter a '1' to print only the summarized generic text. Enter a '2' to print both the pay item generic text and the summarized generic text. If left blank, only pay item generic text will print.	

106.3 Currency Detail Report (P04427)

Processing Option	Processing Options Requiring Further Description
PRINT FORMAT:	
1. Enter a '0' to print aging information, or a '1' to print foreign and domestic information.	
HOLD PAYMENT CODE:	
2. Enter a '1' to bypass suppliers with a Hold Payment code of "Y" or those that are Inactive. If left blank, all suppliers will be shown. AGING: (if Aging format is selected)	
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
5. Specify one of the following dates to age accounts from: D = Due Date I = Invoice Date G = General Ledger Date (If blank, "D" is the default)	
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	

Processing Option	Processing Options Requiring Further Description
7. Enter the following aging category information: (for method "1" only) Aging Days: Beginning thru thru thru	
8. Enter a '1' to age credits or leave blank to apply credits to the current column.	
"AS OF" PROCESSING:	
9. Enter a '1' to use 'As Of' date process. **Note:** DREAM Writer Based on File must be F0411AJC.	

106.4 A/P Payment Detail (P04424)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
1. Enter a '1' to print the report with foreign and domestic amounts of the payment. If left blank, only the payment amount will display.	
2. Enter a '1' to begin a new page with each payment number. If left blank, a new page will begin with each payee.	
3. Enter '1' to print generic text for payments in a 40 character width, a '2' to print text in an 80 character width. If blank, no text will print.	

106.5 Payment Register - Address & Payment Date (P09313)

Processing Option	Processing Options Requiring Further Description
SUPPLIER NAME:	
1. Enter a '1' to print the Mailing Name of the Supplier. If left blank, the Alpha Name in the G/L Alpha Explanation field will print.	

106.6 Suspected Duplicate Payments (P04601)

Processing Option	Processing Options Requiring Further Description
SELECTION DATE:	
1. Enter a selection date. Only vouchers with an invoice date greater than or equal to this date will be selected for printing. If left blank, all vouchers will be selected.	

106.7 A/P and A/R Netting (P03455)

Processing Option	Processing Options Requiring Further Description
NETTING PROCESS OPTIONS:	
1. Enter a '1' to perform A/R Netting when called from a stand-alone menu. If left blank, A/P Netting will be called from a stand alone menu.	The net total for A/P payments is a positive number and a negative number for A/R. You must ensure you set this processing option to launch the type of netting program from the menu that you intend to use. If you do not set this processing option properly and attempt perform the netting process, the system displays the Invalid Netting Amount error message, and does not calculate the net amounts. You must also set the A/P & A/R Netting processing option in Receipts Entry (P03103) and Payment with Voucher Match (P04102) programs. If you encounter the error, you can access the correct version of the netting program by choosing A/R & A/P Netting Toggle (F10). For example, if you are in the A/P netting program, but your liabilities are actually in A/R, you can choose A/R & A/P Netting Toggle (F10) to toggle to the AR version of the netting program.
2. Enter a '1' for Inquiry mode only. If left blank, the program will be called in update mode.	
3. Enter a '1' to override the address book authority and allow Netting. If left blank, the address book value will be used.	1 - Allow netting regardless of the setting of the AR/AP Netting field in the address book master record. Blank - Do not allow netting unless the value of the AR/AP Netting field in the address book master record is set to Y. If you leave this processing option to blank, you must be set the AR/AP Netting field in the address book master record to Y prior to entering invoices in the system. If invoices exist before you set the AR/AP Netting field to Y, the system does not display them in the netting application unless the value in this processing option is 1.
4. Enter a valid Pay Status code to override all A/P netted transaction records. This override is ignored when netting Manual Checks.	
5. Enter a valid Payment Instrument code to override all netted transaction records. (A/P use only).	
6. Enter a value to default into the Alternate Payee in A/P ledger for Payments: " " = Vendor Number "1" = Fifth Address from Address Book	
AUTOMATIC POSTING :	

Processing Option	Processing Options Requiring Further Description
7. Enter a '1' to enable the automatic posting of netted batches on exit of program. If left blank, the user will be responsible for the postings.	1 - Post automatically. The system posts the transactions it generates as a result of the netting program, when you exit this program. Blank - Do not post automatically. This processing option applies only to the A/P Standalone Netting program (P03455) that you access from one the A/R or A/P menu. **Note:** You can not reverse posted net transactions. If net transactions are posted, you must complete the payment process, and then void the payment and reverse the net transaction. JD Edwards World recommends that you leave this processing option blank. If you create net transactions using the Receipts Entry (P03103) or Payment Match with Voucher (P04102) programs, the system posts the net transactions regardless of the setting of this processing option.
VOUCHER ENTRY MODE:	
8. Enter '1' to allow changes in Voucher Entry. If left blank, Voucher Entry will be restricted to Inquiry mode.	
INVOICE ENTRY MODE:	
9. Enter '1' to allow changes in Invoice Entry. If left blank, Invoice Entry will be restricted to Inquiry mode.	
PROTECT INPUT FIELDS:	
10. Enter a '1' to protect the following fields from updates. Pay Status Payment Instrument Due Date G/L Bank Account Header G/L Date (Today's Date will default)	
GENERAL LEDGER OFFSET:	
11. Enter an override G/L offset for the Trade A/P account. If left blank, the G/L Class from the Vendor Master File will be used.	
12. Enter an override G/L offset for the A/R account. If left blank, the G/L Class from the Customer Master File will be used.	
REMARK IN A/P & A/R LEDGER:	
13. Enter remark for A/P & A/R ledger. (RPRMK).	
VALIDATION OF TRANSACTIONS:	
14. Enter a '1' to limit A/P to Vouchers that have been Redistributed ONLY.	
15. Enter a '1' to restrict A/P & A/R Netting to Posted transactions ONLY.	
DEFAULT POSTING VERSIONS FOR AUTO POST:	

Processing Option	Processing Options Requiring Further Description
16. Enter a Version of the post program for the Receipts Entry Batch. If left blank ZJDE0005 will default.	
17. Enter a Version of the post program for the Voucher Entry Batch. If left blank ZJDE0003 will default.	
18. Enter a Version of the post program for the Manual Payments Batch. If left blank ZJDE0004 will default.	
19. Enter a Version of the post program for the Invoice Entry Batch. If left blank ZJDE0002 will default.	
DEFAULT VERSION A/P NETTING VOID:	
20. Enter a Version of the A/P Netting Void Payment program (P04456). If left blank, version ZJDE0001 will be used.	

106.8 Supplier Analysis Report (P04602)

Processing Option	Processing Options Requiring Further Description
REPORT CURRENCY: Enter the currency that the report is to be stated in. If left blank the report will be stated in U.S. Dollars (USD). This is only used if multi- currency is on.	

106.9 Supplier Totals by G/L Account (P09450)

Processing Option	Processing Options Requiring Further Description
ACCOUNT DISPLAY MODE:	
1. Enter the type of account number to print on the Report. ' ' = Number entered during input. '1' = Structured Account. '2' = Short Account ID. '3' = Unstructured Account Number	
DISPLAY ADDRESS:	
2. Enter a '1' to print the supplier/ customer address. If left blank, no address will print.	

107

Period-End Processing - Processing Options

This chapter contains these topics:

- Section 107.1, "A/P to G/L by Offset Integrity Report (P047001)"
- Section 107.2, "Create A/P "As-Of" Files (P04901)"
- Section 107.3, "A/P Detail Reports (P04423)"

107.1 A/P to G/L by Offset Integrity Report (P047001)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter a '1' to print only accounts that are out-of-balance. If left blank, all accounts will print.	
2. Enter a '1' to print detail A/P Voucher and Payment data for any account that is out-of-balance. Enter a '2' to print detail for all accounts. If left blank, no detail will print.	
2a. Enter a '1' to only print detail where the calculated gross is NOT equal to the ledger open amount. If left blank, all detail will print.	

107.2 Create A/P "As-Of" Files (P04901)

Processing Option	Processing Options Requiring Further Description
'AS OF' DATE:	
1. Enter the 'As Of' date. If left blank, the current date will be used.	
UPDATE OPTION:	
2. Include paid items in 'As Of' file: ' ' = open items only '1' = open and paid items **Note:** The inclusion of paid items in the 'As Of' file will increase the processing time.	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' for a partial build. The build will delete and write only records for those companies selected in DREAM Writer Data Selection. (RPCO *EQ *VALUE)	
PRE-PAYMENTS:	
4. Enter a '1' if you want the remarks field of pre-paid vouchers to show the document type and number of the payment. Only the first payment will appear. Any remarks already in the field will be overwritten.	

107.3 A/P Detail Reports (P04423)

Processing Option	Processing Options Requiring Further Description
PRINT FORMATS:	
1. Specify one of the following print formats: ' ' = Standard 132 characters with remarks. (Default) '1' = Standard 132 characters with net amounts. '2' = Long 198 characters with aging. '3' = Long 198 characters with foreign currency aging.	
BYPASS HELD SUPPLIERS:	
2. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y" or those that are Inactive. If left blank, all suppliers will print.	
AGING: (if Aging format is selected)	
3. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging. **Note:** If selected, all other aging processing options will be ignored.	
4. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.	
5. Specify one of the following dates to age accounts from: D = Due Date I = Invoice Date G = General Ledger Date (If left blank, "D" is the default.)	
6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar	

Processing Option	Processing Options Requiring Further Description
7. Enter the following aging category information: (for method "1" only) Aging Days: Beginning thru thru thru	
8. Enter a '1' to age credits. If left blank, credits will be applied to the "Current" aging column.	
"AS OF" PROCESSING:	
9. Enter a '1' to use "As Of" date processing. **Note:** The DREAM Writer Based on File must be F0411AJC.	
PAYMENT PROCESSING:	
10. Enter a '1' to print payment information. If left blank only original voucher information will be printed.	
11. Enter a '1' to include payment amounts in the Original amount column total on the report. If left blank, only original document amounts will be totaled in this column. This option is only valid if payment information is being printed (option 10).	
ROUNDING FACTOR:	
12. Enter the desired rounding factor: ' ' = no rounding (Default) '0' = round decimals only '1' = divide by 10 '2' = divide by 100 '3' = divide by 1000 '4' = divide by 10000 '5' = divide by 100000 '6' = divide by 1000000 Actual amounts are used to accumulate totals.	
RECURRING FREQUENCY:	
13. Enter a '1' to print the recurring voucher information on the report. If left blank, no recurring information will be printed. (This applies to all formats except the foreign aging.)	
14. Enter the number of remaining payments to highlight on the report. Any vouchers with this number of remaining payments or less will be flagged on the report.	
GENERIC TEXT:	

Processing Option	Processing Options Requiring Further Description
15. Enter a '1' to print the generic text for pay items in a 40 character width Enter a '2' to print text in an 80 character width. If left blank, generic text will not be printed.	
16. Enter a '1' to print only the summarized generic text. Enter a '2' to print both the pay item generic text and the summarized generic text. If left blank, only pay item generic text will print.	

108

1099 Preparation Processing Options

This chapter contains these topics:

- Section 108.1, "Reports by Address (P01301)"
- Section 108.2, "A/B with Tax ID & Prsn/Corp - Foreign Address (P014032)"

108.1 Reports by Address (P01301)

Processing Option	Processing Options Requiring Further Description
ADDRESS BOOK REPORTS W/OUT WHO'S WHO:	
1. Select the format you wish to print. 1 - Mailing Labels 1A - Mailing Labels/Bulk (Address Format 04 Only) 2 - One Line per Address 3 - Full Address w/o Codes and Notes 4 - Full Address w/ Codes and Notes 9 - Mailing Labels w/Address number and Phone number 9A - Mailing Labels w/Address number 9B - Mailing Labels w/Phone number **Note:** When running Form 3 the based on file must be the F0101JB. All other forms must be based on the F0101JC.	
PAGE BREAK:	
2. Enter 1 to skip to a new page when the first alpha character changes. Default of blank will not page break.	
GENERIC TEXT:	
3. Enter a '1' to print the Address Book Generic Text in a 40 character width, a '2' to print text in an 80 character width. If left blank, Generic Text will not be printed.	
FORMAT OVERRIDE:	

Processing Option	Processing Options Requiring Further Description
4. Enter the Address Format ID to be used for labels. If left blank, the format ID associated with the address book country will be used. **Note:** If you are printing Bulk Mail Labels, the override entered will not be used.	
TYPE OF PRINTER:	
5. Enter a '1' if you are using a laser printer to print your labels. Default of blank indicates you are using a dot matrix printer.	
CHARACTERS PER INCH:	
6. Enter a '1' if you want your dot matrix printer to print with 15 characters per inch and 40 character labels. Default of blank will set your dot matrix printer to 10 characters per inch and 32 character labels.	

108.2 A/B with Tax ID & Prsn/Corp - Foreign Address (P014032)

Processing Option	Processing Options Requiring Further Description
ADDRESS INFORMATION:	
1. Enter a '1' to print the full address for each address number.	
2. Enter a '1' to print duplicate 1099 Tax ID information. **Note:** You must have the Tax ID as the first item in the Data Sequence if this option is enabled.	

109

System Setup Processing Options

This chapter contains these topics:

- Section 109.1, "Payee Control Server - Options Only (X0450)"
- Section 109.2, "A/P Approver - Global Update of Approvers (P04840)"
- Section 109.3, "A/P Approval - Evaluate Voucher (P04532)"
- Section 109.4, "A/P Approval - Approval Controls (X0453)"
- Section 109.5, "AAIs - Accounts Payable (P00121)"

109.1 Payee Control Server - Options Only (X0450)

Processing Option	Processing Options Requiring Further Description
FILE CONTROL LEVELS:	
1. Enter the level desired for each of the files. If left blank, no control records will be written. Levels: ' ' = No controls (Default) '1' = Changes only '2' = Adds and changes A/P Ledger (F0411): Payee, Bank Type, Amounts-Chg Only Bank Acct (F0030): Account, Transit, SWIFT, IBAN Address BK (F0101): Alpha, Special Payee Who's Who (F0111): Mailing Name	
FILE OPTIONS:	
2. Enter a '1' to create Payee Control records regardless of whether a Supplier Master record exists. Leave blank to limit the Payee Control records to addresses with a Supplier Master (F0401) record.	

109.2 A/P Approver - Global Update of Approvers (P04840)

Processing Option	Processing Options Requiring Further Description
A/P APPROVER 1:	

Processing Option	Processing Options Requiring Further Description
1. Enter the FROM and TO User IDs you would like to change. If either field is left blank, no change to Approver 1 will be made. FROM Approver 1 User ID TO Approver 1 User ID	
A/P APPROVER 2:	
2. Enter the FROM and TO User IDs you would like to change. If either field is left blank, no change to Approver 2 will be made. FROM Approver 2 User ID TO Approver 2 User ID	
UPDATE APPROVALS VERSION:	
3. Enter the version of the Global Update for Approval File (P04841) to be submitted. If left blank, Version XJDE0001 will be used.	

109.3 A/P Approval - Evaluate Voucher (P04532)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSION:	
1. Enter the DREAM Writer version of the A/P Approval - Set Voucher Flag program (X0453) to call. If left blank, ZJDE0001 will be used.	

109.4 A/P Approval - Approval Controls (X0453)

Processing Option	Processing Options Requiring Further Description
LESS THAN MINIMUM DEFAULTS:	
1. Enter information to be assigned when voucher amount is less than minimum required for approval. If Approver 1 is left blank, voucher will be unapproved and it is recommended that Approver 2 be assigned. If Approver 1 is non- blank, voucher will be approved. Approver 1 Approver 2	
NO CONTROL RECORD FOUND:	

Processing Option	Processing Options Requiring Further Description
2. Enter information to be assigned to the voucher when control record for voucher info is not found. If Approver 1 is blank, voucher will be unapproved and it is recommended that Approver 2 be assigned. If Approver 1 is non-blank, voucher will be approved. Approver 1 Approver 2	
CREDIT ALERT:	
3. Enter a '1' to set vouchers with a credit pay item to unapproved, regardless of any other criteria.	
ONE TIME PAYMENT PROCESSING:	
4. Enter information to be assigned to all vouchers entered for One Time Payments. If Approver 1 is blank, the voucher will go thru the regular evaluation process. If Approver 1 is non-blank, the voucher will be unapproved. Approver 1 Approver 2	
VOUCHER FIELDS AFFECTING APPROVAL:	
5. If the Payee or the Amount of a voucher is changed, we automatically re-evaluate the voucher. Below are additional fields that, if changed, might affect the way you pay that voucher. Enter a '1' if you want a change to that field to cause a re- evaluation of the voucher. Category Code 7 (AC07) Payment Handling Code (CRC)	

109.5 AAIs - Accounts Payable (P00121)

Processing Option	Processing Options Requiring Further Description
Enter the starting sequence number.	

110

Automatic Payment Setup Processing Options

This chapter contains these topics:

- Section 110.1, "Bank Account Information (P04130)"
- Section 110.2, "A/P Payments (P04572)"
- Section 110.3, "A/P Payments - PPD Bank Tape (P04572T1)"

110.1 Bank Account Information (P04130)

Processing Option	Processing Options Requiring Further Description
ELECTRONIC INFORMATION:	
1. Enter a '1' to display Electronic Information.	
BANK SYSTEM INFORMATION:	
2. Enter a '1' to display Bank System Information.	

110.2 A/P Payments (P04572)

Processing Option	Processing Options Requiring Further Description
TRANSLATION PROGRAM:	
1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.	
ADDRESS FORMAT:	
2. Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.	
PAYMENT INFORMATION:	
3. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.	
5. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.	
PRINT INFORMATION:	
6. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'.	
7. Enter one of the following formats: blank = amount fields same (default) '1' = net amount field enlarged	
8. Choose one of the following to appear on the stub: ' ' - Remark '1' - Supplier Name (Useful if paying alternate payee for several vendors). '2' - Supplier Invoice Number	
9. Enter one of the following values to select the sequence order of the detail to appear on the stub. blank = Voucher Information '1' = Vendor Invoice	
10. Enter '1' to float the '$' sign to amount. If left blank, amount will be asterisk filled.	

110.3 A/P Payments - PPD Bank Tape (P04572T1)

Processing Option	Processing Options Requiring Further Description
ELECTRONIC FUNDS TRANSFER:	
1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default value is '1'.	
2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.	
3. Enter the Immediate Origin (10 pos.). (Header Record 1, positions 14-23) In most cases you should enter only 9 characters/digits and we will right justify your information and place a blank in the first position of the field (unless otherwise directed by ODFI to enter 10 characters/digits). If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available, the tape will be rejected by the Clearing House.	

Processing Option	Processing Options Requiring Further Description
4. Enter the Company ID Number.(10 pos). (Rec 5, 41-50 and Rec 8, 45-54). The ID Number MAY be preceded by one of the following ID Code Designators (ICDs) or a value of your own. '1' = IRS Employer Id No. (EIN) '3' = Data Universal No. System(DUNS) '9' = User Assigned Number If this option is blank, the Tax ID for the bank account's company will be used. **Note:** If this field is blank and no Tax Id is available OR less than 10 chars, the tape will be rejected by the Clearing House.	
5. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header Record (Rec 5, position 21-40). Enter an asterisk '*' to have the Bank Acct (CBNK) loaded to this field.	
6. Enter a '1' to retrieve the Vendor's Bank Account Reference Roll Number to be placed in the Individual ID Number (Rec 6, pos 40-54). If left blank, the Payment Number will be used.	
7. Enter a '1' to print a balancing debit entry (Record 6) to the current bank account. If left blank, no balancing record will be written. **Note:** If a record is written, the routing and account numbers for the bank account will be used (specified in file F0030).	
PRINT PROGRAM:	
8. Enter a '1' to mask all but the last four characters of the Customer Bank Account that appears on the remittance advice. If left blank, no masking will occur.	
9. Enter a '1' to use the Mailing Name for the customer. If left blank, the Alpha Name will be used.	
PRINT PROGRAM:	
10. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.	
10a. Enter the version of the print program to call.	
BANK TAPE:	
11. Enter the following default values: Device Name Tape Density Label Name Blocksize New Volume Name New Owner ID File Name	
PRINTER OVERRIDES FOR REMITTANCE ADVICE:	

Processing Option	Processing Options Requiring Further Description
12. Enter the Print Output Queue.	
13. Enter '1' to SAVE Spool File.	
14. Enter '1' to HOLD Spool File.	
15. Enter the Forms Type for Spool File.	

111

A/P Forecasting Processing Options

This chapter contains this topic:

- Section 111.1, "A/P Cash Forecasting (P04520)"

111.1 A/P Cash Forecasting (P04520)

Processing Option	Processing Options Requiring Further Description
CASH TYPE:	
1. Enter a cash type to designate an A/P record in the Cash Forecasting file. If left blank, '04' will be used as the cash type.	
REVERSE AMOUNT SIGNS:	
2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts in the F0032 file will appear as they would in the F0411 file.	

112

Batch Voucher Processing - Processing Options

This chapter contains these topics:

- Section 112.1, "Batch Voucher Entry (P0401Z1)"
- Section 112.2, "A/P Batch File Processing (P04110Z)"
- Section 112.3, "Batch File Purge (P00PURGE)"

112.1 Batch Voucher Entry (P0401Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	
1. Enter a '1' to view the Batch Review screen prior to working with the Batch Voucher Entry. A default of blank will take you directly to the Entry screen.	
2. Enter a '1' to display the EDI (Electronic Data Interchange) fields on the Batch Review screen.	
A/P MAINTENANCE FIELD DISPLAY CONTROL:	
3. You may suppress certain capabilities of the program by placing a '1' next to the following: Sales/Use/VAT Tax Processing PO Number Entry Extra Date for Service/Tax	
OUT-OF-BALANCE:	
4. Enter a '1' to bypass the out-of-balance edits between the voucher and the journal entries.	

112.2 A/P Batch File Processing (P04110Z)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
PROCESS OUT-OF-BALANCE:	
2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out-of-balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out-of-balance.	
BYPASS TAX DEFAULTS:	
3. Enter a '1' to bypass tax processing (no tax processing and no tax area/ tax explanation defaults). If left blank, tax processing will be in effect. **Note:** See AP Functional Server (XT0411Z1) in the JD Edwards World Multi-Currency Guide for additional tax processing option.	
4. Enter one of the following to use as a default Discount Handling flag. If left blank, no default will be used. '0' = Use Payment Terms '1' = Use Discount Override Amount '2' = Use Percentage	
AUTOMATIC PURGE:	
5. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.	
AUTOMATIC POST:	
6. Enter a '1' to automatically submit the post after processing/creating voucher transactions. This option is effective if only one batch is created by the processing program. If left blank, the post is not submitted.	
ERROR FILE:	
7. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.	
SUPPRESS WARNINGS:	
8. Enter a '1' to suppress the printing of warnings on the error report and in the PC Batch Entry Error file. If left blank, warnings will print on the error report and be placed into the error file.	
DW VERSION FOR A/P VOUCHER PROCESSOR:	
9. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

Processing Option	Processing Options Requiring Further Description
DW VERSION FOR JOURNAL ENTRY PROCESSOR:	
10. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	
PAYMENT PROCESSING ONLY: The following processing options are valid only if you are adding payments through the batch process.	
11. Enter a '1' if you are creating draft receipts. If left blank, automatic payments will be created.	
12. Enter a '1' if you would like the post automatically submitted for the payments created. If left blank, the payment post will not be submitted.	
13. To override standard A/P Payment processing (DREAM Writer XT0413, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide set up.	

112.3 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

113

Payee Control Processing Options

This chapter contains this topic:

- Section 113.1, "Batch File Purge (P00PURGE)"

113.1 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

114

Technical Processes - Processing Options

This chapter contains these topics:

- Section 114.1, "A/P Annual Close - Calculate YTD Vouchered (P04820)"
- Section 114.2, "Update A/P from Address Book (P04802)"
- Section 114.3, "Purge Closed A/P Records (P04800)"
- Section 114.4, "F0401 Supplier Master Conversion (P0401E)"
- Section 114.5, "Supplier Global Update - CO/BU Defaults (P044905)"

114.1 A/P Annual Close - Calculate YTD Vouchered (P04820)

Processing Option	Processing Options Requiring Further Description
DATE OPTIONS:	
1. Enter a "From" date to be used as the beginning period for the close.	
2. Enter a "Thru" date to be used as the ending period for the close.	
UPDATE CONTROL:	
3. Enter a '1' to update the Supplier Master in Final Mode. If left blank, the balances in the Supplier Master will not be updated (Proof Mode). **Note:** A run in proof mode is highly recommended if using computation method 2.	
COMPUTATION METHOD:	
4. Enter a '1' to compute prior vouchered using the "From" and "Thru" dates. This method is based on a complete F0411 with no purged records since the "From" date. Enter a '2' to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the "Thru" date only. This method CANNOT be repeated without creating erroneous results.	
CHANGE AMOUNT CURRENCY:	

Processing Option	Processing Options Requiring Further Description
5. For COMPUTATION METHOD '1' only; Final Mode only. Enter a currency here to be updated to the Amount Currency in your Supplier Master file. If left blank, the Supplier Master file will not be updated. **Caution:** All of the records in your DREAM Writer Data Selection will be updated.	

114.2 Update A/P from Address Book (P04802)

Processing Option	Processing Options Requiring Further Description
FIELD PROTECTION:	
1. Enter a '1' to protect the Category Code '07' from being updated with the Address Book value. If left blank, the field will be updated.	
UPDATE OPTION:	
2. Enter a '1' to update the Category codes regardless of the previous run date. If left blank, updates will be made only if a change was made to the Address Book record since the last time this program was run.	
3. Enter a '1' in the corresponding fields of the Category Codes that are to be updated: Voucher Category Code 01 Voucher Category Code 02 Voucher Category Code 03 Voucher Category Code 04 Voucher Category Code 05 Voucher Category Code 06 Voucher Category Code 07 Voucher Category Code 08 Voucher Category Code 09 Voucher Category Code 10	

114.3 Purge Closed A/P Records (P04800)

Processing Option	Processing Options Requiring Further Description
AS OF DATE:	
1. Enter G/L Purge 'As Of' Date.	

114.4 F0401 Supplier Master Conversion (P0401E)

Processing Option	Processing Options Requiring Further Description
UPDATE CONTROL:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to update Supplier Master balances. If left blank, Supplier Master balances will not be updated.	
DATE OPTIONS:	
2. Enter a date to be used as the exchange rate date. If left blank, the current date is used as the default.	
AMOUNT CURRENCY & CURRENCY CODE UPDATE:	
3. Enter a currency here to be updated to the Amount Currency in the Supplier Master file. If left blank, the Amount Currency will not be updated.	This applies to the CRCA field in the F0401 and specifies the currency that will be used to store amounts such as amount vouchered YTD , amount vouchered prior year, credit limit, and so on.
4. Enter a currency here to be updated to the Currency Code in the Supplier Master file. If left blank, the Currency Code will not be updated.	This applies to the CRRP field in the F0401 and is used to designate the transaction currency for the supplier.
ROUNDING FACTOR:	
5. Enter the desired rounding factor for the following limit fields: Minimum Order Value Maximum Order Value For example, a value of 100 will round the converted amount to the nearest hundred, 50 to the nearest 50, etc. If left blank, limit values will not be rounded.	

114.5 Supplier Global Update - CO/BU Defaults (P044905)

Processing Option	Processing Options Requiring Further Description
Enter the data value to replace or be "plugged" into selected Customer Co/Bus. Unit file fields. (*BL=Blank/Zeros)	
1. Logging Approver	
2. Multiple Checks	
3. Check Routing Code	
4. Remit To Address	
5. Payment Terms - A/P	
6. Special Factor/Payee	
7. Bank Type	
8. Payment Instrument	
9. Reference	
10. Tax Explanation Code	
11. Tax Rate Area	
12. Currency Code	
13. G/L Class	

Processing Option	Processing Options Requiring Further Description
14. Model JE Document Company Model JE Document Model JE Document Type	
15. Default Rev Account Bus. Unit Default Rev Account Object Default Rev Account Subsidiary	
16. Category Code 1	
17. Category Code 2	
18. Category Code 3	
19. Category Code 4	
20. Category Code 5	
21. Category Code 6	
22. Category Code 7	
23. Category Code 8	
24. Category Code 9	
25. Category Code 10	
26. Preferred Carrier	
27. Customer Price Group	
28. Send Method	
29. Minimum Order Value	
30. Maximum Order Value	
31. Print Message	
32. Order Template	
33. Deliver Instructions 1	
34. Deliver Instructions 2	
35. Landed Cost Rule	
36. Evaluated Receipt	
37. Rebate Active	
38. Rebate Level	
39. Price Pick List	
40. Invoice Copies	
41. Held Orders Code	
42. Freight Handling Code	
43. Display Weight UOM	
44. Display Volume UOM	

A

Quick Reference for A/P Codes

This appendix contains these topics:

- Appendix A.1, "A/P Codes"
- Appendix A.2, "Payment Terms"
- Appendix A.3, "Document Types"

A.1 A/P Codes

System #	Menus	Code	Payment Status
G04	Accounts Payable	A	Approved for payment
G0411	Supplier & Voucher Entry	#	Payment in progress
G04111	Other Voucher Entry Methods	P	Paid in full
G0412	Manual Payment Processing	%	Withholding applies
G0413	Automatic Payment Processing		
G0414	Accounts Payable Reports		Any others are a type of payment hold
G0421	Periodic Processes		
G0422	Annual 1099 Processing	H	Held/Pending approval
G0431	Advanced & Technical Operations	R	Retainage
G04311	Batch Voucher Processing	D	Draft accepted
G04312	Download Master File to PC		
G0441	Accounts Payable Setup		

A.2 Payment Terms

Value	Term	Code	Status
Blank	Net 30	A	Due on the tenth of the next month
1	1/10, Net 30	D	Due upon receipt
1	Split Payment (50/50)	R	Due on the first of next month

A.3 Document Types

Code	Original Document	Code	Matching Document
PV	Voucher	PE	Change to Voucher Amount (when amount on a posted voucher is changed)
PR	Recurring Invoice	PK	Created when voucher is paid through automatic payment processing
PM	Manual Voucher (without voucher match)	PN	Created when a manual payment is processed
PD	Debit Memo	PO	Created when posted payment is voided
PL	Manual Voucher (voucher logging)	PT	EFT payment
NO	AP/AR Netting Voucher	NM	AP/AR netting matching document

B

Currency Codes and Decimals

This appendix contains these topics:

- Appendix B.1, "Multi-Currency Option "Off""
- Appendix B.2, "Multi-Currency Option "On""

B.1 Multi-Currency Option "Off"

If the multi-currency option is not activated, the decimals associated with specific amount fields are determined by the Display Decimals defined in the data dictionary by your System Administrator.

B.2 Multi-Currency Option "On"

This section discusses the effects of having multi-currency turned on.

B.2.1 "Units" Ledgers

Decimals for amounts representing associative units ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

B.2.2 "Amounts" Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered "foreign."
- The decimal position is determined by the transaction's currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013).

All ledger types other than CA or any units ledger type, as mentioned above, are considered "domestic" ledgers. The currency's decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has euros (EUR) as its base currency, and its AA ledger then represents EUR.

An exception to this rule occurs when a currency has been assigned to a ledger type in the user defined code list (09/LT). If the special handling code of a ledger type

contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of euros (EUR). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of the user defined code list (09/LT). Any entry made to that ledger is considered USD and not EUR.

The designation of a currency code for a ledger type should only be done as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

B.2.3 Totals on Reports

The decimal position for totals on reports follow the same rules as presented above. The currency code defined for the ledger type is the first determining factor. If that is blank, the currency of the company to which the last account is associated determines the decimal position. For summary amounts representing "foreign" currency in the CA ledger, the following rules apply:

- F0902/F1202 - Balance reports use the "denominated in" Currency Code field on the record.
- F0911 - Transaction reports use the account currency code. If it is blank, the transaction currency code of the last record is used.
- F0311/F0411 - Customer and Supplier Ledger reports use the currency code on the last record. In some cases, reports have been changed to indicate that a total is not applicable if multiple currencies are summed. You would then see "****N/A****" used instead of a total.

B.2.4 Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

Note: For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so entry can be made directly to the AA ledger.

B.2.5 Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD - This code represents the original transaction currency.
- CRCX - This code represents the denominated currency.

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted in detail by the originating currency of the transaction.

For every transaction currency, you will have a corresponding balance. If this amount of detail is not required, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	"Denominated In" Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency
Detailed Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Detailed Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency (if specified in the user defined code list (09/LT) or Company Currency

The result of posting a similar set of transactions in both summary and detail is shown below. This example shows a Belgian euro (EUR) company with sales originating in euros, U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCD = Original transaction currency

CDCX = Denominated currency

B.2.6 Detailed Posting by Currency

Account	CRCD	CRCX	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product	EUR	EUR	100,000			
	USD	EUR	150,000	USD	USD	5,000.00
	GBP	EUR	45,000	GBP	GBP	1,000.00

B.2.7 Summary Posting by Currency

Account	CRCD AA	CRCX AA	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product		EUR	355,000		EUR	1,600,000

C

Batch Input Setup

This appendix contains these topics:

- Appendix C.1, "Overview"
- Appendix C.2, "Table 1 - Required or Conditionally Required Fields"
- Appendix C.3, "Table 2 - Optional Control Fields"
- Appendix C.4, "Table 3 - Additional Fields"

C.1 Overview

To successfully upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), to the Voucher Transactions - Batch Table (F0411Z1), you must enter data into certain fields.

Table 1 in this appendix lists the fields required by the Batch Voucher Processing program for uploading. Tables 2 and 3 list optional fields that might be useful to you in organizing the data, but are not required by the program. Table 4 lists fields that the system ignores during the upload process. The functional server does not pass ignored fields to the JD Edwards World fields.

Each field in tables 1-3 is shown as required, conditional, or optional, as follows:

- R = Required. You must enter data in this field to successfully upload the transactions to the Voucher Transactions - Batch table.
- C = Conditional. Under certain conditions, you must enter data into this field to successfully upload the transactions to the Voucher Transactions - Batch table. The conditions are listed in the table under Explanation.
- O = Optional. You may enter data in this field.

Other information in the tables includes:

- Value. The valid input value is edited. If no value is listed, you may enter any value that meets the field's alpha/numeric specifications.

  If the table shows DD as the value, the system takes valid values from the data dictionary specifications for the data item. The system can validate data dictionary specifications against user defined codes, allowed values, or upper/lower allowed values.

  If a file or user defined code (xx/xx) is listed in the table, the system validates the value you enter against that file or user defined code.
- Default. The default value that the system assigns if you leave the field blank. If no default is listed, the system uses the initialization value for the data item, with

blanks for alpha fields and zeros for numeric fields. If DD is listed, the system uses the default value for the data item from the data dictionary. You can revise some of the defaults through the functional server processing options (XT0411Z1).

- Formats. Julian Date. The JD Edwards World Julian date format is CYYDDD, where C is the century (1900=0, 2000=1), YY is the year, and DDD is the day of the year. The different formats are:
  - Numeric amounts. The data dictionary shows amounts with a 0 data file decimals. The data item size includes the decimal values. For example, if the display decimals = 2, the file keeps $5.50 as 550. If display decimals = 0, the file keeps $1000 as 1000.
  - Multi-currency. If you are working in a multi-currency environment, the system uses the company or account display decimals for ledger type AA (domestic), and the transaction currency code for ledger type CA (foreign).

  Other special format considerations appear under Explanation for the specific field. If no format is listed, use the data dictionary specifications for the data item to enter the field.

C.2 Table 1 - Required or Conditionally Required Fields

The Batch Voucher Processing program (P04110Z) requires the fields in this table for adding or deleting A/P transactions.

Field	Description	R C O	Explanation	Value	Default
ACR	Foreign Amount	R	Required to enter amounts in foreign mode (CRRM=F)	Not zero	Calculated from AG if working in multi-currency and domestic mode.
AG	Amount	R	Required to enter amounts in domestic mode (CRRM=D)	Not zero	Calculated from ACR if working in multi-currency and foreign mode.
AN8	Address Number	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
CO	Company	R	Required to add a transaction (EDTC=A or blank)	F0101 Address Number	
DCT	Document Type	R	Required to delete a transaction (EDTC=D or blank)	F0005 00/DT	PV if VJAG > 0 PD if VJAG < or = to 0
DGJ	G/L Date	R	Required to add a transaction (EDTC=A or blank)	Valid date	

Field	Description	R C O	Explanation	Value	Default
DOC	Document Number	R	Required to delete a transaction (EDTC=D). If you leave this field blank when you add a transaction, the system uses Next Numbers to assign a document number. If you enter a document number, it must not already exist for an add.	F0411 Document	For an add, this is assigned by Next Numbers.
DOCM	Payment/Item Number	C	This field is required when entering paid vouchers. This field must be a unique number within JD Edwards World.	F0413 F0414	Blank User assigned only
EDTC	Transaction Action	R	Required to delete a transaction (EDTC=D). Enter only one line to indicate the JD Edwards World document and document type to be deleted.	A = Add D = Delete	A
EDTN	Transaction Number	R	The user transaction, voucher number, or sequential number for batch processing. This field, or this field in combination with EDUS and EDBT, should contain unique identification for a specific A/P voucher transaction.		
ICU	Batch Number	R	This field must be left blank. The system assigns the number through the Batch Edit/Update program. Each change in the EDBT field causes the creation of a new batch number.		Assigned by Next Numbers.

Field	Description	R C O	Explanation	Value	Default
KCO	Document Company	C	This field is required for a delete transaction (EDTC=D) and if assigning next numbers by company or fiscal year. If you enter a Document Company, it must not already exist for an add, but must exist for a delete.	F0010	CO

C.3 Table 2 - Optional Control Fields

The fields in this table might be useful in processing and organizing batch data.

Field	Description	R C O	Explanation	Value	Default
ATXA	Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.		X4008C or calculated if working in multi-currency and foreign mode.
CRCD	Currency Code	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	F0013	F0101
CRR	Exchange Rate	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.		F0013 for CRCD if CRRM = F or D. Calculated from AG and ACR if CRRM = 3 for both AG and ACR.

Field	Description	R C O	Explanation	Value	Default
CRRM	Mode of Entry	O	If multi-currency is activated, the system edits this field. You can use this field to control the currency calculations if you are working in a multi-currency environment.	D Domestic F Foreign	DD
CTAM	Foreign Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.	3 Pre-calculated	X4008C or calculated if working in multi-currency and domestic mode.
CTXA	Foreign Taxable Amount	O	Ignored if both EXR1 and TXA1 are blank.	X4008C	X4008C or calculated if working in multi-currency and domestic mode.
EDAN	User Address Number	O	A number you assign in both the voucher record and the address book record, when the actual address number is assigned by the system using Next Numbers. This number is used to link the new address number to this transaction.		
EDBT	User Defined Batch Number	O	This field, in combination with EDTN and EDUS, uniquely identifies a specific voucher entry. This field also acts as a level break and causes the assignment of a JD Edwards World batch number each time this value changes.		

Field	Description	R C O	Explanation	Value	Default
EDUS	User ID	O	User defined ID number. This field, in combination with EDTN and EDBT, uniquely identifies a specific voucher entry. PC processing uses this field as the PC terminal ID number.		
EXR1	Tax Explanation Code	O	If you enter a code here, the system performs tax calculations.	00/EX	
ICUT	Batch Type	O	This field identifies the system that the batch pertains to. For example: G = General Accounting V = A/P Vouchers I = A/R Invoices	98/IT	
STAM	Tax Amount	O	Ignored if both EXR1 and TXA1 are blank.	X4008C	X4008C or calculated from CTAM if working in multi-currency and foreign mode.
TXA1	Tax Rate/Area	O	If you enter a code here, the system performs tax calculations.	F4008	MCTXA1 or ABTXA2 (if EXR1 is not blank).
URDT	User Reserved Date	O	If a payment number is entered and this field is left blank, the voucher G/L date is used. If the payment has a different G/L date, that date is entered in this field.	Valid Date	
GLBA	G/L Bank Account	C or O	When processing a payment, if left blank, the PB AAI is used to determine the bank account. You should enter the specific bank account.		

Field	Description	R C O	Explanation	Value	Default
PYE	Alternate Payee	O	In payment processing, if the payment went to an alternate payee, this field must have a value. If left blank, the determination of the PYE value in the XT0411Z1 is used.		

C.4 Table 3 - Additional Fields

The fields in this table are optional. You can use them to provide additional information about the A/P transactions. Some of these fields are for future use with EDI processing.

Field	Description	R C O	Explanation	Value	Default
AAP	Open Amount	O			AG if domestic, calculated from FAP if working in multi-currency and foreign mode.
AC07	Category Codes	O			F0101 ABAC07
ADSA	Discount Taken	O			Calculated from CDSA if working in multi-currency and foreign mode.
ADSC	Discount Available	O		Less than the gross amount	Calculated from CDS if working in multi-currency and foreign mode.
BAID	Bank Transit Account	O			
BALJ	Balanced JEs	O			Y
CDS	Foreign Discount Available	O		Less than the gross amount	Calculated from ADSC if working in multi-currency and domestic mode.
CDSA	Foreign Discount Taken	O			Calculated if working in multi-currency and domestic mode.
CRC	Check Routine Code	O			
DD#	Due Date (Net) Century	O			

Field	Description	R C O	Explanation	Value	Default
DDM DDD DDJ DDY	Due Date Net	O		Valid date	From G/L or voucher Date
DIC#	Batch Date Century	O			
DMCD	Domestic Multi-Currency Code	O			
DMTM DMTD DMY	Matching Document Date	O		Zeros	
DMT#	Matching Document Date Century	O		Zeros	
DOCM	Matching Document	O		Zeros	
DSV#	Service/Tax Date Century	O			
EDCT	Transaction Type	O			
EDDL	Number of Detail Lines	O	This number should be the number of detail lines included in the specific transaction. For user verification only.		
EDDT	Transmission Date	O		Valid calendar date	Date processed Format: YYDDD (Julian)
EDER	Send/Receive Indicator	O	Future EDI field.	DD	
EDFT	Translation Format	O	Future EDI field.	A valid translation format set up through the third-party translators for EDI.	
EDGL	Create G/L record	O	Future use.		
EDLN	Line Number	O	This field might be useful to the user in identifying specific transaction lines.		

Field	Description	R C O	Explanation	Value	Default
EDSP	Processed	O	The batch processing program bypasses transactions marked 1 (processed).	0 = No 1 = Yes	0
EDSQ	Record Sequence	O			
EDST	Transaction Set	O	Future EDI field.	A standard EDI set number.	
EDTS	Transaction Type	O	Identifies the type of voucher to be added or deleted.	I = voucher	I
EDTY	Record Type	O	Future EDI field.		
FAP	Foreign Open Amount	O			ACR if working in multi-currency and domestic mode.
GLC	G/L Offset	O		AAI	F0101 ABAPC
ITM	Item Number (short)	O			
MCU	Business Unit	O		F0006	F0101 ABMCU
OBJ	Object Account	O			
OPSQ	Operation Sequence Number	O			
PDCT	Order Type	C	Required if PO not blank.	00/DT	DD if PO not blank.
PKCO	Order Key Company	C	Required if PO not blank.	F0010	CO if PO not blank.
PO	Purchase Order	O			
POST	G/L Posted Code	O			
PST	Pay Status	O		DD	DD
PTC	Payment Terms	O		F0014	F0101 ABTRAP
PYIN	Payment Instrument	O			F0101 ABPYIN
RDS#	Reminder Stop Date Century	O			
RDSM RDSD RDSY	Reminder Stop Date	O		Valid date	

Field	Description	R C O	Explanation	Value	Default
RF	Recurring Frequency	C	Required if DRF not blank.		
RMK	Remark	O			
RP1 RP2 RP3	Misc. Codes 1,2, and 3	O	Used for tax editing purposes.		
SBL	Subledger	O			
SBLT	Subledger Type	O			
SDCT	Sales Document Type	O			
SDOC	Sales Document				
SFX	Pay Item	O	Ignored for delete transaction (EDTC = D). If left blank, is assigned by the Batch Edit/ Update Program.		Assigned
SFXE	Pay Item Extension Number	O		Blanks	
SKCO	Sales Document Company	O			
SUB	Subsidiary Account	O			
U	Units	O			
UM	Units of Measure	O			

C.4.1 Table 4 - Ignored Fields

If you enter data into these fields, the functional server does not pass it to the JD Edwards World fields. The Batch Voucher Processing program (P04110Z) supplies blank, zero, or the default shown in the table below.

Field	Description	Value	Default
AID2	G/L Credit Account		
AM	Account Mode		F0901
PYE	Alternate Payee Address		
ATXN	Non-Taxable Amount		X4008C or calculated from CTXN if working in multi-currency and foreign mode.

Field	Description	Value	Default
CTRY	Fiscal Century		G/L Date Century
CTXN	Foreign Non-Taxable Amount		X4008C or calculated from ATXN if working in multi-currency and domestic mode.
DDN#	Due Date (Net) Century		
DDNM DDND DDNJ DDNY	Due Date (Net)		
DIC#	Batch Date Century		
DICJ DICM DICD DICY	Batch Date		F0011 Batch Header
FNLP	Closed Item		
FY	Fiscal Year		G/L Date Fiscal Year
GLBA	G/L Bank Account		
ITI#	Interest Invoice Date Century (A/R only)		
ITIM ITID ITIY	Interest Invoice Date (A/R only)		
JOBN	Workstation ID		System
LNID	Line Number		
MCU2	Business Unit		
ODCT	Original Document Type		Document Type
ODOC	Original Document		Document
OKCO	Original Document Company		Document Company
OSFX	Original Pay Item		Pay Item
PID	Program ID		System
PN	G/L Period		Current Company Period
RDD#	Last Sent Reminder Date Century (A/R only)		
RDDM RDDM RDDY	Last Sent Reminder Date (A/R only)		

Field	Description	Value	Default
RDRL	Level Last Reminder Sent (A/R only)		
RMDS	Total Sent Reminders (A/R only)		
SFXO	Order Suffix		
TORG	Transaction Originator		System
UNIT	Unit Number		
UPMJ	Date Updated		System
UPMT	Time Last Updated		System
USER	User Profile		System
VINV	Vendor Voucher Number		
VOD	Void Flag		
VR01	Reference		

D

Structured Query Language (SQL)

This appendix contains this topic:

- Appendix D.1, "Overview"

D.1 Overview

The time it takes to locate vouchers on Supplier Ledger Inquiry grows in proportion to the number of records in the system. Supplier Ledger Inquiry uses logical files whenever possible to speed processing time. You can, however, set up the selection criteria to use IBM's Structured Query Language (SQL).

The following table states which combinations are supported by the use of a logical file. The combination of Fields Entered, Paid Value and Sequence will determine which logical files can be used for your search. Combinations other than what is presented below will automatically use SQL to retrieve the information, if SQL processing has not been prevented by the processing option.

Fields Entered	Paid Value (0, 1, 2)	Advised Sequence
Address Number	0	1, 2, B
Address Number	0, 1, 2	4, 5, 6, 7, 8, A
Address Number, Invoice Number	0, 1, 2	4
Document Number	0, 1, 2	1
Document Number, Document Type	0, 1, 2	1
Address Number, Document Number	0, 1, 2	1, 7
Address Number, Document Type	0, 1, 2	6, A
Address Number, Document Number, Document Type	0, 1, 2	1, 6, 7, A
Address Number, P.O. Number	0, 1, 2	5

Note: If the processing option has been set to sequence by Net Due Date, Invoice Date or G/L date (2, 3 or 8) in descending order, SQL will be automatically used for these searches.

E

Functional Servers

This appendix contains this topic:

- Appendix E.1, "About Functional Servers"

E.1 About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

To set up business rules for an entry program

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Caution: Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *JD Edwards World Technical Foundation Guide*.

E.1.1 Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

- Speed Voucher Entry (P040015)
- Standard Voucher Entry (P04105)
- Void Payment Entry (P4704103)
- Credit Tied to Debit Bill (P041010)
- Multi-Voucher (P041017)
- Calculate Withholding (P04580)

F

Procurement for Accounts Payable

This appendix contains these topics:

- Appendix F.1, "Procurement to Accounts Payable Relationship"
- Appendix F.2, "The Procurement System"
- Appendix F.3, "System Integration"
- Appendix F.4, "Features, Terms, and Concepts"
- Appendix F.5, "Detailed Information"
- Appendix F.6, "Menu Overviews"
- Appendix F.7, "Procurement for Accounts Payable Cross-References"
- Appendix F.8, "Data Flow and Files"

F.1 Procurement to Accounts Payable Relationship

When you receive the goods and services on a purchase order, a liability is created in the Accounts Payable system. If you perform government accounting, you might recognize the liability for an encumbrance at the time of purchase order entry instead of at the time of receipt.

After you create a voucher for a purchase order, all information in the Procurement and Accounts Payable systems should correspond. The general ledger account in which the system stores amounts received but not vouchered should equal zero.

When you choose to use Procurement for Accounts Payable, you should involve representatives from both departments as you set up your system and process transactions. Both representatives should be thoroughly familiar with their respective systems.

The following graphic depicts the interface and file interactions between the Accounts Payable system and the Procurement system (and Inventory Management system, if applicable).

Note: If you must change or void a voucher, you must do so in the Procurement system. Changes you make to a voucher in the Accounts Payable system will not update the Procurement system.

F.2 The Procurement System

The JD Edwards World Procurement system accommodates a diverse range of purchasing activities for:

- Replenishing inventory
- Acquiring materials used in completing projects
- Charging purchased goods and services to specific departments, jobs, or cost centers

Procurement involves order entry through actual payment of the goods and services that you receive. You must carefully plan the cycle through which you intend to process your orders and set up the Procurement system accordingly. Set up considerations include order types, line types, and order activity rules.

You can perform activities that are specific to your procurement operation, such as special orders processing, approval processing, and supplier management. A variety of features are available to help you process orders in a fast and effective manner. Extensive review and reporting capabilities can help you make decisions about current and future purchasing strategies.

F.3 System Integration

The Procurement system works in conjunction with JD Edwards World accounting, distribution/logistics, and manufacturing systems to cover all aspects of processing purchase orders.

The Procurement system accommodates Electronic Data Interchange (EDI) so that you can send and receive documents electronically.

The following graphic illustrates how the Procurement system integrates with the Accounts Payable system and other JD Edwards World accounting and distribution/logistics systems.

F.3.1 General Accounting and Accounts Payable

The Procurement system integrates with the General Accounting and Accounts Payable systems. With the use of Automatic Accounting Instructions (AAIs) and user-input account numbers, the system relays pertinent transaction information to your accounting systems.

The Procurement system retrieves supplier payment information, tax information, and so forth from the Accounts Payable system.

F.3.2 Address Book

The Procurement system works in close coordination with the Address Book system to retrieve:

- Supplier address information
- Ship-to address information
- Warehouse address information
- User identification information

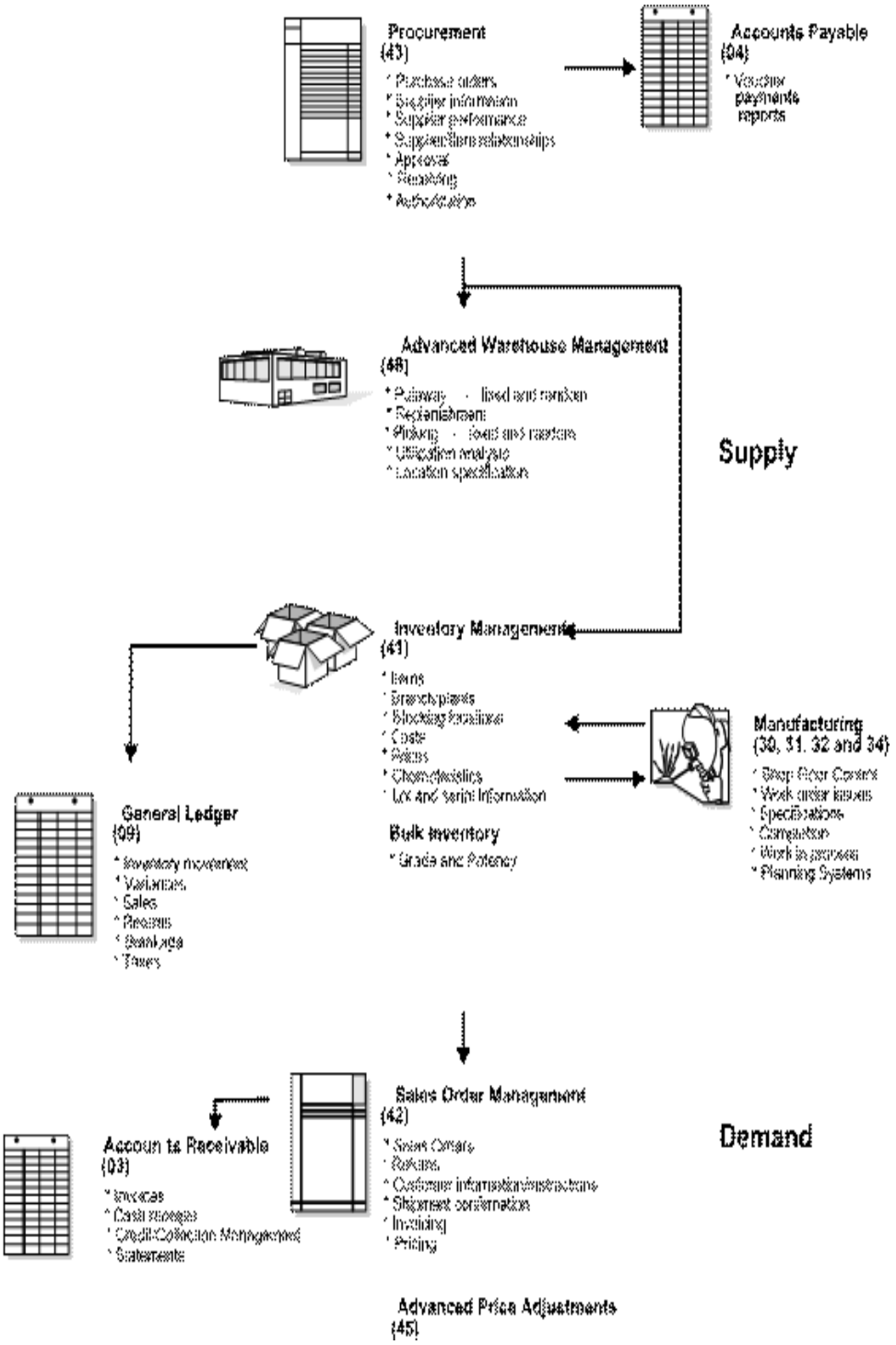
F.3.3 Distribution/Logistics

Your organization might integrate the JD Edwards World Procurement system with the JD Edwards World Inventory Management system. This integration involves the validation and exchange of information that pertains to inventory items.

Other JD Edwards World distributions/logistics systems with which the Procurement system integrates include:

- Advanced Warehouse Management
- Sales Order Management
- Forecasting
- Distribution Requirements Planning

The following graphic illustrates how the Procurement system interacts with other systems to meet supply and demand requirements in a stock based distribution/logistics environment. (System numbers are in parenthesis.)



F.3.4 Manufacturing

Your Procurement system can interact with several JD Edwards World manufacturing systems to help process parts availability, work orders, forecasting and planning, product costing, and so forth.

F.3.5 Other JD Edwards World Systems

Other systems with which your Procurement system might interact include:

- Fixed Assets
- Job Cost

F.3.6 Electronic Data Interchange

EDI is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format that most computers can process.

The Electronic Commerce system consists of JD Edwards World System 47, which is the application interface containing interface files and programs. System 47 works with a third party translation software that translates EDI standard data into a JD Edwards World file format, so that the JD Edwards World application software can manage the data.

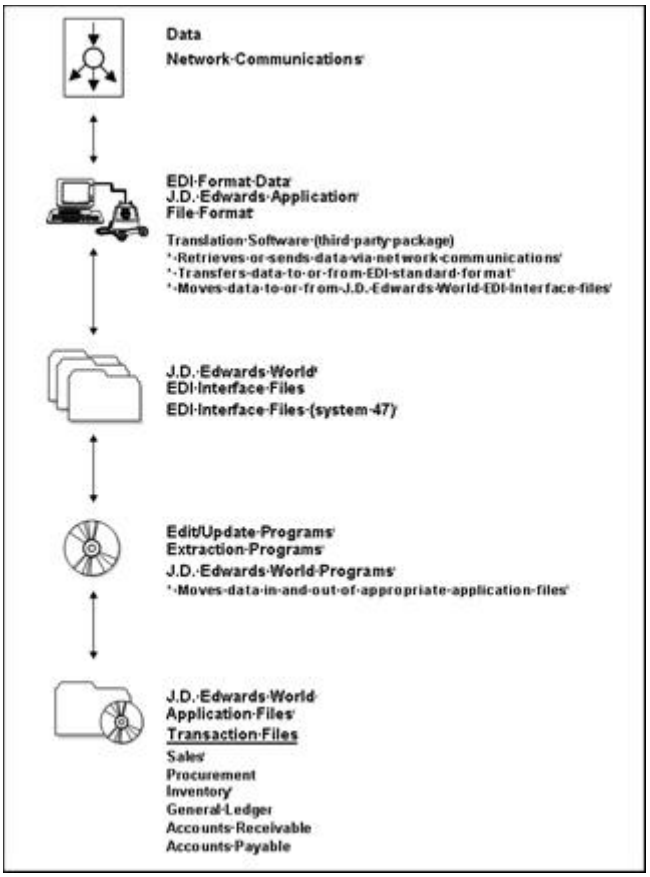
F.3.6.1 Processing EDI Documents

When you receive documents, your third party translator software:

- Retrieves the data via network communications
- Translates the data from EDI standard format to JD Edwards World application file format
- Moves the translated data into the JD Edwards World EDI interface files

The JD Edwards World Electronic Commerce system then moves the data into the appropriate application files.

When you send documents, the system performs the procedures above in reverse order. The following graphic illustrates the EDI process:



F.3.6.2 Electronic Documents Supported by JD Edwards World

The EDI documents that JD Edwards World currently supports appear in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standards organizations.

TRANSACTION	ANSI	EDIFACT	Inbound To	Outbound From
Purchase Order	850	ORDERS	Sales	Procurement
Purchase Order Acknowledgement	855	ORDRSP	Procurement	Sales
Shipping Notice	856	CODEPA	Procurement	Sales
Invoice	810	INVOIC	A/P, Procurement	Sales, A/R
Receiving Advice	861	IFTMAN	Procurement, Sales	Procurement
Request for Quote	840	REQUOT	Sales	Procurement
Response to Request for Quote	843	QUOTES	Procurement	Sales
Purchase Order Change	860	ORDCHG	Sales	Procurement
Purchase Order Change Acknowledgement	865	ORDRSP	Procurement	Sales
Payment Order	820	PAYEXT	A/R	A/P

TRANSACTION	ANSI	EDIFACT	Inbound To	Outbound From
Planning Schedule	830	DELFOR	DRP/MRP	DRP/MRP
Price Sales Catalog	832	PRICAT	PDM	PDM
Lockbox	823	DEBADV	A/R	
Product Activity Data	852	INVRPT	Sales/ Inventory	Inventory

F.4 Features, Terms, and Concepts

This section discussed features, terms and concepts.

F.4.1 Procurement Methods

Based on your business objectives, the system provides two different methods by which you can procure goods and services:

- Purchasing for inventory
- Purchasing to the general ledger

F.4.1.1 Purchasing for Inventory

Your organization might manage an inventory or stock-based operation, which includes:

- Retail items for sale to customers
- Items for internal consumption
- Manufactured items
- Repair and maintenance items

You must use the purchasing for inventory method to purchase goods for a stock-based environment. This method enables full integration between the Procurement system and the Inventory Management system. You purchase items based on the item numbers that exist in the Inventory Management system. The Procurement system:

- Validates that items exist in the Inventory Management system
- Retrieves item information from the Inventory Management system, such as item descriptions, units costs, units of measure, and so forth
- Updates item information in the Inventory Management system, such as on-hand balances, unit costs, and so forth

In a stock-based environment, item costs are classified as inventory on the balance sheet until you issue the items out of inventory. If you sell the items, they become cost of goods sold. If you use the items internally, you determine the expense account to which to charge the items at the time of issuance.

F.4.1.2 Purchasing to the General Ledger

Your organization might purchase goods, materials, or services that are used internally or are subsequently charged to outside parties. Purchases might apply to a:

- Job
- Program
- Internal consumption

- Repair and maintenance
- Parts chargeable on a work order

You use the purchasing to general ledger method to charge purchases against general ledger account numbers. Each account number represents a job, program, project, or so on. This method accommodates non-stock and services and expenditures based environments.

You can optionally use the purchasing to general ledger method to purchase items that exist in the Inventory Management system. The Procurement system validates item numbers and retrieves item descriptions and costs from the Inventory Management system, but does not update item balance information.

Tracking commitments or encumbrances is a common practice in non-stock and services and expenditures based environments. A commitment or encumbrance is the recognition of a future obligation. If you purchase to the general ledger, you can have the system track commitment or encumbrance amounts when you enter purchase orders.

F.4.2 Purchasing Environments

The Procurement system provides three different environments in which you can perform your purchasing activities:

- Stock based
- Non-stock based
- Services and expenditures based

The stock based environment is designed to accommodate those who perform purchasing to inventory. The non-stock and services and expenditures based environments accommodate those who perform purchasing to the general ledger.

You choose the environment that is most conducive to your operation. For example, the stock based environment enables you to perform activities common to inventory operations, such as supplier management and rebate processing. The non-stock and services and expenditures based environments enable you to track encumbrances.

Several activities are common among all three environments. However, menus and screens are set up differently to accommodate processes and procedures for each specific type of operation.

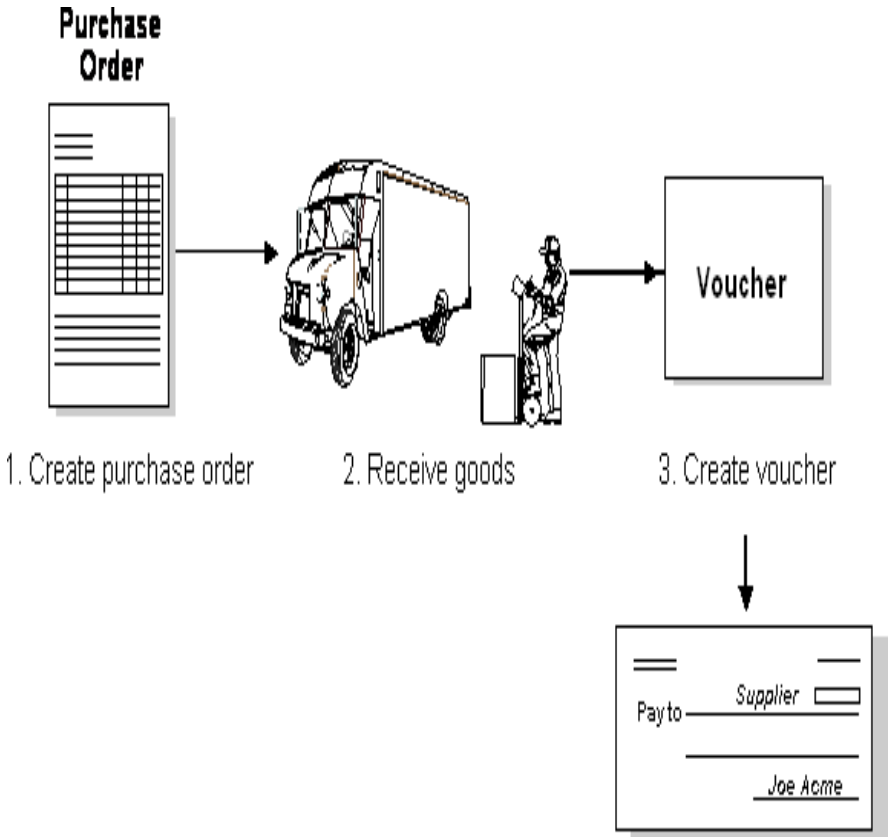
The environments you use depend entirely on the objectives of your organization. Some organizations might choose to use all environments, while other organizations might choose only to use one environment.

F.5 Detailed Information

F.5.1 Purchase Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

- Creating a purchase order
- Receiving the goods or services
- Creating a voucher to pay for the goods or services



After you create a purchase order, you can use one of two methods to receive the goods or services:

- Enter receipt information on the system (formal receiving process or three-way match)
- Have the system automatically generate receipt information when you create a voucher (informal receiving process or two-way match)

If you purchase for inventory, you must use the formal receiving process. If you purchase to the general ledger, you can use either the formal or informal receiving process.

The method you use to create vouchers depends on your receiving process. If you use the formal receiving process, you can create vouchers:

- Individually, by verifying that invoice information matches receipt information
- In batch mode, using existing receipt records

If you perform informal receipts, you must compare invoice information to the original purchase order to create a voucher.

The following graphic shows the files that are affected as a purchase order flows through the purchasing process.

Each time you enter an order, you must provide details about the items and services that you want to order. For each item or service, you must enter a line of detail which describes the order, including the quantity and cost.

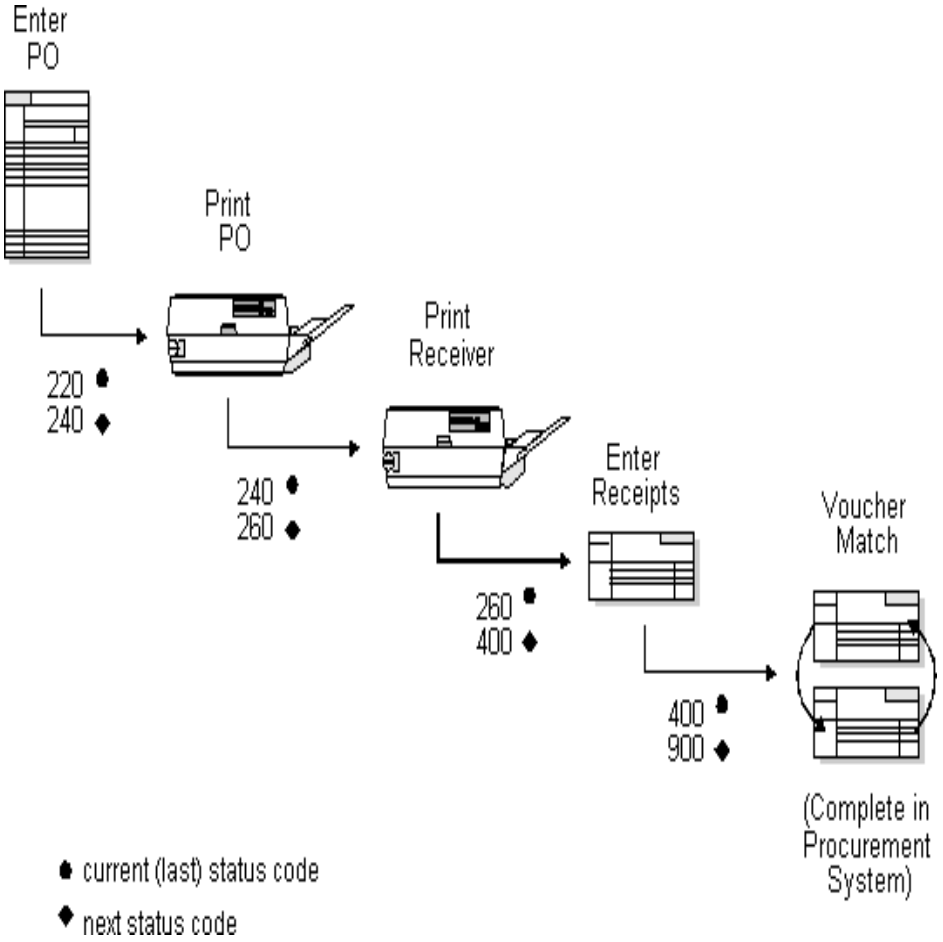
You must specify a line type for each detail line that you enter. The line type indicates how the system manages information on the detail line. For example, you might have a line type of S (for stock items) to indicate that the system is to increase the quantity

of the item in the Inventory Management system and reflect the cost in the general ledger and the Accounts Payable system.

You must set up order processing cycles to indicate how the system is to process the detail lines on each of your order types (purchase orders, requisition, blanket orders, and so forth). For example, you can set up the processing cycle for purchase orders as follows:

- Create purchase order
- Print purchase order
- Print purchase receiver
- Receive goods or services
- Create voucher

You use order activity rules to set up the required steps for a processing cycle and to indicate the progression of the steps. You must assign a current and next status code to each step in the process. These codes identify the current status of an order detail line and the next step to which the system advances the line.



For each processing cycle you set up, you must specify the order type and line type to which it applies. For example, the processing cycle shown above might only apply to purchase order detail lines to which you assign a line type of S.

F.5.2 Purchasing Terms

F.5.2.1 Commitments and Encumbrances

Commitments and encumbrances are recognitions of future obligations. Each time you enter a purchase order, you can track the resulting commitment or encumbrance amount. Such tracking is common to non-stock and services and expenditures based purchasing operations.

F.5.2.2 Landed Costs

Landed costs are costs that exceed the purchase price of an inventory item. For example, a landed cost might be a commission, a brokerage fee, a freight charge, and so on.

F.5.2.3 Last-In Cost

The last-in cost is a costing method used for items. It is the last cost that a supplier charged you for a certain item. For example, if the cost of Item A was 5.00 the last time you received it, the last-in cost for Item A is 5.00.

F.5.2.4 Weighted Average Cost

The weighted average cost is the most common costing method used for items outside of a manufacturing environment. It is the total cost of the items you purchase divided by the quantity. For example:

Quantity on Order	Purchase Cost	Total Cost
4	10.00	40.00
10	10.50	105.00
5	10.25	51.25
19		$196.25
196.25 / 19 = 10.33 $10.33 = total weighted average cost		

F.5.2.5 Standard Cost

Unlike the weighted average or last-in cost for an item, a standard cost remains consistent unless you manually change it. Standard costs are commonly used in manufacturing environments to determine the cost of goods. You might assign a standard cost to an item when you depend on a certain set price to build a product.

F.5.3 Optional Procurement Activities

Optional procurement activities you can perform include:

- Creating multiple purchase orders simultaneously
- Ensuring that orders are approved prior to processing
- Creating special orders, such as:
  - Quotes
  - Requisitions
  - Blankets

  - Non-stock orders
- Place orders on hold
- Performing commitments or applying encumbrances
- Obtaining and comparing price quotes for items and services
- Tracking changes to purchase orders
- Applying tolerances or budgeting
- Setting up and tracking rebates to which you are entitled
- Monitoring items from the moment they leave a supplier's warehouse
- Managing relationships between suppliers and items

F.6 Menu Overviews

Menu Overview - Stock Based Procurement

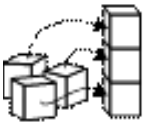
Procurement G43
Stock Based Procurement G43A

Daily Operations

* Purchase Order Processing G43A11
* Requisition and Quote Management G43A12
* Order Generation/Approval/Release G43A13
* Receipt Routing G43A14
* Procurement EDI Transactions G4722
* Receipts Matching and Posting G43A15
* Supplier Management G43A16
* Price Management G43A17

Reports and Inquiries

* Procurement Reports G43A111
* Procurement Inquiries G43A112



System Setup

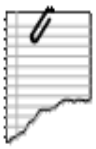
* Tax Processing and Reporting G0021
* Procurement User Defined Codes G43A411

Advanced and Technical Operations

* Data Files Purges G43A311

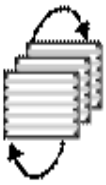
Menu Overview - Non-Stock Based Procurement

Procurement G43
Non-Stock Procurement G43B



Daily Operations

* Non-Stock Purchase Order Processing G43B11
* Requisition and Quote Management G43B12
* Order Generation/Approval/Release G43B13
* Procurement Transactions G4722
* End of Day Processing G43B14



Reports and Inquiries

* Procurement Reports G43B111
* Procurement Inquiries G43B112

System Setup

* Tax Processing and Reporting G0021
* Procurement User Defined Codes G43A411
* Commitment Setup/Rebuilds G43B411

Advanced and Technical Operations

* Data Files Purges G43A311

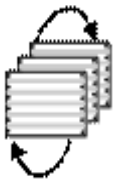
Menu Overview - Services/Expenditures Procurement

Procurement G43

Services/Expenditures Based Procurement G43C

Daily Operations

* Services/Expenditures PO Processing G43C11
* Requisition and Quote Management G43B12
* Order Generation/Approval/Release G43B13
* Procurement Transactions G4722
* End of Day Processing G43B14



Reports and Inquiries

* Procurement Reports G43C111
* Procurement Inquiries G43C112

System Setup

* Tax Processing and Reporting G0021
* Procurement User Defined Codes G43A411
* Commitment Setup/Rebuilds G43C411

Advanced and Technical Operations

* Data Files Purges G43A311

F.7 Procurement for Accounts Payable Cross-References

As you set up your system and process transactions, you might want to refer to detailed information about a specific topic. Following are topics for Procurement for Accounts Payable and the corresponding title in the appropriate guide.

F.7.1 Procurement

Topic	Title in the Procurement Guide
Purchase Order Entry	Overview to Purchas Order Entry
	Enter Purchase Order Header Information
	Enter Purchase Order Detail Information
	Work with Special Order Entry Features
	Work with Purchase Order Information
	Overview to Special Orders Processing
	Work with Requisitions
	Work with Blanket Orders
	Work with Quote Orders
	Work with Change Orders
	Overview to Order Updates
	Update Status Codes
	Generate Purchase Orders from Suggestions
Commitments and Encumbrances	Overview to Commitment Setup
	Work with Commitments and Encumbrances
	Set Up Commitment Tracking for Purchases
	Create a Purchasing Commitment Audit Trail
	Post Committed Purchasing Costs to Jobs
Budgets	Work with Budgets
Order Holds	Work with Orders on Hold
Print Purchase Orders	Print Purchase Orders
Receipts	Overview to Receipt Processing
	Print Purchase Receivers
	Enter Receipts
	Work with Journal Entries for Receipt Transaction
	Print Receipt Information
Vouchers	Overview to Voucher Processing
	Review Open Receipts
	Work with Landed Costs
	Create Vouchers Using Invoices
	Create Multiple Vouchers from Receipt Records
	Work with Journal Entries for Voucher Transactions
	Log Invoices prior to Receiving Goods
	Print Voucher Information
Approve Orders	Overview to Approval Processing
	Set Up Approval Processing
	Work with Orders Awaiting Approval

Topic	Title in the Procurement Guide
Receipt Routing	Overview to Receipt Routing
	Create Receipt Routes
	Activate Receipt Routing
	Work with Items in a Receipt Route
Suppliers	Set Up Supplier and Item Information
	Define Supplier Prices and Discount Rules
	Review Supplier Performance Information
	Update Supplier and Item Analysis Records
Setup	Overview to System Setup
	Set Up Order Line Types
	Set Up Order Activity Rules
	Set Up Automatic Accounting Instructions
	Create Tolerance Rules
	Set Up Purchase Order Hold Information
	Set Up Landed Costs
	Set Up Non-Stock Items
	Set Up Templates for Purchase Orders

F.7.2 Accounts Payable

Topic	Title in the Accounts Payable Guide
AAIs	Overview of AAIs
	Understand AAIs for A/P
	Work with AAIs

F.8 Data Flow and Files

Following are the primary files the system updates in the appropriate system and the files with which the system interacts during the Procurement for Accounts Payable process.

F.8.1 Accounts Payable

Supplier Master (F0401)

Address Book Master (F0101)

Generic Text (F0016 and F00163)

Accounts Payable Ledger (F0411)

Accounts Payable Matching Document Detail (F0414)

Accounts Payable - Matching Document (F0413)

"As Of" Accounts Payable Ledger (F0411A)

"As Of" Accounts Payable Matching Document Detail (F0414A)

"As Of" Accounts Payable Matching Document (F0413A)

Account Ledger (F0911)

F.8.2 Procurement

Program Name and Number	Files Updated	Files from which the System Validates Data and Retrieves Data
Purchase Order Entry P4311	Purchase Order Header (F4301) Purchase Order Detail (F4311)	Address Book Master (F0101)
		Order Address Information (F4006)
		Sales Order Header (F4201)
		Sales Order Detail (F4211)
		Work Order Master (F4801)
		Item Master (F4101)
		Item Branch (F4102)
		Item Location (F41021)
		Supplier/Catalog Price (F41061)
		Cost Ledger (F4105)
		Sales Order/Purchasing Text Detail Lines (F4314)
		Lot Master (F4108)
Purchase Order Receipts P4312	Purchase Order Detail (F4311)	
	Purchase Order Receiver File (F43121)	
	Item Ledger (F4111)	
	Account Ledger (F0911)	
	Account Balances (F0902)	
Voucher Match P4314	Purchase Order Detail (F4311)	
	Purchase Order Detail (F4311)	
	Item Ledger (F4111)	
	Account Ledger (F0911)	
	Account Balances (F0902)	
	Accounts Payable Ledger (F0411)	

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